

ITEM 12-A
10-21-2021

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
105 National Avenue N., Bremerton WA 98312
Due to COVID-19, this meeting was held exclusively via Zoom Audio Conference
September 16, 2021

LOGIN & CONNECT

11:45 AM – Attendees began to login via Zoom. No business was conducted.

REGULAR SESSION CALL TO ORDER

Chair Cliff Huenergard called the meeting to order at 12:01 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
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

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

MINUTES

Ann Byrnes moved to approve the minutes of the August 19, 2021, regular meeting, as presented. Katie Proteau seconded the motion. Voice vote was called. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

- Stephanie Parker noted she attended the finance & facilities committee meeting at North Kitsap School District on September 15. Well attended and lots of community input regarding upcoming levy measures.
- Cliff Huenergard shared that he has been noticing school busses in the community now that school is underway, although the busses seemed somewhat empty. Board members conversed about student enrollment, noting that many parents may be driving students to school.

MINUTES – Board of Directors, September 16, 2021, Page 2

ADMINISTRATIVE REPORTS

AESD Executive Board Report: Cliff Huenergard

- Summarized AESD Executive Board Study Session held on Tuesday, September 14, 2021, and noted the meeting was well attended. Highlights:
 - Discussion focused on Board Member roles, responsibilities and input from members.
 - Opportunity for sharing some history of the AESD Executive Board.
 - Marcia Henkle assumed the AESD Executive Board President role after John Zurflugh’s resignation.
 - AESD Constitution does not include details of who assumes the role after a resignation. Recordkeeping of AESD is needed to track committees, names, etc.
 - Scheduling another follow up study session to fine tune/clarify details of protocol during AESD leadership transitions. Referenced a 2008 document “Design of the AESD Network.”
 - Organizational work is underway. Pre COVID-19, secretarial support used to be covered by WSSDA staff (paid by AESD). Currently, Jessica Vavrus, AESD Executive Director, takes meeting notes. Clarity is needed on the following: who is doing the support work, where are the records kept (agendas, minutes) and are there any actions that may need to be taken by the Executive Board.
- Next AESD Executive Board Meeting is scheduled for Tuesday, September 28.

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

- Stephanie offered to share a document she received from WSSDA DA4 region representative Jim Stoffer regarding legality of Governor Inslee’s vaccination mandate relating to schools, if anyone is interested.
- October 23, 2021, WSSDA’s Director Area 4 regional meeting will be held in Sequim (virtual).

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. ESDs are requesting to not move to School Employees Benefits (SEB); instead, all ESDs to remain in or move to Public Employees Benefits (PEB).
2. Update ESD funding formulas.

Legislative Session 2022. No final decision around the venue for the upcoming legislative session because of COVID; three options: in-person, virtual or hybrid.

Additional Regional Events and Information

- **OESD Superintendents Advisory Council Meeting on September 24** (9:00 AM -12:00 PM). All school district Board Members and WASA Region Members are invited. Tammy Campbell, former Superintendent of Federal Way, will be presenting what a systems approach to equity looks like in a classroom and across a school district. OESD Board members are welcome to attend.
- **WA Military Interstate Compact on Education for Military Children (MIC3) Annual State Meeting** isscheduled for October 14, 2021, 10:00-11:30 AM via Zoom.
- **Early Learning (EL) Policy Council meetings for school year 2021-22. Always appreciate Board presence during our regular EL Policy Council meetings.** Sept 16–Stephanie Parker; Oct 21–Cliff Huenergard; Nov 18–Ann Byrnes; Feb 17-Cliff Huenergard; Mar 17-Carl Johnson; May 19-Stephanie Parker. Available: Dec 16, Apr 21, June 16.
- **ESD Board Elections:** Thanks to OESD Board Members Ann Byrnes, Carl Johnson, Donn Ring and John Haupt for completing their Declaration of Candidacy applications. Candidate statements and photos were emailed Sept. 10, 2021. OSPI confirmed receipt on September 13.
- **2021 Regional Classified Employee of the Year,** Sheri Schmidt, is a Para-educator at Poulsbo Elementary in North Kitsap School District. Presented her award at the NKSD virtual Board Meeting on Sept. 9, 2021.

MINUTES – Board of Directors, September 16, 2021, Page 3

Additional Regional Events and Information (continued)

- **2022 Regional Teacher of the Year**, Mary Krzysiak, teaches at Dry Creek Elementary in Port Angeles School District (PASD). Scheduled to present the award at PASD on September 23, 2021. To be determined whether the meeting will be virtual or in-person.
- **WSSDA Director Area 4 Meeting**, Saturday, October 23, 2021 (Virtual only opportunity) – Board members may contact Tina Schulz for registration if interested in attending. <https://www.wssda.org/events/regional-meetings/>
- **Kathy Lorton, Interim Superintendent, Queets School District** resigned effective Nov. 2021; the Queets-Clearwater School Board is looking for a new Interim Superintendent for the remainder of this school year.
- **Port Madison Dialogues**/4-part online panel discussions: Thursdays, 6:30-8:00 PM (Sept 23, Oct 7, Oct 21, Nov 4). [Port Madison Dialogues \(kitsapgov.com\)](http://kitsapgov.com)
- **2020-21 OESD Accountability Report** is posted on the OESD website and available as a paper trifold.
- **OESD United Way Campaign** launches in late September and runs through October 15.

Upcoming Events for School Year (SY) 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. Board members who decide to participate virtually instead of in person, please contact Tina Schulz so that hotel reservations and conference registrations can be adjusted.
 - **AESA Conference**, Dec. 1-4, 2021, Houston, TX. Carl Johnson is planning to attend. As of September 16, the conference is being held in person, there is no virtual option.
- **April 2022 OESD Board Meeting Date Change:** After a discussion about the schedule of the annual AESD Conference in April 2022, Board members reviewed their availability for April 14, 2022, to rescheduled the originally tentative date of April 21, 2022. Cliff Huenergard recommended that the Board change the April 2022 Board meeting date to April 14, 2022. Donn moved to approve the April 2022 Board meeting date to April 14, 2022. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.
- **Provided a Regional COVID-19 Update.** Displayed a set of slides summarizing virus numbers and vaccination status/exemption information. John Haupt shared an update on status in Neah Bay, which is currently under a shelter in place order until next Monday, September 27, and discussed the vaccination mandate. The Makah Tribe is not allowing vaccination exemptions at this time and Cape Flattery schools are in virtual learning mode. Part of the Cape Flattery School District resides on tribal land and part on state land, creating some challenges with how the mandates apply. UPDATE: Cape Flattery schools are opening for full time in person learning Monday, Sept 27.

Financial and Technology – Monica Hunsaker reviewed the following:

- Year-end fiscal closing is underway; therefore, the next Budget Status Report will be available December 2021/January 2022.
- A back order on projectors has caused delays for upgrading conference room technology.
- Provided an update on mask orders from school districts, which are coordinated by OESD.
- ESD 113 is contracting with OESD 114 on safety and health services.
- In response to a question from a Board member regarding expenditures on computers, it was noted that a purchase of computers for Early Learning and Special Services was planned and budgeted to refresh older technology.

MINUTES – Board of Directors, September 16, 2021, Page 4

Human Resources - Anna Winney highlighted the following topics:

- Included in the Board’s packet for information only, was revised Board Procedure 5400 P9, Vacation Leave, to include language specifying continuous years of service for earning the leave, making it consistent with other policies.
- OESD Salary & Compensation Review Timeline begins in October. Consultants will be invited to attend the October OESD Board Meeting to provide an overview of the study parameters. Plans are to complete the study in time for budgeting in January and proposal to the Board in February. The consultant is based out of Seattle and is not the same consultant used in past salary studies at OESD.
- OESD continues to provide the benefit to employees of paid leave for five specific COVID-19 situations. The benefit is being extended through June 30, 2022.
- OESD has several positions to be filled and interviews underway. Vaccination or approved exemption is required. In response to a question regarding any openings created by vaccination requirements or protocol, it was noted that one substitute position was affected.

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

- Out of endorsement questions from the last Board meeting were addressed.
- Looking to set-up COVID-19 Testing/Screening for OESD, working with the Learn to Return program. Noted today’s news article in the Kitsap Sun re: Learn to Return and school district status.
- An overview of professional learning events in the various T&L departments was provided.
- Looking to partner with Dr. Kathleen Lane and University of Kansas and participate in a research study on CIT3 (Comprehensive, Integrated, Three-Tiered Model of Prevention), working with self-select schools in the OESD region.
- Student Services is working with select schools to provide behavior health supports granted through OSPI using ESSR dollars.
- Exploring the opportunity to implement a CTE Cooperative – to address current and future need of school districts. Exploring other ways to structure supports in career and college pathways in connection with the existing Career Connected Learning program.

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

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 16th day of September 2021

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
General:	8/19/21	158690	\$ 112.48
	8/19/21	158691	\$ 145,285.18
	8/31/21	158692-158728	\$ 250,442.45
	8/31/21	ACH	\$ 7,593.33
	8/31/21	158729-158737	\$ 235,905.54
	9/15/21	ACH	\$ 3,321.60
	9/15/21	158738-158744	\$ 111,818.95
	9/15/21	158745-158770	\$ 291,456.90
	9/15/21	158771-158773	\$ 8,047.36
Payroll:	8/31/21	702872-702875	\$ 5,872.60

	8/31/21	WIRE	\$	1,160,703.62
MINUTES – Board of Directors, September 16, 2021, Page 5				
Payroll: (continued)	8/31/21	WIRE	\$	2,000.00
	9/15/21	702876-702886	\$	4,874.73
	9/15/21	WIRE	\$	36,003.38
Workers Comp:	8/19/21	403965	\$	10,000.00
	8/26/21	403966	\$	10,000.00
	8/31/21	403967-403968	\$	18,835.21
	9/2/21	403969	\$	15,000.00
	9/9/21	403970	\$	185,000.00
	9/15/21	403971-403975	\$	218,457.25
	9/15/21	403976-403978	\$	127,345.00
Unemployment:	8/31/21	200445	\$	8,368.11
	9/15/21	200446	\$	7,955.68
	9/15/21	200447	\$	760.33
Compensated Absences:	8/31/21	600073	\$	200.00

Donn Ring moved to approve the Vouchers and Payroll as presented. Katie Proteau 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>
Danielle Groff	Accounting Clerk	8/16/21
Shelli Hendrix	Head Start Assistant Teacher	8/23/21
Jennifer Gladden	Early Head Start Lead Teacher	8/25/21
Carli Partsch	Head Start Home Visitor	8/30/21
Annie Guthrie	Student Assistance Professional	8/30/21
Aj (Alex) Teel	Student Assistance Professional	8/30/21
Nanaho Burkhart	Early Learning Lead Teacher	8/30/21
Sunny Allen	School Psychologist Assistant	9/1/21

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Destiny Stai	Early Learning Assistant Teacher	8/31/21
Elizabeth Calderwood	Administrative Assistant I	9/2/21
Annie Guthrie	Student Assistance Professional	9/3/21
Sarah Ringlbauer	Early Learning Sub	9/7/21
Judy Bellgardt	Early Learning Sub	9/7/21
Nicole Vorthman (Oberg)	Administrative Assistant I	9/10/21
Jennifer Mobley	Youth Services Associate	9/10/21

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

1:42 PM – Cliff Huenergard announced that the Board would recess until 1:50 PM prior to commencing the Study Session.

MINUTES – Board of Directors, September 16, 2021, Page 5

1:50 PM – The Board returned to begin the Study Session.

STUDY SESSION: Prior to the discussion about strategic planning and goals, the Board topics included the following:

- **SB 5044:** Carl Johnson commented on his letter to the editor published in the Kitsap Sun on September 13. He noted that because the Superintendent and Board were unaware of the letter, which presented his personal questions in the newspaper regarding SB 5044, he unintentionally violated his agreement with OESD Board procedures and apologized for the violation.
- **Statement on SB 5044:** The OESD Board of Directors discussed the details of SB 5044 and remain in full support of the statute’s intent and mandate. Although there is no specific requirement for the nine WA ESD Boards of Directors to participate in the required training as outlined for School District School Boards, the OESD Board discussed and agreed to participate in the training when the materials are available from the Washington State School Directors’ Association.

OESD Board Retreat discussion and Strategic Planning – Superintendent & Board Goals School Years 2021-2022.

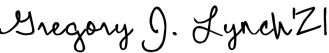
- **Board Retreat:** Board members shared ideas about location and coordinating schedules for a retreat in October. A scheduling poll will be sent to assist with calendar coordination and potential locations will be evaluated for availability (possibly in Clallam or Jefferson County or at OESD).
- **Review of 2021-2022 Board Goals:** Board Goals were finalized in April 2021. Slides were presented to review the current year Board and Superintendent goals and the timeline for 2022-23 goal setting, which will begin soon. During the retreat, discussion will include:
 - Superintendent’s 2021-2022 goals, which were not finalized last spring.
 - Adjustments to Board goals.
 - Prior to the retreat, Board goals and objectives will be sent to all Board members and they are asked to send ideas/topics to Superintendent Lynch in advance. (i.e. review operating principles)
- **2021-2022 Superintendent Goals:** In review of his annual goals, Superintendent Lynch noted how his goals are intertwined with the consuming work of COVID-19 related tasks. He noted that twice per month school leaders, including private and community colleges, continue to meet via Zoom with county health officers, and that school district superintendents are finding it useful to meet at least once per week. School year 2022-2023 Superintendent Goals will be presented after the 2022-2023 Board Goals are prepared.

2:40 PM - Cliff Huenergard announced that the Board would recess into Executive Session for approximately thirty minutes to review the performance of a public employee (pursuant to RCW 42.30.110)

3:05 PM – The Board returned to Regular Session and immediately adjourned.

Reminder: The next regularly scheduled Board Meeting is Thursday, October 21, 2021.

Respectfully submitted,

DocuSigned by:

Gregory J. Lynch
Secretary to the Board

DocuSigned by:

73253540DAEE4E9...
Cliff Huenergard
Chair

DS
TS