

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.
Board Members and Guests were provided a Zoom link for joining via audio/video conference.
November 16, 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 12:02 PM in Conference Room 202 and 203. Link for attendees who 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 (excused)

Carl Johnson

Stephanie Parker

Ann Byrnes

John Haupt (via Zoom)

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

Kristen Sheridan, Early Learning Director

APPROVAL OF AGENDA

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

MINUTES

Carl Johnson moved to approve the minutes of the October 21, 2021, regular meeting, as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

Stephanie Parker moved to approve the minutes of the November 8, 2021, special session, as presented. Carl Johnson seconded the motion. Voice vote was called. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

- WSSDA Conference information was shared.

ADMINISTRATIVE REPORTS

AESD Executive Board Report: Cliff Huenergard provided an update on the following:

- ESD and State Board of Education (SBE) Election Results 2021 were shared in the Board packets and further details included in the Superintendent's Report below.
- At its Study Session, November 10, 2021, the AESD Executive Board discussed renaming the AESD to WAAESD to avoid confusion with Oregon's AESD. Roles and responsibilities of the Executive Director position, and some considerations about the WAAESD staffing and overall structure, were also discussed. OESD Board Members held discussion, voiced questions, suggestions and concerns, noting that there will be three new ESD Superintendents in July 2022. It was suggested that conducting exit debriefs with departing Superintendents, Executive Board Members, and maybe ESD Board Members would be beneficial to the organization.
- AESD Design Review and next steps in the organizational redesign process were noted.
- 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. She added that on Friday, November 19 at the WSSDA Conference, the WSSDA Executive Director and State Superintendent Chris Reykdal may add legislative information, and on Saturday, November 20, a session will focus on legislative issues.

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

- School Reopening Update on COVID-19: slides were shared with a summary of the latest data.
- OESD Organizational Values were shared in the Board packets.

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: all ESD employees move to PEB. Additional request: **all represented ESD employees move to SEB**. PEB now appears to be more expensive, however, the ESD consensus is non-represented staff move to PEB and represented staff move to SEB. OESD has no represented staff.
 2. Update ESD funding formulas.
- **ESDs 101, Spokane and 123, Tri-Cities** commenced new ESD Superintendent Searches.
- **OESD annual Legislative Engagement Meeting** (Zoom) 2:00-3:30 PM on December 15, 2021. School District (SD) Superintendents, Board Members and WASA Region Members are invited.

Additional Regional Events and Information

- **Early Learning Policy Council meetings for school year (SY) 21-22.** Thanks to Stephanie Parker and Cliff Huenergard for attending the Sept./Oct. meetings. **Upcoming meetings:** Nov 18 (Cancelled)–Ann; Dec 16—Katie; Feb 17-Cliff; Mar 17-Carl; May 19-Stephanie. **Available for sign-up:** Apr 21, and June 16.
- **ESD Board Elections:** OESD Board Members Ann Byrnes, Carl R. Johnson, Donn Ring and John A. Haupt were re-elected by School Board Members in the region. Election results provided in your board packet. Oath of Office scheduled during the January Board Meeting.
- **Thanks** to Cliff Huenergard and Stephanie Parker for attending the WSSDA Region meeting on Saturday, October 23, 2021.
- **Third Year Accreditation,** Thurs. Dec. 9; 9am–Noon (Zoom). Board members are welcome to participate virtually or in-person. Thanks to Stephanie Parker and Ann Byrnes for volunteering.
- **OESD Holiday Party:** Scheduled on December 8, 12:00-2:00 PM (details pending)
- **OESD Building Closure** for Winter Break Dec. 23-Dec. 31. Some staff may be working; however, the doors to the building will remain locked. Information will be posted on our website and stakeholders will be informed.

Additional Regional Events and Information (continued)

- **Interim Sequim SD Superintendent Jane Pryne**, is resigning effective Dec. 31, 2021. The Sequim School Board continues a search for a new Superintendent.
- **Census 2020.** Working with Bob Schweitzer, Sammamish Data Systems, Inc., on gathering 2020 census data for completion of potential change to Director area boundaries by Nov. 2022. Should have preliminary data for review by Spring 2022. RCWs 29A.76.010 and 28A.310.030 and OESD Policy 1040 outline the requirements for review completion and OESD Board approval for changes.
- **Vandalism/theft** of OESD and employee vehicles continues in our OESD parking lot. Last week an employee vehicle was stolen during business hours. The thief was apprehended and the vehicle returned. In the last two years an OESD vehicle was stolen and recovered, and fuel was siphoned from OESD vehicles at least twice.

Upcoming Events for School Year 21-22

- **Annual Conferences:**
 - **WSSDA Conference**, Nov. 19-20, 2021, Bellevue, WA. *(Those attending in person, please double check your hotel reservations – contact Tina with any questions. Dinner reservations 6:00 PM on Thursday Nov. 18, 2021)*
 - **AESA Conference**, Dec. 1-4, 2021, Houston, TX.

Human Resources - Anna Winney highlighted the following topics:

- Noted COVID-19 protocols and testing program for staff. OESD is looking into potentially offering a testing program to smaller school districts in Jefferson and Clallam counties.

Financial and Technology – Monica Hunsaker reviewed the following:

- 2021-22 District student enrollment/full-time equivalent (FTE) and 2020-2021 Financial Year End Update. Information was shared in the Board packets. School districts' fall enrollments are lower than in years prior to COVID-19. Overall, there is a loss of 5,700 student FTE in the region.
- North Mason School District's levy measure passed.
- OESD is monitoring districts with low fund balances.

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

- **Early Learning Department Goals 2021-2022 and Policy Council Training.** Early Learning Director Kristen Sheridan presented a video in support of the OESD Early Learning programs and offerings for families, reviewed department goals, challenges and highlights, and presented the required Policy Council annual training by reviewing the Board's role with governance and oversight. Q&A followed with the Board. Superintendent Lynch and the Board thanked Kristen Sheridan for her leadership and the work of the Early Learning department.
- **OESD 114 Region AESD Third Year Accreditation** is scheduled on Dec. 9, 2021. Participating districts/schools are Central Kitsap High School; Klahowya Secondary School; Port Angeles High School; Port Townsend High School.
- **Recent Flooding:** Recognized staff who live and travel all over the region and navigate flooding challenges to continue servicing schools as they can.
- **School Safety Supports:** OESD staff continue to provide provided on-site and other services to districts in the region.
- **Through the 1/10th of 1% grant** process, OESD is working on grant writing with East Jefferson County school districts to provide support.
- **ESDs school safety** co-champions were recently invited to an OSPI cabinet meeting regarding ESD behavioral health supports to districts across the state.
- **Attendance and Re-engagement:** OESD and the other ESDs have been asked to provide support on an attendance and re-engagement project to support the growing needs in the region/state since the onset of the pandemic.

Teaching and Learning Services (continued)

- **Knowledge Bowl:** Last school year, Knowledge Bowl was cancelled due to the pandemic. This year, the regional events may take place in person (pending further guidance). The statewide events are scheduled for March/April 2022.
- **Lunch and Learn Ship-to-Shore Exploration:** OESD’s STEM Coordinator Kim Weaver was selected to provide live streaming lessons for educators and students while aboard the Nautilus Ship-to-Shore ocean exploration. A link was provided for those interested in tuning into the expedition on Wednesday, November 17.
- **Early Learning Policy Council** scheduled on November 18 has been cancelled.

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 November 2021

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	10/21/21	158877	\$ 129,080.42
	10/29/21	158878-158901	\$ 62,254.99
	10/29/21	ACH	\$ 32,479.31
	10/29/21	158902-158910	\$ 255,747.26
	11/15/21	158911-158945	\$ 201,222.20
	11/15/21	ACH	\$ 2,707.17
	11/15/21	158946-158947	\$ 96.66
Payroll:	10/29/21	702907-702912	\$ 6,737.78
	10/29/21	WIRE	\$ 1,214,206.73
	11/15/21	702913-702920	\$ 2,275.80
	11/15/21	WIRE	\$ 2,334.14
Workers Comp:	10/21/21	403988	\$ 15,000.00
	10/29/21	403989-403990	\$ 61,289.73
	10/28/21	403991	\$ 45,000.00
	11/4/21	403992	\$ 40,000.00
	11/15/21	403993-403995	\$ 24,470.61
	11/11/21	403996	\$ 25,000.00
Unemployment:	10/29/21	200450	\$ 10,376.33
	11/15/21	200451-200452	\$ 36,553.67
Compensated Absences:	10/29/21	600075	\$ 200.00

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.

PERSONNEL (continued)

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Brianna Prange	Software Support Analyst II	11/1/2021
Alisyn Cundiff	Student Assistance Professional	11/15/2021
Paola Stepney	Behavior Specialist	12/2/2021
Mari Flosi	HR/Certification Specialist	12/2/2021
Patricia McNally	Youth Services Case Manager	12/6/2021

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Nicole Berard	Software Support Analyst II	10/29/2021
Reanna Pettigrew	Assistant Teacher	11/26/2021
Samantha Heimlich	Accounting Technician	12/15/2021

Katie Proteau moved to approve the employments/resignations, as presented. Ann Byrnes seconded the motion. Voice vote was called. Motion carried.

Cliff Huenergard announced that the Board would not meet in Executive Session today.

SUPERINTENDENT SEARCH UPDATE & APPROVE TIMELINE

Board reviewed the draft superintendent brochure and the selection timeline (listed below). Search Consultant Dr. Rich McBride is surveying feedback from school district superintendents, board members, and OESD staff, to update brochure content. Feedback from OESD Board members will be collected by Board Chair Cliff Huenergard and forwarded to Dr. McBride.

Superintendent Search Application and Selection Timeline presented:

- Pre-Announcement Week of November 22, 2021
- Brochure Available/Official Posting Approx. Week of December 6, 2021
- Applications due/Closing date Friday, January 21, 2022, 4:00 PM (Pacific)
- Review Committee meets Weeks of January 31-February 11, 2022
- Finalist Interviews Week of February 21-25, 2022
- Negotiations and announcement to follow

The Board reviewed dates in November and December to schedule the next review/finalization of the brochure/announcement. The following dates were selected as a placeholder to schedule potentially two virtual meetings via Zoom:

- Nov. 22, 2021, 2:00 PM
- Nov. 30, 2021, at/after 4:00 PM
- Dec. 13, 2021, at/after 1:00 PM
- Dec. 16, 2021, 10:00 AM

Carl Johnson moved to approve the Superintendent Search Application and Selection Timeline, as presented. Katie Proteau seconded the motion. Voice vote was called. Motion carried.

Board members discussed postponing further review of the Board's Values, noting the Values are ready to be placed on the Superintendent Search brochure.

2:37 PM – The Board adjourned.

Reminder: The next regularly scheduled Board Meeting is Thursday, January 20, 2022.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Cliff Huenergard
Chair