

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
Due to COVID-19, Via Zoom Audio Conference
April 23, 2020

11:40 AM – Audit Entrance Conference

- OESD Attendees: Carl Johnson, Elizabeth Drew, Cliff Huenergard, Stephanie Parker, Katie Proteau, Greg Lynch, Mary Cook, Monica Hunsaker, Susan Lathrop, Anna Winney
- State Auditor’s Office Attendees: Zac Wilson, April Taylor, Carol Ehlinger)

REGULAR SESSION CALL TO ORDER

Chair Carl Johnson called the meeting to order at 12:02 PM via Zoom Audio Conference.
Public Call-In +1 669 900 6833, Meeting ID: 244 562 383, Password: 372604

PLEDGE OF ALLEGIANCE

Chair Carl Johnson led the Pledge of Allegiance.

ROLL CALL OF MEMBERS AND GUESTS

Carl Johnson, Chair
Elizabeth Drew, Vice-Chair
Katie Proteau
Donn Ring
Shirley Johnson (Excused)
Cliff Huenergard
Stephanie Parker
Greg Lynch, Superintendent
Monica Hunsaker, Assistant Superintendent of Finance
Susan Jung Lathrop, Assistant Superintendent of Teaching and Learning
Anna Winney, Director of Human Resources/Safety & Health
Tina Schulz, Executive Assistant

APPROVAL OF AGENDA

Donn Ring moved to approve the revised agenda, as presented. Elizabeth Drew seconded the motion. Voice vote called. Motion carried. Carl Johnson noted that Executive Session at the end of the meeting will be held for approximately 15 minutes and afterward, the Board will return to Regular Session and immediately adjourn.

MINUTES

Katie Proteau moved to approve the minutes of the March 19, 2020, meeting, as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

- None

ADMINISTRATIVE REPORTS

AESD Executive Board Report: The Annual AESD Conference originally scheduled in Tacoma, April 16-18, 2020, was cancelled due to novel coronavirus (COVID-19) outbreak. The Executive Board meeting was held via video conference on Wednesday, April 15. Carl Johnson served his final meeting in his term as Executive Board President. Board members will be emailed a survey to vote on two action items: 1) approve the budget and 2) select the slate of new officers.

AESD Executive Board Report: (continued)

This year's recipient of the *AESD President's Award of Distinction* has been announced as Senator Laurie Dolan. In addition, a permanent sub-committee for planning the annual AESD Conference was established. Accreditation (June 2020) will be held virtually via video conference.

Legislative Report/Update: Superintendent Lynch noted that more details would be shared about the AESD budget in an upcoming email directly from AESD to each ESD Board member in the state. As a result of the Annual AESD conference being cancelled because of Covid-19 and no opportunity for ESD board members to vote on the annual AESD budget for school year 2020-21, every ESD Board member will receive an email ballot soon. He reviewed several budget reductions and that the overall annual dues for each ESD would be approximately \$34,000. He also discussed the current structure of the AESD and addressed questions from the Board regarding the roles and responsibilities of the AESD Executive Board, the AESD Legislative Liaison, and Executive Director positions.

Board Self-Assessment (*Carl Johnson & Cliff Huenergard*)

Cliff Huenergard and Carl Johnson reviewed the OESD Board Self-Assessment and timeline. The assessment will be emailed to each Board member on May 4 for completion no later than May 11, and review by the Board at its meeting on May 21. At the Board's August meeting, a pilot II will be launched.

Superintendent's Report: (*Any personal pronouns used during the Superintendent's report to the Board are specifically in reference to the superintendent.*)

Legislative, State & Region Items of Interest

- Congressman Kilmer hosted a conference call for all superintendents in his 6th Congressional District on Monday, April 21, to discuss COVID-19 K-12 impacts and review federal assistance plans.
 - Initial federal assistance includes OSPI - ~\$212M for K-12, ~\$200M for higher education, Governor \$56M, X\$ for Commerce to expand broadband connectivity.
- A number of state legislators will visit our OESD school district regional superintendent meetings over the next few months beginning next week.
- There continues to be ongoing discussion around the Governor calling a special session as a result of a growing state budget deficit. No decisions have been made.
 - The projected state deficit is continually changing; \$8B or more is one of the initial planning numbers. The state's June economic forecast will provide a more accurate projection.
 - High probability that next school year will be impacted significantly, and school year 21-22 will definitely be impacted. "McCleary" decisions impacted the list of constitutionally protected basic education (BE) costs; the two most significant non-BE (NBE) costs include local effort assistance (LEA) and National Board Certification stipends. Overall there is approximately \$450M of NBE costs.
 - ESD funding is inside NBE. As a result of the last significant economic crisis starting in ~2008, ESD core reductions were approximately ~15%-20%. In addition to core funding reductions, state and federal grants, and all other ESD NBE costs are subject to a reduction.
- The Governor's proclamation prohibiting public meetings under the Open Public Meetings Act (OPMA) guidelines expire at midnight tonight, April 23. On April 22 the prohibition was extended to May 4 in concert with the Governor's Stay Home/Stay Healthy (SHSH) order.
- The Governor's SHSH order expires May 4. While more guidance is forthcoming, any decisions motivating change are guided by science and COVID-19 modeling projections.
- OSPI Superintendent priorities include: Childcare, Food distribution, Graduate HS Seniors, Continuous Learning, Staff Compensation.

Additional Regional Events and Information

- Thanks to Carl Johnson and Cliff Huenergard for their continuing work on the OESD Board Assessment including meetings on April 14 and 21 to discuss details.
- Thanks to Elizabeth Drew for recruiting Board members for AESD Accreditation Panels, June 25 and potentially June 26. Stephanie Parker and Katie Proteau offered their participation on both dates if needed. Board members discussed the Accreditation process.
- OESD school district support priorities – in addition to this update, today’s Board Meeting includes updates by our Assistant Superintendents. Yesterday’s school district superintendents meeting was meeting #20 since February 28, 2020.
 - Continuous learning framework; a strategy for supporting teaching and learning.
 - OSPI’s grading guidance was published earlier this week. Board members held discussion.
- OESD daily in-office operations include ~6 essential staff. As of this week, there is no information leading us to believe OESD Phase III (only essential staff are permitted in the OESD office) will change beyond May 4.
- OESD school district service contracts for school year 20-21 continue to be completed with a final submission deadline at the end of April. As of this week, 50% are completed and ~30% are on track for completion.

Financial, Technology, and Human Resources – Monica Hunsaker reviewed the following:

- **OESD budget status** reports (as of March 2020) were provided in the Board packets. The General Fund ending balance was \$845,046.77 (adjusted amount considering the state’s GASB accounting formula is \$9.446 million). Unemployment Fund ending balance was \$4.325 million; the Workers Compensation Fund balance was \$11.173 million; and the Compensated Absences fund was \$712,096.86.
- **2020-2021 Staffing** – Anna Winney referenced a staffing memo included in the Board packet indicating a potential reduction in force in particular areas where grant funding may be ending.
- **Families First Coronavirus Response Act (FFCRA) – Emergency Leave Procedures for OESD Staff** - Anna Winney reviewed the potential eligibility and leave options available to staff that may be affected by the COVID-19 outbreak.

Teaching and Learning Services - Susan Jung Lathrop highlighted the following topics:

- School Districts can apply for waiver with the State Board of Education for flexibility for graduating seniors.
- Departments are providing various distant professional learning opportunities for school staff, families/parents and children using different online platforms.
- The AESD is working together to provide distance learning professional development (by Jeff Utecht) and free online professional development offerings for teachers.
- Departments work with schools/districts and families to provide ongoing services for students and teachers in the midst of long term school closures. Specific examples were shared by department.

BUSINESS

Head Start Program Monitoring (Policy 2500): Head Start/ECEAP & Early Head Start Monthly Reports (February 2020) – Information was provided in the Board packet. Informational only – no action required.

Approval of Selection Criteria for EHS/HS/ECEAP

Stephanie Parker moved to approve the Approval of Selection Criteria for EHS/HS/ECEAP, as presented. Donn Ring seconded the motion. Voice vote was called. Motion carried.

Head Start COVID-19 Response Funds Application

Katie Proteau moved to approve the Head Start COVID-19 Response Funds Application, as presented. Donn Ring seconded the motion. Voice vote was called. Motion carried.

Head Start Summer Program Funds Application

Elizabeth Drew moved to approve the Head Start Summer Program Funds Application, as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

Non-Federal Share Waiver Application

Donn Ring moved to approve the Non-Federal Share Waiver Application, as presented. Elizabeth Drew seconded the motion. Voice vote was called. Motion carried.

School Year 2020-2021 Board Meeting Schedule

Stephanie Parker moved to approve the School Year 2020-2021 Board Meeting Schedule, as presented. Cliff Huenergard seconded the motion. Voice vote was called. Motion carried.

VOUCHERS AND PAYROLL - Payroll information was included in the Board packet.

**BLANKET CERTIFICATION AND APPROVAL
 FOR PAYMENT OF VOUCHERS**

We, the undersigned Board of Directors of Olympic Educational Service District 114, Kitsap County, Washington, do hereby certify that the following disbursements are approved this 23rd day of April, 2020.

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	3/20/20	157002	\$ 77,300.84
	3/31/20	ACH	\$ 40,142.10
	3/31/20	157003-157040	\$ 190,863.84
	3/31/20	157041-157059	\$ 211,595.14
	4/15/20	157060-157096	\$ 133,347.87
	4/15/20	157097	\$ 51.03
	4/15/20	157098-157099	\$ 480.67
	4/15/20	ACH	\$ 3,978.42
Payroll:	3/20/20	702614	\$ 1,144.21
	3/20/20	WIRE	\$ 318.86
	3/31/20	702615-702625	VOID
	3/31/20	WIRE	\$ 1,096,446.88
	3/31/20	702626-702635	\$ 3,040.55
	4/15/20	WIRE	\$ 25,170.23
	4/15/20	702636-702642	\$ 2,152.54
Workers Comp:	3/19/20	403776	\$ 10,000.00
	3/31/20	403777-403779	\$ 43,673.23
	3/26/20	403780	\$ 15,000.00
	4/2/20	403781	\$ 45,000.00
	4/15/20	403782-403786	\$ 48,718.17
	4/9/20	403787	\$ 35,000.00
Unemployment:	3/31/20	200409	\$ 760.33
	4/15/20	200410	\$ 760.33

Donn Ring moved to approve the Vouchers and Payroll, as presented. Elizabeth Drew seconded the motion. Voice vote was called. Motion carried.

PERSONNEL

Anna Winney reviewed staffing changes. The following personnel changes were recommended.

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Jennifer Segerman	Child Development Program Manager	4/20/2020

Resignation:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Leah Gilland	Student Assistance Professional	4/8/2020
Rachel Axtelle	Behavior Specialist	5/1/2020

Retirement:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Mary Killion	Institutional Ed Teacher	8/31/2020

Stephanie Parker moved to approve the personnel changes as presented. Elizabeth Drew seconded the motion. Voice vote was called. Motion carried.

EXECUTIVE SESSION

2:08 PM – Carl Johnson announced that the Board would recess for approximately 15 minutes into Executive Session to review the performance of a public employee (pursuant to RCW 42.30.110).

REGULAR SESSION

2:24 PM – The Board returned to Regular Session and immediately adjourned.

Reminder: The next scheduled Board Meeting, 12:00 PM on Thursday, May 21, 2020.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl R. Johnson
Chair