

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
Due to COVID-19, Via Zoom Audio Conference
November 12, 2020

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 12:00 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
Cliff Huenergard
Stephanie Parker
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 of Early Learning

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 October 15, 2020, regular meeting. Donn Ring seconded the motion. Voice vote was called. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

- None

ADMINISTRATIVE REPORTS

AESD Executive Board Report: Carl Johnson

- The AESD Executive Board Meeting was held on Tuesday, November 10, 2020, via Zoom – all OESD Board members were invited to attend/observe. Highlights included:
 - State Superintendent Chris Reykdal attended
 - AESD's ending fund balance anticipated at approximately \$282k
 - Introduced a new video (tool) for new AESD members to receive training
 - AESD Annual Conference 2021 will be virtual. Discussion about the proposal to hold the AESD conference every other year rather than annually resulted in a decision to hold a vote before the next AESD Executive Board meeting.

AESD Executive Board Report (continued):

- Superintendent Lynch shared the legislative update (slides) from the AESD Exec. Board Meeting, which included a summary of potential bills and WA election results.
 - Stephanie Parker noted the WSSDA legislative priorities included a list of legislative meeting dates for WSSDA members.
 - School Safety Centers are not spelled out specifically in legislative priorities, but are connected with mental health supports which are on the list of priorities.
- **OESD Board Vacancies (Directors, Districts 1 & 7):**
 - Board members discussed potential candidate interviews to fulfill the unexpired terms of Director Districts 1 & 7. Recent outreach to potential candidates was discussed. Based upon interest, candidate interviews will be scheduled in the near future via Zoom when at least two potential qualified candidates have applied. Board members also reviewed potential interview questions with the addition of a question regarding ability to participate in remote meetings during the pandemic when necessary. Potential dates for interviews were discussed.
 - Shirley Johnson, Director District 7, submitted a letter of resignation to the Board. Board members discussed the letter and accepted her resignation.

Legislative Report/Update: OESD Legislative Representative Stephanie Parker shared information during the AESD Executive Board Report.

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

- **School Reopening Update – COVID-19:** Discussed increases in COVID-19 virus cases and % positivity rates in the region (by county) and shared information about the decision-making at school districts in the region as they pivot (some multiple times) to/from remote/hybrid learning mode. Details about why school district fund balances are high were reviewed by Monica Hunsaker, noting caution as future revenue reductions are anticipated.
- **State Audit** – information was shared about a recent meeting regarding the ability of ESDs to continue to provide network services to agencies other than school districts.

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.** Change legislation to expand ESD's authority to provide services beyond school districts (SDs). **3.** Maintain existing ESD state funding.
- Additional legislative highlights were provided during today's Board Meeting (OESD Superintendent presentation).
- Personal Protective Equipment (PPE) ordering and distribution: each ESD is collecting orders from SDs and private schools in their respective regions this week (9-13 Nov.) with a projected delivery date in January.
- The Governor's proclamation prohibiting public meetings in public buildings, under Open Public Meetings Act (OPMA) guidelines, was extended again on 10 November until midnight, 7 December.

Additional Regional Events and Information

- Thanks to Carl Johnson and Cliff Huenergard for participating in AESD Accreditation on 28 Oct: 3rd year review for Principals Ann Crosby, North Mason SD and Ryan Stevens, Quileute Tribal School.
- Thanks to Carl Johnson and Cliff Huenergard for attending our OESD Leadership Team meeting on Nov. 9.
- Thanks to Cliff Huenergard for attending the AESD Executive Board meeting on Nov. 10.
- Port Angeles (PA) School District was the only SD in our region to pass a levy election (EPO) in November by 60.8% (Nov. 4 count).

- OESD is hosting the annual OESD legislative meeting on December 11. Invitees include SD Board Members, Superintendents, Legislators and the WSSDA and WASA Executive Directors. Senator Rolfes will provide an update as will State Superintendent Chris Reykdal. Formal invites with a Zoom link will be sent no later than next week.
- Jane Pryne, former PA Superintendent, and David Engle, former Port Townsend Superintendent, continue to assist Sequim and Chimacum SDs as acting Superintendents. A joint Superintendent search has begun for Chimacum and PT SDs. While Peninsula SD isn't in our OESD, a Superintendent search is underway to replace interim Art Jarvis.
- Kitsap County Commissioners approved the OESD 1/10th of 1% grant request for the full requested amount: \$708,000.
- Please note: OESD Early Learning Policy Council meetings (Zoom) are scheduled for Thursdays, November 19 and December 17, from 5:30-6:30 PM.
- OESD Board Letter of Appreciation and Thanks to SD Board Members and Superintendents. A draft was shared during today's Board Meeting. Discussion was held about sharing and spreading appreciation to staff in school districts for their efforts during current pandemic environment challenges.
- AESD Budget School Year 2021-22: Board members discussed projected ESD expenditures including potential AESD Program Evaluation costs.

Board Intranet Page (web page review) – Board members are encouraged to take a look and provide feedback.

Regional Committee Update – Committee members who have submitted a declaration of candidacy will be presented to the Board for approval in January.

Upcoming Events for School Year 20-21:

- **Nov. 19-21, 2020**, WSSDA Annual Conference (Virtual). Carl Johnson, Cliff Huenergard, and Stephanie Parker plan to attend.
- **Dec. 2-5, 2020**, AESA Annual Conference (Virtual). Carl Johnson and Stephanie Parker plan to attend.

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

- **2020-21 District Enrollment FTE and 2019-2020 Financial Year End Update.** Charts were shared indicating a region wide decrease in 2,175.95 FTE student enrollment from the prior year – a 4.6% decline, which decreases funding significantly. A detailed chart with fund balances for each district was reviewed.
- Anna Winney shared information about the following:
 - OESD exit interview trends during the 3rd quarter 2020
 - OESD is launching a Diversity, Equity, and Inclusion (DEI) program
 - Summarized September's employee newsletter survey responses
 - Staying connected and taking care of staff

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

- **Accreditation:** Third-Year Reviews were held Oct. 28.
- Reviewed OSPI's leadership changes
- Institutional Educational programs – different amongst ESDs in preparation for legislative session and request for additional funding and supports
- Mental health supports from Student Services department is ongoing (crisis and compassion fatigue) – increase in needs/requests. Resources limited.
- Professional development (inclusionary practices) – Anne Renker working with 15 districts around the region blending hybrid/remote learning with these practices
- Career Connect Washington grant proposal underway to continue maritime trades on the Olympic Peninsula

BUSINESS

Early Head Start Child Care Partnership Grant Carry-Over Request 2020

Stephanie Parker moved to approve the Early Head Start Child Care Partnership Grant Carry-Over Request 2020, as presented. Donn Ring seconded the motion. Voice vote was called. Motion carried.

Donation of \$1,000 from United Way of Kitsap County via grant award received from the Rayonier Community Fund for the purchase of tools for YouthBuild Kitsap

Katie Proteau moved to approve the Donation of \$1,000 from United Way of Kitsap County via grant award received from the Rayonier Community Fund for the purchase of tools for YouthBuild Kitsap, as presented. Cliff Huenergard seconded the motion. Voice vote was called. Motion carried.

**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 12th day of November, 2020.

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	10/16/20	157651-157655	\$ 12,491.36
	10/21/20	157656	\$ 122,667.38
	10/30/20	157657-157677	\$ 178,730.73
	10/30/20	ACH	\$ 12,393.17
	10/30/20	157678	\$ 5,417.46
	10/30/20	157679-157695	\$ 194,764.22
	10/30/20	157696	\$ 15.18
	11/13/20	157697-157732	\$ 121,851.39
	11/13/20	ACH	\$ 1,643.90
	11/13/20	15773-157734	\$ 708.50
Payroll:	10/30/20	702696-702698	\$ 968.90
	10/30/20	ACH	\$ 1,143,654.40
	11/13/20	702699-702706	\$ 2,548.53
	11/13/20	ACH	\$ 4,648.02
Workers Comp:	10/22/20	403845	\$ 25,000.00
	10/30/20	403846-403848	\$ 31,755.88
	10/29/20	403849	\$ 35,000.00
	11/5/20	403850	\$ 30,000.00
	11/13/20	403851-403854	\$ 318,350.36
Unemployment:	10/30/20	200420-200421	\$ 17,470.79
Compensated Absences:			

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. The following personnel changes were recommended.

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Erica White	Student Assistance Professional – Chimacum	11/12/2020

Termination:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Sharon Pastor	Administrative Assistant – Workers’ Comp	10/29/2020

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

1:29 PM – Carl announced the Board would recess for approximately five minutes.

1:34 PM – The Board returned to Regular Session.

STUDY SESSION – Early Learning Department Goals, School year 2020-2021.

Presented by Early Learning Director Kristen Sheridan. She shared the services underway in the ‘new normal’ pandemic environment to support families’ needs, including hosting multiple resource fairs to provide supplies. Other highlights: new and existing platforms being utilized for virtual/online lesson plans, and work accomplished during school year 2019-2020 were shared along with anecdotal stories of how the department has met and continues to meet challenges when COVID-19 started and schools/agencies converted to conducting school/business in a fully remote environment. Her presentation included the **Annual Board Training** for governance of the Early Learning program through regular review of child outcomes, eligibility, enrollment, governance and oversight. A brief report of fulfillment of slots in Head Start and ECEAP was provided, noting the value of early childhood programs across the state.

Superintendent Lynch and the Board thanked Early Learning staff for their work.

Executive Session

2:10 PM – Carl Johnson 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).

2:33 PM – The Board returned to Regular Session and immediately adjourned.

Reminder: The next scheduled Board Meeting, 12:00 PM on Thursday, January 21, 2020.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl R. Johnson
Chair