

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
Due to COVID-19, Via Zoom Audio Conference
August 20, 2020

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
Katie Proteau
Donn Ring (exited meeting at 12:30 PM)
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

GUESTS:

April Taylor, Assistant Auditor
Carol Ehlinger, Audit Manager
Zac Wilson, Audit Associate
Mary Cook, Director of Business Services, OESD

APPROVAL OF AGENDA

Donn Ring moved to approve the agenda, as presented. Katie Proteau seconded the motion. Voice vote was called. Motion carried.

MINUTES

Katie Proteau moved to approve the minutes of the June 18, 2020, meeting, as presented. Donn Ring seconded the motion. Voice vote was called. Motion carried.

EXECUTIVE SESSION

12:07 PM - Carl Johnson announced that the Board will recess into Executive Session to review the performance of a public employee (pursuant to RCW 42.30.110) for approximately 20 minutes.

RETURN TO REGULAR SESSION

12:30 PM – The Board returned to Regular Session.

AUDIT EXIT CONFERENCE

Zac Wilson, Carol Ehlinger and April Taylor of the State Auditor's Office, and OESD Director of Business Services Mary Cook joined the Board to review details of the State Audit. Auditors noted and discussed federal COVID-19 funding and advised OESD to document expenditures and reason for why and how funds were utilized. Board members and Superintendent Lynch extended thanks to the Auditors, and noted appreciation to Monica Hunsaker and Mary Cook for their efforts on the audit during the business challenges during the COVID-19 pandemic.

COMMUNICATIONS & ANNOUNCEMENTS

- Teacher of the Year information was provided in the Board packet honoring OESD 2021 Regional Teacher of the Year, David Tracewell, Klahowya Secondary School in Central Kitsap.

ADMINISTRATIVE REPORTS

AESD Executive Board Report: Carl Johnson

- **Passing of Board Member Elizabeth Drew:** Board members took time to honor Elizabeth Drew, who passed away in June, by sharing their thoughts and some stories, noting that she is sorely missed.
- **OESD Board Vacancy:** Discussion was held regarding the potential appointment of filling the Board vacancy. Katie Proteau noted contacting former Board member Karen Sorger to inquire about her interest.
- **Annual Retreat:** Thoughts were shared about scheduling a virtual retreat via Zoom. Board members concurred that postponing a retreat until the vacancy on the Board is filled. Face-to-face meetings are preferred, if it becomes possible.
- **Board On-Boarding Sub Committee w/Superintendent:** A group of two Board members, Stephanie Parker and Katie Proteau, will coordinate and plan for new member on-boarding.

Legislative Report/Update: OESD Legislative Representative Stephanie Parker noted that she is unaware of a Legislative Special Session at this time. Superintendent Lynch’s report would include potential updates.

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

- ESDs continue to provide statewide professional development, specifically remote learning support for school district staff. All ESDs received CARES Act dollars in support of this effort through school year (SY) 2020-21. An OESD update was presented during the August 20 Board Meeting.
- No decisions yet for scheduling a Legislative Special Session in the fall. The state’s projected budget deficit remains in excess of \$8.8B for the next three years. If a special session is scheduled, it likely won’t happen prior to November elections. Information was included in an OESD Presentation during the August 20 Board Meeting.
 - School districts (SDs) throughout WA, including a number of SDs in our Region, have/will initiate classified staff reductions in force (RIF) before the end of August. The decision by SDs to move to a 100% remote learning mode (as opposed to hybrid) will significantly impact the need for bus drivers, as an example.
- The Governor’s proclamation prohibiting public meetings in public buildings, under Open Public Meetings Act (OPMA) guidelines, expires at midnight, September 1, 2020.
- Senator Rolfes will join our OESD Superintendent Region Meeting next Tuesday, August 25 at 7:30 AM.

Additional Regional Events and Information

- OESD Phase II activities continue until further notice. Only staff designated as “essential” will physically work in the Office. Exceptions will be reviewed on a case-by-case basis and only granted for the purposes of providing support to SDs, the Early Learning (EL) Program, and other organizations where service could otherwise not be provided on-line.
 - Office doors remain locked. Appointments for fingerprinting or other essential services are available and will be evaluated on a case-by-case basis for in-office support.
 - Masks are required for wearing in the building common areas. If staff are working in an enclosed space alone, like a separate, single office, masks are not required.
 - Daily temperature checks and self-certification of health status are required for anyone who enters the building.

Additional Regional Events and Information (continued)

- The new Superintendents/School Leaders in our Region for SY 20-21 include:
 - Catalyst Public School Leaders – Amanda Gardner and Tatiana Epanchin
 - Chimacum - David Engle
 - Port Townsend - Sandy Gessner
 - Queets - Kathy Lorton
 - Quileute Tribal Compact School - Mark Decker

Upcoming Events for School Year 20-21:

September 24, 2020, 9:00-11:00 MIC3 Meeting at OESD (Virtual)

Nov. 19-21, 2020, WSSDA Annual Conference (Virtual)

Dec. 2-5, 2020, AESA Annual Conference (Current Location: Orlando, FL)

- Information on reopening status of school districts in the region was reviewed/discussed including the following topics:
 - Department of Health guidance for schools to determine if they are opening in a hybrid learning mode or opening exclusively by remote learning.
 - Monthly calendar of virtual meetings with superintendents in the region.
 - Federal CARES/ESSR funding information.
 - Legislative overview as the general election approaches in November.
 - Learning platforms used by districts.
 - Adaptation of OESD staff working remotely during the pandemic and taking care of staff, including leave.
 - Staff survey questions and answers to help leadership better support staff.

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

- **OESD budget status reports** (as of July 2020) were provided in the Board packets. The General Fund ending balance was \$1.517 million (adjusted amount considering the state's GASB accounting formula is \$10.118 million). Unemployment Fund ending balance was \$4.354 million; the Workers Compensation Fund balance was \$11.388 million; and the Compensated Absences fund was \$744,730.64. Trends of fund balances are a bit higher than normal resulting in savings due to limited staff on site, less utilization of electricity and water, less travel and limited purchasing amid COVID-19 restrictions.
- **Levy Update:** Five recent levy measures by districts outside of the OESD region failed. With economic downturn and community questions about future expenditures is cause for concern. Seven districts in the region have upcoming levies in November and February.
- **Unemployment Update:** OESD will not have to pay for fraudulent cases, although OESD unemployment costs have increased and will continue to increase significantly. Other factors affecting potential unemployment costs were noted.
- **Public Employee Benefits:** ESDs are legally required to join School Employee Benefits (SEB) in 2024; however, ESDs are ready to move forward with Public Employee Benefits (PEB) in January 2022.
- **School District (COVID-19) Reopening Supports:** Reviewed supplies of personal protective equipment (PPE) and hand sanitizer, noting regional distribution of some donations.
- **Personal Leave:** Effective today, the procedure for personal leave (by staff) has been updated.

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

- **Fall supports/reopening plans** for departments and services based upon status of individual districts.
- **Special Services** – summer & fall support for various districts and how IEP meetings will be conducted considering student need and status of learning environment.
- **Fall supports/reopening plans** for departments and services based upon status of districts and counties.
- **Special Services** – summer & fall support for various districts and how IEP meetings will be conducted considering student need and status of district and learning environment.

Teaching and Learning Services (continued)

- **Student Services –**
 - Behavior health navigator update – OESD in process of filling the position
 - Grant update - 1/10th of 1% grant (Continuation Mental Health, Chemical Dependency and Therapeutic Court Programs) for 2021 was submitted.
 - A Virtual Crisis Counseling Response Guide was developed and shared with Districts and other ESDs
- **Early Learning** will begin the school year remotely, and is hosting a drive-through Community Resource fair on Saturday, August 22.
- **Quilcene’s Special Education** Director position is in process of being filled. OESD is currently providing support to the district.
- **Curriculum, Instruction and Assessment**
 - Professional Learning continues to be provided remotely
 - Science kits have been modified so that they can be used in the new remote/hybrid learning environments, to include online science lessons
 - Learning Management System professional learning is underway. A chart indicating which learning platforms are being utilized by districts in the region was shared.
- **Shani Watkins**, West Sound Technical Skills Center Director (Bremerton School District) was awarded Washington Association for Career & Tech Ed Administrator of the Year.
- **Kim Weaver**, OESD STEM Coordinator, is serving her fourth year as a peer reviewer on WestEd’s (formally Achieve) Science Peer Review Panel (PRP), a group of expert educators working to evaluate instructional materials designed for the Next Generation Science Standards (NGSS).
- **AESD Region 16 Grant** – Monica Hunsaker and Susan Lathrop are part of a cohort with University of Washington’s Native American Certificate Program.
- **AESD President’s Award** presented to State Representative Laurie Dolan. An article has been posted on the OESD website.

BUSINESS

Early Learning Child Outcomes and Annual Report – Information was provided in the Board packet. Informational only – no action required.

Head Start/Early Head Start Annual Self-Assessment and Action Plan

Cliff Huenergard moved to approve Head Start/Early Head Start Annual Self-Assessment and Action Plan, as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

Resolution No. 267, State Grant Funding for Superintendent Participation in Interstate Compact on Educational Opportunity for Military Children

Katie Proteau moved to approve Resolution No.267, State Grant Funding for Superintendent Participation in Interstate Compact on Educational Opportunity for Military Children, as presented. Cliff Huenergard seconded the motion. Voice vote was called. Motion carried.

Resolution No. 268, Washington Schools 2020 Reopening Plan

Cliff Huenergard moved to approve Resolution No.268, Washington Schools 2020 Reopening Plan, as presented. Katie Proteau seconded the motion. Voice vote was called. Motion carried.

School Year 2020-2021 Revised Board Meeting Schedule

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

Presentation and First Reading of New Policy 1820, Board Self-Evaluation:

Stephanie Parker moved to approve the Presentation and First Reading of New Policy 1820, Board Self-Evaluation, as presented. Katie Proteau seconded the motion. Voice vote was called. Motion carried.

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 20th day of August, 2020.

FUND	DATE PAID	WARRANT #'S	AMOUNT	
General:	6/19/20	157239	\$ 70,040.28	
	6/30/20	157240-157276	\$ 353,244.46	
	6/30/20	157277-157293	\$ 190,942.11	
	6/30/20	ACH	\$ 4,968.55	
	7/15/20	157294-157334	\$ 179,607.27	
	7/15/20	157335-157338	\$ 17,955.26	
	7/15/20	ACH	\$ 390.75	
	7/23/20	157339	\$ 138,092.86	
	7/31/20	157340-157394	\$ 178,460.82	
	7/31/20	157395-157411	\$ 188,458.85	
	7/31/20	157412	\$ 64,400.00	
	7/31/20	ACH	\$ 3,689.86	
	8/14/20	157413-157445	\$ 115,243.24	
	8/14/20	157446	\$ 254.86	
	8/14/20	157447-157449	\$ 2,143.99	
	8/14/20	ACH	\$ 2,133.12	
	Payroll:	6/30/20	702657-702662	\$ 4,052.63
6/30/20		WIRE	\$ 1,084,131.37	
7/15/20		702663-702664	\$ 630.94	
7/15/20		WIRE	\$ 101,337.46	
7/31/20		702665-702668	\$ 1,292.06	
7/31/20		WIRE	\$ 1,099,629.95	
8/14/20		702669-702671	\$ 1,288.08	
8/14/20		WIRE	\$ 4,499.02	
Workers Comp:		6/11/20	403805	\$ 25,000.00
		6/18/20	403806	\$ 10,000.00
	6/30/20	403807-403808	\$ 115,399.20	
	6/25/20	403809	\$ 50,000.00	
	7/2/20	403810	\$ 25,000.00	
	7/9/20	403811	\$ 15,000.00	
	7/15/20	403812-403814	\$ 169,463.59	
	7/31/20	403815-403818	\$ 46,457.39	
	7/23/20	403819	\$ 30,000.00	
	7/30/20	403820	\$ 25,000.00	
	8/4/20	403821	\$ 30,000.00	
	8/6/20	403822	\$ 55,000.00	
	8/14/20	403823-403824	\$ 87,156.31	
	Unemployment:	7/15/20	200413	\$ 760.33
7/31/20		200414	\$ 8,236.32	
8/14/20		200415	\$ 760.33	
8/7/20		200416	\$ 61,417.28	
Compensated Absences:	7/31/20	600068	\$ 200.00	

APPROVAL FOR PAYMENT OF VOUCHERS (continued)

Cliff Huenergard moved to approve the Vouchers and Payroll, as presented. Stephanie Parker 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>
Donald Stamaris	Accounting clerk	6/24/2020
Sharon Pastor	Workers' Compensation Administrative Assistant	7/13/2020
Jason Urlacher	Institutional Ed Teacher – Kitsap Detention Center	9/1/2020
Noah Johnson	Registered Behavior Technician	9/1/2020
Molly Grade	Registered Behavior Technician	9/1/2020
Ashley Beard	Behavior Specialist	9/1/2020
Shawnee Hathaway-Ochs	Student Assistance Professional (BIHS)	9/1/2020
Irma Rubio Mariscal	Home Visitor	8/17/2020

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Jennifer Dibert	Youth Services Professional (YouthBuild Kitsap)	7/30/2020
Sharon Butler	Software Support Analyst II	7/28/2020
Tasha Newcomb	Student Assistance Professional	8/26/2020
Ivory Binion Johnson	Infant Toddler Coordinator Assistant	8/19/2020
Elizabeth Garrett	Para for Students who are Deaf	8/31/2020
Leticia Sparkman	Network Services Technician	8/31/2020

Retirement:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Dixie Mahaffie	TVI	8/31/2020

Termination:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Justin Anderson	Maintenance Custodian Courier (evening)	8/19/2020

Addendum to the employment contract between the OESD Board and Superintendent dated August 20, 2020 for school year 2020-2021 (Reference: Board Agenda Item 113-A, Resolution No. 267, State Grant Funding for Superintendent Participation in Interstate Compact on Educational Opportunity for Military Children.)

Katie Proteau moved to approve the employments, resignations, retirement, and Addendum to the Superintendent's Contract 2020-2021, as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

2:27 PM – Carl Johnson announced the Board would recess into Executive Session to review the performance of a public employee (pursuant to RCW 42.30.110) for approximately 30 minutes.

3:00 PM – The Board returned to Regular Session and immediately adjourned.

Reminder: The next scheduled Board Meeting, 12:00 PM on Thursday, September 17, 2020.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl R. Johnson
Chair