

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
Due to COVID-19, Via Zoom Audio Conference
September 17, 2020

LOGIN & CONNECT

11:30 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 12:02 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
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

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

MINUTES

Katie Proteau moved to approve the minutes of the August 20, 2020, meeting, as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

- Stephanie Parker shared positive stories about the start of school and some of the work going on with students and families in a remote environment.

ADMINISTRATIVE REPORTS

AESD Executive Board Report: Carl Johnson

- **AESD Executive Board Meeting** was held virtually on September 15. A PowerPoint presentation from the meeting was shared and reviewed on screen with the Board, including a budget status recap and information on how ESDs are playing a substantial role in supporting school district needs during the current environment throughout the COVID-19 pandemic.
- **AESD Annual Conference 2021** has been cancelled. The rotation of hosting future conferences was discussed and the Board proposed holding the annual conference every other year beginning spring 2022 by partner ESDs. After the Executive Board members share with their individual ESD Boards, a final decision would be made. OESD Board members shared thoughts and discussed, noting support for the conference to be held every other year.

- **Board Vacancy:** Board members discussed potential candidates to fulfill the unexpired term of Director District 1. Based upon interest, candidate interviews will be scheduled in the near future via Zoom.
- **Annual Retreat:** After a new Board member is selected to fulfill Director District 1, plans for a retreat will be discussed.
- **Board Onboarding Sub-Committee:** Potentially week after next, a meeting with Stephanie Parker, Katie Proteau and Greg Lynch will be scheduled.
- **Board Member Shirley Johnson:** A brief update on efforts to make contact was shared. Thus far, no response has been received.

Legislative Report/Update: OESD Legislative Representative Stephanie Parker noted that the details would be shared via 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.)*

Legislative, State & Region Items of Interest

- AESD Legislative Goals 2020-21: **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.
- All ESDs continue to provide professional development (PD) around teacher/classroom staff skills using technology to teach students in a virtual environment. PD support includes parent materials in multiple languages so that parents can provide support to their own children while in a virtual learning environment.
- Personal protective equipment (PPE) distribution: ESD 112 planned, and coordinated in conjunction with all ESDs, the distribution of over ten million PPE items to SDs and private schools in WA for a cost of \$5.4M.
- While the most recent state economic projections include ~+\$600M of unexpected revenue, the projected state budget deficit is still above \$8.0B. There is no indication a special session will be called before November elections. For all ESDs an approximate 15% state budget reduction is likely.
- The Governor's proclamation prohibiting public meetings in public buildings, under Open Public Meetings Act guidelines, was extended again at the end of August; this latest extension expires at midnight, October 1.
- ESD Superintendents gathered in person at ESD 113 on Tuesday, September 15 to discuss AESD activities including the roles and responsibility of the AESD Network Executive Director.

Additional Regional Events and Information

- OESD Building activities; no change. A small number of staff will continue to physically work in the Building.
 - Doors remain locked. Appointments for fingerprinting or other essential services are available.
 - Masks are required. If staff are working in an enclosed space alone, masks are not required.
 - Daily temperature checks and self-certification of health status are required for anyone who enters.
- AESD Accreditation: two schools in our Region are scheduled for a third year review. Ann Crosby School, North Mason SD and Quileute Tribal School on October 28, 9:00-10:30 AM. Cliff Huenergard and Carl Johnson noted interest in serving on Accreditation panels.
- Annual Military Interstate Compact (MIC3) State Council Meeting is scheduled on September 24, 9:00-11:30 AM via Zoom. Board members are invited to join and were provided with a link to register.
- OESD (Patricia Beuke) provides Bremerton School Board Study Session support on September 17 at 3:00 PM. Board members are invited to join and were provided with a link to register.
- OESD Superintendent provided Quilcene School Board and Superintendent support during a regular Board Meeting on September 16, 2020.

Additional Regional Events and Information (continued)

- The next OESD Climate Survey (Q12) is on track for completion by OESD Staff in October, 2020.
- Please note: OESD Early Learning Policy Council meetings (Zoom) will be scheduled soon and Board members are invited to join if they can.
- COVID-19 Update was provided (PowerPoint presentation). A significant change of status (improvement) for districts in the region has occurred during the past 22 days, representing a decrease in numbers of COVID-19 cases. Districts coordinated by County to synchronize efforts with decisions on holding school remotely, hybrid, or in person. OESD region and statewide learning platforms data were reviewed. Districts are focused on beginning any in-person school in small groups with emphasis on special needs. As of September 15, the OESD has held 49 meetings and has shared over 79 email updates with superintendents in the region. During typical school years, the meetings are held once per month.
- A brief chart of legislative donations in WA State was shared.

Upcoming Events for School Year 20-21:

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

Dec. 2-5, 2020, AESA Annual Conference (Virtual)

RSVP Link for WSSDA & AESA Conference Registration: <https://www.surveymonkey.com/r/BGRXNV2>

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

- **Budget Status:** As the OESD closes financials on school year 2019-2020, a budget status report will not be available again until January.
- **Unemployment Update:** OESD unemployment costs have increased and will continue to increase significantly. Other factors affecting potential unemployment costs were noted. The Unemployment Cooperative rates also increased and will be reevaluated later in the year.
- **School District (COVID-19) Reopening Supports:** Reviewed supplies of personal protective equipment (PPE) and hand sanitizer, noting regional distribution of some donations.
- **School District Enrollment:** Many districts are seeing a significant decrease in enrollment. A better picture of true enrollment will be available in October.
- **School Funding Coalition:** A video is available to help explain details
<https://www.youtube.com/watch?v=JDb4dkP8gYc&feature=youtu.be>

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

- **Special Education:** Listed districts where OESD staff is traveling to meet student needs. Staff is also providing teletherapy, online testing, and newsletters for families to support online learning.
- **Behavioral Health Coordinator:** Ciela Meyer newly hired into this role; previous to this, work in Chimacum as a Student Assistance Professional (OESD Employee).
- **Recent crisis support** was provided by OESD staff in Quillayute Valley and Port Townsend.
- **Career Connected Learning:** A article appeared in Forbes magazine, spotlighting OESD employee, Julie Knott, who works with the Intermediary Grant .
- **Third Year Accreditation:** Cliff Huenergard and Carl Johnson will participate on October 28, 2020.
- **Learning Management Systems:** OESD is in process of hiring an LMS Coordinator to provide educational technology services.
- **Curriculum Instruction and Assessment Team:** September has been a busy time and staff continues to provide online professional development opportunities. Statewide coordination and training on various topics has been a cross collaborative effort with the nine ESDs and OSPI. Patricia Beuke is providing training on diversity and equity to the Bremerton School Board the afternoon of September 17, 2020.
- **Early Learning Policy Council** is being held online – future dates pending.
- **Olympic College, Sophia Bremer Early Learning Academy partnership:** OESD is evaluating its partnership and is in conversation about enrollment and funding.

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.

Second Reading and Adoption of New Policy 1820, Board Self-Evaluation:

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

**APPROVAL FOR PAYMENT OF VOUCHERS 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 17th day of September, 2020.

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	8/20/20	157450	\$ 130,402.03
	8/21/20	157451	\$ 17.48
	8/31/20	157452-157496	\$ 142,794.77
	8/31/20	ACH	\$ 4,063.22
	8/31/20	157497-157501	\$ 21,182.51
	8/31/20	157502-157517	\$ 155,330.13
	9/15/20	ACH	\$ 995.16
	9/15/20	157518-157519	\$ 365.53
	9/15/20	157520-157554	\$ 103,447.97
	9/15/20	157555-157559	\$ 73,472.54
Payroll:	8/31/20	702672-70675	\$ 2,725.62
	8/31/20	WIRE	\$ 1,083,495.74
	9/15/20	702676-702684	\$ 2,093.33
	9/15/20	WIRE	\$ 31,419.51
	8/13/20	403825	\$ 25,000.00
Workers Comp:	8/31/20	403826-403830	\$ 368,419.32
	9/1/20	403831	\$ 40,000.00
	9/10/20	403832	\$ 25,000.00
	9/15/20	403833-403834	\$ 25,475.84
	9/15/20	403835-403836	\$ 5,887.00
	8/31/20	200417	\$ 760.33
	9/15/20	200418	\$ 379,876.27
Unemployment:			
Compensated Absences:			

Donn Ring 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. The following personnel changes were recommended.

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Andrea Galloway	School Psych	9/1/20
Aimee Bloom	TVI	9/1/20
Anne Jordan	Social Worker	9/1/20
Destiny Stai	Assistant Teacher (Green Mountain)	9/1/20
Ashley Brewer	Education Advocate (Open Doors)	9/14/20
Jamall Brown	Youth Services Prof – YouthBuild Case Manager	9/14/20
Alixandrea Poli	SAP – CKSD	10/1/20

Resignation:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Joan Baker	Assistant Teacher - Pinecrest	8/31/20

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

STUDY SESSION – Assistant Superintendents: Division Goals for Teaching & Learning and Fiscal & Support, School Year 2020-2021. Each year a process of reviewing department goals begins with Assistant Superintendents. Highlights:

- Board PRIDE Goals and Superintendent Goals 2020-21 were reviewed.
- Susan Lathrop and Monica Hunsaker shared how their division goals nest underneath and align with the Superintendent’s goals. They work with each department director to nest department goals within the division goals.
- Goals for each division were shared, noting that some of the current goals are/will be affected by COVID-19 and will need to be adjusted.
- Based on the continuation or non-continuation of grants, the OESD will continue to look for new grants. Staffing and services will need to be adjusted accordingly.
- OESD Website and Staff Intranet future upgrades were reviewed.
- Reviewed active participation by both Assistant Superintendents on several state level committees.

Superintendent Lynch and the Board thanked Assistant Superintendents Lathrop and Hunsaker for their work.

2:00 PM – The Board returned to Regular Session and immediately adjourned.

Reminder: The next scheduled Board Meeting, 12:00 PM on Thursday, October 15, 2020.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl R. Johnson
Chair