



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

## Budget Committee Minutes April 20, 2021

- Board Members** Scott Reynolds, Board Chair, Peggy Kinkade, Vice-Chair, Directors Seana Barry, Gwen Carr, Betsy Julian, Matt McGowan, Bob Moore and Carol Moorehead
- Budget Committee** Scott Cooper, Crook County; Brad Henry, Bend-La Pine Schools; Sherry Joseph, Sisters School District; Karen Jordan, Redmond School District; Charan Cline, Redmond School District; Lora Nordquist, Bend-La Pine Schools; Kathy Steinert, Redmond School District
- HDESD Staff** Paul Andrews, Superintendent; Greg Colvin, Attorney; Rochelle Friend, Chief Financial Officer; Anna Higgins, Chief Strategy and Innovation Officer; Amy Joint, Special Programs Executive Director; Angella La Fontaine, Business Analyst; Shay Mikalson, Chief Student Success Officer; Gabriela Peden, Coordinator of Juntos Aprendemos; Kimberly Smart, Coordinator for Teacher Engagement; Diane Tipton, Early Childhood Executive Director; Rachel Wentechaney, Chief Information Officer and Shelley Knutz, Executive Assistant
- Call to Order** Board Chair Scott Reynolds called the Budget Committee to order with a quorum at 5:35pm.

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Superintendent Andrews introduced all participants and staff members participating in the Zoom meeting.

### Election of Budget Committee Officers

- **Seana Barry made a motion to nominate Brad Henry as Chair of the HDESD Budget Committee for 2021-22. Lora Nordquist seconded the motion. Motion carried unanimously.**
- **Bob Moore made a motion to nominate Scott Cooper as Vice-Chair of the HDESD Budget Committee for 2021-22. Peggy Kinkade seconded the motion. Motion carried unanimously.**

### Budget Message

Superintendent Paul Andrews began his Budget Message by acknowledging it has been a year like no other in his 30+ years in public education. With the pandemic and our local, state and national response to it has required us to throw all previous playbooks out the window. The economy, instructional strategies, curricula, and even leadership have all gone places we've never experienced before. So it is with a paradoxical sense of excitement, caution, purpose and uncertainty that we move forward.

The 2021-2022 HDESD budget has been developed based on the best information available at the time of this writing. Our general fund budget is based on information from a number of sources, including the Governor's Recommended Budget, the priorities of the co-chairs of the Joint Ways and Means Committee, and the best thinking of our partners and professional organizations working with our interests in mind. We have used a three-year average of Average Daily Membership-weighted (ADMw) from our constituent school districts and other programs. Our primary cost drivers are related to employing outstanding staff. We have included reasonable salary and insurance increases, which will need to be negotiated this spring as our current collective bargaining agreement ends June 30.

We have worked with each of our four constituent school districts to develop a budget for the Local Service Plan within the general fund that meets their needs to the greatest extent possible. There still may be further adjustments prior to budget adoption based on district needs and requests.

While the general fund is central to our work, it represents less than a third of our overall budget. The majority of our budget consists of state and federal grants and contracts. With the legislature still in session and statewide funding decisions still yet to be made, our major state “grant-in-aid” contracts including Early Intervention/Early Childhood Special Education (EI/ECSE) and Central Oregon Regional Inclusive Services (formerly CORP) are budgeted reasonably, if a little conservatively. EI/ECSE was a great benefactor of the Student Success Act last year and this budget reflects that.

## **Program Highlights**

### **Attorney Services**

Greg Colvin began with some background of the legal services department. It has been in existence for almost 25 years. There are currently three attorneys providing services to the three districts in our region in addition to 6 other districts. They are constantly busy. Greg shared a list of the wide variety of services they provide. Bob asked how their work has changed since COVID. Greg noted they have dealt with a great deal of leave questions and issues.

### **Juntos Aprendemos**

Gabriela Peden is the Director of Juntos Aprendemos (JA) which is a culturally specific program that prepares 3-5 year olds and their parents to acquire early literacy and school readiness skills. Skills that are necessary to overcome the barriers faced by Spanish-speaking minors in our community as they prepare to start Kindergarten.

She spoke about the program outcomes from increasing early numeracy and literacy skills in Spanish to increasing the comfort and confidence skills of children and families in a school setting. The growth has been amazing to watch. There was a 29% increase the 1<sup>st</sup> year and a 41% increase in the 2<sup>nd</sup> year. Gabriela has been able to hire some of the parent volunteers and they are now members of the JA staff. Gabriela’s short-term goals is to get all students back to in person instruction. Her Long-Term goal is to become a regional program and expanding the program to other districts.

### **Regional Educators Network (REN)**

Kimberly Strong is the Coordinator for Student and Teacher Engagement and the Central Oregon Regional Educator Network (COREN). The goal of COREN is to increase the diversity of our certified teacher workforce, both regionally and in each engaged district, to better match the faces of our students, as measured by a 2-year rolling average from the baseline in 2019. It is focused on increasing educator diversity, retention and amplifying the educator voice. The plan seeks improvement through tweaking current systems, not by adding more programs or FTE. Examples of this are: Equitable recruitment, Retain teachers through sustained learning and support for diverse educators, Retain diverse educators through a supportive teaching and learning environment, Recruit and retain through mutually beneficial intentional partnerships.

Brad thanked the three presenters and appreciates their commitment to their programs.

### **Presentation of the Budget Document**

Rochelle thanked the Budget Committee for their willingness to participate in this process. It is time consuming and she really appreciates them. She started with a few new grants we have received: ODE Equity Grant for JA, COHC Equity Grant for Migrant Education, Oregon Tech Help Desk and School Safety and Prevention Grant.

Rochelle highlighted the budget assumptions that were considered when creating this proposed budget:

- State School Fund estimate based off \$9.3B budget.
- State Grants are the ESD’s second largest source of funds from ODE which include some of our largest programs that serve children.
- Services to school districts such as: Substitute hiring, Student Information System, Assistive Technology, Legal Services and Business Services.
- Over half of the federal grant revenues go to fund six programs. Two federal awards related to COVID-19 relief total \$1,275,593 which is nearly 20% of our total federal awards.

- Unappropriated ending fund balance is set aside to carry forward.
- Average Daily Membership (weighted) estimates per superintendents.
- PERS Rates and Reserves
- Staffing Costs yet to be bargained.
- Indirect Rates – Fees to programs for administrative overhead

ESD Revenue is mostly funded by grants and services. We currently have 41 active grants. This Budget is a 6% increase over the 2020-21 budget. Rochelle noted the expenditures by fund shows payroll makes up 53% of the total of total budget, with an average growth of 12%. Approximately 78% of our Education Stabilization Funds (ESSER) have been directed to instruction.

Peggy asked about the sustainability of programs who receive one year of funding. Rochelle explained that none of our one time funds are used for staffing. Peggy also asked about the 69% increase in supplies and materials. Rochelle said those funds are a place holder for now but will be finalized prior to budget adoption in June.

Brad asked what Rochelle had heard about ESSER3 funds. Rochelle has heard they will be equivalent to the ESSR2 funds but that has not been confirmed.

### **Questions Regarding Budget Document**

There were no additional questions regarding the budget document.

### **Opportunity for Citizen Participation**

There was no citizen participation.

Brad Henry asked the budget committee members if they would like to move forward with a vote to adopt the budget as presented or schedule a second meeting.

### **Resolution 72-21 Approving the 2021-22 Budget**

- **Scott Cooper move that the High Desert ESD Budget Committee approve the 2021-22 budget as presented in the amount of \$65,480,948 and property taxes at the rate of \$0.0964 per \$1,000 of assessed value for operating purposes. Gwen Carr seconded the motion. Motion passed unanimously. (15-0)**

Brad complimented Rochelle and Superintendent Andrews for presenting a clear, detailed budget for 2021-22. Superintendent Andrews thanked Brad and the Budget Committee on behalf of the High Desert ESD for taking their time to participate in the budget process. He appreciates how the committee includes representation from each of our districts. He believes this helps ensure the ESD is meeting the needs of each district.

### **Adjourn**

The April 20, 2021 meeting of the High Desert ESD Budget Committee adjourned at 6:55 pm.

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Brad Henry, HDESD Budget Committee Chair

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Shelley Knutz, Executive Assistant



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## Board of Directors Board Minutes April 20, 2021

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**HDESD Staff** Paul Andrews, Superintendent; Rochelle Friend, Chief Financial Officer; Anna Higgins, Chief Strategy and Innovation Officer; Amy Joint, Special Programs Executive Director; Angella La Fontaine, Business Analyst; Shay Mikalson, Chief Student Success Officer; Diane Tipton, Early Childhood Executive Director; Rachel Wente-Chaney, Chief Information Officer and Shelley Knutz, Executive Assistant

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**Call to Order** Board Chair Scott Reynolds called the April 20, 2021 meeting to order at 6:55 pm

### REPORTS

#### Fiscal Report

Rochelle has heard that we will be receiving ESSER3 funds. We received \$947,000 from ESSER2 and the new funds should be comparable.

Rochelle reported an Insurance RFP was sent out and there has been a good response. Her hope is to have a recommendation at the May board meeting.

The ESD has been working on installing a modular at the Prineville Education Center. This will provide two new classrooms for students.

#### Equity Introduction

Superintendent Andrews thanked Carol for representing HDESD on the OAESD Task Force on Equity and Racial Justice. There was nothing simple about this work. Carol said it was a good, interactive process facilitated by Nancy Golden. They ended up with a statement that represented all 19 member ESDs well.

Superintendent Andrews wanted to show the link between OAESD's work and the equity focus of the HDESD. The policy workgroup presented an equity policy to the board members two years ago. The Board adopted it at that time. He reviewed the charges of all 5 equity workgroups and the individuals working in these groups. Superintendent Andrews serves on every work group to make sure the policy is being implemented as the Board intended. Matt thanked him for his good work and hopes he is not spreading himself too thin.

### DISCUSSION ITEMS

#### Superintendent Report

- ✓ COVID numbers are trending back up. Thankfully the state's metrics for schools are advisory not mandatory.
- ✓ Officially in hybrid now. Some programs are open 100% and some are out serving in the districts.
- ✓ 3ft instead of 6ft for distancing in schools makes it easier to have schools open. Staff is still required to remain 6ft. Home visiting programs, such as Healthy Families of the High Desert are still virtual.

- ✓ Anna said they are working on staff contact tracing. There are so many programs to track so she gave a huge shout out to technology and the hub/spoke team. Feeling proud of our ability to respond to COVID by prioritizing our staff and students.
- ✓ Shay commented that the challenges of the past year have encouraged our regions to work together closer than ever.
- ✓ The High Desert Education Association asked that bargaining use a hybrid of Interest Based Bargaining (IBB) and traditional bargaining. We begin tomorrow.
- ✓ Lauren & Jayel have been working to plan an IBB training through the Employment Relations Board(ERB)
- ✓ Superintendent Andrews reviewed the summary from the Facilities team. The primary focus was providing space for ECSE classrooms. A modular is being set up by the Prineville Education Center which will add two classrooms. We are currently looking to secure long term replacement classrooms in all districts.
- ✓ Peggy said every company is probably looking at how to use their facilities differently after this last year of working remotely. We should be thinking about using our space differently as well. With so much uncertainty right now the board members would like to revisit this plan in February 2022 and January 2023.
- ✓ We are excited to accept the gift of the Alyce Hatch Center building, land and assets from the Alyce Hatch Center board. They are working on the agreement and we plan to take action on the MOU by the May meeting.
- ✓ Fireside chats are continuing every other week.
- ✓ Superintendent Andrews has been able to visit some programs in person and he enjoys being around the kids.
- ✓ He had the opportunity to meet Steve Cook, Bend-La Pine Schools new superintendent.
- ✓ Tomorrow is New Employee Orientation as well as Administrative Professionals Day. The board thanked Shelley for her incredible work.

### Board Report

- ✓ Bob reported there are a lot of priority bills in the legislature that are still active.
- ✓ He mentioned how helpful the equity position statement will be for OAESD and for all of the ESDs.
- ✓ Matt reported the Board Outreach committee has completed the board member job description. There has been some outreach to interested individuals. Elected member applications are due by April 30. Appointed position applications will be available June 1 and due by June 30.

### Consent Agenda

Superintendent Andrews mentioned the hiring of Jim Boen, Regional Director of Mental and Behavioral Health. He also highlighted the retirement of Steve Maddox, Tammy Durkin, and Marcene Hoefs. Those three individuals have dedicated many years to the HDES.

- **Gwen Carr moved to approve the Consent Agenda as presented. Carol Moorehead seconded the motion. Motion passed unanimously.**
  - Personnel Changes – April 2021
  - Board Minutes March 16, 2021

### Adjourn

The April 20, 2021, High Desert ESD Board of Directors Meeting adjourned at 7:47 pm.

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Scott Reynolds, Board Chair

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Shelley Knutz, Executive Assistant