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## Board of Directors Board Minutes

November 15, 2022

- Board Members** Board Chair Peggy Kinkade, Directors Seana Barry, Gwen Carr, Edie Jones, Betsy Julian and Elizabeth Sanchez
- HDES D Staff** Paul Andrews, Superintendent; Jamie Benton, HR Specialist; Rochelle Friend, Chief Financial Officer; Anna Higgins, Assistant Superintendent; Stacy Kelley, Reception/Facilities/Home School Coordinator; Lauren Lester, Staff Attorney; Amy McCormack, Executive Director of Early Intervention/Early Childhood Special Education; Angella LaFontaine, Business Analyst; Shay Mikalson, Chief Student Success Officer; Gordon Price, Executive Director of Equity, Diversity and Inclusion and Shelley Knutz, Executive Assistant
- Guest** Amber Eaton, OAESD Executive Director
- Call to Order** Board Chair Peggy Kinkade called the November 15, 2022 meeting to order at 5:30 pm
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### PRESENTATIONS and REPORTS

#### Oregon Associations of Education Service Districts (OAESD)

Superintendent Andrews introduced Amber Eaton, OAESD Executive Director. Amber thanked the Board for inviting her to report on behalf of OAESD. They just held the 2022 Fall Summit and she believes everyone felt the benefit of being able to meet in person again. The theme has been to stay connected by networking and finding out about the innovative work being done around the state. They have a small, cohesive and collaborative staff whose focus is to serve students across the state of Oregon. OAESD prides themselves in building positive relationships with all 19 ESDs in Oregon. They offer resources, materials and trainings. Another benefit they offer is Job Alike groups. This allows members to work together with those in similar roles in the other ESDs. Amber appreciates having the opportunity to share their work with the High Desert ESD Board. The board members all thanked Amber for her time and her leadership.

#### Homeschool Process

Until recently, Jamie Benton had served in the roll of Home School Coordinator. With a recent change in her position, Stacy Kelley has taken over the process of Home School enrollment. Stacy created a flow chart which outlines the process for students enrolling in Home School. Students are expected to test at the end of 3<sup>rd</sup>, 5<sup>th</sup>, 8<sup>th</sup> and 10<sup>th</sup> grades. It is also important to note that Districts are required to offer special education services to home school students within their district boundaries. Stacy and Jamie shared a breakdown of enrollment by school year. Of note, there was a large spike in numbers during the pandemic and those numbers have been coming down again with schools back in session. Gwen Carr explained the Home School program Crook County offers their students. It is seeing some early successes. The board members thanked Stacy and Jamie for their presentation.

## **Policy Review GBED Pre-Employment Drug Test**

Superintendent Andrews gave some background on the reason for discussing this policy further. We want to be responsive to the needs of our districts. Lauren reviewed the options, including under the 4<sup>th</sup> amendment, we can test for safety and “in loco parentis” positions. They recommended writing the policy to include safety sensitive positions or staff. It would also be wise to cross reference the drug free workplace policy. Lauren would suggest the ESD apply the same testing rule to substitutes and all other positions. We already have the tools to test for reasonable suspicion. Consider including a “drug free workplace” on applications. Superintendent Andrews asked the board members to think this over and he will bring recommended changes to the next board meeting.

## **Human Resources Evaluation Process**

Every February, the board members receive a list of staff with the recommendation to renew or non-renew their contracts. Last year the board members expressed an interest in understanding the process leading up to the contract recommendation. Anna explained the annual evaluation cycle begins in the fall with the setting of Professional Goals. That is followed with a mid-year check in and then a progress update in the spring. The evaluation takes place at the end of the school year. Probationary staff are evaluated yearly. Much of this process is mandated in the statute for Supervisor/Manager Professional Standards and Licensed Administrator Professional Standards.

## **Financial Report**

Rochelle reported the audit is close to being finalized and everyone is very busy in the business office. The auditors will review the audit report at the December board meeting. She pointed out that the cash flow is lower from the slow turnaround with our ODE contracts. Rochelle has been looking into refinancing options because of the balloon payment due on the HDREC in 2024.

## **DISCUSSION ITEMS**

### **Superintendent Report**

- Superintendent Andrews reviewed a draft of GBED-AR – Drug testing. Betsy asked about employees who have a prescription that may create a positive result. Peggy also wonders if alcohol should stay on the list. He will continue working with Lauren on this AR based on this discussion.
- He noted the draft GBDA-AR – Milk Expression/Breast Feeding lists the locations identified in each facility for this purpose.
- We are planning the K-12 Legislative Forum on January 4, 2023. We will invite our 7 local legislators and Superintendent Andrews encourages all of the board members to attend if possible. This will be a hybrid meeting with a virtual option if necessary.
- The demand for substitutes are up 50% over this time last year. However, we have had a fill rate of 96% for licensed positions. The Sub+ program is working well and we are not hearing concerns from our districts like we were last year. Anna noted how hard her team has been working to make this happen.
- Bend would like to reclaim the majority of our leased space at Bend Education Center when our lease ends in June. We hope to retain 2 rooms there if possible. We are in need of additional space and are considering leasing 5000sf in a building next to Tamarack. This may ultimately allow us to create more classroom space at Manzanita.
- The Local Service Plan discussions are continuing with our 4 component districts. The superintendents and CFOs will be meeting again in December.
- Formal signing of the Safe School Alliance Agreements will be here tomorrow morning.
- Superintendent Andrews will be out of the office over the Thanksgiving week.

## Board Report

- Peggy mentioned how much she appreciated the ESD history Gary Peterson presented at the OAESD Summit.
- Gwen said she found the Undoing Miseducation – The Transformative Power of Educational Equity by Brandon Fleming presented in such a way it was simplified to the point it all breaks down to love.
- Superintendent Johnson was recognized as Superintendent of the Year. Gwen said Dr. Johnson he has done so much for the Crook County SD, they believe she could be selected as the National Superintendent of the Year.
- Betsy enjoyed the convention so much. This was the first time she has attended a conference where each session was powerful. She encouraged newer board members to go to this convention early on in their term as a board member because she found it to be practical and useful. She appreciated the Jefferson County SD presentation on Native American History.
- Peggy attended the Comprehensive School Counseling session and the presenter mentioned how High Desert ESD and Multnomah ESD are leading the charge by having Mental and Behavioral Health directors on staff. He spoke very highly of Jim Boen, HDESD Mental and Behavioral Health Executive Director.

## ACTION ITEMS

### Consent Agenda

- ✓ Personnel Report – November 2022
- ✓ GBDA – Milk Expression or Breast-Feeding in the Workplace
- ✓ IIBGA – Electronic Communications System
- ✓ Board Minutes – October 18, 2022
  - **Gwen Carr made a motion to approve the Consent Agenda as presented. Seana Barry seconded the motion. Motion carried 6-0.**

### Executive Session

Meeting adjourned to Executive Session ORS 192.660(2) (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions at 7:30 pm.

The meeting was called back into regular session at 7:43 pm.

The November 15, 2022 Board of Director's meeting adjourned at 7:43 pm.

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Peggy Kinkade, Board Chair

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Shelley Knutz, Executive Assistant