

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
105 National Avenue N., Bremerton WA 98312
Due to COVID-19, Zoom Audio Conference was also available
August 19, 2021

11:30 AM – Lunch was served and no business was conducted.

LOGIN & CONNECT

11:45 AM – Those participating in the meeting via Zoom began to login. No business was conducted.

REGULAR SESSION CALL TO ORDER

Chair Cliff Huenergard called the meeting to order at 12:00 PM at the Olympic Educational Service District Conference Room 202, and 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.

OATH OF OFFICE

Superintendent Lynch administered the Oath of Office to newly appointed Board member, John Haupt (Director District 7), who is appointed to fulfill an unexpired term.

ROLL CALL OF MEMBERS AND GUESTS

Cliff Huenergard, Chair

Katie Proteau

Donn Ring

Carl Johnson

Stephanie Parker

Ann Byrnes

John Haupt

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

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

MINUTES

Katie Proteau moved to approve the minutes of the June 17, 2021, regular meeting, as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

Donn Ring moved to approve the minutes of the July 12, 2021, special session, as presented. Carl Johnson seconded the motion. Voice vote was called. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

- AESA Conference information was shared inside the Board packets (Dec. 1-4, 2021, Houston, TX).
- The OESD Board is planning a retreat (potentially end of Sept. or beginning of October) to discuss operating principles and Board self-assessment. With the virus continuing to be a factor in planning, date, time, location and retreat topics are yet to be determined.
- Board elections – for members running for re-election, contact Tina Schulz for documents.
- Board competency – diversity, equity and inclusion, discuss next steps for future Board conversation.

ADMINISTRATIVE REPORTS

AESD Executive Board Report: Cliff Huenergard

- Next AESD Executive Board Meeting is scheduled for Tuesday, September 28.
- ESD 121 Board Director John Zurflugh is resigning his position at ESD 121 and also from AESD Executive Board President position. ESD 171 Board Director Marcia Henkle will fill the AESD Executive Board President position as John Zurflugh's replacement.
- A debrief & discussion of the AESD Review with Doctors Susan Leddick and Joan Wade will be shared during the Superintendent's report.

Legislative Report/Update: OESD Legislative Representative Stephanie Parker shared the following highlights:

- WSSDA local legislative representatives Drayton Jackson and Jim Stoffer are preparing for the next legislative session. WSSDA plans to release its legislative proposal on August 24.
- October 23, 2021, WSSDA's Director Area 4 regional meeting will be held in Sequim.
- Carl Johnson and Katie Proteau shared highlights of the regional meeting with Superintendents and Senator Lisa Wellman that was held at OESD on August 18, 2021. Several superintendents presented education related topics/concerns for discussion with the senator. Senator Wellman listened and shared some of the issues on her legislative docket. Some topics covered by superintendents included: regionalization, Elementary and Secondary School Emergency Relief Fund (ESSER) funds, special education, transportation, decline in enrollment due to the pandemic, connectivity/broadband, and computer science.

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

- Noted a recent HR complaint received by a job applicant on August 12.
- Provided a COVID-19 Update. Highlights:
 - ESD staff will be required to get a COVID-19 vaccine as part of Governor Inslee's current mandate. OESD remains open to the public, and for all support services, mask wearing is mandatory for all staff and visitors regardless of vaccination status. Exceptions and other details were shared.
 - Vaccination sites/resources for staff: A new COVID-19 Testing Coordinator position has been created in partnership with the Dept. Of Health (DOH) and all nine ESDs. The position will assist districts on how to stand up testing. Susan Lathrop described the process for the Board. OESD's new COVID-19 Testing Coordinator is Jeff Stepp.
 - In response to a question by a Board member, it was noted that according to Governor Inslee, under no circumstances would schools close, nor will the economy be closed.
 - Reviewed OESD priorities during a continuing pandemic.
 - Shared key questions about vaccination exemptions and implications around meeting service and contractual obligations with the potential for staffing shortages if some staff members choose not to get a vaccine.

Legislative, State & Region Items of Interest

- **AESD Review:** ESD Superintendents, including a representative from the AESD Executive Board, Terry Brandon (ESD 123) met with Susan Leddick and Joan Wade in Wenatchee at ESD 171 on August 11 to continue the AESD Design work.

- **AESD Review (Continued):** Superintendent Lynch provided a presentation on the AESD design work and Board members discussed the following highlights:
 - Noted the AESD Executive Director role is not clearly defined.
 - How it all fits together: ESD Board members and the AESD Executive Board. It is unclear who makes decisions and how decisions are made based upon organizational documents.
 - New positions in the AESD and how the positions are funded. (i.e. each ESD received funds for Education Technology and there is an AESD position to coordinate with ESDs. Concern about additional cost to ESDs was noted.
 - Other topics reviewed: AESD schedule and activities ahead; AESD 2021 context map; AESD emerging themes in draft form.
 - Design team includes: all ESD Superintendents, one AESD Executive Board Member, one assistant superintendent of fiscal and another teaching & learning.
- **WASA President:** Superintendent Aaron Leavell, Bremerton School District, was formally recognized and honored as the SY 2021-22 WASA President during a state/community reception at the Bremerton Conference Center on August 12, 2021.

Additional Regional Events and Information

- Thanks to Katie Proteau and Carl Johnson for attending Senator Wellman’s visit on August 18 at OESD.
- On September 24 (in-person), OESD will be hosting our first Superintendents Advisory Council meeting for the new SY from 9:00 AM – 12:00 PM. All school district (SD) Board Members and WASA Region Members are invited. Tammy Campbell, former Superintendent of Federal Way, will be presenting and exploring what a systems approach to equity looks like in a classroom and across a school district.
- OESD Staff is growing. Over the summer, OESD continues to add new positions including a school safety coordinator, educational technology, COVID testing and counseling positions. A more detailed update was provided during the Board Meeting.
- As part of our ESD’s diversity, equity and inclusion (DEI) initiative and expanding our personnel recruiting efforts, we are engaging community leaders who lead diverse community, church and business/social groups. Community leaders received letters asking them to promote OESD job openings. We offered to meet with leaders/organizations to promote ESD job opportunities, provide additional information about our ESD’s mission and answer questions.
- 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 Military Interstate Children’s Compact Commission (MIC3) Annual Meeting preparations underway pending final date selection of October 13 **or** 14, 2021, via Zoom.
- In the Board packet is the Early Learning (EL) Policy Council meeting schedule for school year (SY) 2021-22. Board presence is always appreciated during the regular EL Policy Council meetings.
- A Reminder: Mileage for Board member travel is available. Tina Schulz provided details.
- 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 (John Haupt). Application checklist and forms are available on the [Board Intranet](#).

Upcoming Events for School Year 2021-22

- **OESD Board Study Session** (retreat) sometime in Sept./Oct. Topics include review and discussion:
 - OESD Board Self-Assessment for SY 20-21.
 - Master Calendar for SY 21-22.
 - Board-Superintendent Operating Principles.
 - Board-Superintendent annual goals.

• **Annual Conferences:**

- **WSSDA Conference**, Nov. 19-20, 2021, Bellevue, WA. (*registration/hotel information was provided via email in June/July*)
- **AESA Conference**, Dec. 1-4, 2021, Houston, TX. (*Registration is open and information is provided in the Board packet. Please contact Tina Schulz to coordinate registration if planning to attend.*)

Financial and Technology – Monica Hunsaker reviewed the following:

- **Budget Status Report** was provided in the Board packets. The General Fund ending balance was \$2.701 million (adjusted amount considering the state’s GASB accounting formula is \$11.700 million). Unemployment Fund ending balance was \$3.933 million; the Workers Compensation Fund balance was \$11.675 million; and the Compensated Absences fund was \$757,701.27. A review of the budget status report and trends was provided toward the end of the Board meeting.
- **Workers Compensation:** In previous years, OESD contracted for services through ESD 113. When OESD hired a Workers’ Compensation Director (Nicole Roel), the department expanded and now ESD 113 has requested safety and health services from OESD.
- Chimacum SD extended OESD services for payroll until October 2022.
- North Mason SD is contracting OESD services/mentorship two days per month and the district is preparing for a special levy measure in November.
- The New OESD Website is launching on September 1. A preview was displayed on screen for the Board.

Human Resources - Anna Winney highlighted the following topics:

- **2022 Regional Teacher of the Year**, Mary Krzysiak, teaches at Dry Creek Elementary in Port Angeles School District.
- **2021 Regional Classified Employee of the Year**, Sheri Schmidt, is a Para-educator at Poulsbo Elementary in North Kitsap School District.

Teaching and Learning Services - Susan Jung Lathrop reviewed new OESD positions under the Teaching & Learning division based upon new state dollars, ESSER funding, and grant monies. Positions include:

- Strategy Officer for Educational Equity
- COVID-19 Screening/Testing Coordinator
- Educational Technology Coordinator
- AESD Behavioral Health
- Regional School Safety Coordinator
- Community Prevention and Wellness Initiative
- Early Childhood Special Education/Inclusion Coordinator
- School Nurse Corps
- Other anticipated/potential positions (i.e. Behavioral Health)

1:37 PM – Cliff Huenergard announced that the Board would recess for approximately five-ten minutes.

1:46 PM – The Board returned to Regular Session

Cliff Huenergard proposed for the next Regular Meeting in September that the Board hold a Study Session for reviewing topics to be covered during the Board retreat, which has not yet been scheduled.

BUSINESS

Head Start Program Monitoring (Policy 2500): Head Start/ECEAP & Early Head Annual Report

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

Second Reading and Adoption of Revised Board Policy 5410, Holidays

Juneteenth was added to the Holiday schedule. Carl Johnson moved to approve the Second Reading and Adoption of Revised Board Policy 5410, Holidays, as presented. Donn Ring seconded the motion. Voice vote was called. Motion carried.

Approval for Out-of-Endorsement Assignment

Anna Winney noted the purpose of the Out-of-Endorsement request. In response to a question about what the candidate pool was like and what other ESDs do in this case, Anna Winney noted that the candidate pool was limited and Susan Lathrop added that she would look into the practices/procedures of other ESDs. Donn Ring moved to approve the Out-of-Endorsement Assignment, as presented. Katie Proteau 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 19th day of August 2021

FUND	DATE PAID	WARRANT #'S	AMOUNT	
General:	VOID	157952	\$ (3,641.25)	
	6/11/21	158491	\$ 3,641.25	
	VOID	158211	\$ (200.00)	
	6/14/21	158492	\$ 200.00	
	6/17/21	158493	\$ 241,412.29	
	6/30/21	ACH	\$ 24,532.29	
	6/30/21	158494-158555	\$ 118,656.94	
	6/30/21	158556-158565	\$ 246,811.67	
	7/15/21	ACH	\$ 1,457.01	
	7/15/21	158566-158608	\$ 189,108.99	
	7/15/21	158609-158614	\$ 18,792.90	
	7/15/21	158615-158616	\$ 3.21	
	7/20/21	158617	\$ 241,959.81	
	7/30/21	ACH	\$ 17,934.25	
	7/30/21	158618-158647	\$ 401,116.43	
	VOID	158259	\$ (300.00)	
	7/26/21	158648	\$ 300.00	
	7/30/21	158649-158656	\$ 238,975.06	
	8/13/21	ACH	\$ 224.75	
	8/13/21	158657-158685	\$ 85,142.23	
	8/13/21	158686-158688	\$ 221.39	
	VOID	158285	\$ (100.00)	
	8/10/21	158689	\$ 100.00	
	Payroll:	6/30/21	702832-702838	\$ 1,802.43
		6/30/21	WIRE	\$ 1,157,682.32
7/15/21		702839-702855	\$ 4,286.81	
7/15/21		WIRE	\$ 72,784.22	
7/30/21		702856-702860	\$ 5,267.72	
7/30/21		WIRE	\$ 1,157,513.36	
7/30/21		WIRE	\$ 2,000.00	

VOUCHERS AND PAYROLL (continued)

	8/13/21	702861	\$	2,216.21
	8/13/21	WIRE	\$	4,726.03
Workers Comp:	6/17/21	403941	\$	35,000.00
	6/24/21	403942	\$	30,000.00
	6/30/21	403943-403945	\$	451.75
	7/1/21	403946	\$	20,000.00
	7/8/21	403947	\$	25,000.00
	7/15/21	403948-403952	\$	22,899.76
	7/15/21	403953	\$	15,000.00
	7/22/21	403954	\$	25,000.00
	7/30/21	403955-403957	\$	11,491.69
	7/29/21	403958	\$	15,000.00
	8/5/21	403959	\$	25,000.00
	8/13/21	403960-403963	\$	359,126.19
	8/12/21	403964	\$	10,000.00
Unemployment:	7/30/21	200442	\$	760.33
	8/13/21	200443-200444	\$	75,329.65
Compensated Absences:				

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

PERSONNEL

The following personnel changes were recommended.

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Kelbee Prowell	HR Specialist	7/6/21
Nicole Berard	Software Support Analyst II	7/6/21
Haley Michaelson	Temporary Employee (Data Processing)	7/19/21
Jeffrey Stepp	COVID-19 Screening & Testing Coordinator	8/2/21
Morgan Dean	Site Coordinator Assistant	8/9/21
Jennifer Swanson	New Position – Early Learning Coordinator Assistant	8/19/21
Christina Moore	Family Advocate	8/23/21
Colleen Kerr	New Position – Lead Teacher (Madrona)	8/24/21
Alix Poli	New Position – Special Education School Social Worker	9/1/21
Mark McVey	School Safety & Security Coordinator	9/1/21
Rachel Suaimhneas	School Psychologist	9/1/21
Samuel Swenson	Student Assistance Professional (Chimacum)	9/1/21
Vanessa Wallis	Speech Language Pathologist	9/1/21

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Ryka Fletcher	Early Learning Sub	7/22/21

Resignations (continued):

Shery Williams	Early Learning Sub	7/22/21
Megan Beisley	Student Assistance Professional	7/30/21
Melanie Garrett	Assistant Director of Special Services	7/31/21
Giuliana Ayers	Infant and Toddler Teacher	8/13/21
Austin Abromeit	School Psychologist	8/31/21
Deb Jonasson	HS/EC Assistant Teacher	8/31/21
Erin Sullivan	Teacher for the Deaf and Hard of Hearing	8/31/21
Laura LaFarga	Behavior Specialist	9/1/21
Lani Caldwell	HS/EC Assistant Teacher	9/1/21

Deceased:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Michael Hoffman	Computer Operator	7/7/21

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

Monica Hunsaker reviewed the Budget Status Report (provided in the Board packet) and shared trends.

Donn Ring shared information about adding Juneteenth as a holiday and noted the history of when Dr. Martin Luther King, Jr. Day was proposed as a holiday.

Cliff Huenergard asked the Board about interest in the Annual AESA Conference in December. Discussion about potential travel and registration during the pandemic was held. Board members may notify Tina Schulz if they are interested.

1:57 PM – The Board adjourned.

Reminder: The next regularly scheduled Board Meeting is Thursday, September 16, 2021.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Cliff Huenergard
Chair