

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
Due to COVID-19, Via Zoom Audio Conference
April 15, 2021

LOGIN & CONNECT

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

REGULAR SESSION CALL TO ORDER

Chair Cliff Huenergard called the meeting to order at 12:01 PM via Zoom Audio Conference and welcomed guests.

Public Call-In +1 669 900 6833, Meeting ID: 244 562 383, Password: 372604

PLEDGE OF ALLEGIANCE

Chair Cliff Huenergard led the Pledge of Allegiance.

ROLL CALL OF MEMBERS AND GUESTS

Cliff Huenergard, Chair

Katie Proteau

Donn Ring (Excused)

Carl Johnson

Stephanie Parker

Ann Byrnes (Excused)

Greg Colfax (Absent)

Greg Lynch, Superintendent

Susan Jung Lathrop, Assistant Superintendent of Teaching and Learning

Monica Hunsaker, Assistant Superintendent of Finance

Anna Winney, Director of Human Resources/Safety & Health

Tina Schulz, Executive Assistant

GUESTS:

Mary Cook, OESD Business Manager

State Auditor's Office Attendees: Carl Ehlinger, Zachary Wilson, April Taylor

Eric Blosssey, Data & Technology Services Director

Michelle Daugherty, Software Support Analyst II

APPROVAL OF AGENDA

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

MINUTES

Carl Johnson moved to approve the minutes of the March 18, 2021, regular meeting. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

AUDIT EXIT

State Auditors provided an exit briefing via PowerPoint presentation to conclude the annual audit. Results of all audited areas were clean and no issues were identified. Thanks were extended to Mary Cook and the OESD Business Office Staff for great work during the audit process.

COMMUNICATIONS & ANNOUNCEMENTS

- Cliff Huenergard shared that he recently participated in a scholarship review at North Mason School District, and noted how the COVID-19 pandemic has affected the process for scholarships.

COMMUNICATIONS & ANNOUNCEMENTS (continued)

- In response to a question about future in-person OESD Board meetings, Board members discussed their thoughts and preferences.
- Stephanie Parker noted that she serves on the North Kitsap School District Finance Committee, which is currently seeking parents to serve.

ADMINISTRATIVE REPORTS

AESD Executive Board Report: Cliff Huenergard

- The AESD Executive Board met on April 14. Main topics included approval of the budget to cover cost of an AESD self-evaluation, and planning for next year's the general meeting/annual conference. Board members debriefed the April 14 meeting.
- OESD Board Vacancy (Director District 7) – Greg Colfax submitted his resignation letter, which was acknowledged and accepted by the Board. Board members discussed the options for filling the vacancy as soon as possible and conducting interviews in May prior to the May 20 Board meeting.

Legislative Report/Update: OESD Legislative Representative Stephanie Parker shared that school districts are closely watching for legislative decisions on enrollment and transportation issues. Additional legislative information will be shared during the Superintendent'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 Items of Interest

- **(New) Behavioral and Mental Health:** In response to Governor Inslee's declaration of a mental health emergency, OSPI is proposing \$20M for ESDs for additional behavioral/mental health specialists to provide direct supports to students in 2021-22 and 2022-23 school years (SYs), and \$4M for ESDs for behavioral health navigators in SYs 2021-22 and 2022-23.
- **ESD Budget Stabilization** –The Senate budget now has \$3.3M included for ESD budget stabilization and the House has \$3.0M. OESD is on track for receiving approximately \$400K pending final budget approval.
- **School Safety:** [HB 1214](#) - Providing K-12 public school safety and security services by classified staff. The language in section four outlines the work of ESDs to provide training for school security staff. HB 1214 passed the Legislature and is now waiting for Governor Inslee's signature. Funded in the House budget. HB 1216 includes safety coordinator(s) for the Regional School Safety Centers (RSSC).
- **Device Bill:** [House Bill 1365 - the Keeping Students Connected bill](#) passed the Legislature and is awaiting the Governor's signature. Funded in the House budget. If fully funded, each ESD will receive a new full-time equivalent position (FTE) for Educational Technology.
- **Early Learning:** [E2SSB 5237](#) passed the House floor and is well positioned to pass the last step of the process and head to the Governor's desk for signature. Money appropriated for *allowable uses* by Department of Children, Youth, and Families (DCYF) is for early learning coordination at ESDs. (New): In addition to the possibility of DCYF using their funds to hire early learning coordinators, there is a separate budget request to fund the coordinators in the budget directly.
- **ESD Superintendents** will meet on April 29 to discuss the AESD/Network review including the scope of the statement of work (SOW). The AESD Executive Board was informed of the approximate cost of the review (~56K) during the AESD Executive Board Meeting on April 14.
- **OPMA:** In-person meetings are permissible and offering a virtual option for participation is still required.
- **Representative Kilmer** joined the Superintendents Advisory Council Meeting (SAC) on Friday, March 26. Topics included federal assessment requirements, CDC and change to 6-foot social distancing rule, and "Connectivity."
- **Career Connected Learning:** Looking for verification of continuous funding via a budget adjustment.

Additional Regional Events and Information

- **All Policy Council meetings** for the remainder of the SY are on the third Thursday of each month from 5:30 PM - 6:30 PM. Katie Proteau attended March 18, Carl Johnson signed up for April 22, and TBD for May 20 and June 17.
- **Thanks** to Katie Proteau, Cliff Huenergard, Carl Johnson, and Stephanie Parker for attending the AESD Membership Meeting - Theme: “*AESD 2021: Reconnecting & Recharging*” Wednesday, April 14, 5:30 – 7:30pm.
- **Accreditation:** West side panels will be held on May 17 & 18 via Zoom. Ann Byrnes and Stephanie Parker plan to participate. More details will be provided in the coming weeks.
- **OESD’s Head Start Audit** was held via Zoom on April 12. Thanks to Cliff Huenergard and Stephanie Parker for participating.
- **New Superintendents in the Region:** Port Townsend and Chimacum School District Boards recently hired new Superintendents, Scott Mauk, Chimacum and Linda Rosenbury; Port Townsend. The Sequim School Board announced Jane Pryne will remain as an Interim Superintendent for SY 21-22. Krestin Bahr, Eatonville Superintendent was selected for the Peninsula School District (SD) Superintendent position.

Upcoming Events for School Year 20-21

- **[WSSDA DA4 Regional Meeting](#)** – Monday, April 19, 6:00-7:30 PM via Zoom. Katie Proteau plans to attend.
- **Annual OESD Retirement and Years of Service event for 2021** – Friday, May 21, 9:00-10:00 AM via Zoom.

Superintendent’s Report (continued):

- **AESD Review and Statement of Work (SOW):** A summary of the process and potential options of what would be part of the official review were shared (detailed in points #1-5 below) by Superintendent Lynch and discussed with the Board. The conversation included specifics around meeting with the ESD Superintendents on April 29, 2021, to cover these points. Points #2 and #3 were part of numerous previous discussions with the Board and the Board’s Subcommittee about AESD initiatives and workload for our OESD. Points #1, #4, and #5, relate directly to the SOW by Dr. Susan Leddick, PKR, Inc., and the necessary inclusion and thoroughness required to completely answer points #2 and #3.
 1. Interviews with at least two ESD Board Members for each ESD (if each of the nine Boards choose to participate).
 2. Expand the SOW to include update and revision of the AESD Operating Principles, Constitution and By Laws, and Inter Local Agreement.
 3. Determination of the job description, and roles and responsibilities of the Network Integrator position (also referred to as the AESD Executive Director) to include documentation/procedures outlining the work of this position.
 4. Interview all ESD Teaching and Learning Assistant Superintendents since they have a significant role around the collective work.
 5. Interviews with some number of Assistant Superintendents for Finance, either individually or in smaller sub groups.

The OESD Board directed Superintendent Lynch to promote each of these five points with the other ESD Superintendents with the intent that each of the points be included in the SOW.

In addition, Board members concurred on the need to provide or update the following: annual self-evaluation process, business model, organizational chart, strategic plan clarity, and updating AESD guiding documents.

- **School Reopening Update, COVID-19:** Highlights included information about COVID-19 cases per 100k in each county within or adjacent to the OESD Region. All districts are currently providing a hybrid in-person/virtual learning environment. As graduation planning & ceremonies approach, districts are closely watching current metrics on the pandemic.

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

- **Budget Status Report** (March) was provided in the Board packets. Numbers follow trend and a decrease in the Unemployment Fund is anticipated soon due to COVID-19. The General Fund ending balance was \$1.847 million (adjusted amount considering the state’s GASB accounting formula is \$10.846 million). Unemployment Fund ending balance was \$4.217 million; the Workers Compensation Fund balance was \$11.205 million; and the Compensated Absences fund was \$682,452.36.
- In general, travel and utilities expenditures are lower when compared to previous years, and the Unemployment Fund is expected to decrease.
- **Facilities:** Previously, the OESD facilities recommendation was to postpone projects, although the OESD building is now needing and updated HVAC system. The current HVAC system meets COVID-19 requirements, but control systems need a \$50k upgrade. OESD plans to use part of its contingency funds to update the system.
- **Parking Lot Striping:** OESD’s long-range capital plan includes parking lot striping during summer 2022. With most staff working offsite during COVID-19, it is an ideal time to complete the project during a Monday-Friday workweek while there are limited cars in the lot. Weekday cost is approximately \$2k whereas cost to complete the striping on a weekend is \$4k. Plans are underway to complete the project this summer.
- **Chimacum School District** has contracted with OESD for payroll services, which OESD will process remotely.
- **2021-2022 Staffing** - Anna Winney referenced the memorandum included in the Board packets indicating some grants may be ending and/or not renewed, which could potentially affect OESD staffing. Any reduction in force (RIF) notices would need to be sent to certificated staff by May 15.

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

- **OSPI Spring Assessments:** The state superintendent announced on April 14, 2021, that Washington will not administer the Smarter Balanced Assessment or the Washington Comprehensive Assessment of Science in spring 2021. OSPI has entered a planning process to explore a fall assessment window consistent with federal requirements. The WA-AIM, ELPA21, and WIDA Alternate Access assessment window has already opened; alternative tests are still required between now and the end of the SY. However, standardized Smarter Balanced, and science tests are on hold until the fall.
- **Professional Development:** Planning is underway for new OESD professional development options for next SY.
- **Workforce Development:** OESD will be receiving additional dollars from the Governor’s [Workforce Innovation and Opportunity Act \(WIOA\)](#) Statewide Activity Fund, to support OESD services to 18-24 year olds connecting them to employment opportunities.
- **Threat Assessment:** Clarifying information was provided in response to a question asked by a Board member during the March 18 study session presentation.
- **YouthBuild:** Approved last month by the OESD Board, was the donation of a trailer to the OESD YouthBuild program. A request was made to have logos printed on the trailer. In accordance with OESD policy, the Board may determine whether to accept a donation. Because the trailer will state ‘donated by’ it is not considered advertising and is acceptable.
- **Early Learning Focus Area 1 Review:** The Head Start Focus Area 1 Review is April 12 – 16. Thank you to Stephanie Parker and Cliff Huenergard for their participation on April 12.

BUSINESS

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

Continuation Application of Head Start Grant

Carl Johnson moved to approve the Continuation Application of Head Start Grant, as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

Continuation Application of Early Head Start Child Care Partnerships

Katie Proteau moved to approve the Continuation Application of Early Head Start Child Care Partnerships, as presented. Carl Johnson seconded the motion. Voice vote was called. Motion carried.

Non-Federal Share (In-Kind) Waiver Request

Carl Johnson moved to approve the Non-Federal Share (In-Kind) Waiver Request, as presented. Katie Proteau seconded the motion. Voice vote was called. Motion carried.

Strategic Planning – Approval of Board Goals: School Year 2021-2022

Stephanie Parker moved to approve the Board Goals, School Year 2021-2022, as presented. Carl Johnson seconded the motion. Voice vote was called. Motion carried.

School Year 2021-2022 Board Meeting Schedule

Documents were shared for review so that the Board could confirm next SY meeting dates, including for the November 2021 and April 2022 Board meetings. If necessary, the Board could make adjustments to the schedule at a later date. Carl Johnson moved to approve the School Year 2021-2022 Board Meeting Schedule with the selection of dates in November (11-16-2021) and April (4-21-2022), as presented. Katie Proteau seconded the motion. Voice vote was called. Motion carried.

Presentation and First Reading of New Board Policy 5225, Telecommuting

Discussion was held about the new policy and procedure. In response to a question about how confidentiality at home would be evaluated, Superintendent Lynch and the Assistant Superintendents noted that with the new policy, not only is the OESD trusting staff to refrain from discussing sensitive matters in presence of others in the home, but staff must also have a designated work space. Employees are required to sign an agreement specified in the procedure. With no further discussion, Katie Proteau moved to approve the Presentation and First Reading of New Board Policy 5225, Telecommuting, as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

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 April 2021

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	3/18/21	158072	\$ 47,855.44
	3/31/21	ACH	\$ 26,268.34
	3/31/21	158073-158080	\$ 37,430.47
	3/31/21	VOID/REISSUE	\$ (21.15)
	3/31/21	158082-158113	\$ 96,143.29
	4/15/21	158114-158143	\$ 159,312.90
	4/15/21	ACH	\$ 1,338.26
	4/15/21	158144-158149	\$ 13,450.02
Payroll:	3/31/21	702778-702786	\$ 2,717.02
	3/31/21	WIRE	\$ 1,172,499.24
	3/31/21	WIRE VOID/REISSUE	\$ (18.84)
	4/15/21	702787-702799	\$ 3,084.12
	4/15/21	WIRE	\$ 13,413.14
Workers Comp:	3/31/21	403905-403906	\$ 33,601.76
	4/1/21	403907	\$ 10,000.00
	4/8/21	403908	\$ 50,000.00
Workers Comp: (continued)	4/15/21	403909-403914	\$ 29,790.53
Unemployment:	3/31/21	200434	\$ 760.33
	4/15/21	200435	\$ 1,802.42
Compensated Absences:			

VOUCHERS AND PAYROLL (continued)

Carl Johnson moved to approve the Vouchers and Payroll as presented. Katie Proteau seconded the motion. Voice vote was called. Motion carried.

PERSONNEL

The following personnel changes were recommended.

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Summer Evert	Youth Services Professional – Clallam Pathways	04/05/2021
Alison Compton	Site Coordinator Assistant	4/19/2021

Resignation:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Sara Faughn	Site Coordinator Assistant	4/30/2021

Retirement:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Clancy Wolf	Elementary Science Coordinator Special Projects	8/31/2021

Carl Johnson moved to approve the employment changes, as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

1:35 PM – Cliff Huenergard announced the Board would recess for approximately ten minutes.

1:43 PM – The Board returned to Regular Session. Cliff Huenergard noted that the Board would continue discussion about preferences on holding in-person Board meetings when all Board members are in attendance.

STUDY SESSION

Qmlative & Software Support: Eric Blossey provided information on the Western Regional Information Service Center (Data Processing and Operations). Highlights:

- Services provided: Skyward support & training to school districts with financial (payroll/accounting), human resources, and student data; computer operations and contracted printing services;
- The Skyward application is centrally hosted by the Washington School Information Processing Cooperative (WSIPC) and is moving to a new version of software called Qmlativ. Many districts are undergoing migration to Qmlativ.
- Reviewed staffing and goals for 2021-2021, past year accomplishments/achievements, and challenges.
- Michelle Daugherty shared some anecdotal stories about how WRISC/Data Center staff has supported districts during a pandemic.

Board members thanked OESD Data Center staff for their work in support of districts in the region.

2:15 PM – The Board returned to Regular Session and immediately adjourned.

Reminder: The next regularly scheduled Board Meeting, 12:00 PM on Thursday, May 20, 2021.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Cliff Huenergard
Chair