

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
CONFERENCE ROOM 202
March 19, 2020

10:30 AM – Board Sub-Committee Self-Assessment Discussion (Attendees: Carl Johnson, Elizabeth Drew, Cliff Huenergard, Stephanie Parker, Donn Ring (via videoconference), and Greg Lynch)

11:40 AM – Lunch was served and no business was conducted.

REGULAR SESSION CALL TO ORDER

Chair Carl Johnson called the meeting to order at 12:05 PM at the Olympic Educational Service District (OESD), Conference Room 202, 105 National Avenue North, Bremerton, WA 98312.

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 (via videoconference)

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: Kristin Schutte, Exec. Director of Student Services & School Safety & Security Cooperative Lead
Michelle Dower, Student Services Manager

APPROVAL OF AGENDA

Changes to the agenda include cancellation of the Audit Entrance Conference and addition of Resolution 265: *Emergency-Suspension of Policy*. Donn Ring moved to approve the revised agenda, as presented. Stephanie Parker seconded the motion. Motion carried.

MINUTES

Elizabeth Drew moved to approve the minutes of the February 20, 2020, meeting, as presented. Katie Proteau seconded the motion. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

- None

ADMINISTRATIVE REPORTS

AESD Executive Board Report: The most recent AESD Executive Board Meeting was held on January 29, 2020, at Puget Sound ESD.

The Annual AESD Conference originally scheduled in Tacoma, April 16-18, 2020, has been cancelled due to novel coronavirus (COVID-19) outbreak. The Executive Board meeting will be rescheduled (date to be determined) and be held via video conference.

The AESD Executive Board *President's Award* name has changed to *AESD President's Award of Distinction*. Some kind of formal presentation in person to the recipient and announcement will be made.

Legislative Report/Update: Superintendent Lynch shared information about current funding challenges in the wake of dealing with COVID-19, which are the Legislature's top priorities at this time.

Board Self-Assessment (Carl Johnson & Cliff Huenergard)

Cliff Huenergard and Carl Johnson reviewed details about the instrument that will be used for the Board to evaluate itself and key steps in the process of developing the OESD Board Self-Assessment. During today's 10:30 AM study session, Board members evaluated the wording of each question and revised the questions prior to the Regular Session of the Board. Board members discussed the questions that reflect the Board's mission and vision. An idea was shared to post the mission, vision, and PRIDE goals in the Board Room. In addition to the Pledge of Allegiance, the Board will also make a pledge to honoring the mission, vision and PRIDE goals. No further changes to the document and initiation of the pilot is planned for May. At the Board's April meeting, Board members have been asked to bring their changes. The instrument will be sent via email in the form of an electronic survey (Survey Monkey) after the April Board meeting and responses from OESD Board members will be due by the May Board Meeting. One suggestion was noted: on the Board's website/intranet page, post a glossary of terms and include "PRIDE goals" and "Board annual goals." The Board will wait until its April and May meetings to hold formal discussion and adoption, along with a policy and procedure (procedure will include the assessment instrument).

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

- **COVID-19, Continuity of Operations:** Superintendent Lynch highlighted information he shared on March 17 in a meeting with the Commander of Naval Base Kitsap, Captain Rhinehart, about current challenges in the region with COVID-19 and balancing childcare and needs of the workforce. In addition, he reviewed the number of meetings, phone calls, and conference calls with school district superintendents in the region, ESD Superintendents, OSPI, and the Executive Directors of WASA and WSSDA. A statewide meeting this morning included these groups, hundreds of other school district leaders, and the Exec. Director of Washington's Department of Children, Youth, and Families (DCYF). Many of the OESD regional meetings include county health officials. All meetings have focused on mitigating the COVID-19 virus outbreak challenges in Washington's schools.

OESD Preparations for Sustained Operations during the Coronavirus (COVID-19)

- Our OESD Staff, and the School Districts we serve, continue extraordinary and amazing work since the first report of a coronavirus related fatality in WA on or about March 1, 2020.

- We continue to make preparations for sustained OESD operations by protecting our staff in an environment that changes daily. Simultaneously we are focusing on how we can best support our school districts (SD), Early Learning (EL) Program and Fire Departments, over a crisis that could last months.
- All public schools in WA closed on March 17, and for planning, will not open earlier than April 27. OSPI and other K-12 stakeholders are working on contingency plans for schools to **remain closed the rest of the school year (SY)**. Other plans include **school not starting in the fall**. There is significant state work around providing equitable, on-line learning for all grades. On-line learning may be the only alternative during extended school closure.
- Generally, OESD staff who routinely work in SDs to include our Early Learning staff, Special Education Staff, and staff from our Student Services Department, are now working from home. All OESD staff in the “high risk” category are strongly encouraged to work from home. This week we started restricting public access to our Bremerton Office, and this Friday, not later than the end of the day, we will close our Office Doors.
- OESD leadership and staff are working on plans for sustained operations, effective Monday, which include a combination of mandatory work from home, and on a case-by-case basis, staff working in the Office. As we continue to release staff, there are hundreds of planning details necessary for sustained Office absence. We are balancing the need for protecting staff through social distancing, limiting the number of people who gather in one room, and working efficiently and effectively if staff are gathered together in a room.
- ***Our first priority*** pending Public Health, state or national restrictions around travel, and public building closures, our first essential task is pay and Human Resources (HR) services to our OESD Staff and SDs. Staff are identified to complete these essential services remotely (home-based) and have the necessary computers, and other materials to do so. Over the short term, staff performing these immediate “life-support” functions are deemed “essential”. If there is a more immediate Public Health, state or national shutdown, we are prepared to facilitate compensation for OESD/SD staff and attend to the HR needs of OESD staff.
- ***Our second priority*** includes tasks beyond OESD HR and OESD/SD compensation support. Ensuring federal, state and SD dollars continue now and in the future; the future includes SD contracts for OESD services for SY 20-21. We are preparing to support these tasks from home when necessary, and over a sustained period of time. Technology support, and a way to continuously communicate with leadership and all stakeholders is critical.
- ***Our third priority*** focuses on Teaching & Learning (T&L) support to the SDs we serve. As SDs prepare their own sustainment plans, and OSPI clarifies services for our Special Education Students and learning for all students, as examples, our T&L staff are planning and coordinating with SDs. Once SDs determine their needs, we will provide necessary support for Special Education Students and SD staff. As we move into the future, we anticipate a need for SD staff professional development and we are working on those plans now.
- **All Regional events for the foreseeable future are CANCELLED to include the annual WASA Region Recognition/Awards Dinner and School Safety and Security Breakfast. The annual AESD Conference is also cancelled.**
- Link to WSSDA Region Board/Superintendent Meetings: <https://www.wssda.org/covid-19-newtorking-calls>

Superintendent Lynch will continue to keep the Board informed through weekly, or as the situation changes, daily reports.

Financial, Technology, and Human Resources – Monica Hunsaker

- **OESD budget status** reports (as of February 2020) were provided in the Board packets. The General Fund ending balance was \$570,066.86 (adjusted amount considering the state’s GASB accounting formula is \$9.17 million). Unemployment Fund ending balance was \$4.295 million; the Workers Compensation Fund balance was \$11.036 million; and the Compensated Absences fund was \$703,527.52.
- **Property Tax Presentation and Discussion** – Changes in local taxes based upon where tax payers live were explained. Taxpayers have seen fluctuation in school district levies based upon assessed value, causing some confusion. In the OESD region, data examples were displayed exhibiting the differences in increases in each local district. Another complicating factor is potential election cancellations in April due to the COVID-19 virus outbreak.

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

- No report

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.

Early Head Start Child Care Partnership Continuation Grant Application

Stephanie Parker moved to approve the Continuation Application of Early Head Start Grant, as presented. Elizabeth Drew seconded the motion. Motion carried.

Duration Application of Head Start Grant

Katie Proteau moved to approve the Duration Application of Head Start Grant, as presented. Cliff Huenergard seconded the motion. Motion carried.

Cost of Living Adjustment (COLA) Application for Head Start Programs

Elizabeth Drew moved to approve the Cost of Living Adjustment (COLA) Application for Head Start Programs, as presented. Stephanie Parker seconded the motion. Motion carried.

Baseline Grant Application of Head Start Grant

Katie Proteau moved to approve the Baseline Grant Application of Head Start Grant, as presented. Stephanie Parker seconded the motion. Motion carried.

Resolution 263: to increase the amount authorized for the Head Start/ECEAP Revolving Fund

Cliff Huenergard moved to approve Resolution 263 to increase the amount authorized for the Head Start/ECEAP Revolving Fund, as presented. Elizabeth Drew seconded the motion. Motion carried.

Resolution 264: 403(b) Plan Amendment – Eligibility and Hardship Distribution Changes

Donn Ring moved to approve Resolution 264, 403(b) Plan Amendment – Eligibility and Hardship Distribution Changes, as presented. Stephanie Parker seconded the motion. Motion carried.

Resolution 265: Emergency - Suspension of Policy - Superintendent Lynch reviewed the WSSDA

recommendation for ESD Boards and School Boards to consider in emergency situations. In response to a question from a Board member, Superintendent Lynch noted that the need for Resolution 265 will continue to be evaluated. Cliff Huenergard moved to approve Resolution 265: Emergency – Suspension of Policy, as presented. Katie Proteau seconded the motion. Motion carried.

Draft School Year 2020-2021 Board Meeting Schedule – a draft schedule was provided for planning and informational purposes only.

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 19th day of March, 2020

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	2/20/20	156906	\$ 106,333.65
	2/20/20	VOID/REISSUE	\$ -
	2/28/20	156908-156932	\$ 133,735.14
	2/28/20	ACH	\$ 39,007.66
	2/28/20	156933-156949	\$ 189,880.47
	3/13/20	156950-156951	\$ 524.31
	3/13/20	156952-157000	\$ 141,894.48
	3/13/20	VOID/REISSUE	\$ (1,625.00)
Payroll:	3/13/20	ACH	\$ 4,459.01
	2/28/20	702591-702599	\$ 3,245.01
	2/28/20	WIRE	\$ 1,093,773.35
	3/13/20	702600-702613	\$ 4,802.14
Workers Comp:	3/13/20	WIRE	\$ 18,682.95
	2/28/20	403765-403766	\$ 46,606.29
	2/27/20	403767	\$ 5,000.00
	3/5/20	403768	\$ 50,000.00
	3/13/20	403769-403773	\$ 49,230.38
	3/12/20	403774	\$ 20,000.00
Unemployment: Compensated Absences:	3/12/20	VOID/REISSUE	\$ -
	2/28/20	200408	\$ 760.33

Donn Ring moved to approve the Vouchers and Payroll, as presented. Elizabeth Drew seconded the motion. 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>
Sharon Butler	Software Support Analyst II	3/2/2020
Ashley Stansberry	Student Assistance Professional – Middle Schools	3/2/2020
Reanna Pettigrew	Assistant Teacher – Manchester ECEAP	3/2/2020
Lisa Calderwood	Administrative Assistant – Student Services	3/2/2020
Eric Blossey	Data & Technology Services Director	6/1/2020
Anthony Wilhelm	School Psychologist	9/1/2020

PERSONNEL (continued)

Resignation: None

Retirement:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Phyllis Kappus	Accountant – Payroll	6/30/2020

Termination:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Helena-Ann Jones	Para for Students who are Deaf	2/10/2020

Katie Proteau moved to approve the personnel changes as presented. Stephanie Parker seconded the motion. Motion carried.

1:46 PM – Carl Johnson announced that the Board would recess for approximately ten minutes prior to the Study Session.

1:55 PM – STUDY SESSION – Student Services Department Goals, School Year 2019-2020 - Kristin Schutte and Michelle Dower reviewed the department organizational chart, mission, goals (department and program), and services provided to school districts in the region. Highlights of the presentation also included sources of program funding (grants) for services such as community prevention & wellness, behavioral health counseling, and prevention for at-risk youth. Challenges include: funding and grant timelines (requiring competitive applications yearly), staffing due to unreliable funding of one-year grant cycles, and hiring qualified/experienced staff due to salaries compared to school district salaries.

Program outcomes and data were presented and included numbers of students who have benefitted from OESD services, including substance abuse and mental health prevention and intervention, improvement in grades, less trouble/suspensions, dropout re-engagement and juvenile detention transition.

The Board extended thanks to Kristin Schutte and Michelle Dower for their work.

EXECUTIVE SESSION

2:18 PM – Carl Johnson announced an Executive Session will not be necessary and immediately adjourned.

Reminder: The next scheduled Board Meeting, 12:00 PM on Thursday, April 23, 2020.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl R. Johnson
Chair