

HARNEY ESD BOARD OF DIRECTORS
MONTHLY BOARD MEETING
SEPTEMBER 8, 2010

Present: Connie Barber, Chair
Robin Cramer, Director
Daniel Brown, Director
Charles Schmidt, Director
Charles Dunten, Director

Absent: Pete Merritt, Vice Chair
Richard Jenkins, Director

1. Connie Barber called the September meeting to order at 1:30 p.m. at the Harney ESD Administrative Office at 779 West Fillmore. CALL TO ORDER

2. In accordance with ORS 332.040 and 255.335.(5), Charles Dunten made a motion to continue the designations as follows: FISCAL YEAR DESIGNATIONS
 - a) Board Chair: Connie Barber
Vice Chair: Pete Merritt
 - b) Chief Administrative Officer: Dennis B. Mills
 - c) Budget Officer: Dennis B. Mills
 - d) Business Manager: Kaeko Blackburn
 - e) Depository of Funds: Local Government Pool/Sterling Savings Bank
 - f) Custodian of Funds: Dennis B. Mills, Superintendent and the HESD Board of Directors
 - g) Financial Auditors: Oster Professional Group
 - h) Date/Time/Place of Regular Board Meetings: 2nd Wednesday at 1:30 p.m., Harney ESD Administrative Office
 - i) Fidelity Bonds in the amount of \$100,000 for Dennis B. Mills, Kaeko Blackburn, Barbara Buchanan and Sallie PeilaDan Brown seconded and the motion carried unanimously.

3. Staff: VISITORS/STAFF
Rod Bennett, EOT Technology Director
Donna Schnitker, Early Childhood Director
Gail Faulhaber, Instructional Support Director

4. Minutes for the June Board meeting were presented for review. MINUTES
Charles Schmidt made a motion to approve the minutes as presented, Dan Brown seconded and the motion carried.

5. Kaeko Blackburn presented the fund balance report for September 8th FINANCIAL REPORT
which showed an All Funds total of \$839,405. She stated that a new column was added to the report. The Budget Remaining column will show the remaining budget for each fund.

Kaeko also stated that the HESD system of checks and balances works. She stated that Connie Barber opens the monthly bank statement and reviews it for accuracy, signatures and vendors. While reviewing the July Bank Statement, Connie found four payroll vendor checks that

HARNEY ESD BOARD OF DIRECTORS
MONTHLY BOARD MEETING
SEPTEMBER 8, 2010

cleared the bank with only one signature. Kaeko stated that checks will be reviewed more closely before being mailed to the vendors.

6. Disbursements for July and August in the amount of \$162,699.96 and disbursements for September in the amount of \$32,258.89 were presented for review. Charles Schmidt made a motion to approve the disbursements and Charles Dunten seconded. The motion passed unanimously. DISBURSEMENTS

7. An appropriation resolution was presented for review for the following grants in accordance with ORS 294.326 {3}:
EI/ESCE @ \$171,987
Head Start @ \$759,515
ECC Playground Reserve @ \$932
Dan Brown made a motion to approve the appropriation resolution and Charles Schmidt seconded. The motion was approved unanimously. APPROPRIATION RESOLUTION

8. Kaeko stated that American Fidelity presented the health flex spending plan at the May board meeting. At that time the board consented to allow American Fidelity to present their plans to the HESD staff. Kaeko stated that the board needed to make a motion to accept or deny the American Fidelity 502 Plan for Harney ESD. Charles Dunten made a motion to accept American Fidelity's 502 plan for Harney ESD. Dan Brown seconded and the motion was approved unanimously. AMERICAN FIDELITY 502 PLAN

9. Superintendent Mills presented the following policies for the first reading AC, GBA, JHFE, JHFE-AR(1), JHFE-AR(2), JHFF and JHFF-AR. Superintendent Mills stated that the only new policies were JHFF and JHFF-AR; all the others were being revised with new language added. POLICIES FIRST READING

10. Rod Bennett presented the EOT and HESD technology report. He stated that the technology team overhauled and loaded software on donated computers for School District #3. The computers were donated by the BLM, Forest Service, Harney District Hospital and the StRUT Program. The donated computers saved the school district approximately \$50,000. PROGRAM REPORTS

Another technology project is completing the fiber connection between HESD and Lincoln. Inland Communications is working on this project. The long term goal is to have all District #3 schools use the fiber connection.

HARNEY ESD BOARD OF DIRECTORS
MONTHLY BOARD MEETING
SEPTEMBER 8, 2010

Multipoint servers are being installed at several rural schools. This server allows eight students to log on at one time. The cost is approximately one third of the price of eight computers.

Donna Schnitker gave the Early Childhood report. She stated that the program was fully enrolled as of the first day of school. Donna also reported that Shelley Marshall is the new administrative assistant at the Early Childhood Center.

Donna reported that this year, all meals and snacks will be prepared at the center. After the review by USDA, it was recommended that the center start preparing lunch.

Donna stated that the board had two information memorandums in their packets. Donna said that she was required to pass this information on to the board, so the board will be receiving them periodically. She pointed out the key words in the last line of the box at the top of each information memo. The memorandum about foster children states that these children are immediately eligible for the Head Start Program.

Donna stated that the Head Start review will be sometime this school year, but the exact date is still unknown. This time they are required to upload specific documents to a website for the review team prior to November 5th. They have started this process.

Gail Faulhaber gave the Instructional Support report. She stated that this year she would be working with Hines Middle School on AYP because HMS is one of seventy-nine schools in Oregon which are in school improvement.

Harney ESD is again partnering with High Desert, Jefferson, and Lake ESDs on projects funded through the Sustainability Grant. In August participants from District #3 and Crane attended a workshop on being instructional leaders with Dr. Feldman. There will be a follow up training with Dr. Feldman in October.

HESD sponsored assessment training for the District Test Coordinators in August. It was attended by thirty-three participants from several counties. Following this training a workshop for the Harney County rural teachers was held.

11. Superintendent Mills stated that all HESD staff attended an inservice which included safe workplace practices presented by SAIF. The inservice also included Sexual Conduct Training as required by HB 2062.

SUPERINTENDENT'S
REPORT

Superintendent Mills continued by stating that the State School Fund was to remain stable for the time being, but the first round of funding

HARNEY ESD BOARD OF DIRECTORS
MONTHLY BOARD MEETING
SEPTEMBER 8, 2010

cuts will leave schools low on funds. He was unsure how the schools shortfalls would impact HESD. He stated that the first local service plan meeting would be held on September 14th.

Pine Creek School has been funded and has reopened with Carol Dunten as the teacher.

Jane Firestone, SLP resigned at the end of last school year. This year HESD is contracting with the HELLO Foundation for a Speech and Language Pathologist.

Dates of Interest for the Board are as follows:

- Monday, October 11th-the Fall OSBA Regional Meeting at HESD Regional Service Center.
- November 11th-14th-OSBA Conference in Portland, Oregon
- December 1st-4th-AESAs National Conference in Savannah, Georgia

Dan Brown asked if Superintendent Mills could occasionally write an article for the Burns Times Herald. He thought the articles could explain what types of services and programs, Harney ESD provides to the schools. Superintendent Mills said that he would have Kaeko contact the paper to see if they would be interested. The other board members agreed that this was a good idea.

12. With no further business Chair Connie Barber adjourned the meeting at 2:55 p.m. ADJOURNMENT

Connie Barber, Chair