

HARNEY ESD BOARD OF DIRECTORS
MONTHLY BOARD MEETING
September 14, 2011

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

Also Present: Dennis B. Mills, Superintendent
Kaeko Blackburn, Business Manager
Barbara Buchanan, Assistant Business Manager

Absent: Richard Jenkins, Director

1. Connie Barber called the September meeting to order at 1:35 p.m. at the Harney ESD Administrative Office at 779 West Fillmore. CALL TO ORDER

2. Connie Barber called for nominations for Board Chair and Vice Chair. Charles Dunten made a motion, in accordance with ORS 332.040 and 255.335.(5), 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 PeilaCharles Schmidt seconded and the motion carried unanimously.

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

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

The board was made aware of a mistake made on the approved May 2011 minutes. The actual date of the meeting was the 11th of May, but the minutes stated that it was the 10th of May. The mistake was found during the annual audit in July. The auditors wanted the board to be aware that the date of the meeting was incorrect on the approved minutes. Chair Barber needs to initial the correction on the minutes in the official book.

5. The fund balance report for September 14th was presented. The report showed an All Funds total of \$905,190. Kaeko stated that the beginning fund balance is \$882,410, but this may fluctuate as the actual beginning fund balance will not be determined until all of the audit reports are completed. FINANCIAL REPORT

Kaeko reported that the audit went well and that there were few concerns. Besides the date on the May minutes, it was also noted the need for written procedures for asset management. Also, a check was written for a vehicle

before the vehicle was delivered. The important thing was that the check was not given to the vendor until the vehicle was in HESD's possession.

6. Summer disbursements in the amount of \$117,212.45 and September disbursements of \$23,409.05 were presented for review. Charles Schmidt made a motion to approve the disbursements as presented. Charles Dunten seconded and the motion passed unanimously.

DISBURSEMENTS

7. Superintendent Mills presented the Instructional Support report. HESD continues to be part of the Sustainability Grant Consortium. This year the grant will continue to support Dr. Kevin Feldman's presentations which focus on middle and high school instruction. Dr. Feldman's first presentation was held August 9th in Redmond. In December, Dr. Feldman will be conducting an on-site visit to Harney County.

PROGRAM REPORTS

A Rural Inservice was held on August 18th to provide updates on assessment, the new English Language Standards. The rural teachers have requested that they have monthly group discussions via Skype. This will allow them to share information between schools and discuss other relevant topics.

Rod Bennett presented the Technology report. He stated that as of now he has not hired anyone to replace the vacant technology position. Rod stated that the schools are being served. He stated that EOT would have to reevaluate and reconsider the number of days and salaries for the technology positions in order to attract qualified candidates. Automation may help lighten the tech workload. Superintendent Mills added that Rod was not to continue working the hours he has been working. He is to work within his contracted days.

Rod will address the technology costs to schools tomorrow, September 15th at the first Local Service Plan meeting.

It was announced that EOT did not receive the contract for the Harney County Courthouse.

Rod asked the board to consider eliminating the EOT cell phones and paying EOT employees a stipend to use their own cell phones. After a brief discussion the board decided they would like additional research done before making any decisions on this matter.

Donna Schnitker presented the Early Childhood report. Donna stated that the results of the Federal Head Start Review have been received. HESD's Head Start Program received a clean audit report with no findings or corrective action needed.

The report also states that the classroom observation findings ranked ECC above the national standings.

The EI/ECSE special education monitoring is 100% compliant for 2010.

8. Superintendent Mills informed the HESD Board of upcoming meetings that they may be interested in attending. The OSBA Fall Regional meeting in Burns, the OSBA Annual Convention in Portland and the AESA Annual Conference in Colorado.

SUPERINTENDENT'S REPORT

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Superintendent Mills stated that he completed his work as interim Superintendent for District #3 in June and that Dr. Marilyn McBride was hired as their new superintendent. HESD employees are continuing to help District #3.

Harney ESD received notice that in 2005-2006 the special education IDEA consortium did not meet Maintenance of Effort, therefore \$9397.70 is owed to Oregon Department of Education. HESD will pay ODE on behalf of the districts because we do not know how to fairly divide the amount owed between the districts after such a long time.

Superintendent Mills stated that school districts will need to have a trained IPM (Integrated Pest Management) Coordinator. Superintendent Mills stated that it may be possible for Harney County Schools to share one trained person. This will need further research.

9. With no further business Chair Connie Barber adjourned the meeting at 3:00 p.m. ADJOURNMENT

Connie Barber, Chair