



# BOARD OF DIRECTORS

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## ROLL CALL

Board Members Present: Ann Campbell, President; Darlene “De” Stickel, Vice President; Dr. Richard Graham; Steve Wrightson; LeAnne Bremer; Mark Hottowe; and, Jennifer Hawks-Conright.

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## CALL TO ORDER

The ESD 112 Board of Directors’ Business meeting was called to order by Ann Campbell, *President*, at 9:05 a.m. on March 24, 2020 with a quorum of seven members present.

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## INTRODUCTIONS AND WELCOME OF GUESTS

- No guests were present.

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## REPORTS AND DISCUSSION

- Early Head Start and ECEAP Program Monthly Report: Jodi Wall, *Executive Director for Early Care and Education*, shared that federal reviewers conducted interviews and site visits the week of March 9, as part of an Early Head Start federal review. Results will not be known for a few months.
- ESD 112 Audit: Gavin Hottman, *Chief Business Officer*, reported that ESD 112 received a clean audit report.
- Superintendent’s Report: Tim Merlino, *Superintendent*, briefed the board on the following:
  - A. Legislative Update: The legislative session ended on March 12. Funding commitments that had been made may be adjusted due to the COVID-19 crisis. Final funding decisions were expected to be known by April 2.
  - B. School District Shut Down: On March 12, the decision was made by Governor Inslee to close all schools in the State for 6 weeks. They are currently scheduled to resume on April 24.
  - C. Priorities from the State: The State plans to continue funding schools during the shutdown and Governor Inslee released a list of priorities and services districts are expected to deliver. They are: Ensure the provision of school meals; Develop guidelines to be a childcare provider of last resort; Provide graduating seniors the content they need; Offer learning opportunities for students and continued professional learning; and Continue payroll for all employees.
  - D. Current Status of ESD 112 Vancouver Office: The workforce reporting to the Vancouver main campus has been reduced from the usual 300 plus to 30-40 employees on site. Those off-site are conducting meaningful work from home. Employees in the building are practicing appropriate social distancing requirements.
  - E. Department Reports: Cabinet members provided updates to the board on how their departments and programs have been impacted and are responding to the COVID-19 pandemic.
  - F. Childcare Update: Jodi Wall, *Executive Director for Early Care and Education*, updated the board on changes taking place with childcare centers. She shared that over the previous 10 days student enrollment in the centers decreased from 1,845 to 225. This required consolidating from 41 to 6 centers. As a result, the ESD 112 staffing agency, SELF, had to lay off 240 employees.
  - G. Testing Site Request: A representative from the Vancouver Clinic contacted the ESD to inquire about using the new Transportation facility in east Vancouver as a drive-up COVID-19 testing

center. The group requested a tour of the site and planned to notify ESD 112 of their intentions within the week.

- Employee Acknowledgements and Recognition: Monique Dugaw, *Executive Director for Communications and Public Engagement*, shared a presentation highlighting employees who received acknowledgements and appreciation of work accomplished. The presentation showcased the following staff members and events:
  - A. Early Care and Education: Several parents of children enrolled in ESD 112 childcare centers sent thank you notes to Jodi Wall, *Executive Director for Early Care and Education*, to share with her staff for the incredible job they were doing communicating and serving children and families during a very difficult time.
  - B. Student and School Success: Kathy Whitlock, *Executive Director for Student and School Success*, recognized all of her staff for their work during the COVID-19 crisis. She highlighted her managers for supporting their staff; the secretarial team for assisting everyone with technology and training needed to work from home; the coordinators for working with their job-alikes across the state to deliver quality professional development online and resources for families; and all of the staff going out of their way to support the at-risk students they serve. She also recognized the entire ESD 112 IT department for their help providing equipment and log-in information needed to support working remotely.
  - C. ESA Staff: Margaret Keire, *ESA Student Services Specialist*; Jennifer Jackson, *Special Education Teacher*; Oksana Balaban, *Budget Analyst II*; and Patty Andreas, *Budget Specialist*, were recognized for their countless hours of work and attention to detail in coordination of the largest Safety Net submission to date.
  - D. School Nurse Corps: Julia Kintz, *Health Services Manager*, was thanked for serving as an invaluable resource to her staff, colleagues and cabinet before and during the COVID-19 shutdown.

## PROPOSALS FOR ACTION

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- **Motion passed** to approve the consent agenda items including minutes of the ESD 112 Board of Directors' Meeting – February 25, 2020; ESD 112 Personnel Activity Reports for March 2020, ESD 112 Expenditure Reports for February 2020; and Early Head Start expenditure reports for February 2020.
- **Motion passed** to approve Board Resolution R.20.01- In the Matter of Approval of Emergency Coronavirus (COVID-19) Declaration, as presented.
- **Motion passed** to approve the second reading of revisions to Board Policy 2020-Course Design, Selection and Adoption of Instructional Materials; Board Policy 2103-Birth to Three Early Intervention; Board Policy 2105-Early Childhood Programs; Board Policy 3224-Student Dress; Board Policy 5401-Sick Leave; Board Policy 5403-Emergency and Additional Leaves; Board Policy 5404-Family, Maternity and Military Caregiver Leave; Board Policy 5406-Leave Sharing; Board Policy 5407-Military Leave; and, Board Policy 5410-Holidays, as presented.
- **Motion passed** to approve the second reading of proposed new Board Policy 3100-Practices in School During the School Day, as presented.

## PUBLIC AND BOARD COMMENTS

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- Correspondence: Wendy Niehaus, *Executive Assistant to the Superintendent and Board of Directors*, shared two pieces of correspondence that had been received.
- WASA Small Schools Conference: Ann Campbell attended and commented on the conference.
- Early Head Start Federal Review: Ann Campbell and De Stickel attended and commented on the interview.
- Audit Exit Interview: Ann Campbell and De Stickel attended and commented on the interview.

## CALENDAR

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- ESD 112 Board of Directors' Meeting with Policy Council Training and Dinner-ESD 112-April 28, 2020-3:00 pm-7:00 pm
- AESD School Accreditation-ESD 113-Tumwater, WA-May 18-19, 2020
- Community Foundation Luncheon-Vancouver Hilton-June 2, 2020-11:30 am-1:30 pm
- STEPS Graduation-TBD
- ESD 112 End-of-Year Celebration-ESD 112-June 12, 2020-11:00 am-3:00 pm
- AESD Executive Board Meeting-ESD 101-June 30, 2020-12:00 pm-3:00 pm

## ADJOURNMENT

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The meeting adjourned at 10:58 a.m.



For questions, please contact Wendy Niehaus, Executive Assistant to the Superintendent, at (360) 952-3318 or email: [wendy.niehaus@esd112.org](mailto:wendy.niehaus@esd112.org). Approved minutes of the Board of Directors' meetings are kept in the ESD 112 Administration Offices and are public record.