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Board of Directors Board Minutes

December 13, 2022

Board Members	Board Chair Peggy Kinkade, Vice Chair Matt McGowan, Directors Seana Barry, Gwen Carr, Anthony Georger, Edie Jones (virtual), Betsy Julian and Elizabeth Sanchez
HDES D Staff	Paul Andrews, Superintendent; Margie Blackmore, Transition Network Facilitator; Rochelle Friend, Chief Financial Officer; Sue Hayes, Special Programs Supervisor; Anna Higgins, Assistant Superintendent; Amy Joynt, Executive Director of Special Programs; 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	Brenda Bartlett, Sensiba San Filippo LLC
Call to Order	Board Chair Peggy Kinkade called the December 13, 2022 meeting to order at 5:30 pm

PRESENTATIONS and REPORTS

Transition Network Presentation

Superintendent Andrews introduced Sue Hayes, Program Supervisor and Margie Blackmore, Transition Network Facilitator. Sue noted that Margie is the reason the High Desert ESD Transition Network program is a leader in Oregon. Margie is doing incredible work in the region and across the state. Margie explained that Transition Network Services focus on how to best support students as they prepare to transition from school to life.

She shared a touching story of Brandon. He is a young man who had a dream to be a chef and live independently. Brandon's team worked with him to create a plan to accomplish this. They started with the end in mind by helping him with his resume and job readiness skills. This resulted in him being hired by Redmond School District. Brandon loves his job working in the cafeteria at Ridgeview High School.

The Transition Technical Assistance Network (TTAN) is a statewide collaboration between Oregon Department of Education, Development Disabilities Services and Vocational Rehabilitation. They work together to help students transition with the goal being the student's last day of school should look like their first day living life as an adult. An independent reviewer of the TTAN found that the dedicated work of the TTAN exceeded benchmarks. There is improved transition programming in schools across Oregon and huge achievements for youth in Oregon to reach their post school goals.

Betsy applauds this work. She has observed how important it is for students to be included in their post school planning process and independent when they start college, if that is their plan.

Audit Report

Auditor Brenda Bartlett, Sensiba San Filippo, thanked Rochelle and her staff for their support throughout the audit. Everything that they asked for, they received resulting in a smooth and truthful audit. Brenda highlighted sections of the audit, the management letter and the areas they tested.

- Deposit of public funds with financial institutions (ORS Chapter 295).
- Indebtedness limitations, restrictions and repayment.
- Budgets legally required (ORS Chapter 294).
- Insurance and fidelity bonds in force or required by law.
- Programs funded from outside sources.
- Authorized investment of surplus funds (ORS Chapter 294).
- Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).
- Compliance for each major federal program.

The audit evidence they obtained is sufficient and appropriate to provide an unmodified opinion. The audit disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Risks were noted in payroll and related benefit programs and federal and state restricted grant revenue. Both of which have been brought to the attention of management. In addition, the two 501(c)(3) component units, Better Together and the Children's Forest were not included in this audit so there is no audit opinion for either program.

Members of the Finance Committee commended Rochelle and the finance team for the hard work they put into this audit.

Financial Report

Rochelle has been hearing that the state school fund is expected to increase moderately by 2.5%. That is significantly behind projections and the need for a 5-6% increase just to cover roll up costs. The cash flow is down significantly because we are waiting for \$2.8M receivable from the state, \$2.2M from the EI/ECSE program alone. She has been communicating directly with ODE to rectify the situation. Anthony asked if this was typical for the state to be so far behind in payments. Rochelle said they are currently 60-90 days behind.

The City of Bend is looking at options for tax exemptions and has adopted a Multiple Use Property Tax Exemption (MUPTe). High Desert ESD's portion of taxing authority in the City of Bend is less than 1% but we have been invited to be involved in the process. It was agreed to be notified on any upcoming development, but we don't need applicants to present to the board.

DISCUSSION ITEMS

First Reading – Board Policy GBED – Medical Exams/Drug Testing

Superintendent Andrews presented Lauren Lester's recommend language revision to Policy GBED for a first reading. Seana asked how those positions will be designated. The administrative regulation will list the positions to be tested and the substances to be included in the testing. If the board members have any questions or concerns, please send those to Shelley. This policy will be presented for approval at the January board meeting.

Superintendent Report

- Anna shared the innovation highlight CatapultEd, which lists the innovation proposals that have been approved through the i4 process. Diane Murray is championing this project.
- The K-12 Central Oregon Legislative Forum is January 4, 2023 from 5:30-7:00. Peggy encouraged the board members to attend noting that funding is something we need to advocate for in 2023-24.
- There continues to be greater than 95% fill rate for licensed substitutes. We are receiving over 100% more requests than this time last year. Over 60% of our 851 subs are actively taking jobs.

- Our current lease with Bend-La Pine Schools ends on June 30. Last week we signed a lease for a 5000sf of a building at 2500 Twin Knolls Drive in Bend. This lease begins May 1st so there will be time to transition.
- Superintendent Andrews and Amy will be meeting with every team affected by this transition in January to answer their questions.
- 2023-24 Local Service Plan discussions are continuing with our 4 districts. The Local Service Plan will be presented at the January board meeting for board approval.
- Superintendent Andrews, Anna and Amy Joynt attended the annual Association of Education Service Agencies (AESAs) conference in Atlanta. It was interesting to see how different states use their ESDs.

Board Report

- The Superintendent Evaluation and Board Outreach committees will report in January.
- Patti Norris has submitted her application for OSBA Central Region Position #3 Representative.
- The OSBA Legislative Priorities and Principles resolution is being as recommended by the Legislative Policy Committee.

ACTION ITEMS

OSBA Election and Resolution

- **Betsy Julian made a motion that we cast our vote for Patti Norris for Central Region Position 3 Representative. Matt McGowan seconded the motion. Motion carried 8-0.**
- **Matt McGowan made a motion to approve the Legislative Priorities and Principals resolution as presented. Anthony Georger seconded the motion. Motion carried 8-0.**

Consent Agenda

- ✓ Personnel Report – December 2022
- ✓ Board Minutes – November 15, 2022
 - **Seana Barry made a motion to approve the Consent Agenda as presented. Betsy Julian seconded the motion. Motion carried 8-0.**

The December 13, 2022 Board of Director’s meeting adjourned at 7:10 pm.

Peggy Kinkade, Board Chair

Shelley Knutz, Executive Assistant