

MINUTES  
BOARD OF DIRECTORS  
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114  
Due to COVID-19, Via Zoom Audio Conference  
June 18, 2020

**REGULAR SESSION CALL TO ORDER**

Chair Carl Johnson called the meeting to order at 11:20 AM 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

Eric Blossey, Director of Data and Technology Services (effective July 1, 2020)

Tina Schulz, Executive Assistant

**APPROVAL OF AGENDA**

Donn Ring moved to approve the revised agenda, as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

**MINUTES**

Elizabeth Drew moved to approve the minutes of the May 21, 2020, meeting, as presented. Katie Proteau seconded the motion. Voice vote was called. Motion carried.

**EXECUTIVE SESSION**

11:24 AM - 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 35 minutes.

12:08 PM – Carl Johnson announced that the Board would recess for approximately five minutes.

**RETURN TO REGULAR SESSION**

12:15 PM – The Board returned to Regular Session.

**COMMUNICATIONS & ANNOUNCEMENTS**

- Monica Hunsaker introduced incoming Director of Data and Technology Services, Eric Blossey, who replaces Mark Winney as he retires on June 30, 2020.
- Cliff Huenergard noted he recently connected with North Mason School District. He expressed concerns about the anticipated challenges with Special Education services in districts as schools reopen in the fall.

#### ADMINISTRATIVE REPORTS

**AESD Executive Board Report:** Carl Johnson reported that the next AESD Executive Board meeting is on June 30 via Zoom, when the Executive Board will transition to new leadership. He shared how the decision is made when choosing the AESD President's Award recipient and described the process. Clear Risk Solutions purchased the award this year, which is a piece of student art from the current year Superintendents' Art Show from the ESD where the current President is located. Carl Johnson shared that his choice was the OESD "People's Choice Award" titled "Toppling Books" by Claire Christen. This year's award recipient is state Legislative Representative Laurie Dolan, who will receive the award at the AESD Executive Board meeting on June 30.

**Legislative Report/Update:** OESD Legislative Representative Stephanie Parker noted that Superintendent Lynch's report would include the updates. Superintendent Lynch added that at this time, it is unknown when a special session would be held.

**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 provided a well-attended Zoom review to legislators around our ESD efforts in support of continuous learning. This professional development (PD) was coordinated by all nine ESDs and provided by Jeff Utecht.
- ESDs are in the process of designing a follow-on series of PDs focusing on learning management system platforms. The PD will begin in August and include supports for both staff and parents. Development and delivery costs are approximately \$2.0M. The source of funding is federal CARES Act money; pending approval from the Office of Financial Management.
- While no decisions have been made, momentum is building for a Legislative Special Session in August/September. As of yesterday, when the state's economic forecast was released, the total projected deficit is **\$8.8B through mid-2023**.
- The Governor's proclamation prohibiting public meetings in public buildings, under OPMA guidelines, expiring at midnight on June 17, **was extended until midnight July 1**.
- All regular meetings normally conducted between ESDs, OSPI, including AESD Executive Board Meetings, will be virtual through Dec. 31, 2020.

#### Additional Regional Events and Information

- Thanks to Carl Johnson and Cliff Huenergard for continuing to meet (June 12) regularly to discuss Board Self-Assessment plans.
- Thanks in advance to Katie Proteau, Elizabeth Drew and Stephanie Parker for supporting AESD Accreditation on June 25.
- Thanks to Donn Ring, Elizabeth Drew and Stephanie Parker for attending the Jefferson County joint School Board and Superintendents meeting on June 1.
- Thanks to Elizabeth Drew for attending the EL Policy Council Meeting on June 17.
- More details will be provided during the COVID-19 update as part of today's Board Meeting; here are the main points for OESD:
  - We do not anticipate opening the office **between now and the end of July**. By appointment, we will offer fingerprint services or other limited services, by exception, **and** only if those services cannot be performed virtually.
  - Office doors remain locked and staff presence is limited to ~ six people/day; those deemed essential.
  - Masks are required for wear in the building common areas. If staff are working in an enclosed space alone, like an office, masks are not required. From now forward, daily temperature checks will be required for anyone who enters the building. Daily self-certification, documented with the employer, is also an option.

**Additional Regional Events and Information** (continued)

- Starting in July we normally host a number of PDs/meetings. We anticipate most/all meetings will be virtual but will entertain exceptions on a very limited basis.
- **Our next regular Board Meeting will be on August 20.** Today, we will be discussing the possibility of scheduling a “retreat” (also in August), to talk about topics like: board self-assessment pilot II, operating principles, the OESD annual planning calendar or any other topics that would require additional time beyond our regular board meeting schedule.
- Some discussion was held regarding transition of a few superintendents in region as those positions are vacated at the end of June.

**School Closure Update: COVID-19:**

- Superintendent Lynch noted that virtual meetings will be held for the OESD through December 2020.
- Hot topics of school districts:
  - Status of phased openings of counties in Washington were reviewed.
  - Regional Superintendents meetings have been held twice per week and will reduce to one meeting per week during July.
  - Upcoming professional development will be hosted by OESD and features Debbie Allensworth who has experienced opening schools in a COVID-19 environment in Seoul, Korea.
  - District learning management systems (i.e. Google Classroom, Microsoft Teams, Canvas, Seesaw, Schoology) were discussed as districts prepare to choose which platforms they will utilize for their students. There is no funding from the state. Districts are responsible for choosing their own system(s).
  - ESDs (SB 1216 – School Safety Centers) will help coordinate Department of Health and county health officers to assist districts in sorting through the details of opening and maintaining open schools within the health restrictions. County health officers have authority to increase regulations for districts within their jurisdiction and do not have the capacity to coordinate with districts individually.
  - All schools in the region will have concluded school for the 2019-2020 school year on June 19.
  - Leading topics of concern with districts were discussed (i.e. social distancing on busses and in classrooms, Department of Labor & Industries guidance, staff availability, sufficient staff to teach and support, fall apportionment/financial support and clear accounting guidance in all delivery models.
- OESD Board members discussed different scenarios, including unique needs for special education situations, of viable social distancing models considering the COVID-19 virus when schools reopen. It’s anticipated that most districts in the region will likely adopt a hybrid model given current circumstances. Regular review of official guidance is underway to attempt to align information for districts. Associated costs to meet requirements so that schools can reopen and maintain operations were discussed.

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

- **OESD budget status reports** (as of April 2020) were provided in the Board packets. The General Fund ending balance was \$1.660 million (adjusted amount considering the state’s GASB accounting formula is \$10.261 million). Unemployment Fund ending balance was \$4.310 million; the Workers Compensation Fund balance was \$11.292 million; and the Compensated Absences fund was \$782,489.94. 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.
- **2020-2021 Budget** – A slide presentation was shared with budget considerations based upon current decisions from the Governor’s budget. Anticipated cost of living adjustments, employee benefits and fees were reviewed along with sources of revenues and expenditures, and anticipated revenues/expenditures amounts. A brief overview of moving ESD employee benefits to Public Employees Benefits Board (PEBB) was shared. Overall estimated fund balances for 2020-2021 indicated enough funds to support the organization through the COVID-19 crisis during school year 2020-2021. Ms. Hunsaker also provided an outlook as the state economy experiences recession, noting that OESD’s budget is conservative, although because ESDs are not included in basic education state funding, they are not protected and will eventually see financial impacts.

**Financial, Technology, and Human Resources** (continued)

- In response to a question from a Board member, Ms. Hunsaker described the financial status of districts and what would create a situation of concern.
- Anna Winney shared information about a decrease in OESD staff utilization of sick leave during the stay home directive, noting less reason to see a doctor or to take time away from work. Utilization of vacation hours also decreased. She reviewed data from a few of the weekly survey questions asked of all OESD staff as part of the All Staff Newsletter updates. Questions were designed to determine how OESD can better support staff during the current work at home status, and for eventually returning to the workplace. Superintendent Lynch shared information about the All Staff Newsletter that has been produced weekly during the stay home directive in order to keep staff informed and to also gather feedback so the OESD can take care of all staff.

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

- Teaching and Learning has provided and continued to provide an increased number of professional development opportunities, which have changed to online platforms. Overall they have seen 4000 educators (teachers & paraeducators) and held over 75 classes online since the stay home directive began. Flexibility of offerings allows for increased participation.
- The Teacher/Principal Evaluation Program (TPEP) for the 2020-2021 school year will now be offered online; before this trainings used to be held in-person. .
- On May 28, the State Superintendent's annual art show was live streamed (available on the OSPI website) honoring students and the history of the program.
- Analysis of Department of Health guidelines on the Early Learning program is underway.
- Candice Lester, Early Learning Program Manager was a panelist for an online Zoom meeting with Senator Emily Randall regarding impacts of COVID-10 on early learning. The Zoom was live streamed on Senator Randall's website.
- A video highlighting the work of Early Learning staff was also shared during the OESD Board meeting.

**BUSINESS**

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

**Budget Review and Hearing 2020-2021** – Monica Hunsaker reviewed the 2020-2021 OESD budget document, fund balances and revenues. She noted how the OESD has successfully worked to reduce expenditures and increase revenues (fees) throughout the past year. Several OESD programs did not increase fees for multiple years; therefore, fees are incrementally increasing. Discussion was held about fiscal facts, variables and potential impacts. General conversation was held about long term fiscal planning.

**Resolution #266 – Budget 2020-2021**

Donn Ring moved to approve Resolution #266 - Budget 2020-2021, as presented. Stephanie Parker 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 18th day of June, 2020.

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	5/22/20	157163	\$ 75,320.18
	5/29/20	157164-157184	\$ 65,458.26
	5/29/20	ACH	\$ 4,439.17

MINUTES – Board of Directors  
June 18, 2020, Page 5

General (continued)	5/29/20	157185-157200	\$ 184,898.28
	6/15/20	157201-157202	\$ 155.40
	6/15/20	157203-157238	\$ 193,759.46
Payroll:	5/29/20	702649-702652	\$ 1,305.10
	5/29/20	WIRE	\$ 1,073,621.95
	6/15/20	702653-702656	\$ 1,912.84
	6/15/20	WIRE	\$ 6,328.08
Workers Comp:	5/14/20	403797	\$ 15,000.00
	5/21/20	403798	\$ 10,000.00
	5/28/20	403799	\$ 15,000.00
	6/4/20	403800	\$ 50,000.00
	6/15/20	403801-403804	\$ 373.41
Unemployment: Compensated Absences:	5/29/20	200412	\$ 62,836.40

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

**PERSONNEL**

Anna Winney reviewed staffing changes and shared that the hiring process is underway for the OESD front desk/reception position. She also noted approved updates to vacation leave cash-out procedures and that the Superintendent's contract is listed for approval. The following personnel changes were recommended.

**New Employees:**

<b>Employee</b>	<b>Position</b>	<b>Date</b>
Nicole Vorthman	Administrative Asst (Early Learning)	6/15/2020
Bradley Garrison	Special Education Teacher w/Behavior Emphasis	9/1/2020
Stacy Scott	Early Childhood Mental Health Consultant	6/22/2020

**Resignations:**

<b>Employee</b>	<b>Position</b>	<b>Date</b>
Honorata O'Neill	Assistant Teacher	6/16/2020
Monica Lugo	EHS Home Visitor	6/23/2020
Jessica McNeal	Education Advocate	8/31/2020

**Renewal of Superintendent's Contract**

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

**1:51 PM** – Carl Johnson announced the Board would recess for approximately five minutes.

**1:58 PM - STUDY SESSION – Board Self-Assessment**

Board members reviewed the OESD Board Self-Assessment Pilot I – Round 2 results and evaluated each question along with the feedback from each Board member. The Board discussed scheduling a retreat for team building and to review operating principles. In addition, a small committee will begin to organize and prepare the onboarding process for new Board members.

**STUDY SESSION – Board Self-Assessment (continued)**

**Next Steps:**

- **August Board Meeting:** Pilot II will be launched along with a presentation and potential first reading of a self-assessment policy.
- **Next school year:** the assessment will be launched & will no longer be a pilot.

**Other:**

Superintendent Lynch noted that the Queets-Clearwater School District Superintendent has resigned.

**ADJOURN**

**3:30 PM** – The Board adjourned.

**Reminder:** The next scheduled Board Meeting, 12:00 PM on Thursday, August 20, 2020.

Respectfully submitted,

Gregory J. Lynch  
Secretary to the Board

Carl R. Johnson  
Chair