



2804 SW Sixth Street, Redmond, OR 97756 / P 541.693.5600 / F 541.638.9646 / www.hdesd.org

High Desert ESD Board of Directors Meeting

September 19, 2023

Board Meeting – 5:30 pm

2023-2024 Board of Directors

Seana Barry

Peggy Kinkade

Gwen Carr

Matt McGowan

Annemarie Hamlin

Carlos Perez

Anthony Georger

Elizabeth Sanchez

Edie Jones

Vision

Be the state leader in all we do.

Mission Statement

Improve student outcomes with **EXCELLENCE, EQUITY** and **EFFICIENCY**.

Strategic Priorities

Implement best practices for educators gleaned from **INVESTIGATION, INNOVATION** and **INCUBATION** of ideas and efforts from the public and private sectors.

- Foster education opportunities from birth to career
- Provide value to our school districts, families and other customers
- Bridge gaps and bring people together

AMERICANS WITH DISABILITIES ACT: Contact the district office at 541.693.5608 at least three days prior to the scheduled meeting date if you need accommodation to participate in the board meeting.

PUBLIC COMMENT: Contact the district office at 541.693.5608 at least three days prior to the scheduled meeting date if you would like to make a public comment virtually at the meeting.

REGULAR SESSION

5:30-5:35 pm	Call to Order and Agenda Revisions	Matt McGowan
5:35-5:40 pm	Audience Participation	Matt McGowan
5:40-5:45 pm	Oath of Office for Appointed Member Annemarie Hamlin, Higher Education Representative	Matt McGowan

PRESENTATIONS AND REPORTS

5:45-6:00 pm	Blind/Vision Impaired Program	Sue Hayes
6:00-6:10 pm	Board Member Emails and Addresses	Rachel Wente-Chaney
6:10-6:25 pm	Fiscal Report – pages 3-8 <ul style="list-style-type: none">▪ Refinance High Desert Regional Education Center▪ Manzanita Remodel Update▪ Facilities Report	Rochelle Friend

DISCUSSION ITEMS

6:25-6:35 pm	First Reading Policy GCBDF/GDBDF – page 9 Paid Family Medical Leave Insurance	Paul Andrews
6:35-7:00 pm	Superintendent Report <ul style="list-style-type: none">▪ Oregon School Board Association (OSBA) Elections/Nominations▪ Oregon School Board Association (OSBA) Legislative Roadshow▪ All HDESD Gathering & Beginning of the Year Events▪ Safety Response Protocol Training for Staff▪ Equity Update▪ Regional Inclusive Services and Early Childhood Special Education Funding▪ Governor visit at Juntos Aprendemos	Paul Andrews
7:00-7:15 pm	Board Report <ul style="list-style-type: none">▪ Board Committee Assignments▪ Superintendent Transition Update	Matt McGowan

ACTION ITEMS

7:15-7:25 pm	Superintendent Andrews' Evaluation – pages 10-14	Matt McGowan
7:25-7:30 pm	Consent Agenda <ul style="list-style-type: none">▪ Personnel Report – September 2023 – page 15▪ Board Minutes – August 15, 2023 – pages 16-18	Paul Andrews

MEETING CLOSURE

7:30 pm	Meeting Adjourned
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Important Dates

- Board Leadership – 10/11/2023 - Bend OPH – 8:30-9:30
- Board Meeting – 10/17/2023 – HDREC 5:30-7:30
- OSBA Legislative Roadshow – 10/19/2023 – HDREC 5:30-7:30 (Dinner at 5:00)

High Desert Education Service District

Board Fiscal Report

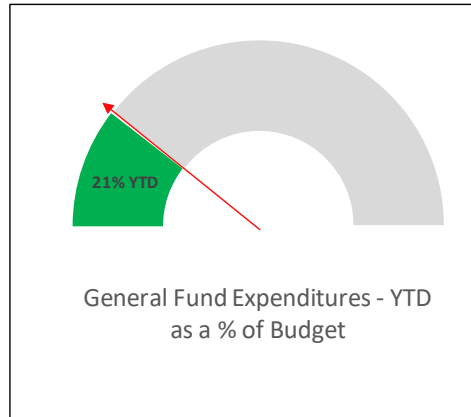
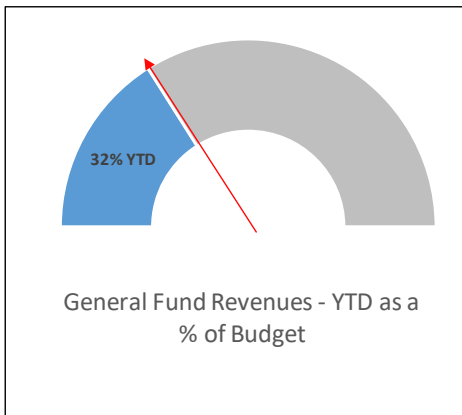
September 2023

Below are updates on the year-to-date budget and items of general note in the Business Office. In addition, the following charts provide an overview of the ESD's fiscal position as of August 31, 2023.

General Fund Administration:

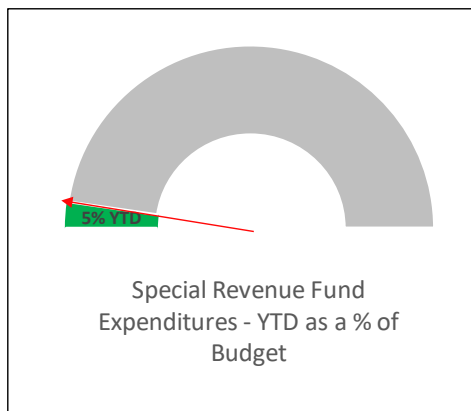
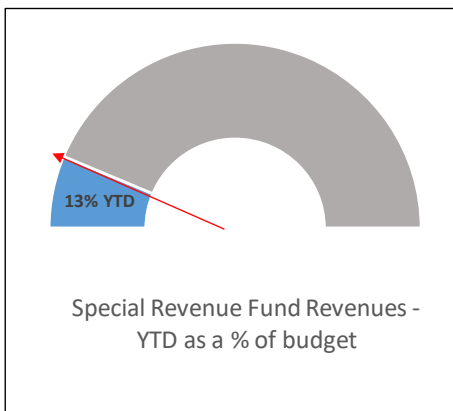
Revenue YTD is \$1,889,834 while expenditures year to date are \$1,237,143. We were able to carry approximately \$300,000 more than anticipated into the current year. This was largely attributed to ESSER funds we had planned to use to help programs heavily impacted by COVID, most of which rebounded better in 22/23 than expected.

We received approval at the end of last year to apply unused EI/ECSE funds to future lease payments. This approval allowed us to utilize all of our EI/ECSE contract and pay down approximately \$500,000 of future facility costs for our EI/ECSE program, which will be very beneficial in coming years as we continue to operate with tight funding.

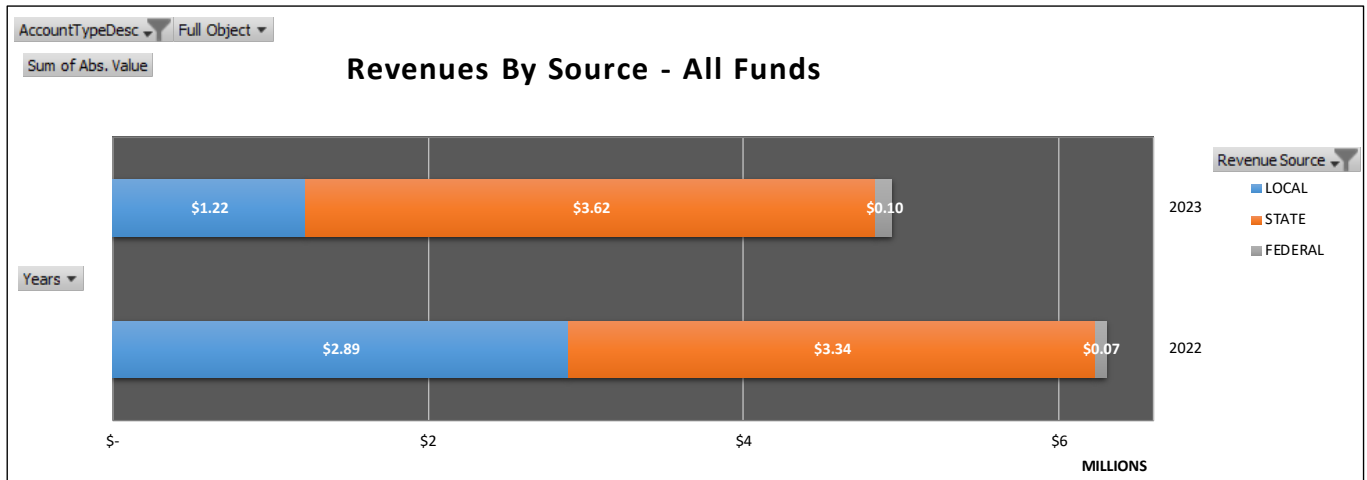


Special Revenue Fund:

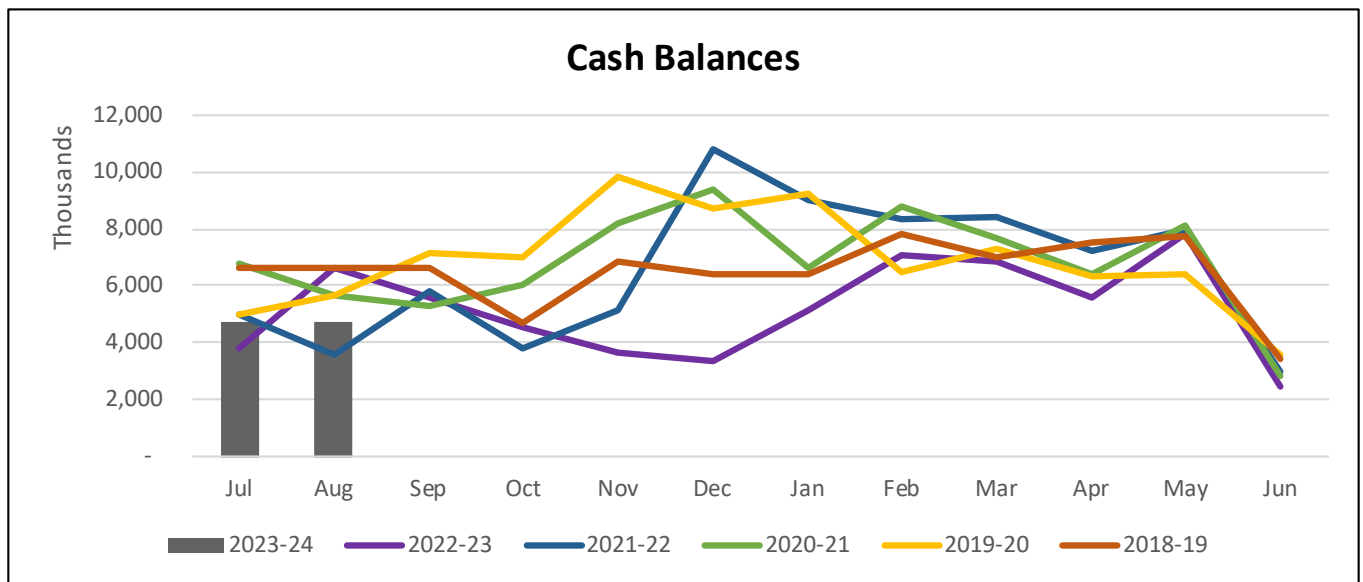
Revenue YTD is \$6,580,746 while expenditures year to date are \$2,601,324. This is in line with where we would expect our funding and expenditures to be through August. Most of our special revenue funds are used to pay for staffing during the school year, so through August very few payroll costs have occurred. We will see this tick up substantially starting in September.



Current Vs. Prior Revenues – In total



Cash Balances History



YTD Expenditures vs. Budget Appropriations:

General Fund (100)	Appropriations	YTD	Encumbrances	Resolutions	Totals	(Over)/Under Budget
1000 Instruction	\$ 3,194,730	\$ 392,927	\$ 2,222,784		\$ 2,615,711	\$ 579,019
2000 Support Services	\$ 8,192,705	\$ 2,110,493	\$ 4,141,935	\$ -	\$ 6,252,427	\$ 1,940,277
4000 Facilities Acquisition & Construction	\$ 17,880	\$ -	\$ -	\$ -	\$ -	\$ 17,880
5200 Transfers	\$ 5,619,895	\$ 2,381,104	\$ -		\$ 2,381,104	\$ 3,238,792
5300 Transits	\$ 2,837,323	\$ -	\$ 25,000		\$ 25,000	\$ 2,812,323
7000 Unappropriated Fund Balance	\$ 906,776	\$ -	\$ -		\$ -	\$ 906,776
Sub Totals	\$ 20,769,310	\$ 4,884,523	\$ 6,389,719	\$ -	\$ 11,274,242	\$ 9,495,067
Special Revenue Funds (200)						
1000 Instruction	\$ 22,285,859	\$ 920,789	\$ 16,301,393	\$ -	\$ 17,222,182	\$ 5,063,678
2000 Support Services	\$ 22,375,961	\$ 1,496,600	\$ 8,557,742	\$ -	\$ 10,054,342	\$ 12,321,619
3000 Community Services	\$ 152,408	\$ 10,605	\$ 63,407	\$ -	\$ 74,012	\$ 78,396
4000 Facilities Acquisition & Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5200 Transfers	\$ 599,295	\$ 173,330	\$ -	\$ -	\$ 173,330	\$ 425,965
5300 Transits	\$ 5,549,747	\$ -	\$ -	\$ -	\$ -	\$ 5,549,747
6000 Contingency	\$ 1,097,925	\$ -	\$ -	\$ -	\$ -	\$ 1,097,925
7000 Unappropriated Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Totals	\$ 52,061,194	\$ 2,601,324	\$ 24,922,541	\$ -	\$ 27,523,866	\$ 24,537,329
Debt Service (301)						
5100 Debt Service	\$ 1,351,788	\$ -	\$ -		\$ -	\$ 1,351,788
5200 Transfer of Funds	\$ -	\$ -	\$ -		\$ -	\$ -
Sub Totals	\$ 1,351,788	\$ -	\$ -	\$ -	\$ -	\$ 1,351,788
Capital Project Fund (401)						
4000 Facilities Acquisition & Construction	\$ 1,750,000	\$ -	\$ -	\$ -	\$ -	\$ 1,750,000
Sub Totals	\$ 1,750,000	\$ -	\$ -	\$ -	\$ -	\$ 1,750,000
Internal Service Funds (600)						
2000 Support Services	\$ 1,103,142	\$ 284,179	\$ 636,327	\$ -	\$ 920,506	\$ 182,635
4000 Facilities Acquisition & Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5100 Debt Service	\$ 275,978	\$ 15,868	\$ -	\$ -	\$ 15,868	\$ 260,110
5200 Transfers	\$ 30,900	\$ 30,900	\$ -	\$ -	\$ 30,900	\$ -
7000 Unappropriated Fund Balance	\$ -	\$ -	\$ -		\$ -	\$ -
Sub Totals	\$ 1,410,020	\$ 330,947	\$ 636,327	\$ -	\$ 967,274	\$ 442,746
Trust & Agency Fund (700)						
5000 Transfers/Transits	\$ 732,256	\$ -	\$ -		\$ -	\$ 732,256
Sub Totals	\$ 732,256	\$ -	\$ -	\$ -	\$ -	\$ 732,256
Total Appropriations	\$ 77,167,791	\$ 7,816,794	\$ 31,948,588	\$ -	\$ 39,765,382	\$ 37,402,409
Total Unappropriated	\$ 906,776	\$ -	\$ -	\$ -	\$ -	\$ 906,776
Total Adopted Budget	\$ 78,074,567	\$ 7,816,794	\$ 31,948,588	\$ -	\$ 39,765,382	\$ 38,309,185

Grants and Contracts:

FEDERAL	Anticipated	Received
Career Tech Education	110,002.80	-
Career Tech Education	998,042.00	-
Career Tech Education	61,204.85	-
Career Tech Education	224,356.00	-
Migrant Education - School Year	247,639.97	-
Migrant Education - School Year	224,011.86	-
Migrant Education - School Year	750,865.00	-
Migrant Education - Summer Programs	49,591.31	-
Migrant Education - Summer Programs	11,131.16	7,998.85
Migrant Education - Summer Programs	134,149.29	-
Migrant Education - Pre-School Programs	2,556.51	-
Migrant Education - Pre-School Programs	38,978.41	-
Migrant Education - Pre-School Programs	64,631.00	-
High School Equivalency Program	656,554.03	49,011.65
Medicaid Funding	170,000.00	-
McKinney Vento Homeless Assistance	7,500.00	-
McKinney Vento Homeless Assistance	66,500.00	-
School Emergency Management	150,000.00	41,799.11
Long Term Care and Treatment ESSER II	15,000.00	-
Long Term Care and Treatment ESSER III	90,000.00	-
Regional Inclusive Services ESSER II	45,000.00	-
Regional Inclusive Services ESSER III	496,031.00	-
EI/ECSE ESSER II	90,000.00	-
EI/ECSE ESSER III	346,892.00	-
Regional Inclusive Services Contract	1,248,062.83	-
Maternal, Infant, and Early Childhood Home Visiting	26,745.59	-
Maternal, Infant, and Early Childhood Home Visiting	73,200.00	-
Career Tech Exploration	530,376.20	138.21
Preschool Development Grant	115,631.00	-
EI/ECSE Governors Emergency Education Relief	107,000.00	-
Governors Emergency Education Relief Computer Science	125,324.52	-
EI/ECSE Contract	1,138,429.37	-
Long Term Care and Treatment Contract	32,855.27	-
Every Student Succeeds	5,145.00	-
Culture of Care - Trauma Funding	775,820.57	-
Governors Emergency Education Relief - Every Student Succeeds	17,380.30	-
Pathways to Apprenticeship - STEM	48,910.53	-
Healthy Families Medicaid	34,419.00	-
Healthy Families Medicaid	85,581.00	-
Family Support Services Title IVB2	13,346.85	-
Family Support Services Title IVB2	34,653.15	-
Parent Engagement	20,000.00	-
Rise Up Oregon	52,000.00	-
Traumatic Brain Injury Research Grant	52,651.32	-
Transition Network Facilitator	262,444.00	-
School Safety and Prevention	10,000.00	-

Grants and Contracts, continued:

LOCAL	-	-
	-	-
Donation for Alyce Hatch	98,000.00	-
Student Success Act	43,270.50	-
STEM Facebook Community Grant	10,000.00	-
STEM Oracle Grant	1,275.00	1,275.00
STEM - High Desert Museum	2,240.00	-
AT Makers	25,159.00	-
Spark Oregon	31,367.42	31,367.42
Early Learning Home Visitor Early Adopters	100,000.00	16,666.66
Cooperative Childcare	8,500.00	8,500.00
Cow Creek	8,000.00	-
Regional Health - Early Learning	3,000.00	3,000.00
Regional Health - Migrant Education	3,000.00	3,000.00
Employee Wellness Grant	41,946.30	41,946.30
Creciendo Girasoles V2	89,526.68	89,526.68
Creciendo Girasoles	77,576.31	77,576.31
Student Suicide Prevention	613,991.63	-
STATE	-	-
	-	-
Regional Inclusive Services Contract	825,210.96	-
EI/ECSE Contract - General Funds	6,500,000.00	-
EI/ECSE Contract - Student Success Act Funds	2,488,814.00	-
Long Term Care and Treatment Contract	562,919.05	-
Regional Educator Network Capacity Funds	315,765.80	-
Regional Educator Network Formula Funds	758,231.39	-
Student Success Act	1,098,111.28	-
STEM Backbone	495,158.29	-
STEM Backbone	178,095.24	178,095.24
STEM Youth Voice Grant	5,250.00	5,250.00
STEM Leadership Grant	7,875.00	7,875.00
STEM Transformation	59,850.00	59,850.00
Mathways	158,500.00	158,500.00
Core STEM	163,537.50	-
Pathways to STEM	116,287.50	-
Early STEM	80,600.00	-
Community Stem	64,575.00	-
Healthy Families	187,302.60	-
Healthy Families	575,721.40	-
Healthy Families Student Success Act	78,003.49	-
Healthy Families Student Success Act	251,250.51	-
Kindergarten Partnership and Innovation	47,982.00	-
Kindergarten Partnership and Innovation	140,018.00	-
Stable, Healthy & Attached Family Services	9,537.00	-
Stable, Healthy & Attached Family Services	30,463.00	-
Coordinated Enrollment - Student Success Act	275,000.00	-
Early Childhood Equity - Juntos Aprendemos	763,000.00	74,239.54
Career Tech Coordinator	13,000.00	-
School Safety and Prevention - Student Success Act	108,725.00	-
TOTAL	27,376,250.54	855,615.97

September Facilities Report

Jimmy Keegan, Director of Facilities

Successful Summer

Summer break is now behind us, all staff is back to work and school is in session. A few classroom moves happened over the summer and finishing touches are being made as staff get settled in to their new spaces. The Twin Knolls offices are complete and have become the replacement space from much of our presence at the Bend Education Center. Twin Knolls is also a great drop-in space for HDESD employees.

Manzanita Remodel

We continue to work alongside Mike Tiller (Tiller's Schoolhouse Consulting LLC) and BBT Architects on the classroom renovation project at the Manzanita Building. A schedule is in place for permitting, bidding and construction. The project is slated for completion prior to the start of the 2024-25 school year.

This remodel will provide two new EI/ECSE classrooms, while keeping a number of offices and a conference room available at Manzanita. It will allow more of our EI/ECSE services and classrooms to be in an ESD-owned centralized building. This will provide stability and protect the program from regular building relocations.

Badge Access

Exterior entry badge-access readers have now been installed in nearly all of our buildings. The HDREC building is the final location to receive this upgrade. We have received the bid and are working with the Technology Department and Innova NW to get these badge readers installed soon.

The badge readers are now the ticket to access each building, eliminating the need to distribute/redistribute physical turn keys. Access can be activated and deactivated at a click of a button, improving the safety when it comes to the concern of lost or stolen keys. With the badge acting as sole access, this will require staff to wear their badge regularly, which will improve identification amongst staff.

HEPA Air Filters + Sanitation Supplies

In an initiative to bring cleaner air to OR students and improve the health of school communities throughout the state, the HDESD has been provided with Medify Air HEPA units for every classroom. I will distribute these filters to every classroom. In addition, we have replacement filters to cover us for the next 3-5 years. This initiative also provided cases of latex gloves, disinfectant spray, microfiber cloths, and tissue paper.

Safety

Continued efforts within our Safety and Emergency Response Committee are underway to bring enhanced awareness and safety to all HDESD buildings. Safety walkthroughs are being performed and updates and changes are being made to provide safer environments for students and staff. It has been a joint effort with the committee and EI/ECSE staff to increase the safety in each of our buildings. The Facilities Department has been working with both staff and outside vendors to provide solutions to issues that have come up on the afore mentioned inspections and walkthrough. This work continues and will be ongoing for the foreseeable future.

Facilities Ticketing System...

Stacy Kelley, Facilities Assistant and I have been working with "Go FMX" to incorporate a ticketing and asset management system into the operation of the Facilities Department. This will develop a system to streamline facilities/maintenance requests from staff members, and will allow for better asset management and tracking of maintenance for facilities throughout the HDESD. This system will be operational within the next 60 days.

Board Policy for Review and First Reading – September 19, 2023

Policy	Action	Reason for Change	Status
GCBDF/GCBDF – Paid Family Medical Leave Insurance	Adopt Policy	Adopt newly required policy	Approved by Superintendent



Code: **GCBDF/GDBDF**
 Adopted:
 First Reading: 9/19/2023

Recommendation: Adopt New, Required Policy

Paid Family Medical Leave Insurance *

The ESD provides an equivalent plan for paid family and medical leave and does not participate in Paid Leave Oregon. This plan has been approved by the Employment Department. The ESD will file the Oregon Quarterly Tax Report as required.

The ESD will make available a notice poster that outlines the requirements and procedures for the equivalent plan.¹ This poster will be displayed in each of the ESD’s buildings or worksites in an area that is accessible to and regularly frequented by employees. This poster will be provided² to remote employees upon hire or assignment to remote work.

END OF POLICY

Legal Reference(s):

[ORS 657B.210 – 657B.260](#)

[OAR 471-070-2200 - 2460](#)

¹ For poster requirements, see OAR 471-070-2330.

² By hand delivery, regular mail, or through an electronic delivery method.

Superintendent Evaluation Summary
Paul Andrews, Superintendent
September 19, 2023

The High Desert ESD Board expanded the evaluation survey of Superintendent Andrew’s performance for the 2022-2023 year to encompass board members, the executive team and administrative team to solicit more feedback than in previous years.

The categories and questions remained the same, with the broader categories being:

1. Direct Service to Students
2. Internal/Administrative Structure
3. Being an Effective Facilitator in Central Oregon
4. Ethical Leadership

Superintendent Andrews received the mark of “effective” and “highly effective” in almost every category, with only the mark of “developing” in the category Internal/Administrative Structure category pertaining to recruiting, supporting and training an outstanding, engaged, professional and diverse workforce. It is also noted that in that same category of Internal/Administrative Structure, professional development had more responses of “effective” rather than “highly effective”.

The Board is very satisfied with the results of the survey. Superintendent Andrews continues to show great ethical leadership and is well respected in our community and throughout the State. His ability to communicate effectively and his passion for serving students is very apparent.

Moving forward the Board would challenge Superintendent Andrews to focus on the recruitment of an outstanding and diverse workforce as well as providing and encouraging staff to pursue more professional development opportunities.

Overall, the Board is very with Superintendent Andrews’ performance as well as the results of the attached survey. We are very appreciative of Superintendent Andrews’ good work at the ESD and are proud of the way he represents the District.

Paul Andrews, Superintendent

Date

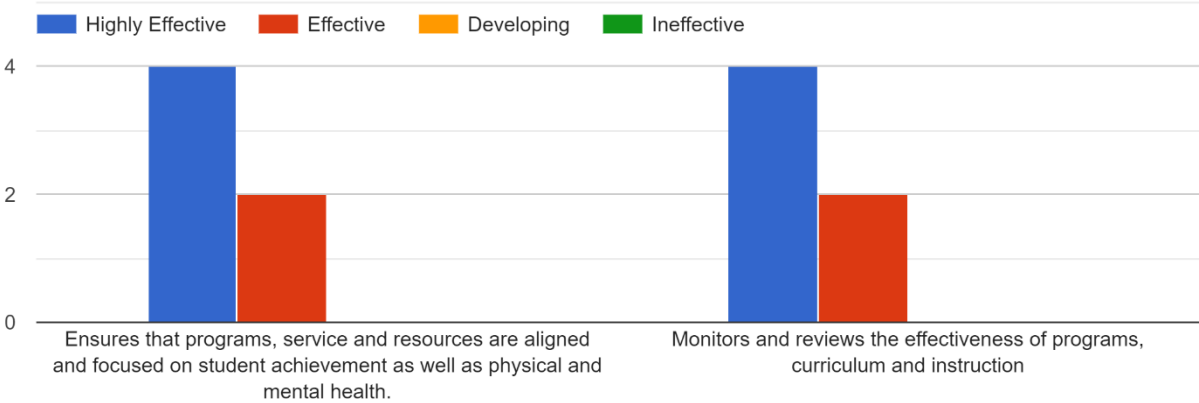
Matt McGowan, Board Chair

Date

Superintendent Evaluation 2023

Board Members (6/8)

Direct service to students

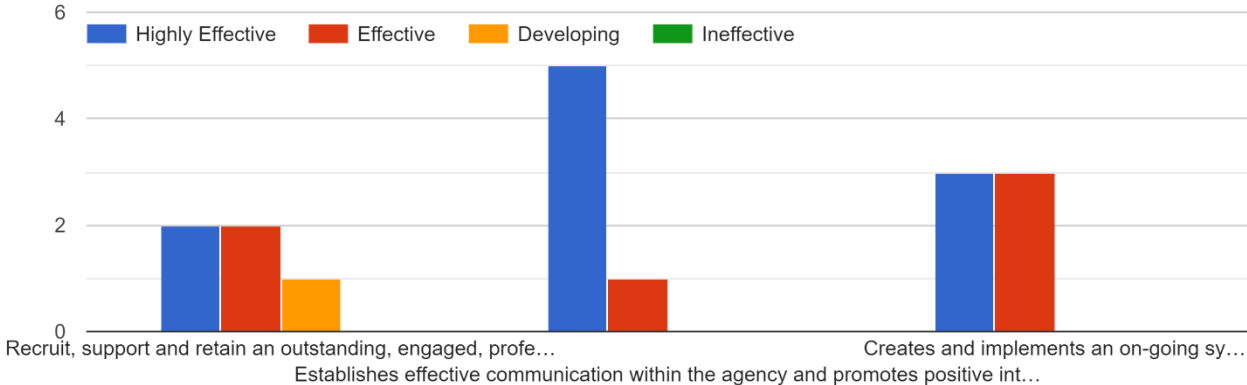


Comments

- Progress markers and focus on Mental and Behavioral Health supports and Student Success are strengths. Monitoring of programs seems good but challenging because of the sheer number. Noted a couple of gaps this year but things seem to be moving in a positive direction.

Superintendent Evaluation 2023 Board Members (6/8)

Internal/Administrative Structure

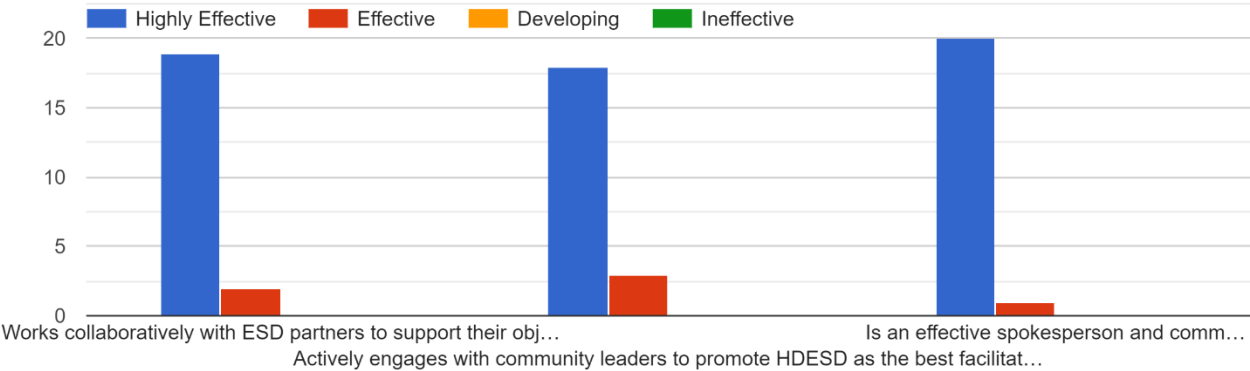


Comments

- Regarding hiring: Create detailed job descriptions for all positions. When pursuing a diverse candidate broaden your interview committee to include people of color. Make an effort to hire externally to provide new and diverse insights to the organization. Ensure recruitment efforts are for administrative positions not just certified and classified positions.
- I'm unable to answer the first question with any knowledge so I've left the first question blank.
- Staff engagement survey provides interesting information and looks generally quite positive. Staff demographics matching student population is a strength. Opportunities for additional PD improving.

Superintendent Evaluation 2023 Board Members (6/8)

Being an effective facilitator in Central Oregon

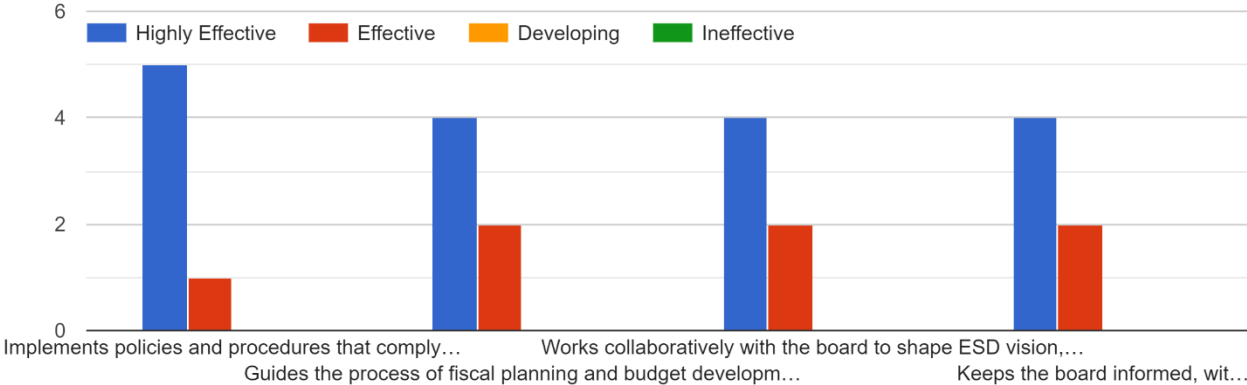


Comments

- Listen to the needs of your partners to provide programs that fill those needs. Ongoing training (behavioral) seems to be a critical need with the partner districts.
- Paul is a great ambassador for the ESD in our community and in the State.
- Feedback from partners looks very positive and most seem to know what the ESD does. How/why would any of our partners not know? I like the gains in referrals from doctors and head start referrals for EI/ECSE services.

Superintendent Evaluation 2023 Board Members (6/8)

Ethical Leadership



Comments

- Appreciate Paul's efforts at transparency and soliciting board input in policy matters. In general the leadership team seems very talented and he appears to give them autonomy.

RECOMMENDED FOR HIRE							
Name		Title		FTE	Comments		
Cole Church		Supporting Ed Asst II		.9375	DOH: 08/24/2023		
Emily Dinan		Supporting Ed Asst II		.9375	DOH: 08/24/2023		
Ute-Anja Hentschke-McDonald		Education Specialist		1.0	DOH: 8/24/2023		
Heather Byer		ABA Teacher		.2	DOH: 8/24/2023		
Sandra Dibler		EIECSE Specialist		.6	DOH: 8/22/2023		
Jeffrey Nicol		Autism Consultant		1.0	DOH: 8/24/2023		
Andrea Caulkins		ABA Assistant		.4	DOH: 8/24/2023		
Charla Theiss		Secretary III – AHC		.7	DOH: 8/21/2023		
Linnea Dehnel		ABA Assistant		.7	DOH: 9/15/2023		
Sarah Palmer Antoniou		Secretary III – Healthy Families		.5	DOH: 8/21/2023		
Kayla Luther		ABA Assistant		.875	DOH: 8/24/2023		
Rebecca Rudolph		Occupational Therapist – Temp		.6	DOH: 9/11/2023		
RECENT RESIGNATIONS, RETIREMENTS, DISMISSALS, LAY OFFS							
Name		Title		Comments			
Michael Coston		Regional Financial Systems Analyst		Resignation 8/22/2023			
Calley Begay		EIECSE Specialist		Resignation 8/18/2023			
Shelley Irwin		Data & Evaluation Manager		Resignation 9/15/2023			
Nancy Cleveland		Regional Grants & Contracts Analyst		Resignation 8/23/2023			
Brandi Dancen		COREN Project Manager		Resignation 9/12/2023			
CURRENT JOB POSTINGS							
LICENSED	Hrs. per wk./ Days per year	CLASSIFIED	Hrs. per wk./ Days per year	SUPERVISOR MANAGER CONFIDENTIAL	Hrs. per wk./ Days per year	ADMINISTRATOR	Hrs. per wk./ Days per year
EIECSE Autism Specialist Evaluator	40/190	Admin Asst II	40/220				
		Vision Assistant	38/179				
		COREN Project Manager	40/220-250				
		Sign Language Facilitator	7.5/189				

CC: Alea R, Angella L, Benefits, Deb P, Holly B, Anna H, John A, Rhonda K, Shelley K, Wendy B



2804 SW Sixth Street, Redmond, OR 97756 / P 541.693.5600 / F 541.638.9646 / www.hdesd.org

Board of Directors Board Minutes August 15, 2023

- Board Members** Matt McGowan, Chair; Carlos Perez, Vice-Chair; Directors Seana Barry, Gwen Carr, Edie Jones, Peggy Kinkade and Elizabeth Sanchez
- HDES Staff** Paul Andrews, Superintendent; Anna Higgins, Assistant Superintendent; Rochelle Friend, Chief Financial Officer; Rutila Galvan-Rodriguez, Executive Director Better Together; Angella La Fontaine, Assistant Director of Fiscal Services; Shay Mikalson, Chief Student Success Officer; Rachel Wentte-Chaney, Chief Information Officer and Shelley Knutz, Executive Assistant
- Call to Order** Matt McGowan called the August 15, 2023 board meeting to order at 5:30 pm.

PRESENTATIONS

Financial Report

Rochelle distributed an updated fiscal report for August 2023. The annual audit will kick off in mid-September. With that in mind, all prior year records will be closed at the end of August which will allow the business office to bring final year-end numbers to the September board meeting. Rochelle will be meeting with the lender to begin work on the High Desert Regional Education Center refinancing.

DISCUSSION ITEMS

Superintendent Report

- ✓ Superintendent Andrews thanked Elizabeth and Peggy for participating in the bargaining process this year. He is pleased to report we finalized bargaining with the HDEA (High Desert Education Association - the ESD's union) last Friday. He highlighted the details for the union staff effective 7-1-2023 if ratified by the union on 8-31-23.
 - 6.9% COLA (Cost of Living Adjustment) for union positions;
 - \$85 increase to the insurance CAP bringing the total contribution to \$1,570;
 - 1 additional step increase for all classified employees;
 - Move AT Associate, COTAs and SLPAs positions from G to I on salary schedule;
 - Removal of rows A, B and C/E from classified wage scale;
 - Removal of Secretary I position;
 - An increase to the number of days to complete the complaint procedure, to 15 days; and
 - MOA that allows HDES to reduce the number of work days for EI/ECSE staff in the event that the legislature does not fund at an adequate level.
- ✓ Superintendent Andrews reviewed the Board's top presentation preferences for 2023-24. He will get those presentations scheduled over the course of the year.
- ✓ He invited the board members to join us for the all-staff retreat on August 31st from 8am-12pm at Ridgeview High School if they'd like.
- ✓ Superintendent Andrews is teaching a practicum class for Lewis and Clark this fall with Lora Nordquist.

Board Reports

- ✓ Higher Education Representative – Matt and Elizabeth had the opportunity to meet with Annemarie Hamlin who submitted an application for the Higher Education Representative. They feel very confident recommending that the Board appoint her to the position to complete Betsy Julian’s term ending 6/30/2024. Annemarie mentioned she had planned to apply for the position when Betsy’s term ended. They have invited her to attend the September board meeting.
- ✓ Board Committee Assignments – The current board committees are: Finance, Superintendent Evaluation and Board Outreach. Matt noted the votes of interest were pretty even so he will assign the committees matching each board member’s primary preference.
- ✓ Board Leadership Calendar – Shelley has created a draft calendar for the 2023-24 year with the meetings rotating between Bend and Redmond. The meeting time has been adjusted to 8:30-9:30 this year. Shelley will email this calendar out to the board members for their review/feedback. Once the members confirm their availability, Shelley will send out calendar invitations for the year.

ACTION ITEMS

Appoint Annemarie Hamlin Higher Education Representative – According to ORS334.100, Section 11 4a - only the 5 school district representatives’ vote for appointed board members.

- **Edie Jones made a motion to appoint Annemarie Hamlin to the Higher Education Representative position completing Betsy Julian’s term through 6/30/2024. Gwen Carr seconded the motion. The motion passed 5-0 with Peggy Kincaid, Carlos Perez and Matt McGowan also voting in the affirmative.**

High Desert Education Association Collective Bargaining Agreement

- **Elizabeth Sanchez made a motion to accept the 2023-24 Collective Bargaining Agreement between High Desert Education Association and High Desert Education Service District as presented. Carlos Perez seconded the motion. The motion passed 8-0**

EXECUTIVE SESSION

The meeting adjourned to Executive Session ORS 192.660(2)(i) To review and evaluate the performance of the Superintendent at 6:00 pm. The meeting was called back into regular session at 6:45 pm.

The board members agreed to move Approve Superintendent’s Evaluation to the September board meeting. They will compile a summary of their discussion regarding Superintendent Andrews’ performance and evaluation. That summary will be presented for approval in September.

Superintendent Andrews’ Contract for 2023-2024

- **Carlos Perez moved to approve Superintendent Andrews’ contract as presented including a 6% COLA. Gwen Carr seconded the motion. The motion passed 8-0.**

Superintendent Andrews thanked the board members for approving the revisions to his contract. It is the final year of his 3 year contract with the Board and he will not be asking for a new contract. He let the Board know this will be his last year with the ESD. He will be retiring 6/30/2024. This is his 25th year with High Desert ESD and he is beyond proud of the work that has been accomplished during his tenure. He believes in being a good steward of the work and the agency and it is time to pass the baton on to new leadership. Superintendent Andrews has been blessed to work with this Board and he has great faith this organization will keep growing. He will be announcing this decision at the Administrative Leadership Retreat and the All Staff Inservice. He will remain fully engaged as the Superintendent of HDESD through June 30, 2024 but he wanted to give the board members time to plan and conduct an extensive and thorough search. He offered to help the board members in any way he can throughout the 2023-24 year.

Consent Agenda

- **Gwen Carr moved to approve the Consent Agenda as presented. Carlos Perez seconded the motion. The motion passed 8-0.**
 - ✓ Personnel Report – August 2023
 - ✓ Budget and Board Minutes – July 18, 2023

Adjourn

The August 15, 2023, High Desert ESD Board of Directors Meeting adjourned at 6:55 pm.

Matt McGowan, Board Chair

Shelley Knutz, Executive Assistant

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