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## Board of Directors Board Minutes

October 18, 2022

- Board Members** Board Chair Peggy Kinkade, Vice Chair Matt McGowan, Directors Seana Barry, Gwen Carr, Anthony Georger, Edie Jones, Betsy Julian, Carlos Perez and Elizabeth Sanchez
- HDES Staff** Paul Andrews, Superintendent; Geraldine Casimiro, Director of Language Access Services; Rochelle Friend, Chief Financial Officer; Anna Higgins, Assistant Superintendent; Amy Joynt, Executive Director of Special Education; Angella LaFontaine, Business Analyst; Shay Mikalson, Chief Student Success Officer; Rutila Galvan-Rodriguez, Better Together Executive Director and Shelley Knutz, Executive Assistant
- Call to Order** Board Chair Peggy Kinkade called the October 18, 2022 meeting to order at 5:30 pm

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### PRESENTATIONS and REPORTS

#### Language Access

Superintendent Andrews introduced and welcomed Geraldine Casimiro, Language Access Director, who has been with High Desert ESD since 2013. Geraldine explained language access services and why they are so important. There are currently 15 languages spoken by students within the High Desert ESD region.

The Civil Rights Act of 1964 (Title VI) and the Equal Educational Opportunity Act of 1974 states that schools must guarantee English Learning (EL) students can participate meaningfully and equally in educational programs. The goal of the Language Access team is to ensure we are providing high quality and meaningful access to the culturally and linguistically diverse families we serve.

There were close to 5,000 requests over the last year for linguist services (both interpreters and translators) and the need is increasing rapidly.

In 2021, 6% of the requests they received were classified as urgent. In 2022, so far 30% of the request would be considered urgent. Geraldine relies on 35-40 independent contract linguists and several contracted services including Elizabeth Sanchez's business.

Elizabeth said because language access is often an afterthought, it falls on the coordinator to provide the service which can be very challenging. Shay mentioned that while there are 35-40 independent contract linguists, Geraldine and Leybi are the team of two who hold it all together. Rutila said being an interpreter is one of the most rewarding jobs she has ever had.

## **Board Goals/Benchmarks 2022-23**

Superintendent Andrews mentioned the three High Desert ESD pillars: We put kids first, We take care of each other, We are innovative and responsive to the needs of those we serve. Those are still the framework we use to prioritize the work we do. He then reviewed the three board goals, the long-term metric for each and the 22-23 benchmarks.

### **Goal 1 - Improve the educational, physical and mental well-being of students in our region.**

**Long-term metric:** Graduation rates trend up and gaps close

#### **22-23 Benchmarks:**

- HDESD programs and services improve student outcomes as reported in the HDESD's Annual Program outcomes.
- HDESD delivers services, technical assistance, and capacity building in districts that increase academic, mental and behavioral supports to students as measured by SSA Progress Marker Framework.

### **Goal 2 - Recruit and support and retain an outstanding, engaged, professional and diverse workforce.**

**Long-term metric:** HDESD staff demographics more closely reflect the demographics of the population we serve, and that is reflected at all levels of HDESD.

#### **22-23 Benchmarks:**

- Staff engagement improves as measured by the bi-annual Gallup Q12 survey.
- The HDESD Administrative Leadership Team more closely reflects the population we serve.
- Exit interviews demonstrate that staff feel supported and that when they leave they do so for reasons outside of HDESD's control.

Elizabeth asked what we are doing to ensure demographics more closely reflect the population we serve. Superintendent Andrews explained how we are approaching the application and interview process. We are also exploring the possible impact of internal biases during the hiring process.

### **Goal 3 - Be the most effective and sought-after P-20 facilitator of education services in Central Oregon by bridging gaps and bringing people together and providing excellent services that are innovative and responsive to those we serve.**

**Long-term metric:** Our partners report that they can count on HDESD to provide sought-after services and/or collaboration that meets their needs.

#### **22-23 Benchmarks:**

- HDESD programs and services bridge gaps and bring people together as reported in the HDESD's Annual Program outcomes.
- Annual Customer Survey demonstrates that HDESD programs and services are excellent, innovative, responsive and effective.

## **Program Outcomes 2021-22**

Anna presented the Program Outcomes for 2021-22. Because of the vast array of people and programs we have providing a diverse and enriched system of services, it is her intention is to align the program goals and outcomes to the board goals and metrics.

Anna's presentation grouped the ESD programs by the board goal that they support. She also listed the intended impact of several targeted programs. Each goal was followed by a spotlight of program outcomes from 2021-22. She will soon begin gathering the program goals for 2022-23 followed by documenting the outcomes for those goals at the end of the year.

## **Financial Report**

Rochelle reported our PERS rate increase, which was expected to be 3%, was actually less than 1%. The business office is very busy working with the auditors. The plan is to wrap up the audit in the next week or so. The auditors will present it to the Finance Committee in November and it will be presented to the entire Board after that. Grants have increased greatly both in number of grants and amount of funds being awarded. The ESD is putting resources toward this influx of grants and Rochelle has hired two new grant managers.

Betsy asked if we continue to have trouble receiving the contract payments from ODE. She remembers they hired a lot of people to handle the procurements. Rochelle said there continues to be an issue but not to the extent we had last year.

## **DISCUSSION ITEMS**

### **First Reading Board Policies**

#### **GBDA – Milk Expression or Breast-Feeding in the Workplace**

Superintendent Andrews is proposing that the exact location section of the policy be taken out and put into an administrative regulation so it can be adjusted as needed. Betsy asked how this would apply to our staff or substitutes working in other districts. Superintendent Andrews will check with the attorneys about adding a section to address that.

#### **IIBGA – Electronic Communications System**

Rachel worked with OSBA on the updates to this policy. She is recommended it be approved as presented.

### **Policy Discussion**

#### **GBED – Medical Examinations/Drug Testing**

Superintendent Andrews began the discussion by noting three of the districts we serve administer a drug test at the time of hiring that that is similar to the one we use. The other three districts have changed their testing procedures because it has proven to be a barrier to hiring. The discussion was whether it made sense to not test substitute teachers for marijuana given it is legal in Oregon and we need all the subs we can get.

Gwen asked if districts are experiencing unintended consequences for changing their testing procedure and would this apply to all staff or substitutes. Betsy feels like this could lead to the unfair treatment of employees and inequitable hiring practices. The board members shared their thoughts with Superintendent Andrews. He will discuss this further with the superintendents on Thursday and bring back a recommendation in November.

### **Superintendent Report**

- ✓ The demand for substitutes was up 50% in September 2022 over September 2021. Still we had a 96% fill rate. Anna has been working with districts to create a substitute incentive program called Sub +. She described the program to the board members.
- ✓ There have been 8 substitute orientations so far this year.
- ✓ Anna shared some highlights of innovative ideas that have gone through our Think Up or i4 process at the ESD. They are just starting a design process to look at childcare options for ESD employees and preK labs.
- ✓ Superintendent Andrews will start Local Service Plan discussion with our 4 component superintendents this week.
- ✓ Superintendent Andrews was able to be in Prineville to support and surprise Dr. Sara Johnson who was named Oregon's Superintendent of the Year.
- ✓ He attended the OAESD Superintendent Retreat with Anna and Shay 10/10-10/11 at the Bend Riverhouse.
- ✓ We will be hosting the OSBA Legislative Roadshow on 10/20/22 at 5:00pm.
- ✓ The OAESD Summit will be 11/10/22 at the Portland Downtown Marriott. The OSBA Annual Conference will begin the following day 11/11-11/13/22.

## Board Report

- Board Committee assignments were listed on the agenda. The board members approved of the assignments.

## ACTION ITEMS

### Consent Agenda

- ✓ Personnel Report – October 2022
- ✓ Board Minutes – September 20, 2022
  - **Gwen Carr made a motion to approve the Consent Agenda as presented. Matt McGowan seconded the motion. Motion carried 9-0.**

The October 18, 2022 Board of Director's meeting adjourned at 7:40 pm.

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Peggy Kinkade, Board Chair

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Shelley Knutz, Executive Assistant