

MINUTES  
BOARD OF DIRECTORS  
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114  
Due to COVID-19, Via Zoom Audio Conference  
January 21, 2021

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 12:03 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 Carl Johnson led the Pledge of Allegiance.

OATHS OF OFFICE

Superintendent Lynch administered the Oath of Office to two newly appointed Board members, Ann Byrnes (Director District 1), and Greg Colfax (Director District 7). Both have been appointed to fulfill an unexpired term.

ROLL CALL OF MEMBERS AND GUESTS

Carl Johnson, Chair  
Katie Proteau  
Donn Ring  
Cliff Huenergard  
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:

Kristen Sheridan, Director Early Learning  
Gabriel Outlaw-Spencer, OESD Early Learning Teacher  
Mark Stubbs, Strategic Partnership Manager, Western Governors University  
Kristin Schutte, Executive Director, Student Services  
Jeff Allen, Director, Youth Services  
Kimberly Hetrick, CTE Pathways/Career Connected Learning Coordinator

APPROVAL OF AGENDA

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

MINUTES

Katie Proteau moved to approve the minutes of the November 12, 2020, regular meeting. Donn Ring seconded the motion. Voice vote was called. Motion carried.

Stephanie Parker moved to approve the minutes of the November 23, 2020, and January 12, 2021 special meetings. Donn Ring seconded the motion. Voice vote was called. Motion carried.

### COMMUNICATIONS & ANNOUNCEMENTS

- Stephanie Parker shared a summary of her visit at the Early Learning Policy Council meeting in December.

### ADMINISTRATIVE REPORTS

#### **AESD Executive Board Report:** Carl Johnson

- The AESD Executive Board Meeting was held on Tuesday, November 10, 2020, via Zoom. Nothing further to report until the next meeting scheduled on February 10, 2021, at 9:00 AM via Zoom.

**Legislative Report/Update:** OESD Legislative Representative Stephanie Parker shared information about her recent communication with Jim Stoffer (WSSDA Regional President) regarding scheduling an upcoming meeting for WSSDA leaders in the region.

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

- **ESD BOARD APPRECIATION** - In recognition of Board Appreciation Month as declared in the Governor's Proclamation, Superintendent Lynch and OESD Staff in attendance thanked Board members for their dedicated service and countless hours of volunteer time. A special gift of gratitude was mailed to each of the OESD Board members which included a signed copy of the book, *My Self-Love ABCs*, authored by Gabreiel Outlaw-Spencer, an OESD Early Learning staff member. Kristen Sheridan and author Gabreiel Outlaw-Spencer took a moment to introduce the book and provide some background information to the Board. Board members thanked Ms. Outlaw-Spencer for sharing her book with them.

### Legislative, State & Region Items of Interest

- School District (SD) Superintendents' (OESD) Letter to Governor Inslee dated January 11, 2021 – Vaccination plan assistance.
- AESD Legislative Goals 2020-21: **1.** Allow ESD employees access to health care through PEB. **2.** Goal currently removed due to the Legislature dropping the bill: *potentially change legislation to expand ESD's authority to provide services beyond SDs.* **3.** Maintain existing ESD state funding.
- 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 Fiscal Year 2021.
- SD Superintendents in our region engaged Senators Rolfes and Wellman, and Representative Dolan during three separate meetings on Dec. 11 & 21, 2020 and Jan. 8, 2021.
- WASA and 9 ESDs hosted a state school reopening professional development (PD) for all SD Superintendents and their Teaching & Learning (T&L) teams on January 13, 2021. Our ESD hosted a similar event on January 8, 2021, for Superintendents and their T&L leadership teams.
- Personal protective equipment (PPE) ordering and distribution: Each ESD is collecting orders from SDs and private schools in their respective regions. Ordering and delivery continues.
- Open Public Meetings Act (OPMA) guidelines prohibiting in-person public meetings was set to expire. On January 15, the proclamation was extended until rescinded by the Governor or further action by the Legislature.

### Additional Regional Events and Information

- Thanks to Cliff Huenergard and Stephanie Parker for attending the Nov. 19 and Dec. 17, 2020, Early Learning (EL) Policy Council Meetings. All Policy Council meetings from now until June will be on the third Thursday of each month from 5:30 PM - 6:30 PM.
- Thanks to Stephanie Parker, Donn Ring and Ann Byrnes for attending the Joint Clallam County Board – Superintendent and legislator meeting on December 15, 2020.
- Thanks to Carl Johnson, Cliff Huenergard, Katie Proteau, Stephanie Parker, Donn Ring and Ann Byrnes for attending the OESD Annual Legislative Meeting with Senator Rolfes on December 11, 2020.
- Thanks to Carl Johnson and Cliff Huenergard for hosting Board Candidate orientations on December 8. Thank you letters were sent to all candidates who were interviewed and not offered an appointment.
- A letter of appreciation along with the portrait of Liz Drew was sent to the Drew family recognizing the accomplishments of Liz and her service to our ESD and greater community.

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

- OESD Board is invited to the Jefferson County School District Joint Board – Superintendent meeting on January 28, 6:00 – 8:00 PM <https://us02web.zoom.us/j/83268345085>
- Jane Pryne, Sequim SD, moves from Acting Superintendent to Interim Superintendent from now until June 30, 2021. Rob Clark, Sequim Interim Superintendent, resigned effective January 14, 2021. The Sequim School Board initiated a search for a new Superintendent. A joint Superintendent search continues for Chimacum and PT SDs.

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

- **Annual OESD Region WASA recognition event cancelled for 2021.**
- **Annual OESD Retirement and Years of Service event for 2021 – under consideration for cancellation.**
- **Annual Regional Art Show (Online Only) March 15, 2021.**
- **Legislative Conference** registration information was shared. Webinar format only. February 21, 2021 at 1:00-5:00 PM. Board members interested in attending, please contact Tina Schulz.
- **School Reopening Update – COVID-19:** Superintendent Lynch shared slides from the most recent Superintendents’ meeting held January 19. An overview of increases in COVID-19 virus cases and % positivity rates in the region (by county) was provided. Many districts have transitioned into remote/hybrid/in-person learning modes based upon specific needs of each district. In addition, Superintendent Lynch provided a summary of vaccination eligibility and availability along with a summary of recent virus data based upon information from the UW Institute for Health (metrics and evaluation).
- **2020 Staff Climate Q12) Survey Review** – information was shared inside the Board packet. Time did not allow for further discussion. Will be discussed at the next Board meeting.

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

- 2019-2020 Year-end Financial Statement and 2020-2021 Budget Status – Highlights:
  - December 31<sup>st</sup> marked a change to some federal COVID-19 related leaves for employees and are now optional for employers to provide (no longer required). OESD will continue to offer the leave benefit.
  - Summarized revenues and expenditures for the OESD in 2019-2020, noting an increase in core funding resulting in a fund balance increase of \$1.3M over the previous year. Largest increase was due to revenue of cooperative programs and some fee increases. Much of the increase can be attributed to COVID-19 and savings on items such as travel, utilities, and supplies. 2020-21 facilities projects are currently on hold and some projects were completed ahead of schedule in 2019-2020. 2019-20 expenditures were \$21.6M and revenues were \$22.9M.
- 2020-21 Budget status report for November was provided in the Board packets. The General Fund ending balance was \$114,249.52 (adjusted amount considering the state’s GASB accounting formula is \$9.011 million). Unemployment Fund ending balance was \$4.454 million; the Workers Compensation Fund balance was \$11.146 million; and the Compensated Absences fund was \$520,724.17.
- Seven SDs in the region were eligible to run elections this year. Port Angeles held an election in November and five other districts are running levy elections on the February ballot. North Mason levy is yet to be determined. No SDs are running a bond measure in February.
- In response to a question from a Board member, Ms. Hunsaker shared that an OESD vehicle was stolen. Security cameras did not record the theft. Perpetrators were caught by police.
- Anna Winney shared information about the following:
  - OESD Employee handbook has been updated.
  - A comparison of reduced employee use of sick leave and vacation during COVID-19 pandemic vs. previous the year. Staff leave balances are regularly reviewed. Noted the importance of staff taking their leave.

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

- **Curriculum, Instruction, and Assessment** – conducted over 80 trainings since September with over 1800 participants. Knowledge Bowl and Young Writers Conference have been cancelled.

**Teaching and Learning Services** (continued)

- **Annual Superintendents' Art show** – this year continues online only. The Art Show will be posted on the OESD website on March 15. OSPI's state level art show date is to be determined.
- **Special Services** – provides services to 31 different districts (in-person and remote), serves over 1600 students, and has traveled over 70k miles.
- **Student Services** - awarded an intermediary maritime career launch program grant of \$190K. Staff member Michelle Dower was invited by OSPI to present at an upcoming statewide GATE webinar in February. The work of Student Assistant Professionals were highlighted.
- **Clock Hours** – *pdEnroller* and *E-certification* merged, which streamlines the process and saves time, effort, data entry for educators and staff to renew their certificate.
- **Teacher Principal Evaluation Program (TPEP)** - planning is underway for next year. So far all online trainings have gone smoothly.
- **Statewide Tribal Leaders Meeting** – HB 1139 calls for upon three ESDs to work with OSPI and PESB on alternative pathways to certification; a focus of this work will be to recruit Native American people to the educator profession.
- As a **WASA Representative on Western Governors University Professional Educator Advisory Board**, Ms. Lathrop reached out to guest Mark Stubbs, WGU, as a resource.
- **Early Learning** – Policy Council meetings have been scheduled for the 3<sup>rd</sup> Thursday of each month.

**1:36 PM** – Carl Johnson announced the Board would recess for approximately five minutes.

**1:41 PM** – The Board returned to Regular Session.

**BUSINESS**

**Annual Reorganization/Election of Officers:** Chair Carl Johnson initiated the annual process to reorganize the Board according to Board Policy 1210. After reading the policy, Board members discussed the process and how it has worked in the past amongst the Board members while keeping it transparent, inclusive, and equitable. Carl Johnson called for nominations.

Stephanie Parker nominated Cliff Huenergard as Chair. Katie Proteau seconded the motion. With no further nominations, voice vote was called. Motion carried.

Carl Johnson nominated Katie Proteau as Vice Chair. Cliff Huenergard seconded the motion. With no further nominations, voice vote was called. Motion carried.

Katie Proteau nominated Stephanie Parker as Legislative Representative. Donn Ring seconded the motion. With no further nominations, voice vote was called. Motion carried.

Carl Johnson nominated Cliff Huenergard as AESD Executive Board Representative. Katie Proteau seconded the motion. With no further nominations, voice vote was called. Motion carried.

- **Chairperson:** Cliff Huenergard
- **Vice Chair:** Katie Proteau
- **Legislative Representative:** Stephanie Parker
- **AESD Executive Committee:** Cliff Huenergard

Cliff Huenergard resumed leading the meeting as the new Board Chair.

**Regional Committee Appointments** - RCW 28A.315.105 creates the Regional Committee on School District Reorganization. Each ESD is to establish a committee with the same number of members as the ESD Board. Members are to be appointed to a four-year term by the ESD Board. Superintendent Lynch reviewed the purpose of the Regional Committee and recommended that the Board newly appoint David McVicker, District 3; and re-appoint Keith Canton, District 1; Mary Keyes, District 5; Timothy (T.J.) Greene Sr., District 7, to serve as representatives to the Regional Committee on School District Reorganization.

**Regional Committee Appointments** (continued)

Donn Ring moved to newly appoint David McVicker, District 3; and re-appoint Keith Canton, District 1; Mary Keyes, District 5; Timothy (T.J.) Greene Sr., District 7, to serve as representatives to the Regional Committee on School District Reorganization. Stephanie Parker seconded the motion. With no further discussion, voice vote was called. Motion carried. Regional Committee Duties are centered on boundary changes. OESD Board’s role is to appoint the committee members.

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

**Administrative Simplification for Consolidating Head Start Grants, Including Early Head Start-Child Care Partnerships**

Katie Proteau moved to approve the Administrative Simplification for Consolidating Head Start Grants, Including Early Head Start-Child Care Partnerships, as presented. Donn Ring seconded the motion. Voice vote was called. Motion carried.

**One-Time Funding Request and Non-Federal Share Waiver**

Susan Lathrop summarized the funding opportunity. Carl Johnson moved to approve the One-Time Funding Request and Non-Federal Share Waiver, as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

**Presentation and First Reading 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.

**Resolution No. 269, Requesting Review by the Health Care Authority to Participate in the Washington State Insurance Plans**

Carl Johnson moved to approve Resolution No.269, Requesting Review by the Health Care Authority to Participate in the Washington State Insurance Plans, 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 21st day of January, 2021.

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
General:	11/19/20	157735	\$ 105,929.71
	11/30/20	157736-157756	\$ 156,338.46
	11/30/20	ACH	\$ 17,848.80
	11/30/20	157757-157774	\$ 199,904.36
	11/30/20	157775	\$ 602.58
	12/15/20	157776-157808	\$ 187,501.09
	12/15/20	ACH	\$ 716.91
	12/15/20	157809-157810	\$ 663.17
	12/17/20	157811	\$ 49,919.44
	12/17/20	157812	\$ 8,611.11
	12/31/20	ACH	\$ 15,597.01

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General: (cont.)	12/31/20	157813-157825	\$	58,829.50	
	12/30/20	157826-157842	\$	205,527.78	
	1/15/21	ACH	\$	661.70	
	1/15/21	157843-157879	\$	88,019.09	
	1/15/21	157880-157882	\$	11,777.26	
Payroll:	11/30/20	702707-702708	\$	1,104.58	
	11/30/20	WIRE	\$	1,142,914.66	
	12/15/20	702709-702717	\$	2,721.75	
	12/15/20	WIRE	\$	4,865.63	
	12/30/20	702719-702719	\$	695.90	
	12/30/20	WIRE	\$	1,134,632.32	
	1/15/21	702720	\$	253.47	
	1/15/21	WIRE	\$	5,769.46	
	Workers Comp:	11/12/20	403855	\$	15,000.00
		11/19/20	403856	\$	10,000.00
11/19/20		403857	\$	15,000.00	
11/30/20		403858-403862	\$	59,581.55	
11/25/20		403863	\$	10,000.00	
12/3/20		403864	\$	30,000.00	
12/15/20		403865-403868	\$	27,967.60	
12/10/20		403869	\$	30,000.00	
12/17/20		403870	\$	20,000.00	
12/31/20		403871-403872	\$	62,807.14	
1/7/21		403873	\$	15,000.00	
1/15/21		403874-403876	\$	22,841.92	
1/14/21		403877	\$	20,000.00	
Unemployment:		11/30/20	200422-200423	\$	22,901.43
		12/15/20	200424-200425	\$	12,645.34
	12/31/20	200426-200427	\$	22,741.65	
Compensated Absences:	12/15/20	600070	\$	200.00	

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

**PERSONNEL**

Anna Winney reviewed staffing changes and noted that Kathleen Palmer is the new front desk Accounting Clerk. The following personnel changes were recommended.

**New Employees:**

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Brittany Dunklin	Family Advocate	11/16/2020
Kathleen Palmer	Accounting Clerk	01/04/2021
Maria Roragen	Software Support Analyst-Student Records	01/04/2021

**Resignations:**

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Anne Giardina	SAP (BHS)	12/11/2020
Sarah Mueller	Home Visitor	12/18/2020
Rhonda Douglas	Assistant Teacher	01/04/2021
Tara Orcutt	Science Kit Restocker	01/07/2021

**Retirement:**

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Marta Bright	Science Kit Restocker	03/31/2021

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

**STUDY SESSION**

• **Career Connected Learning (CCL):**

- Susan Jung Lathrop, Assistant Superintendent, Teaching & Learning, reviewed the structure of the new statewide Career Connected Washington program, which was developed to provide a variety of pathways for students to achieve their diploma, earn post-secondary academic credit, and gain skills to launch a career.
- Jeff Allen, Director, Youth Services, provided an overview of the Student Services mission, vision, goals, and budget for the CCL program, which is supported by grant funds.
- Kimberly Hetrick, CTE Pathways/Career Connected Learning Coordinator, provided a presentation for the Board highlighting program goals and challenges. She shared some anecdotal stories, accomplishments, achievements, and successful programs already underway in the OESD region. Q&A followed.

Superintendent Lynch and the Board thanked CCL staff for their work.

- **New Board Member On-boarding and Scheduling Activities:** Superintendent Lynch referenced the pending new policy #1112 regarding new Board member orientation and based upon availability, orientation sessions will be scheduled. An orientation PowerPoint (included in the Board’s packet) provided an outline of what content the sessions will cover.

**Executive Session**

**2:45 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).

**3:37 PM** – The Board returned to Regular Session and discussed the next scheduled AESD Executive Board Meeting which will include a budget discussion. In preparation, Superintendent Lynch, Greg Colfax, Cliff Huenergard, and Stephanie Parker will form an OESD sub-committee to review the AESD budget information and distill it for the rest of the Board.

**3:41 PM** – The Board adjourned.

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

Respectfully submitted,

Gregory J. Lynch  
Secretary to the Board

Cliff Huenergard  
Chair