

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
Due to COVID-19, Via Zoom Audio Conference
October 15, 2020

LOGIN & CONNECT

11:45 AM – Meeting attendees and Board Members began to login. No business was conducted.

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

GUESTS:

Carl Miller, Network Services Director
David Towler, Network Support Tech II
Eric Blossy, Data & Technology Services Director

APPROVAL OF AGENDA

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

MINUTES

Cliff Huenergard moved to approve the minutes of the September 17, 2020, regular meeting. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

Donn Ring moved to approve the minutes of the October 2, 2020, special meeting. Katie Proteau seconded the motion. Voice vote was called. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

- None

ADMINISTRATIVE REPORTS

AESD Executive Board Report: Carl Johnson

- Since the last OESD Board Meeting in September, no AESD Executive Board meetings have been held. The next AESD Executive Board Meeting is scheduled for November 10, 2020, 9:00 AM via Zoom – all OESD Board members are invited to attend/observe.

- **Board Vacancies:**
 - Board members discussed a candidate application received to fulfill the unexpired term of Director District 1. Outreach to other potential candidates was discussed. Based upon interest, candidate interviews will be scheduled in the near future via Zoom when at least two potential qualified candidates have applied.
 - Board Member Shirley Johnson has noted she will be submitting her letter of resignation to the OESD Board of Directors. She will continue to remain connected to the OESD as a community liaison in the Neah Bay geographic area.
 - General discussion was held about cultural awareness in the region, including military and Native American populations.
- **Board Onboarding Sub-Committee:** Stephanie Parker, Katie Proteau and Greg Lynch met to plan the process of onboarding a new OESD Board member, including assisting a new member define their role on the Board. A PowerPoint presentation providing an overview and content of each component of the process was shared. Next steps include revising the presentation/plan, reviewing at the November Board meeting, and drafting a policy & procedure. In addition, there was discussion about developing criteria of how potential candidates are identified.

Legislative Report/Update: OESD Legislative Representative Stephanie Parker noted that WSSDA’s process of selecting Boards of Distinction is underway. Legislative details will be included in Superintendent Lynch’s report.

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

- **School Reopening Update – COVID-19:** Discussed increases in COVID-19 virus cases in every county in the region and shared information about hot topics.

Legislative, State & Region Items of Interest

- AESD Legislative Goals 20-21: **1.** Allow ESD employees access to health care through Public Employee Benefits (PEB). **2.** Change legislation to expand ESD’s authority to provide services beyond school districts (SDs). **3.** Maintain existing ESD state funding.
- Personal protective equipment (PPE) distribution and for additional orders; all 9 ESDs will be directly involved in receiving/coordinating PPE orders/distribution from and to SDs and private schools in their respective regions.
- Additional legislative highlights were provided as part of today’s Superintendent update. The good news: additional state revenue reduced the state’s projected budget deficit from over \$8B over the next three years to around \$4B. The likelihood of a legislative special session before January 2021 decreased significantly.
- The Governor’s proclamation prohibiting public meetings in public buildings under Open Public Meetings Act (OPMA) guidelines, was extended again at the end of September until midnight, November 9.
- ESD Superintendents physically gathered at ESD 113 on Monday, October 12 to discuss AESD activities, including the roles and responsibility of the AESD Network Executive Director. Pending the status around the spread of COVID-19, the next meeting is scheduled at ESD 113 on November 9.

Additional Regional Events and Information

- OESD Office activities; no change. Doors remain locked and service by appointment only.
- Thanks to Carl Johnson and Cliff Huenergard for volunteering to participate in AESD Accreditation on October 28, 9:00–10:30AM. Two schools are scheduled for review, Ann Crosby School (North Mason SD) and Quileute Tribal School.

- Our OESD Climate survey is scheduled for completion in October – anticipating results will be available during our January Board Meeting for discussion and comment.
- Please note: OESD Early Learning Policy Council meetings (via Zoom) are scheduled for Thursdays, November 19 and December 17, from 5:30-6:30 PM.
- OESD Workers' Compensation (WC) has two trained staff members for “fitting” N95 respirators. Training for fit testing, and fit testing are being offered to SDs as part of the WC Cooperative; for all SDs not in the Cooperative, a fee for service is available.
- The annual OESD Accountability Report for school year 2019-20 is now available and [posted on the OESD website](#).
- Effective in October, our Region will resume the monthly Superintendent Advisory Council (SAC) meetings.

Upcoming Events for School Year 20-21:

- **Nov. 19-21, 2020**, WSSDA Annual Conference (Virtual). Carl Johnson, Cliff Huenergard, and Stephanie Parker plan to attend.
- **Dec. 2-5, 2020**, AESA Annual Conference (Virtual). Carl Johnson and Stephanie Parker plan to attend.

Financial, Technology, and Human Resources – On behalf of Monica Hunsaker, Anna Winney reviewed the following:

- **Enrollment:** Many districts in the region are showing a significant enrollment decrease, which will affect apportionment.
- **Unemployment Update:** Some districts have reported layoffs. OESD has not laid off staff.

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

- **Accreditation:** Third-Year Reviews will be held Oct. 28. Flexibility for districts to delayed the annual process due to COVID-19.
- **National Blue Ribbon School Award:** Hamilton Elementary in Port Angeles received this award by the U.S. Department of Education to recognize public and private K–12 schools based on overall excellence — academically or on their progress toward closing achievement gaps.
- OSPI spotlighted Quillayute Valley School District for providing multilingual families technology training for online platforms, video conferencing and communication platforms through small group/individualized mini lessons and remote instruction.
- In January 2020, plans are underway to launch a system integration between pdEnroller for educator clock hours to upload automatically into the state E-Certification system for teachers and administrators.
- New guidance on the Teacher/Principal Evaluation Program (TPEP) during the pandemic allows for some flexibility on evaluations while continuing to meet all requirements.
- Professional development designed for specific learning management systems is underway.
- Early Learning Policy Council schedule was provided through the end of the calendar year. Today, October 15 (via Zoom) Board members are invited and welcome to attend. The November meeting occurs during the WSSDA Conference (Cliff Huenergard plans to attend). Stephanie Parker volunteered to attend in December.

BUSINESS

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

VOUCHERS and PAYROLL

**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 15th day of October 2020.

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
			\$
General:	9/15/20	VOID/REISSUE	(4.68)
	9/18/20	157561	\$ 92,467.87
	9/18/20	157562	\$ 17,878.89
	9/30/20	ACH	\$ 5,318.42
	9/30/20	ACH	\$ 87.00
	9/30/20	157563-157578	\$ 49,019.04
	9/30/20	157579-157590	\$ 33,056.99
	9/30/20	157591-157606	\$ 183,785.99
	10/15/20	157607-157617	\$ 27,382.12
	10/15/20	157618-157647	\$ 189,125.58
	10/15/20	ACH	\$ 199.93
	10/15/20	157648-157650	\$ 13,254.06
	10/15/20	ACH	\$ 10.00
Payroll:	9/30/20	702685-702686	\$ 728.79
	9/30/20	ACH	\$ 1,154,747.16
	10/15/20	702687-702695	\$ 3,227.74
	10/15/20	ACH	\$ 10,823.67
Workers Comp:	9/17/20	403837	\$ 75,000.00
	9/24/20	403838	\$ 45,000.00
	9/30/20	403839	\$ 27,598.45
	10/1/20	403840	\$ 25,000.00
	10/8/20	403841	\$ 55,000.00
	10/15/20	403842	\$ 77.36
	10/15/20	403843-403844	\$ 30,681.56
Unemployment:	9/30/20	200419	\$ 3,740.42
Compensated Absences:	9/30/20	600069	\$ 154,486.87

Donn Ring 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:

None

PERSONNEL (continued)

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Ryan Ayers	Home Visitor	10/2/2020
Chelsea Williams	Family Advocate	10/30/2020

Katie Proteau moved to approve the employments and resignations as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

STUDY SESSION – Network Services Department Goals, School year 2020-2021.

Presented by Network Services Director Carl Miller.

Department mission, services provided, goals, staffing, budget, and highlights of work accomplished during school year 2019-2020 were shared along with anecdotal stories of how the department met technology challenges when COVID-19 started and schools/agencies converted to conducting school/business in a fully remote environment.

2020-2021 Goals:

- Migrating OESD’s locally hosted files to Microsoft OneDrive cloud-based infrastructure.
- Improving network security (firewall, monitoring, improve virtual private network (VPN) security.
- Working with Curriculum, Instruction, and Development to continue information technology course offerings to OESD staff, districts, and other agencies served. A list of current contracted services was reviewed.

Superintendent Lynch and the Board thanked Network Services staff for their work.

EXECUTIVE SESSION – No Executive Session was held.

2:18 PM – The Board returned to Regular Session and immediately adjourned.

Reminder: The next scheduled Board Meeting, 12:00 PM on Thursday, November 12, 2020.
Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl R. Johnson
Chair