



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

October 19, 2021

Board Meeting – 5:30 pm

2021-2022 Board of Directors

Seana Barry	Bob Moore
Gwen Carr	Carol Moorehead
Betsy Julian	Carlos Perez
Peggy Kinkade	Elizabeth Sanchez
Matt McGowan	

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: Please contact the district office at 541.693.5608 if you need accommodation to participate in the board meeting. Please call at least three days prior to the scheduled meeting date. Thank you

REGULAR SESSION

5:30-5:35 pm	Call to Order and Agenda Revisions	Peggy Kinkade
5:35-5:40 pm	Audience Participation	Peggy Kinkade

PRESENTATIONS

5:40-6:10 pm	CTE/STEM, Career Technical Education/ Science, Technology, Engineering and Math	Brook Rich/ Tracy Willson-Scott
6:10-6:25 pm	Financial Report – pages 3-5	Rochelle Friend

DISCUSSION ITEMS

6:25-6:40 pm	Follow Up on Board Preferences	Peggy Kinkade
6:40-6:55 pm	Superintendent Report <ul style="list-style-type: none">▪ Opening status for ESD▪ October 18th Vaccination Deadline▪ Equity▪ Board Visits to Programs▪ CTEC Visit	Paul Andrews
6:55-7:05 pm	Board Report <ul style="list-style-type: none">▪ OAESD Report▪ OSBA New Board Member Support – 10/21 4-5 pm	Peggy Kinkade

ACTION ITEMS

7:05-7:15 pm	Memorandum of Agreement	Paul Andrews
7:15-7:20 pm	Consent Agenda <ul style="list-style-type: none">▪ Personnel Report – October– page 7▪ Board Minutes – September 21– pages 8-10	Paul Andrews

MEETING CLOSURE

7:20 pm	Meeting Adjourned
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KEY DATES

- ✓ 10/21 – OSBA New Member Support – Virtual - 4:00-5:00pm
- ✓ 10/21 – OSBA Fall Regional Meeting – Virtual - 5:30-7:30pm
- ✓ 11/11 – Veteran's Day
- ✓ 11/16 - HDESD Board Meeting – 5:30pm
- ✓ 11/25 - Thanksgiving

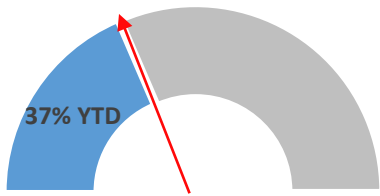
High Desert Education Service District

Board Fiscal Report
October 2021

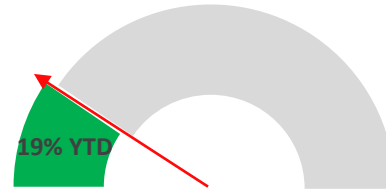
Below are updates on the year to date budget and items of general note in the Business Office. In addition, the following charts provide an overview of the ESD's fiscal position as of September 30, 2021.

General Fund Administration:

Revenue YTD is \$1,849,328 while expenditures year to date are \$947,965. We remain in line with historical financial trends through September.



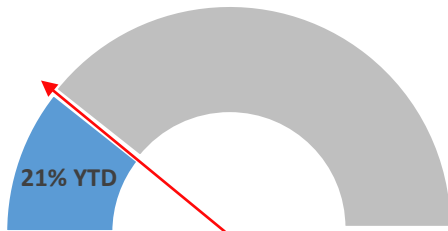
General Fund Revenues - YTD as a % of Budget



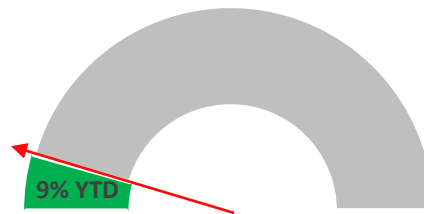
General Fund Expenditures - YTD as a % of Budget

Special Revenue Fund:

Revenue YTD is \$9,903,894.8 while expenditures year to date are \$4,246,859. Our revenues through September are slightly ahead of historical trends. Last year at this point, we had collected 14% of our budgeted revenues. The primary increase this year is due to a larger beginning fund balance than anticipated, which was caused by grant waivers allowing us to carry funds into the current biennium.

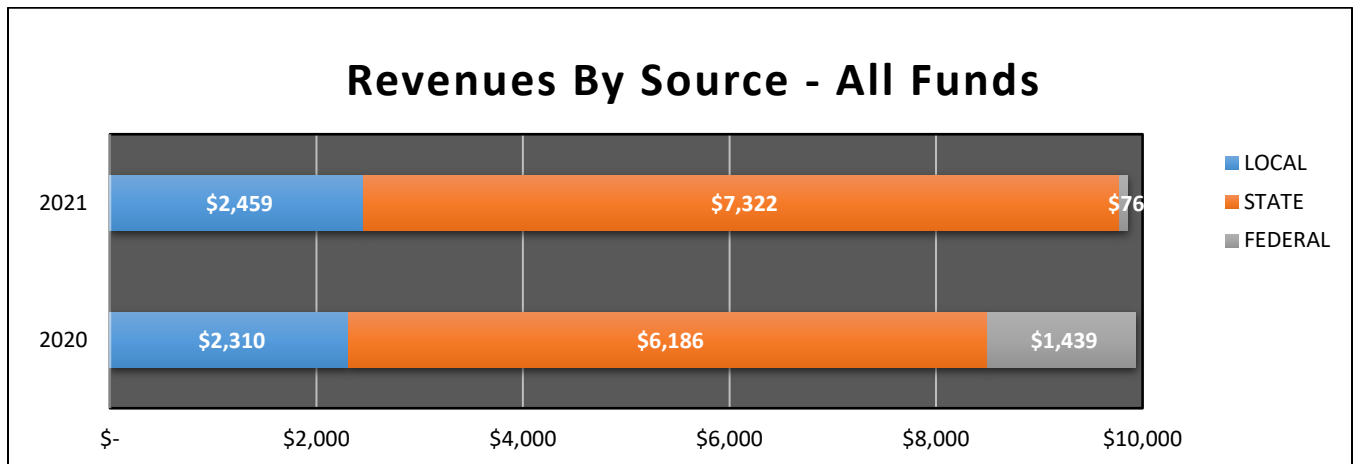


Speical Revenue Fund Revenues - YTD as a % of Budget

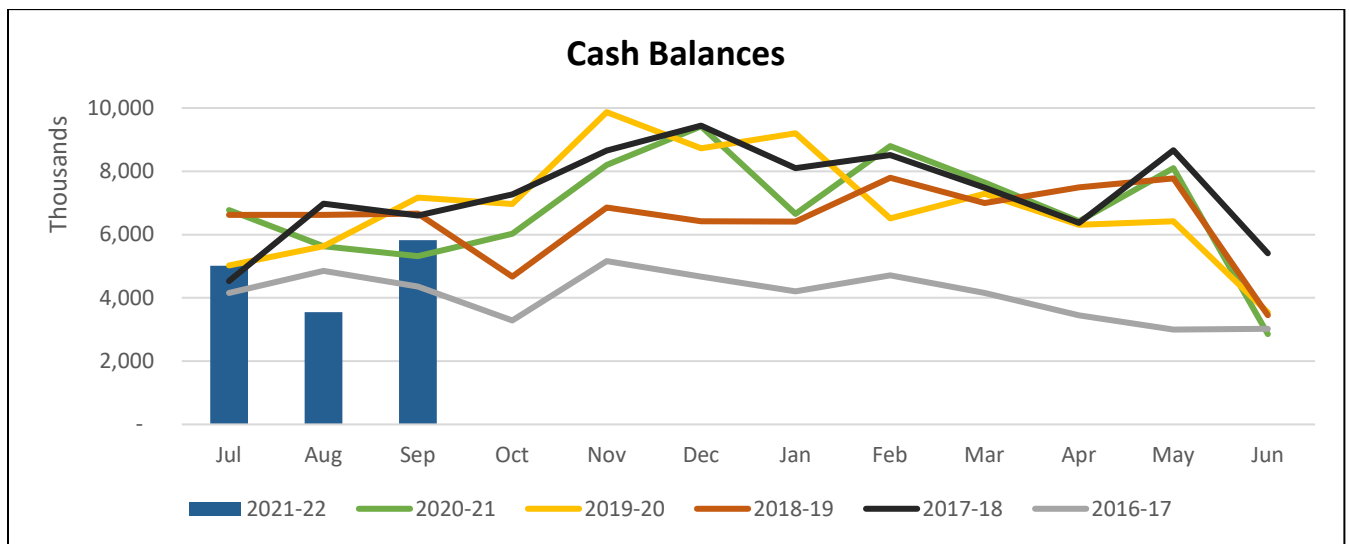


Speical Revenue Fund Expenditures - YTD as a % of Budget

Current Vs. Prior Revenues – In total



Cash Balances History



Budget to Actual by Fund:

General Fund (100)	Appropriations	YTD	Encumbrances	Resolutions	Totals	(Over)/Under Budget
1000 Instruction	\$ 2,781,971	\$ 170,135	\$ 1,965,018		\$ 2,135,153	\$ 646,818
2000 Support Services	\$ 7,073,070	\$ 1,732,641	\$ 3,209,773		\$ 4,942,414	\$ 2,130,656
5200 Transfers	\$ 4,897,248	\$ 2,527,418	\$ -		\$ 2,527,418	\$ 2,369,830
5300 Transits	\$ 3,082,185	\$ 4,940	\$ 75,060		\$ 80,000	\$ 3,002,185
7000 Unappropriated Fund Balance	\$ 871,962	\$ -	\$ -		\$ -	\$ 871,962
Sub Totals	\$ 18,706,436	\$ 4,435,134	\$ 5,249,851	\$ -	\$ 9,684,985	\$ 9,021,452
Special Revenue Funds (200)						
1000 Instruction	\$ 19,384,212	\$ 1,946,057	\$ 11,651,863		\$ 13,597,920	\$ 5,786,292
2000 Support Services	\$ 19,478,919	\$ 2,009,895	\$ 5,862,592	\$ (250,000)	\$ 7,872,487	\$ 11,356,432
3000 Community Services	\$ 74,148	\$ 1,054	\$ 5,291	\$ -	\$ 6,345	\$ 67,802
4000 Facilities Acquisition & Construction	\$ -	\$ 51,715	\$ 40,706	\$ 250,000	\$ 92,421	\$ 157,579
5200 Transfers	\$ 571,512	\$ 238,138	\$ -	\$ -	\$ 238,138	\$ 333,374
5300 Transits	\$ 5,953,755	\$ -	\$ 673,087	\$ -	\$ 673,087	\$ 5,280,667
6000 Contingency	\$ 992,721	\$ -	\$ -	\$ -	\$ -	\$ 992,721
7000 Unappropriated Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Totals	\$ 46,455,266	\$ 4,246,859	\$ 18,233,540	\$ -	\$ 22,480,398	\$ 23,974,868
Debt Service (301)						
5100 Debt Service	\$ 1,231,787	\$ -	\$ -		\$ -	\$ 1,231,787
5200 Transfer of Funds	\$ 252,345	\$ -	\$ -		\$ -	\$ 252,345
Sub Totals	\$ 1,484,132	\$ -	\$ -	\$ -	\$ -	\$ 1,484,132
Facilities & Fleet Maintenance Fund (600)						
2000 Support Services	\$ 781,366	\$ 196,461	\$ 382,172	\$ -	\$ 578,633	\$ 202,733
4000 Facilities Acquisition & Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5100 Debt Service	\$ 251,396	\$ 23,802	\$ -	\$ -	\$ 23,802	\$ 227,594
5200 Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7000 Unappropriated Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Totals	\$ 1,032,762	\$ 220,263	\$ 382,172	\$ -	\$ 602,435	\$ 430,327
Total Appropriations	\$ 67,678,596	\$ 8,902,255	\$ 23,865,562	\$ -	\$ 32,767,818	\$ 34,910,778
Total Unappropriated	\$ 871,962	\$ -	\$ -	\$ -	\$ -	\$ 871,962
Total Adopted Budget	\$ 68,550,558	\$ 8,902,255	\$ 23,865,562	\$ -	\$ 32,767,818	\$ 35,782,740

Please select the presentations you would like to learn about at a board meeting this year.

Career Technical Education (CTE) - 4

STEM Hub - 3

Migrant Education - 3

Mental/Behavioral Health Services - 3

Interpreting/Translation Services - 2

Vision Impaired Services

Autism Services - 2

Orthopedic Impaired Services

Assistive Technology - 3

Adaptive Technology Shop - 4

Disability Transition Network

Traumatic Brain Injury - 2

Home School Registration – 3 ★

Medicaid Billing - 2

Crisis Response Team - 5

McKinney-Vento Homeless Services - 3

Student Safety and Prevention System - 3

EI/ECSE Evaluation Team - 3

Business Financial Systems

Family and Youth Partnerships - 2

Data and Evaluation

Better Together - 5

Other FAN - 2

Other Think Up - 1

Other Culture of Care - 1

Other Technology - 1

Other _____

Monthly Personnel Report - OCTOBER 2021

Recommended for Hire			
Name	Title	FTE	Comments
Tiffany Grimsley	Secretary III	1.0	DOH: 9/27/21
Paola Zorrilla Soto	Community Alignment Specialist	1.0	DOH: 9/23/21
Kendra Jerome	Autism Consultant	1.0	DOH: 10/18/21
Sarah Heinly	ABA Assistant	.375	DOH: 10/4/21
Sabrina Navarro	Educational Assistant	.80	DOH: 11/15/21

Recent Resignations, Retirements, Dismissals, Lay Offs		
Name	Title	Comments
Meg Shanahan	Secretary III	Resignation 12/31/21
Liska Jewell	Sign Language Interpreter II	Resignation 10/31/21
Wendy Bell	Secretary II	Resignation 10/22/21
Zavier Borja	Vamonos Outside Program Coordinator	Resignation 10/15/21

Jobs Posted this Report							
LICENSED	Hrs per wk/ Days per yr	CLASSIFIED	Hrs per wk/ Days per yr	SUPERVISOR MANAGER CONFIDENTIAL	Hrs per wk/ Days per yr	ADMIN	Hrs per wk/ Days per yr
Teacher of Deaf/ Hard of Hearing	40/TBD	Vamonos Outside Program Coordinator	40/240				
Family Engagement Specialist	20/189	Secretary III	40/210				
		Secretary II	40/189				



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Board of Directors Board Minutes September 21, 2021

- Board Members** Board Chair Peggy Kinkade, Directors Seana Barry, Gwen Carr, Betsy Julian, Bob Moore, Carol Moorehead and Elizabeth Sanchez
- HDESD Staff** Paul Andrews, Superintendent; Rochelle Friend, Chief Financial Officer; Anna Higgins, Chief Strategy & Innovation Officer; Amy McCormick, Executive Director of Early Childhood; Shay Mikalson, Chief Student Success Officer; Rachel Wentz-Chaney, Chief Information Officer and Shelley Knutz, Executive Assistant
- Call to Order** Board Chair Peggy Kinkade called the September 21, 2021 meeting to order at 5:45 pm

DISCUSSION ITEMS

Student Success Act

During the 2019 legislative session, Oregon's leaders made a significant commitment to children, educators, schools and the state. The Student Success Act (SSA) was expected to bolster K-12 and early learning by \$1 billion each year. \$200 million is directed to the State School Fund with the remaining to be distributed into three funds: Early Learning, Student Investment and Statewide Education Initiatives.

Districts are spending 36% of district resources toward mental and behavioral health. Another 26% of their resources are focused on expanding learning experiences. With the remaining resources directed to reducing class size. Less than 5% are spent on administrative costs.

We have spent 80% of our HDESD SSA dollars to assist districts with students' mental or behavioral health needs, improving academic outcomes and reducing academic disparities for students of color, students who are tribal citizens, students with disabilities, emerging bilingual students and students navigating poverty, homelessness and foster care. Shay anticipates the focus on student health and safety will dominate.

Shay has been helping districts with their Student Investment Account Grants. There has been a need to pause and pivot due to COVID. He noted there are 88 different state reports that districts have to respond to and it can be overwhelming. Gwen shared some of the great student work Crook County SD organized over the summer. Superintendent Andrews noted that Shay has done an incredible job communicating with our districts and being an advocate for the superintendents and their administrative staff.

Financial Report

Rochelle reported that the 20/21 year has been closed and they are in the middle of our year end audit. She has been working with the new audit firm, SGA, and has been pleased with the process so far.

At the end of July, the PERS board met to review potential changes to the assumed rate of return. They voted to reduce the assumed rate of return from 7.2% to 6.9%, beginning with the 2020 valuation. The board additionally raised the assumed annual inflation rate from 2.4% to 2.5%. It's estimated that these two changes will cause our PERS rates to increase approximately 2.70% beginning the 2023-25 biennium.

The other big decision made at the PERS board meeting was to adjust the way the rate collar works so that PERS rates will never decrease based on fund performance. This means, that the rates we experience today are the lowest they will be until the Plan hits 88% funded (at 75.8% as of June 30, 2020).

Rochelle reported the cash balances are back up to historical amounts because she has been able to collect on the \$4M deficit from ODE over the past few weeks.

Discussion Items

2021-22 Board Meetings and Assignment

- ✓ Staff Presentations
Superintendent Andrews referenced the list of programs that have presented to the Board the past few years and the list of programs that have not. He pointed out how many programs are run by or through High Desert ESD. Peggy asked each board member to vote for their top 5-8 programs they would like to hear from over the next year.
- ✓ Superintendent Report
The board members agreed the superintendent report is a good way to share hot topics. There are often so many things to share the report lasts longer than planned. Betsy would like to have Superintendent Andrews take new board members to visit the HDESD programs. Betsy would like to become more engaged with the work being done and feels program visits would be helpful.
- ✓ Financial Report
Do the board members find the Financial Report valuable on a monthly basis? Gwen appreciates having the info in the packet and a brief report. Bob thinks it is important for the board to have a monthly report as they serve as oversight for the district.
- ✓ Facilities Report
The board members are comfortable with the Facilities Report being included every quarter or as needed. Bob mentioned it isn't necessary to go into the detail the reports have been in the past.

Board Goals and Metrics

Superintendent Andrews reviewed the history of the board goals and the metrics that would be used to measure the goals. He sees these goals as what the board would like him to prioritize. He also believes this is what his evaluation should be based in part on. Since COVID hit we haven't been able to work through these as much as he'd like. Peggy asked the board members to review the goals and metrics. There will be an opportunity at the October meeting to discuss them.

Board Leadership Roles

Peggy covered the board leadership roles and the opportunities available. She asked each board member to select their top 2-3 roles so we can update the committees for the year.

Board Leadership Meetings

Peggy explained the purpose of the board leadership meeting. They meet monthly to talk about the upcoming board meeting and any current issues of interest. Peggy reviewed a draft board leadership schedule she created for each member to consider. She asked them to check their schedules to see if they would be able to join.

Superintendent Report

- ✓ Superintendent Andrews gave an update on vaccination reporting. They are discussing what steps need to be taken for additional precautions. His goal is not to lose one employee but above all we really need people to be safe. He took time to explain the medical exception process and religious exception. We have received 57 religious exceptions, 3 medical exceptions.

- ✓ Masks are required to be worn inside at all times unless alone in an enclosed office.
- ✓ The Association has asked that the ESD to revisit the Memorandum of Understanding (MOU) from last spring. Superintendent Andrews may be bringing an amended MOU to the October meeting.
- ✓ Superintendent Andrews pointed out the Equity Statement in the packet. The statement was pulled together from the equity policy approved by the Board in 2019. There are several workgroups within the HDESD currently working on equity.
- ✓ Superintendent Andrews pointed out the Organization Wheel in the packet that has been updated with our new board members.
- ✓ All the retreats went well. The all staff gathering was held virtually – the lunch afterwards was cancelled due to COVID. We delivered ice cream to everyone and it was very much appreciated.
- ✓ The OAESD Summit on 11/11 is cancelled as well. They will consider offering a few virtual trainings in the future.
- ✓ He asked how the board members felt about the OSBA Fall Regional meeting. They would prefer in person with a larger space. He will share that with OSBA.

Board Report

- ✓ Peggy noted how important it is we support our new board members as they become familiar with the ESD. She has asked Carol to support to Betsy, Bob will support Elizabeth and Peggy will be available to work with Carlos.

Action Items

Superintendent Andrews' Contract

Peggy has spoken with each board member regarding the revisions to Superintendent Andrews' contract. She answered their questions about the possible changes.

- **Bob Moore made a motion to approve Superintendent Paul Andrews' new contract as presented. Gwen Carr seconded the motion. It was approved 7-0.**

Consent Agenda

- **Betsy Julian made a motion to approve the Consent Agenda as presented. Carol Moorehead seconded the motion. It was approved 7-0.**

The September 21, 2021 Board of Director's meeting adjourned at 7:20 pm.

Peggy Kinkade, Board Chair

Shelley Knutz, Executive Assistant