Harney Education Service District

PO Box 460 | 25 Fairview Heights | Burns, Oregon 97720

Fillmore Building 541.573.2426 | Regional Service Center 541.573.2122 | Early Childhood Center 541.573.6461

**Harney ESD Board of Directors Monthly Board Meeting February 13, 2019**

Present: Dan Brown, Board Chair Also Present: Charles Beck, Superintendent

Charles Dunten, Director Cori Wright, Business Manager

Pat Sharp, Director Hollie Held, Board Secretary

Julie Weikel, Director

Sandy Volle, Director

**CALL TO ORDER**

Board Chair Dan Brown called the February meeting to order at 1:30 pm at the Harney ESD Regional Services Center located at 25 Fairview Heights Loop

**PLEDGE OF ALLEGIANCE**

**VISITORS/STAFF**

Staff: Eric Nichols, Instructional Support/Tech Visitors: Cara Wilber - Osters

Donna Shnitker, Early Childhood Center/Special Ed Sabrina Maki

Kristin Shelman

**ACTION ITEMS**

**Consent Agenda**

* Approval of January 2019 Board Minutes
* Approval of Budget Committee
* Approval of letter of opt out from Harney District #3

After review of the January 2019 Board Minutes Julie Weikel made a motion to approve the minutes as presented. Sandy Volle seconded and the motion passed unanimously.

Pat Sharp made a motion to approve the Budget Committee. Charles Dunten seconded and the motion passed unanimously.

After discussion on the letter of opt of Harney ESD from Harney School District #3. Pat Sharp made a motion to accept the letter of Opt Out from Harney District #3. Sandy Volle seconded, and the motion passed unanimously.

**PRESENTATIONS AND REPORTS**

**Audit**

Cara Wilber from Oster Professional Group presented HESD’s 2017-2018 Financial Audit. Cara presented

the Comprehensive Annual Financial Report for the district. Cara said they concluded that there was a reasonable basis for rendering an unmodified opinion on the business-type activities, each major fund and the aggregate remaining fund information that the financial statements for fiscal year 2018 are fairly represented in accordance with GAAP. They issued a qualified opinion on the governmental activities due to the fact that the district did not adopt GASB statement No. 75. Cara recommended reading pages 4-9: Management Discussion and Analysis, which provides a good summary of the District of Public Financial Statements and how they are presented. It also shows numbers for the 2018

year and compares it to the 2017 year. Pages 10 and 11 are the statement of net position and the

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statement of activities, also known as the balance sheet and income statement. This includes things like buildings, equipment, land, it also includes long

term and short term liabilities. Page 14 is an income statement of a few funds and the non-major funds all grouped together. The combined general fund is your general fund and the PERS reserve fund. Net change in all the funds were an increase of $84,992. Page 19 would be a good place to find out more about financial statements and how they are presented, more about PERS, liabilities, etc. Page 38; Budget and Actual (Budget Basis) General Fund shows you what you originally adopted and the final budget if you made any changes as the year went on.

Cara Wilber talked about the SAS 114 letter which states Oster’s performed their audit on time and there were no issues with ethics, they didn’t encounter any difficulties during the audit and that there were no significant findings during the audit.

Cara talked about the Management letter which states what Oster’s thinks the ESD can improve on. There were two minor things which Cara stated the business manager Cori has already addressed and started working on.

Julie Weikel made a motion to accept the 2017-2018 audit report as presented. Sandy Volle seconded, and the motion passed unanimously.

**Financials**

Cori Wright presented the fund balance report as of February 9th, 2019. The All Funds balance was $1,625,008.99 and the General Fund balance was $1,179,255.51

**Disbursements**

Monthly disbursements for January, 2019 were reported as follows:

January 1, 2019 thru January 31, 2019 – $115,110.05

**Significant Expenditures:**

**General Fund 100**

* COMFORT INN SUITES -CC $108.58 SUPER TRAVEL
* FULTON, BRAD $3,000.00 INSTRUCTIONAL SUPPORT CONFERENCE
* OSTER PROFESSIONAL GROUP $5,153.00 FINAL PAYMENT AUDIT 2018

Julie Weikel made a motion to approve the bills as presented. Sandy Volle seconded, and the motion carried.

**PROGRAM REPORTS**

Eric Nichols gave an overview for **Instructional Support** **and Technology**.

Mr. Nichols stated HESD will start diving into some of the changes that will need to occur for the 2019-2020 year with the Opt of District #3 starting March 1st, particularly in the area of the internet. Eric

said he has written a couple grants. He wrote a $1000.00 grant for the new track at Slater. Eric also

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wrote an attendance grant to help with chronic absenteeism, through high desert ESD for $5000 which is going to crane and the rural schools for attendance improvement.

Eric said he has been doing a lot of technology instruction at the rural schools. He also mentioned that HESD funded some professional development around reading at Slater Elementary in January.

Eric said we are due for our continuous improvement plans that the legislation requires all districts to do, he is hoping to start that process pre July 1, 2019.

Donna Schnitker submitted the program reports for **Early Childhood and Special Education** to the Board which can be found in the board packet.

Donna Shnitker said the Head Start program is fully enrolled and has remained stable all year. Donna also stated that Head Start is still waiting on news for their duration grant, but did get notification that they can submit their 5 year grant without competition. She said herself along with her staff are working on completing their strategic plan and will bring the results to the board once they are finalized.

EI/ECSE is currently serving 44 children and Donna mentioned they get new referrals and evaluate children weekly. The Great Start program is also fully enrolled.

The Frontier Hub finished the OPEC Parenting Hub grant and will receive a site visit from Oregon Community Foundation on March 7th.

**Superintendent Report**

**OACOA/OASE Winter Conference**

Superintendent Beck told the board that Eric attended the OACOA/OASE conference. Eric stated that he attended the conference and that there was great discussion at the classes and the conference.

**ESD surplus land sale**

Home owners that live next to building 24 inquired Superintendent Beck about selling the land that belongs to ESD directly behind their house to build a shop on it.

**District #3 Opt Out**

A copy of the Resolution from District #3 was presented to the board members. The opt out was discussed in further detail at the beginning of the meeting during the Consent Agenda.

**Safety Report**

There were no incidents reported.

**Late Additions**

Superintendent Beck acknowledged and thanked the two guests in attendance.

**Work Session**

* Superintendent Search

Superintendent Beck handed out a Superintendent Search Timeline outlining each step of the hiring process and dates to correspond with those steps. Hollie will email a survey to each board member to narrow down who will be available to serve on each committee in the hiring process and make sure all

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dates the Mr. Beck has selected will work.

**MEETING CLOSURE**

With no further business, Dan Brown adjourned the meeting at 2:58 p.m.

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Dan Brown, Board Chair