

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
Due to COVID-19, Via Zoom Audio Conference
March 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 12:03 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 Cliff Huenergard led the Pledge of Allegiance.

ROLL CALL OF MEMBERS AND GUESTS

Cliff Huenergard, Chair

Katie Proteau (Excused)

Donn Ring

Carl Johnson

Stephanie Parker

Ann Byrnes

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

GUEST:

Kristin Schutte, Executive Director of Student Services

APPROVAL OF AGENDA

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

MINUTES

Stephanie Parker moved to approve the minutes of the February 18, 2021, regular meeting. Donn Ring seconded the motion. Voice vote was called. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

- Ann Byrnes noted she will be absent from the next Board meeting in April.

ADMINISTRATIVE REPORTS

AESD Executive Board Report: Cliff Huenergard

- The AESD Executive Board Meeting was held on March 8.
- Next AESD Executive Board & Annual Meeting will be held via Zoom on April 14, 5:30 PM

Legislative Report/Update: OESD Legislative Representative Stephanie Parker shared that Ann Byrnes would provide a report after attending the Legislative Conference. Highlights of the 2021 Legislative Conference:

- Main topics of the conference: fiscal impact of COVID-19, graduation flexibility, student well being

Legislative Report/Update (continued):

- Talking points from the conference will be sent to OESD Board members.
- Keynote speaker was Dr. John Draper. His presentation can be found at the following link: http://wasa-oly.org/WASA/images/WASA/5.0%20Professional%20Development/4.2%20Conference%20Resources/Legislative%20Conference/Download_Files/2021/Leg21%20Keynote%20Draper%20Presentation.pdf

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). **2.** Maintain existing ESD state funding. Additional requests for funding.
 - Allow ESDs the ability to compete for community based organization grants in [OSPI's ESSER II](#) proposal.
 - Provide budget stability funds for ESDs, similar to the funds for school districts (SDs).
 - Provide additional funds for School Nurse Corps, Climate Science and Educational advocates.
- **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 1536:** Regional Apprenticeships through ESDs. Bill not moving but could potentially be funded by a proviso.
- **HB 1213 & SB 5237:** Expanding accessible, affordable childcare. Increase to slot rates included.
- ESD Superintendents are recommending a review of the AESD/Network. Pending Board approval, the review will begin soon and cost approximately \$56K, and paid for with AESD funds. Dr. Susan Leddick, who completed the initial AESD/Network design study in 2008 is available to conduct this second review.
- Open Public Meetings Act (OPMA) – In-person meetings are permissible and virtual meetings are still required.
- U.S. Representative Derek Kilmer joins the Superintendents Advisory Council Meeting (SAC) on Friday, March 26, 9:00 AM. Topics for discussion include Federal assessment requirements, CDC and change to 6-foot social distancing rule, and “Connectivity.”

Additional Regional Events and Information

- All Early Learning Policy Council meetings for the remainder of the school year (SY) are on the third Thursday of each month from 5:30 PM - 6:30 PM.
- Thanks to Ann Byrnes for attending the virtual WSSDA/WASA Legislative Conference on February 21.
- 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 2021-22. Tim Winter, SKSD Superintendent is a finalist for the Peninsula SD Superintendent position.
- Based upon OESD COVID-19 telecommute experience, recommendations for a new OESD policy will be coming forward to the Board in time to install a new policy for SY 2021-22.

Upcoming Events for School Year 2020-21:

- **AESD Membership Meeting** - Theme: “*AESD 2021: Reconnecting & Recharging*” **Wednesday, April 14, 5:30 – 7:30pm.**
- **OESD Annual OESD Retirement and Years of Service event for 2021** – under consideration for a virtual event tentatively May 21.
- **Annual Regional Art Show** information will be share under the Teaching & Learning Report.

Superintendent’s Report (continued):

- **School Reopening Update, COVID-19:** Highlights included information about: the number of hours Superintendents in the region have spent in virtual meetings over the past year; status of COVID-19 numbers of cases in each district; all districts providing hybrid learning except for Quileute Tribal School; Governor proclamation directing all districts will be required to provide some level of in-person learning opportunity to students at least two days per week in addition to remote learning options by April 5 (K-5/6) and by April 19 (K-12); noted the state will be moved to Phase 3 of the Governor’s recovery plan on March 22.
- **Potential change to the 6-foot social distancing rule:** Board members discussed educator vaccinations (not required to get back to in-person school) and guidelines for social distancing in schools as districts anticipate a potential change from 6-foot to 3-foot social distancing.
- **OESD Support to School Districts:** Status of OESD staff work location(s) remain(s) unchanged for now, and decisions will be made based upon further review as new information becomes available.
- **OESD Board Meetings (virtual vs. remote):** A telecommuting policy is underway as the OESD has been successful in continuing to provide services throughout the past year during COVID-19 restrictions. Leadership is evaluating which positions may have an opportunity for telecommuting options. In-person Board meetings are allowed if specific guidelines can be met with social distancing requirements. Public meetings must also provide a virtual option and accommodations for public attendance.
- **New Board Member Onboarding Debrief:** Ann Byrnes provided feedback on her experience as a new Board member, noting the process was great and she appreciated the staggered format of receiving the information.

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

- Budget Status Report (February) 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 \$1.208 million (adjusted amount considering the state’s GASB accounting formula is \$10.208 million). Unemployment Fund ending balance was \$4.134 million; the Workers Compensation Fund balance was \$10.934 million; and the Compensated Absences fund was \$558,184.05.
- Annual 2021-22 OESD cooperative services contracts have been sent to districts.
- An OESD Salary Review is planned for SY 2021-22, which will apply to salaries in 2022-23.
- Reviewed [ESSER funds](#) received by districts (based upon free and reduced population) and potential funds OESD could access through the ESSER dollars.
- Noted that OESD has hired Heather Korten for the Financial Services Director position, effective July 1, 2021, and replaces Cathie SeEVERS who accepted a position in Bremerton School District. Sandy Gessner-Crabtree will join the OESD staff (Teaching & Learning Division) on July 1.
- OESD Website change is underway and the Board of Directors Intranet will move to Sharepoint. Board members will be notified and trained before this transition occurs.
- The annual audit is wrapping up and an exit conference will be scheduled on April 15.
- Anna Winney noted:
 - Public Employee Benefits (PEB) open enrollment for OESD staff was completed on March 12. New benefits are effective April 1. Kudos were extended to Angela Wageman, Human Resources, for her efforts during open enrollment.
 - Reviewed staff survey feedback on questions related to working at OESD during the COVID-19 environment.

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

- **Annual Superintendents’ Art show** – Fifty-two pieces of artwork were entered into this year’s OESD Art Show. Winners were announced on March 15 and the results can be viewed at the following link: <https://padlet.com/OlympicESD114/rcv806sealy2qyyf>. OSPI’s state-level art show date is to be determined. Thanks to Sarah Freitas for her great work on this year’s show.

Teaching and Learning Services (continued)

- **Accreditation Panels** will be held virtually on May 17 & 18 on west side of the state and because virtual can also participate in east side panels this year, May 24 & 25. Board members discussed the process and potential availability.
- **State Board of Education** passed emergency waiver rules for graduation.
- **Statewide assessments waiver** is underway through OSPI. Will waive some requirements including testing a statistically representative sample, pending approval from US Dept. of Ed.
- **OESD Crisis Team** – mobilized to provide support for Bainbridge Island this week.
- **Threat Assessment** is the topic of today’s study session. OESD is participating in a threat assessment research study through the University of WA and Dr. Eric Madfis.
- **Early Learning/Head Start federal program review** is scheduled for the first week in April. OESD Board members are invited to attend via Zoom on April 12, 10:00-11:30 AM.

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.

Approval of Donation from Disney Construction and Kitsap Building Association for a trailer for YouthBuild Kitsap

Carl Johnson moved to approve the Approval of Donation from Disney Construction and Kitsap Building Association for a trailer for YouthBuild Kitsap, as presented. Ann Byrnes seconded the motion. Voice vote was called. Motion carried.

Cost of Living Adjustment (COLA) Application and In-Kind Waiver for Head Start Program

Donn Ring moved to approve the Cost of Living Adjustment (COLA) Application and In-Kind Waiver for Head Start Program. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

Draft School Year 2021-2022 Board Meeting Schedule

Documents were shared for review so that the Board can confirm which date is preferred for the November Board meeting. A future Board meeting agenda will include Approval of the 2021-22 Board Meeting dates.

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 18th day of March, 2021

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
General:	2/19/21	157982	\$ 78,069.50
	2/19/21	157983	\$ 260.85
	2/26/21	ACH	\$ 16,158.09
	2/26/21	157984-158013	\$ 72,697.64
	2/26/21	158014-158029	\$ 228,295.98
	3/15/21	158030-158069	\$ 275,124.45
	3/15/21	ACH	\$ 1,167.72
	3/15/21	158070-158071	\$ 268.06
Payroll:	2/26/21	702755-702761	\$ 1,768.04
	2/26/21	WIRE	\$ 1,058,899.92
	2/26/21	WIRE	\$ 80,748.82

Payroll: (continued)	3/15/21	702762-702777	\$	4,251.94
	3/15/21	WIRE	\$	6,179.51
Workers Comp:	2/18/21	403892	\$	35,000.00
	2/26/21	403893-403895	\$	69,088.26
	2/25/21	403896	\$	20,000.00
	3/4/21	403897	\$	40,000.00
	3/15/21	403898-403903	\$	64,589.15
	3/11/21	403904	\$	10,000.00
Unemployment:	2/26/21	200430-200432	\$	425,117.26
	3/15/21	200433	\$	6,870.85
Compensated Absences:	2/26/21	600071	\$	200.00

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

PERSONNEL

The following personnel change was recommended.

New Employee:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Lesly Bishop	Home Visitor	03/15/2021

Ann Byrnes moved to approve the employment, as presented. Donn Ring seconded the motion. Voice vote was called. Motion carried.

1:26 PM – Cliff Huenergard announced the Board would recess for approximately five minutes.

1:30 PM – The Board returned to Regular Session.

STUDY SESSION

- **Student Services: Threat Assessment:** Susan Lathrop noted that Malorie Woods, OESD’s Threat Assessment Coordinator is currently working with Bainbridge Island School District on crisis management and will be unable to present today as previously planned. Kristin Schutte, Executive Director of Student Services, presented information on OESD Threat Assessment services, coordination and support.

Highlights:

- Reviewed the establishment of the Statewide School Safety Network and subsequent ESD Regional School Safety Centers (RSSC).
- Reviewed the Student Services Center staffing, mission & services, department goals, funding sources/budget, partnerships and goals specific to threat assessment, challenges and accomplishments.

Ms. Schutte responded to questions from the Board and shared some anecdotal scenarios where threat assessment support has recently been provided in school districts.

Board members thanked OESD Threat Assessment staff for their work in support of students in the region.

- **Strategic Planning – Board Goals: School Years 2021-2022:** Superintendent Lynch briefly reviewed the process and 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. A Board sub-committee (Cliff Huenergard, Katie Proteau, and Stephanie Parker) met after the February 18, 2021, Board meeting to fine-tune the proposed Board Goals (and objectives). During discussion, it was noted that the objectives listed apply to both Goals 1 and 2. Slides will be adjusted and brought to the Board in April for action/approval.

2:25 PM – The Board returned to Regular Session and immediately adjourned.

Reminder: The next scheduled Board Meeting, 12:00 PM on Thursday, April 15, 2021.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Cliff Huenergard
Chair