

MINUTES  
BOARD OF DIRECTORS  
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114  
Due to COVID-19, Via Zoom Audio Conference  
June 17, 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 12:00 PM via Zoom Audio Conference.  
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 (*departed 12:45 PM*)

Carl Johnson

Stephanie Parker

Ann Byrnes

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

APPROVAL OF AGENDA

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

MINUTES

Donn Ring moved to approve the minutes of the May 20, 2021, regular meeting, as corrected. Carl Johnson seconded the motion. Voice vote was called. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

- Cliff Huenergard and Donn Ring each shared a personal highlight.

ADMINISTRATIVE REPORTS

**AESD Executive Board Report:** Cliff Huenergard

- Next AESD Executive Board Meeting is scheduled on June 29 via Zoom. Information was shared about the schedule concerns received regarding the next AESD Annual Conference.
- OESD Board Vacancy (Director District 7) – Superintendent Lynch reviewed the selection timeline, noting that no new applications have been received for the position despite efforts asking districts for referrals. Interest in members who bring diversity to the Board was shared. Board members discussed the options for spreading the word, identifying interested candidates, and for filling the vacancy as soon as possible.

**AESD Executive Board Report** (continued)

- Board members debriefed the interview held by Dr. Susan Leddick, PKR, Inc. on June 9. Highlights:
  - Noted the AESD Executive Director role is not clearly defined.
  - ESD Board members and the AESD Executive Board and how that all fits together.
  - Unclear who makes decisions and how decisions are made based upon organizational documents.

**Legislative Report/Update:** OESD Legislative Representative Stephanie Parker shared information received by regional WSSDA representatives. Highlights:

- *A day on the hill* opportunity to meet with senators regarding strengthening student achievement, equity in education, and staff/district resources was held on June 10.
- A WSSDA Region meeting is scheduled next week to review proposals for the 2022 legislative session.
- This year's Annual WSSDA Conference will be held as a hybrid model (in-person and virtual). Information on two WSSDA webinars of interest will be shared during the Superintendent's Report.

**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 Review, and new information as of 14 June: - Dr. Susan Leddick, PKR, Inc.: Will meet with the AESD Executive Board during the next Executive Board Meeting on 29 June. Additionally, Leddick interviews have been added in July for both the ESD Assistant Superintendent Teaching and Learning, and Fiscal Officer groups.
- SB 5044: Concerning professional learning, equity, cultural competency, and dismantling institutional racism in the public school system. WSSDA will publish a frequently asked questions (FAQs) resource and WASA with WSSDA will jointly sponsor multiple Zoom professional development meetings on June 23, 12-1 PM or 5-6 PM, and June 28, 5-6 PM. In September, OESD will host guest speaker Dr. Tammy Campbell to provide professional development on equity.
- As ESD legislative and federal ESSER funding is still being resolved for SY 21-22 and beyond, there are a number of new positions that will be added to all 9 ESDs. Potential additions include school safety, early learning, educational technology, COVID-19 testing, and a number of behavioral, mental health and social support positions. Details will be covered as part of the OESD SY 21-22 Budget presentation later in today's board meeting.
- Senator Wellman, Chair EL and K-12 Learning Committee, will be meeting with ESDs and SD Superintendents over the next few months. Our ESD is in the process of scheduling an in-person meeting with Senator Wellman in our ESD.

**Additional Regional Events and Information**

- Thanks to Ann, Cliff, Carl, Stephanie, and Katie for attending the **Annual OESD Retirement and Years of Service event** on Friday, May 21
- Thanks to Cliff, Katie, Stephanie for attending the AESD Review interview with Susan Leddick and Joan Wade on June 9.
- OESD is working with Kitsap County Commissioners for additional federal funds. Kitsap County received ~\$53M of federal funding to be expended over the next three-four years. Meeting with County Executives next week to outline a proposal enhancing mental, behavioral and social health supports for students in our SDs.
- **The last EL Policy Council meeting for this SY is today, June 17** from 5:30 PM - 6:30 PM. No Policy Council meetings are scheduled in July.
- 48th Annual Superintendent's Art Show – two students in the region received state awards, including the Governor's Choice Award. Linked here is an article on the OESD website:  
<https://www.oesd114.org/site/default.aspx?PageType=3&DomainID=1&ModuleInstanceID=130&ViewID=6446EE88-D30C-497E-9316-3F8874B3E108&RenderLoc=0&FlexDataID=7923&PageID=1>
- OESD website revision and New Board Intranet – new link coming in August with instructions.

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

- Applications for **ESD Director positions** are due September 1-16 for next fall elections. OESD Director positions for election include: Director 1 (Ann Byrnes), Director 3 (Carl Johnson) Director 5 (Donn Ring). Director 7 (vacant).

**Upcoming Events for School Year 21-22**

- Next OESD Board Meeting, August 19, 12:00 PM

**Superintendent's Report** (continued):

**School Reopening Update, COVID-19:**

- Board members discussed post-COVID supports for schools, noting interest in reviewing the Health Youth Survey data at some point.
- Kudos to Cape Flattery School District for Center for Educational Effectiveness CFSD Recognition as a Positive “Outlier School” for illuminating the strengths of American Indian/Alaska Native, Black, Latino, and students experiencing poverty. Thirty-eight of 2100 schools in WA were selected for this award for systemic performance and improvement.
- Information was shared about COVID-19 cases per 100k in each county within or adjacent to the OESD Region along with information about how schools will manage outbreaks when school is back in session for the fall. Details of the OESD work plan for summer/fall 2021 were reviewed, including protocol for masks, visitors, staff telecommute policy, staff expectations for working in districts and for potentially returning to OESD offices in-person as of September 7. Superintendents in the region will continue to meet throughout the summer as plans for fall unfold. Data on County and state vaccination progress were shared. Webinars were noted: June 15; mental health in K12, June 16; OSPI Webinar on “Vaccine and your kids”, and a Balanced Calendar workshop for teachers was held June 15 by ESD 105.

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

- **Budget Status Report** was provided in the Board packets and is on trend. The General Fund ending balance was \$1.792 million (adjusted amount considering the state’s GASB accounting formula is \$10.791 million). Unemployment Fund ending balance was \$3.758 million; the Workers Compensation Fund balance was \$11.189 million; and the Compensated Absences fund was \$726,725.69.
- **2021-2022 Budget** - A slide presentation included budget recommendations based upon legislative decisions related to school districts and ESDs, including funding for new positions: regional safety center, school nurse corps, instructional technology, and for Multi-Tiered System of Supports (MTSS). Other positions are still not solidified for behavioral health and early learning coordinator but we are working on securing the funding. Staff salary schedules, benefits and fees were reviewed along with sources of revenues and expenditures, and anticipated revenues/expenditures amounts. A brief overview of anticipated changes in grants & cooperative funding were reviewed along with the overall estimated fund balances for 2021-2022. The Superintendents’ Advisory Council reviewed the recommended annual budget in May.

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

- Two students received state level honors at this year’s annual Superintendent’s High School Art Show.
- The YouthBuild Kitsap trailer donated by Disney Construction and Kitsap Building Associates, approved by the OESD Board in March, was delivered on June 15.
- OESD Youth Services Director will record a podcast about a YouthBuild program in Rural Communities.
- Three districts in the region were awarded Community Prevention Wellness Initiative monies.
- Peninsula College President Dr. Luke Robins announced his retirement at the end of the next academic year.
- Early Learning Policy Council meetings will continue to be held on the 3<sup>rd</sup> Thursdays of each month at 5:30-6:30 PM. No meeting is scheduled in July.
- OESD’s Early Learning program received no concerns nor deficiencies in their recent Head Start Focus Area One Monitoring Review.

**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.

**ECEAP Self-Assessment**

Stephanie Parker moved to approve the Approval of Selection Criteria for EHS/HS/ECEAP, as presented. Carl Johnson seconded the motion. Voice vote was called. Motion carried.

**Budget Review and Hearing 2021-2022** – The Board opened the floor for comments. Hearing none, Cliff Huenergard announced the Board would move to the next item on the agenda.

**Resolution #270 – Budget 2021-2022**

Carl Johnson moved to approve Resolution #270 - Budget 2021-2022, as presented. Katie Proteau seconded the motion. Voice vote was called. Motion carried.

**Presentation and First Reading of Revised Board Policy 5410, Holidays**

Noting the addition of Juneteenth on the Holiday schedule, Katie Proteau moved to approve the Presentation and First Reading Revised Board Policy 5410, Holidays, as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

**Review of Revised Board Procedure 5400 P4, Family Maternity and Military Caregiver Leave**

Information was provided in the Board packets, no action required.

**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 June 2021

<b>FUND</b>	<b>DATE PAID</b>	<b>WARRANT #'S</b>	<b>AMOUNT</b>
General:	5/20/21	158356	\$ 114,459.61
	5/28/21	158357-158393	\$ 116,828.12
	5/28/21	ACH	\$ 21,292.25
	5/28/21	158394-158400	\$ 364,756.59
	VOID	157125	\$ (10,225.37)
	6/8/21	158401	\$ 10,225.37
	6/15/21	ACH	\$ 398.67
	6/15/21	158402-158488	\$ 198,435.25
	6/15/21	158489-158490	\$ 282.35
	Payroll:	5/28/21	702819-702823
5/28/21		WIRE	\$ 1,158,073.11
6/15/21		702824-702831	\$ 1,711.51
6/15/21		WIRE	\$ 14,047.80
Workers Comp:	5/28/21	40930	\$ 86.00
	5/27/21	403931	\$ 50,000.00
	6/3/21	403932	\$ 50,000.00
	6/10/21	403933	\$ 20,000.00
	6/15/21	403934-403939	\$ 6,236.96
	6/15/21	403940	\$ 19,343.04
Unemployment:	5/28/21	200440	\$ 760.33
	6/15/21	200441	\$ 760.33
Compensated Absences:			

**VOUCHERS AND PAYROLL** (continued)

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

**EXECUTIVE SESSION**

**1:27 PM** – Cliff Huenergard announced the Board would recess for approximately ten minutes.

**1:36 PM** – The Board returned to Regular Session and Cliff Huenergard announced the Board would recess into Executive Session for approximately 60 minutes to review the performance of a public employee (pursuant to RCW 42.30.110).

**2:47 PM** – The Board returned to Regular Session

**PERSONNEL**

The following personnel changes were recommended.

**New Employees:** None

**Resignations:**

<b><u>Employee</u></b>	<b><u>Position</u></b>	<b><u>Date</u></b>
Tracey Wardean	Software Support Analyst II	6-4-21
Angela Wageman	Human Resources – Certification Specialist	6-17-21

**Renewal of Superintendent’s Contract 2021-2024**

Carl Johnson moved to approve the employments/resignations, and renewal of the Superintendent’s contract as discussed and negotiated in Executive Session. Ann Byrnes seconded the motion. Voice vote was called. Motion carried.

**STUDY SESSION** – Cliff Huenergard announced that the Board would not be holding its study session on Board Self-Assessment today.

**2:50 PM** – The Board adjourned.

**Reminder:** The next regularly scheduled Board Meeting, Thursday, August 19, 2021.

Respectfully submitted,

Gregory J. Lynch  
Secretary to the Board

Cliff Huenergard  
Chair