

MINUTES  
BOARD OF DIRECTORS  
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114  
Due to COVID-19, Via Zoom Audio Conference  
May 21, 2020

REGULAR SESSION CALL TO ORDER

Chair Carl Johnson called the meeting to order at 12:00 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

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

Carl Johnson announced that the Executive Session at the end of the meeting will be held for approximately 30 minutes and afterward, the Board will return to Regular Session and immediately adjourn.

MINUTES

Katie Proteau moved to approve the minutes of the April 23, 2020, meeting, as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

- Stephanie Parker reported that she has been in contact with Shirley Johnson who is doing well.
- Donn Ring thanked everyone for the recent well wishes that he has received.

ADMINISTRATIVE REPORTS

**AESD Executive Board Report:** Carl Johnson reported that the AESD sent a survey to all ESD Board members to vote on the budget and slate of officers. Carl read an AESD letter addressing concerns regarding an unbalanced budget. He also reviewed the results of the voting. June 30 via Zoom is next scheduled meeting of the AESD Executive Board, which, under normal circumstances prior to the COVID-19 virus, would have been held in Spokane as part of the schedule for the AWSP/WASA Summer Conference.

**AESD Executive Board Report:** (continued)

**Legislative Report/Update:** Legislative Representative Stephanie Parker noted recent conversations of a potential Legislative Special Session. Superintendent Lynch added that when a special session would be held is unknown at this time.

**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**

- In general, all ESDs are providing the following supports to every school district in Washington state (WA):
  - Hosting regional meetings with School District (SD) Superintendents and other state-wide executive leadership.
  - In conjunction with the Office of the Superintendent of Public Instruction (OSPI), planning and coordinating state-wide professional development.
  - Planning for, and beginning to provide various supports for school reopening in the fall.
- The Association of Educational Service Districts (AESD) is planning a series of information exchanges with legislators about ESD supports to SDs. Last week, “connectivity” was discussed; distance learning supports to be scheduled soon. The AESD coordinated and delivered professional development (PD) over the last 30 days for over 3,000 educators focusing on how to provide education in a virtual environment.
- School Employees Benefits Board (SEBB) and ESD transition into Public Employees Benefits Board (PEBB): all nine ESDs are considering a legislative proposal to shift ESDs from mandatory SEBB participation by 2024 to participation in PEBB. Still in coordination and more details to follow.
- Conjecture continues about a Legislative Special Session; no decisions yet. State budget shortfall predictions vary; \$7 Billion dollars is one of the latest projections. Until (if/when) a special session is scheduled between now and January 2021, any predications around negative budget impact and potential cuts is speculation.
  - 96% of post McCleary SD funding is now part of basic education (BE). If K-12 reductions are considered, Local Effort Assistance (LEA) is a likely target.
  - WA economic forecast in June will provide a more accurate budget shortfall projection. Following the forecast, decisions around scheduling a special session or not will continue.
- The Governor’s proclamation prohibiting public meetings under the Open Public Meetings Act (OPMA) guidelines expires at midnight, May 31, and is in line with the latest Stay Home Stay Healthy order also expiring at midnight, May 31.
- **A video featuring Chimacum School District** operations of food delivery to students via school busses was shared on screen. The video was created by ESD 112 and paid for by the Washington Education Association.

**Additional Regional Events and Information**

- Thanks to Carl Johnson and Cliff Huenergard for continuing to meet (May 14) 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.
- Yesterday, May 20, our OESD hosted the 28<sup>th</sup> SD Superintendents meeting since the beginning of March, 2020. The total meeting time includes forty hours of direct content, not including any preparation or follow-up tasks.
  - 2x/week meetings or at the minimum, 1x/week meetings will continue for the foreseeable future.
- The OESD Board and Superintendent are invited to the Jefferson County Joint School Board and Superintendent Meeting on 1 June at 6:00 PM. If you are interested, please let me know. Zoom link to follow.

**Superintendent’s Report:**

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

- All OESD school district contracts (fee for service/cooperatives) for school year 2020-21 have been submitted.
- The WASA/AWSP Summer Conference in June is cancelled, however, the Conference is now available virtually.
- OESD reopening planning continues and will be guided by the Governor’s phased reopening plan for the state. A number of low-density population counties received approval for potential early reopening; Jefferson County, in our region, received an exception.
  - The current Stay Home Stay Healthy order expires at the end of the day on May 31.
  - OPMA guidelines for public meetings are currently aligned to the May 31 extension.

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

- Superintendent Lynch noted that virtual meetings will be held for the AESD Superintendents through December 2020.
- Hot topics of school districts:
  - As of now, 64 school days have passed during the Stay Home Stay Healthy order.
  - Status of phased openings of counties in Washington were reviewed.
  - The phases significantly affect graduation ceremonies for school districts, and most have been making virtual graduation plans.
  - OSPI has created a work group to create plans for districts (including tribal schools) to re-open. More information is anticipated in June.
  - Photos (examples from a school in Korea) were shared on screen depicting what schools and classrooms may look like with social distancing measures in place.
  - Other potential health checks for schools during reopening were shared.
  - ESDs have started a purchasing cooperative to place bulk orders of personal protective equipment (PPE) for school districts who are interested.
  - Status of summer activities in schools (i.e. summer school, athletics) is unknown at this time.
  - OESD has coordinated meetings in the region regarding connectivity for districts. Potential funding ideas were shared.
  - Pending decisions/solutions on: learning management systems for virtual learning, apportionment and enrollment challenges, and graduation requirements.
- OESD Board members discussed different scenarios of viable social distancing models considering the COVID-19 virus when schools reopen. Superintendent Lynch shared county data in our region on numbers of cases and fatalities, noting that had schools not closed buildings when they did, the infection and death rates would likely have been much higher.

**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 \$1.175 million (adjusted amount considering the state’s GASB accounting formula is \$9.776 million). Unemployment Fund ending balance was \$4.343 million; the Workers Compensation Fund balance was \$11.384 million; and the Compensated Absences fund was \$720,336.89. Fund balances are a bit higher than normal resulting in savings due to no travel and limited purchasing amid COVID-19 restrictions.
- **2020-2021 Budget Update** – A slide presentation was shared with budget considerations based upon current decisions from the Governor’s budget. Anticipated cost of living adjustments, benefits and fees were reviewed along with sources of revenues and expenditures, and anticipated revenues/expenditures amounts. A brief overview of facilities projects currently underway was shared. Any projects previously slated for 2020-21 are likely to be delayed unless safety and security related, such as installation of cameras on premises. Board members showed support for these delays. 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 a budget outlook as the state economy experiences recession, noting that OESD’s budget is stable.

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

- **Federal Stimulus Dollars** – An overview of CARES Act funding (where those dollars are distributed in the schools system) was reviewed. ESDs are not eligible for these funds although ESDs are petitioning.
- In response to a question about the status of charter schools, it was noted that Catalyst Public School has contracted with OESD for several cooperative services and anticipates opening online in the fall. Teaching & Learning online has already been launched to engage students now.
- Anna Winney shared 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.

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

- OESD’s Annual Regional High School Art Show reception was held on March 2. The OSPI (state level) Art Show will be live streamed, and all student artwork will be viewed online. Formerly, art show viewing was held in person at OSPI.
- OESD Teaching & Learning staff continues to provide services throughout the COVID-19 Stay Home Stay Safe including:
  - Conducting over thirty online classes that connected with more than 1,000 educators.
  - Producing work for students learning at home, in addition to professional learning for teachers.
  - Leading classes simultaneously with hundreds of participants.
 Staff is receiving compliments on the quality of the professional development provided.
- For students in crisis, OESD Student Services staff has been in contact with these students, and is working with staff at districts to provide resources and referrals to appropriate services.
- Early Learning staff (using social distancing) assembled learning supplies and delivered to homes/doorsteps for families.

**BUSINESS**

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

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 21<sup>st</sup> day of May, 2020

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
General:	4/17/20	157100	\$ 104,027.04
	4/30/20	157101-157111	\$ 59,687.24
	4/30/20	ACH	\$ 19,926.76
	4/30/20	157112-157128	\$ 190,465.18
	4/30/20	157129	\$ 206.74
	5/15/20	ACH	\$ 911.81
	5/15/20	157130-157160	\$ 69,434.49
	5/15/20	157161-157162	\$ 111.83
Payroll:	4/30/20	WIRE	\$ 1,126,777.72
	4/30/20	702643-702644	\$ 977.41
	5/15/20	WIRE	\$ 2,553.77
	5/15/20	702645-702648	\$ 2,273.00

Workers Comp:	4/30/20	403788	\$	61,495.34
	4/30/20	403789	\$	15,000.00
	5/7/20	403790	\$	35,000.00
	5/15/20	403791-403796	\$	406,248.58
Unemployment:	4/30/20	200411	\$	8,236.33
Compensated Absences:	4/30/20	600067	\$	200.00

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:**

<b><u>Employee</u></b>	<b><u>Position</u></b>	<b><u>Date</u></b>
Austin Abromeit	School Psychologist	9/1/2020

**Resignation:**

<b><u>Employee</u></b>	<b><u>Position</u></b>	<b><u>Date</u></b>
Virginia Bell	Receptionist	5/8/2020
Carron Knight	Administrative Assistant	5/15/2020
Christina Lundberg	Teacher of the Visually Impaired	8/31/2020

**Retirement:**

<b><u>Employee</u></b>	<b><u>Position</u></b>	<b><u>Date</u></b>
Carlota Felice	Family Health Advocate	7/1/2020

**Termination: None**

Katie Proteau moved to approve the personnel changes as presented. Cliff Huenergard seconded the motion. Voice vote was called. Motion carried.

**STUDY SESSION – Board Self-Assessment**

Cliff Huenergard and Carl Johnson reviewed the OESD Board Self-Assessment Pilot I results, including criteria of a reliable and valid assessment instrument, especially considering the small sample size of seven Board members. Board members reviewed their collective responses to Pilot I and will continue evaluating the assessment instrument.

**Next Steps:**

- **This week (by May 25):** Board members will receive another copy of the survey to provide feedback explaining reasons for each answer provided, especially if a response was “unsure, disagree or strongly disagree”.
- **June Board Meeting:** study session to review Pilot I round 2 results.
- **August Board Meeting:** Pilot II will be launched.
- **Next year:** the assessment will be launched & will no longer be a pilot.

Board members held discussion and expressed support for the next steps, noting some of the criteria in Pilot I were too broad, and the scale of answer options may need adjustment to 3 options (agree, disagree, unsure).

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

This process will help the Board establish areas where policies and procedures are needed and provide a tool for orienting new board members.

**1:55 PM** - Carl Johnson announced that the Board would recess for approximately five minutes prior to Executive Session.

**EXECUTIVE SESSION**

**2:00 PM** – Carl Johnson announced that the Board would recess for approximately 30 minutes into Executive Session to review the performance of a public employee (pursuant to RCW 42.30.110).

**REGULAR SESSION**

**3:05 PM** – The Board returned to Regular Session and immediately adjourned.

**Reminder:** The next scheduled Board Meeting, 12:00 PM on Thursday, June 18, 2020.

Respectfully submitted,

Gregory J. Lynch  
Secretary to the Board

Carl R. Johnson  
Chair