

MINUTES  
BOARD OF DIRECTORS  
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114  
Due to COVID-19, Via Zoom Audio Conference  
February 18, 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

Carl Johnson

Stephanie Parker

Ann Byrnes

Greg Colfax

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: Stephanie Howard, Zachary Wilson, April Taylor

APPROVAL OF AGENDA

Donn Ring 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 January 21, 2021, regular meeting. Donn Ring seconded the motion. Voice vote was called. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

- Chair Cliff Huenergard noted that this is an opportunity for Board Members to share about happenings in the school districts in their director districts.

ADMINISTRATIVE REPORTS

**AESD Executive Board Report:** Cliff Huenergard

The AESD Executive Board Meeting was held on Wednesday, February 10, 2021, via Zoom. The next meeting is scheduled for March 8. Topics reviewed:

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

- AESD Board Member Survey results were shared indicating the number one request/need for Board members would be a handbook.
- The AESD budget shows an increase in revenues due to increased professional development offerings during COVID-19.
- On April 4, 2021, an AESD Executive Board meeting will be scheduled during the evening so that more Board Members can participate. More details yet to come.
- AESD Annual Conference will be scheduled annually and follows a rotating cycle through all ESDs. OESD will host the conference in 2026.
- AESD Award of Distinction selection process is underway.

**Legislative Report/Update:** OESD Legislative Representative Stephanie Parker shared information about the local WSSDA Regional representatives and their roles. She reviewed information about the most recent WSSDA Regional Meeting where OESD shared the Region 114 Legislative Priorities and discussed how the OESD Board Members can participate in the annual Legislative Conference in Olympia.

**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 20-21: **1.** Allow ESD employees access to health care through Public Employee Benefits (PEB). Deleted Goal ~~#2. Change legislation to expand ESD’s authority to provide services beyond School Districts.~~ **3.** Maintain existing ESD state funding.
- **HB 1214:** Providing K-12 public school safety and security services by classified staff or contractors.
- **HB 1216:** School Safety – secure funding for the third ESD School Safety position via budget proviso.
- **HB 1365/****HB 1450: Keeping Students Connected bill.**  
Directs ESDs to establish an optional procurement program for devices, learning management systems, cybersecurity protection, and device insurance. Establishes a digital navigator program to provide support for districts in technical assistance in multiple languages, training, outreach, and device repair.
- **HB 1536:** Regional Apprenticeships Established through ESDs
- Distribution of Elementary and Secondary School Emergency Relief Funding II (ESSER) – Federal funding for WA Education, also referred to “Budget Stabilization” funding. Total **~\$1B for FY ’21.**
- WASA & ESDs host a second reopening professional development (PD) (Peer to Peer) for all school district (SD) Superintendents and their leaders on March 3, 2021. Our ESD hosted a similar event on January 8 for Superintendents and their teaching and learning (T&L) leadership teams.
- Open Public Meetings Act (OPMA) guidelines now allow Public Board Meetings at 25% room capacity with appropriate countermeasures – temperature checks and health questions, masks, social distancing, etc. More discussion and analysis was held later in the meeting.

**Additional Regional Events and Information**

- OESD Early Learning (EL) Department hosts an EL Policy Council Meeting Thursday, Feb. 18 at 5:30 PM (Stephanie Parker plans to attend). All Policy Council meetings from now until June will be on the third Thursday of each month from 5:30 PM - 6:30 PM. The Council previously held meetings on Tuesdays and moved to Thursdays. Meeting dates/times were sent to the Board via email for signing up.
- Thanks to Stephanie Parker, Carl Johnson, Donn Ring and Cliff Huenergard for attending the Joint Clallam County Board – Superintendent and Legislator meeting on January 28, 2021.
- **Board Sub-committee – AESD Review** - Thanks to Cliff Huenergard, Stephanie Parker, Katie Proteau and Greg Colfax for contributing time as part of the OESD Subcommittee for AESD organization review on January 28 and February 9. Details of discussion were shared with the Board.

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

- **New Board Members Onboarding** - Thanks to Cliff Huenergard, Ann Byrnes and Greg Colfax for Onboarding participation. Ann met with Tina Schulz on Jan. 11, Greg Lynch and Cliff Huenergard on Feb. 10, Monica Hunsaker and Susan Lathrop on Feb 8. Greg Colfax met with Cliff Huenergard and Greg Lynch on Feb. 16, Tina Schulz on Feb. 12 & 16, and Monica Hunsaker & Susan Lathrop on Feb. 18.
- Port Townsend and Chimacum SDs are scheduled to announce the names of their new Superintendents on February 24. Sequim SD School Board hired a Search Consultant to begin the process of identifying a new Superintendent for next school year (SY). Superintendent Dana Rosenbach, North Mason SD, is a semi-finalist for the Sedro Woolley Superintendent position. Peninsula SD (PESD) has started the search for a new Superintendent.
- OESD is scheduled to begin a new staff salary review within the next 12-24 months. Details follow.
- 2020 Census data will be available by Sept. 2021. OESD Director Boundaries will be assessed during the 2021-2022 SY.
- Based upon our COVID telecommute experience, recommendations for a new OESD policy will be coming forward to the OESD Board in time to install a new policy for SY 2021-2022.
- **School District Levy Elections Update** - Congratulations to Sequim, Chimacum, South Kitsap, Queets and Quillayute Valley for passing levy elections.
- Dr. Michelle Reid, Northshore SD, was named National Superintendent of the Year. (OESD-Port Angeles SD-South Kitsap SD)

**Upcoming Events for School Year 20-21:**

- **Confirmed Legislative Conference Attendees:** Webinar on February 21, 1-5 PM (Greg Lynch and Ann Byrnes plan to attend.)
- **Annual OESD Retirement and Years of Service event for 2021** – under consideration for cancellation.
- **Annual Regional Art Show** – (Online Only) March 15, 2021.
- **OPMA Phase 2 Information and School Reopening Update – COVID-19:** Analysis of what the new OPMA Phase 2 requirements mean for OESD was reviewed and Board members discussed considerations and potential implications, and preferences. At least through March, OESD Board meetings will continue meeting virtually, although Board members noted that there is no substitute for meeting in person. More decisions yet to come. In addition, status of districts in the region was reviewed (in person learning, fully remote or hybrid) based upon COVID-19 numbers, along with status of athletics and reasons why some districts allow spectators and others do not based upon COVID-19 risks. An overview of educator vaccination status in the region was shared.

**1:05 PM - Audit Entrance:** Zac Wilson, CFE, Assistant Audit Manager, April Taylor, CPA, Assistant State Auditor, and Stephanie Howard, Assistant State Auditor provided a presentation and reviewed the areas that will be reviewed during this year's audit.

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

- Budget Status Report (January) was provided in the Board packets and numbers follow trend and a large payment from the Unemployment Fund is anticipated soon. The General Fund ending balance was \$852,419.99 (adjusted amount considering the state's GASB accounting formula is \$9.749 million). Unemployment Fund ending balance was \$4.478 million; the Workers Compensation Fund balance was \$11.399 million; and the Compensated Absences fund was \$536,206.56.
- Reviewed distribution of personal protective equipment (PPE)
- Noted that OESD has posted an opening for a Financial Services Director position.

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

- **Special Services Cooperative** – topic highlighted at a recent Superintendents' Advisory Council Meeting & Glenna Gallo, OSPI Assistant Superintendent of Special Services was the featured guest. Reviewed complexity and scope of services provided by special education staff in school districts.

**Teaching and Learning Services** (continued)

- **Annual Superintendents’ Art show** – pre-COVID, the Art Show was held in person with an art gallery and reception. This year, the show and voting for the People’s Choice Award will be held exclusively online. Over 45 students in the region submitted entries this year. The OESD Art Show will be posted on the website, and winners will be announced on March 15. OSPI’s state-level art show date is to be determined.
- **Early Learning** remains in virtual classroom services. Staff continues to provide high quality services to ensure children and families’ needs are being met. OESD is in conversation with stakeholders, analyzing data, and coordinating with governing bodies about services for the remainder of the school year.

**1:53 PM** – Cliff Huenergard announced the Board would recess for approximately five minutes.

**1:58 PM** – The Board returned to Regular Session. Discussion continued about the current structure of the AESD.

**BUSINESS**

**Audit Entrance** was held before the Business portion of the meeting.

**Head Start Program Monitoring (Policy 2500): Head Start/ECEAP & Early Head Start Monthly Reports**  
(Information only, no action required)

**Second Reading and Adoption of Policy #1112, New Board Director Orientation**

Stephanie Parker moved to approve the Presentation and First reading of New Board Policy #1112, New Board Director Orientation, as presented. Katie Proteau 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 18<sup>th</sup> day of February, 2021

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>	
General:	1/19/21	157883	\$ 94.74	
	1/21/21	157884	\$ 37,264.24	
	1/29/21	157885-157910	\$ 189,782.63	
	1/29/21	ACH	\$ 10,697.38	
	1/29/21	157911-157925	\$ 212,412.27	
	1/25/21	157926	\$ 941.82	
	1/29/21	157927	\$ 62.91	
	1/29/21	157928-157929	\$ 4,491.63	
	2/12/21	ACH	\$ 1,199.48	
	2/12/21	157930-157979	\$ 73,186.47	
	2/12/21	157980-157981	\$ 675.29	
	Payroll:	1/19/21	702721-702732	\$ 2,967.26
		1/19/21	WIRE	\$ 510.29
		1/29/21	702733-702737	\$ 1,663.97
1/29/21		702738-702741	\$ -	
1/29/21		WIRE	\$ 1,133,548.09	
	2/12/21	702742-702754	\$ 3,090.36	

Payroll (continued)	2/12/21	WIRE	\$ 13,147.56
Workers Comp:	1/21/21	403878	\$ 70,000.00
	1/29/21	403879-403880	\$ 1,480.26
	1/28/21	403881	\$ 20,000.00
	2/4/21	403882	\$ 30,000.00
	2/12/21	403883-403890	\$ 369,823.29
	2/11/21	403891	\$ 20,000.00
Unemployment:	1/29/21	200428	\$ 760.33
	2/12/21	200429	\$ 1,682.55
Compensated Absences:			

Ann Byrnes moved to approve the Vouchers and Payroll as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

**PERSONNEL**

The following personnel changes were recommended.

**New Employees:**

<b><u>Employee</u></b>	<b><u>Position</u></b>	<b><u>Date</u></b>
Andrea Campbell	Infant Toddler Coordinator Assistant	1/25/2021
Patricia Dunn	Assistant Teacher (Pinecrest)	2/1/2021
Holly McIlvaine	SAP Port Townsend	2/8/2021

**Resignations:**

<b><u>Employee</u></b>	<b><u>Position</u></b>	<b><u>Date</u></b>
Erica White	SAP (Chimacum)	2/5/2021
An-Deiss Savage	Site Coordinator Assistant	2/9/2021
Kristy Esler	Lead Teacher	1/28/2021
Morgan Dean	Family Health Home Visitor	2/26/2021
Cathie SeEVERS	Director Fiscal Services	7/1/2021

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

**STUDY SESSION**

- **Curriculum Instruction and Assessment (CIA):** Study Session topic was postponed.
- **Strategic Planning – Board Goals: School Years 2021-2022:** Superintendent Lynch reviewed the annual cycle of annual study sessions and meetings, noting that due to COVID-19, the cycle for this current school year (2020-2021) is running behind schedule. An overview presentation included: multi-year Superintendent and Board improvement cycle, PRIDE Goals, and current SY 2020-2021 Board Goals and Objectives. Board members discussed potential changes/updates for SY 2021-2022. Some thoughts shared: Clarify relationship with the AESD (Network & Executive Board), potentially include language about COVID-19, add redistricting of OESD director district boundaries due to Census results, salary study review, and potential review of OESD leadership. The Board’s Self-Assessment goal will be removed after the second pilot. Cliff Huenergard, Katie Proteau, and Stephanie Parker will share more ideas at the March Board meeting after they meet as a sub-committee.

**Executive Session**

**2:28 PM** – Cliff Huenergard announced that the Board would recess into Executive Session for approximately 15 minutes to review the performance of a public employee (pursuant to RCW 42.30.110).

**2:44 PM** – The Board returned to Regular Session and immediately adjourned.

**Reminder:** The next scheduled Board Meeting, 12:00 PM on Thursday, March 18, 2021.

Respectfully submitted,

Gregory J. Lynch  
Secretary to the Board

Cliff Huenergard  
Chair