

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
105 National Avenue N., Bremerton WA 98312
Location: This meeting was held in person at the address above.
Guests were provided a Zoom link for joining via audio/video conference.
October 21, 2021

11:30 AM – Lunch was provided. No business was conducted.

REGULAR SESSION CALL TO ORDER

Chair Cliff Huenergard called the meeting to order at 12:00 PM in Conference Room 202. Guest joined via Zoom Audio/Video 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

Carl Johnson

Stephanie Parker

Ann Byrnes (Excused)

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

GUESTS

Kathy Marek, Shannon Drohman, and Steve Tieg, Salary & Compensation Review Consultants

Rich McBride, Superintendent Search Consultant

Dave Towler, OESD Network Services

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 September 16, 2021, regular meeting, as presented. Donn Ring seconded the motion. Voice vote was called. Motion carried.

Carl Johnson moved to approve the minutes of the October 13, 2021, special meeting, as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

OESD SALARY & COMPENSATION REVIEW TIMELINE

Anna Winney introduced Consultants Shannon Drohman, Kathy Marek, and Steve Tiegs, who joined the Board via Zoom to review the philosophy and timeline of the salary and compensation study for OESD employees. The last salary review was conducted three years ago. Q&A followed. Two questions for consideration:

- What about jobs that can be done remotely 100% of the time and how does that affect salary?
- What about how regionalization affects the salary levels in neighboring districts?

COMMUNICATIONS & ANNOUNCEMENTS

- Cliff Huenergard thanked the Board members for their work during the October 13 Study Session, highlighting the importance of the Board's Self-Assessment. He encouraged Board members to keep a copy of the Board's Operating Principles handy for reference at anytime.
- Cliff Huenergard shared that he attended a meeting on Monday, October 18 regarding the North Mason School District Scholarship Committee and there is now \$1.7 Million in the fund, benefitting many students.

ADMINISTRATIVE REPORTS

AESD Executive Board Report: Cliff Huenergard

- Shared information from the AESD Executive Board Meeting held on Tuesday, September 28. Marcia Henckle is currently filling the AESD Executive Board President position. Committee leadership and meeting dates were discussed. Pre-meeting sessions are scheduled via Zoom so that all Board members can participate and stay informed. A short review of the AESD initiatives was provided.
- Next AESD Executive Board Meeting is scheduled on November 18 (during the WSSDA Conference).

Legislative Report/Update: OESD Legislative Representative Stephanie Parker noted that the Legislative update would be included as part of 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 Draft Legislative Priorities for the upcoming legislative session:**
 1. ESD School Employee Benefits (SEB) and Public Employee Benefits (PEB): Initial legislative request: for all ESD employees move to PEB. Additional request: for all represented ESD employees move to SEB. PEB now appears to be more expensive than SEB; details were shared during a verbal update and Board members discussed reasons for the changes in rates.
 2. Update ESD funding formulas.
- ESDs 101, Spokane and 123, Tri-Cities commenced new ESD Superintendent Searches.
- **Legislative Session 2022.** No final decision around the venue for the upcoming legislative session because of COVID; three options: in-person, virtual or hybrid?
- **K-12 vaccination data:** State Superintendent Chris Reykdal will host a press conference next Thursday, Oct. 28 to present K-12 staff vaccination data.

Additional Regional Events and Information

- Provided a slide presentation including a COVID-19 region update. Topics included the increased volume of hours/meetings that have been held since the onset of COVID-19, virus rates by county & by school district, state outbreak data (showing how many outbreaks in the K-12 school setting were reported), vaccine breakthrough case data, OESD staff vaccination data, information on next steps for vaccine eligibility for additional age groups/children. Continuing challenges with the pandemic and schools/staffing/enrollment/transportation/contact tracing and testing, were discussed.
- Thanks to Ann Byrnes, Cliff Huenergard, Katie Proteau, Carl Johnson, and Stephanie Parker for attending the OESD Superintendents Advisory Council Meeting on September 24 (featured Tammy Campbell presenting what a systems approach to equity looks like in a classroom and across a school district.)

Additional Regional Events and Information (continued)

- **WA MIC3 Annual State Meeting** was held on October 14, 2021, 10:00-11:30 AM via Zoom.
- Thanks to Stephanie Parker and Katie Proteau for their extra time following our “retreat” to organize our feedback around “values” and present the results during today’s OESD Board Meeting.
- **Early Learning (EL) Policy Council meetings for School Year (SY) 2021-22. Always appreciate presence during our regular EL Policy Council meetings.** Sept. 16–Stephanie Parker; Oct. 21–Cliff Huenergard; Nov. 18–Ann Byrnes; Dec. 16–Katie Proteau, Feb. 17–Cliff Huenergard; Mar. 17–Carl Johnson; May 19–Stephanie Parker. Available for sign-up: Apr. 21, and June 16.
- **ESD Board Elections:** OESD Board Members Ann Byrnes, Carl Johnson, Donn Ring and John Haupt were included on the OSPI ballot to School Board Members in the region. The ballots, along with the voter guide, were mailed out October 1. All candidate’s names were listed on the ballot, even if unopposed. Ballots are specific to the ESD region. (Electors in ESD 114 will only see the candidate names for ESD 114 Region.) Ballots will be counted on October 25. Results will be emailed to you and posted online on October 25 or 26 (depending on how long the counting process takes).
- **WSSDA DA4 Meeting**, Saturday, October 23, 2021 (Virtual opportunity) – contact Tina Schulz for registration if interested in attending. <https://www.wssda.org/events/regional-meetings/>
- **Third Year Accreditation**, Thurs. Dec. 9; 9am – Noon. Schools will be presenting virtually. OESD Board members can participate virtually or in-person. Stephanie Parker offered to participate.
- **Kathy Lorton, Interim Superintendent, Queets SD** resigned effective Nov. 2021; the Queets School Board selected Mel Houtz, current Queets teacher scheduled to finish principal certification in January, 2022.
- **CBS News visited the [Quileute Tribal School](#)** Campus, Tuesday, October 19, 2021. The purpose was to interview students about their thoughts on climate change and moving to higher ground.
- Our **OESD United Way Campaign** is complete. Since 2012, OESD staff members have donated a grand total of \$25,453.

Upcoming Events for School Year 21-22

- **Annual Conferences:**
 - **WSSDA Conference**, Nov. 19-20, 2021, Bellevue, WA.
 - **AESA Conference**, Dec. 1-4, 2021, Houston, TX.

Financial and Technology – Monica Hunsaker reviewed the following:

- School districts are working on year end financials.
- OESD year-end financials will be completed in December. At the November Board meeting, school district financials and enrollment will be shared.
- Queets-Clearwater School District is undergoing a change of superintendent and office manager positions. Due to an incorrect date entry during levy certification, the district is seeking legal advice on eligibility to collect on its levy. Enrollment has increased to fifty students, which is higher than typical enrollment.

Human Resources - Anna Winney highlighted the following topics:

- Of 215 OESD employees, seven have tested positive for COVID-19 since March, 2020.

Teaching and Learning Services - Susan Jung Lathrop reviewed the following:

- OESD 114 Region AESD Third Year Accreditation to take place on Dec. 9: Central Kitsap High School; Klahowya Secondary School; Port Angeles High School; Port Townsend High School.
- Professional Learning services continue to be offered to meet region and individual school and educator needs. Additional professional learning opportunities being conducted to meet legislative mandates, such as early literacy screening and comprehensive school counseling. T&L services and departments continue to be dynamic to meet the needs of districts and the region and continued conversations are taking place about how best to structure services to provide supports to meet regional needs.

Teaching and Learning Services (continued)

- Learn to Return: all public schools in the region are signed-up and in the process of implementing testing in some form. (Private schools, Tribal Compact Schools and Public Charter Schools also eligible.)
- Existing and potential partnerships with Olympic College reviewed.

Donn Ring noted a recent article published in the Port Townsend Leader about fighting at school.

BUSINESS

Head Start Program Monitoring (Policy 2500): Head Start/ECEAP & Early Head Monthly Reports

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

2020-2021 Program Information Report (PIR) Summary & Comparison OESD Head Start & Early Head Start - Information was provided in the Board packets, no action required.

VOUCHERS AND PAYROLL

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 21st day of October 2021

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	9/23/21	158778	\$ 134,999.40
	9/30/21	ACH	\$ 10,254.42
	9/30/21	ACH	\$ 244.86
	9/30/21	158779-158801	\$ 113,950.94
	9/30/21	158802-158811	\$ 105,131.51
	9/30/21	158812-158814	\$ 748.44
	9/30/21	158815-158823	\$ 249,633.88
	10/15/21	ACH	\$ 198.80
	10/15/21	ACH	\$ 201.53
	10/1/21	158824	\$ 2,480.00
	10/15/21	158825-158832	\$ 44,963.30
	10/15/21	158833-158866	\$ 200,915.86
	10/15/21	158867-158873	\$ 17,786.41
	10/15/21	158874	\$ 2,427.33
	10/15/21	158875-158876	\$ 91.21
	Payroll:	9/30/21	WIRE
9/30/21		702896.-702899	\$ 6,470.50
9/30/21		WIRE	\$ 1,169,809.12
10/15/21		702900-702906	\$ 2,188.13
10/15/21		WIRE	\$ 10,142.40
10/15/21		WIRE	\$ 1,043.88
Workers Comp:	9/23/21	403979	\$ 5,000.00
	9/30/21	403980	\$ 45,451.17
	9/30/21	403981-403982	\$ 1,173.00
	9/30/21	403983	\$ 25,000.00
	10/7/21	403984	\$ 50,000.00
	10/15/21	403985-403987	\$ 18,657.95
Unemployment:	9/30/21	200448	\$ 1,862.93
	10/15/21	200449	\$ 760.33
Compensated Absences:	10/15/21	600074	\$ 165,177.32

VOUCHERS AND PAYROLL (continued)

Carl Johnson moved to approve the Vouchers and Payroll as presented. Donn Ring 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>
Christian “Alex” Dill	Student Assistance Professional	10/1/21
Taylor Werner	ECEAP Lead Teacher	10/4/21
Lyndsey Kellum	Behavioral Health & Wellness Prevention Educator	10/4/21
Sasha Torgeson	Administrative Assistant	10/4/21
Tina Gillespie	Student Assistance Professional	10/6/21
Katherine Harper	Student Assistance Professional	10/11/21
Derik Marshall	Student Assistance Professional	10/11/21
Laura Batcheller	Early Childhood Special Education Coordinator	10/25/21

Termination:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Ashley Stansberry	Student Assistance Professional	9/2/21

Resignation:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Kelbee Prowell	HR Specialist	10/29/21

Superintendent Contract Termination/Resignation:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Gregory J. Lynch	Superintendent	6/30/22

Superintendent Lynch referenced submitting his letter of resignation and request to terminate his contract as of July 30, 2022.

Katie Proteau moved to approve the employments/termination/resignations and Superintendent Contract Termination/Resignation, as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

1:25 PM – Cliff Huenergard announced that the Board would recess for five minutes and reconvene at 1:30 PM prior to commencing the Study Session.

1:30 PM – The Board returned to begin the Study Session.

STUDY SESSION: OESD Values

Stephanie Parker and Katie Proteau worked as a sub-committee to provide a presentation on the Board’s Values, as discussed during the October 13, 2021, Special Meeting. Five initial values were identified by the Board’s work: Honesty, Equity, Respect, Entrepreneurial, and Enduring. Characteristics and definitions for each value were shared, considered, and discussed by Board members. As a result of discussion, “Diversity” will be added as a value (characteristics/definitions to be added). Ideas were shared about potentially collecting feedback. Potential next steps: Share with leadership for feedback on characteristics of Diversity, followed by sharing with staff and memorializing the values by resolution.

1:59 PM – The Board returned to Regular Session.

OESD SUPERINTENDENT SEARCH PROPOSAL

Dr. Rich McBride joined the Board to review his proposal for conducting the OESD Superintendent Search process. A proposal and information on his credentials and background were provided in the Board’s packets. Questions from the Board were discussed and answered. In response to a question, Dr. McBride shared an overview of the involvement and components of forming a review sub-committee, noting that the review committee (2 local Superintendents, 2 OESD Board members, and a member from OSPI) would make candidate recommendations to the OESD Board. The OESD Board makes the final decision on a new Superintendent.

Board members discussed their options for conducting a Superintendent Search process by either retaining Consultant Dr. Rich McBride or tabling the process and continuing to search for a consulting firm.

Carl Johnson moved to retain Consultant Rich McBride to conduct the OESD Superintendent Search. Katie Proteau seconded the motion. In response to a concern about optics of interviewing one consultant before making a choice, Board members discussed the possibility of continuing the selection process for a search consultant, and shared cost/benefit information about other ESD Superintendent searches. With no further discussion, voice vote was called. Motion carried unanimously.

After the Board discussed the timeline of the search process to begin early November, Carl Johnson moved to grant authority to Board Chair Cliff Huenergard to enter into a contract retaining Dr. Rich McBride as the OESD Superintendent Search Consultant in preparation for the next OESD Board meeting on November 16, 2021. Katie Proteau seconded the motion. Voice vote was called. Motion carried unanimously.

3:07 PM – The Board adjourned.

Reminder: The next regularly scheduled Board Meeting is Tuesday, November 16, 2021.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Cliff Huenergard
Chair