

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114

105 National Avenue N., Bremerton WA 98312

Location: This meeting was held exclusively via Zoom

Audio/Video: Dial +1 669 900 6833 Meeting ID: 244 562 383 Password: 372604

Zoom Link: <https://zoom.us/j/244562383?pwd=OHlXUk5KTjlKSksxqNS9EVWFtRC96QT09>

January 20, 2022

11:45 AM – Login and Connect. 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 and welcomed guests. Link above was provided for attendees who joined via Zoom. 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.

OATHS OF OFFICE

Superintendent Lynch administered the Oath of Office (via Zoom due to COVID-19) to the following elected Board members who begin new four-year terms:

- Ann Byrnes – District 1, Carl Johnson – District 3, Donn Ring – District 5, John Haupt – District 7.

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

GUESTS

Christy Cole, OESD COVID Investigator

Dr. Rich McBride, Superintendent Search Consultant

APPROVAL OF AGENDA (approval occurred after Communications & Announcements)

MINUTES

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

Katie Proteau moved to approve the minutes of the November 16, 2021, regular meeting, as presented. Ann Byrnes seconded the motion. Voice vote was called. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

- John Haupt announced he must depart today's meeting at 1:30 PM.
- Legislative Conference and WSSDA Regional Meeting information was shared in the Board packet.

APPROVAL OF AGENDA

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

ADMINISTRATIVE REPORTS

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

- Debriefed the AESD Executive Board Meeting held on November 18, 2021.
- Next AESD Exec. Board Study Session is scheduled on January 21, 2022 (AESD Redesign).
- Next regular AESD Exec. Board Meeting is on February 8, 2022. (*Moved to March 4, 2022*)
- Shared and discussed clarifying the Executive Director role of AESD.
- Superintendent Lynch reviewed the AESD structure, statutory requirements, authority, roles and responsibilities, and requested OESD Board member feedback on the AESD foundational documents beyond the redesign concept/plan (Constitution, Operating Principles, Interlocal Agreement). Also reviewed: timeline of budgeting and staffing; schedule of meetings; and timing of when ESD Board members will have the opportunity to review information that will be presented for approval.
- In preparation for the January 21, 2022, Exec. Board Meeting, the OESD Board concurred on moving forward with sharing concerns about the process and timeline of AESD decisions on reorganization. Suggestions were made about potentially making a motion table any decisions until additional study session meetings can be held. During the Study Session, presentations can be made, but no action can be taken. OESD Board members discussed making a request for AESD Exec. Board to hear OESD's concerns and making a suggestion to take the process slow and review with a legal advisor.
- A handbook for new ESD Board members is currently under review by an AESD subcommittee.

Legislative Report/Update: OESD Legislative Representative Stephanie Parker noted that the Legislative Session will run January 10 - March 10, 2022.

- Jan. 31–Feb. 4: WASA/WSSDA/WASBO Legislative Conference week and the Week on the Hill where Legislative Representatives and Superintendents advocate for priorities.
- Jan. 30, 1:00-5:00 PM: Virtual Legislative Conference with keynote speakers.
- This session does not have an education focus, however, priorities align via topics such as safety, transportation, learning recovery, social/emotional health – improved staffing.
- Noted other bills of interest & hearings to address number of school days in the year and a proposal for 20% online learning.

Board Appreciation: Superintendent Lynch referenced the Governor's proclamation declaring the Month of January as School Board Appreciation Month (including ESDs). He thanked the OESD Board members for their service, emphasizing it is a pleasure to work with this particular Board of Directors.

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: 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 PEB and represented staff move to SEB. OESD has no represented staff.
 2. Update ESD funding formulas.
 3. Provide support to various bills that may benefit school districts.

Legislative, State & Region Items of Interest (continued)

- AESD Study Session Jan. 21, 2022 - AESD redesign.
- State-wide ESD involvement with COVID-19 test kits coordination and distribution beginning Jan. 14, 2022 through at least mid-February, 2022

Additional Regional Events and Information

- **Early Learning (EL) Policy Council meetings for SY 21-22.** Thanks to Ann and Katie for attending the Nov/Dec meetings. Upcoming meetings: Feb 17-Cliff; Mar 17-Carl; May 19-Stephanie. Available for sign-up: Apr 21, and June 16.
- **Third Year Accreditation**, held Thurs. Dec. 9 (Zoom). Thanks to Stephanie Parker & Ann Byrnes for participating;
- **OESD annual Legislative Engagement** held via Zoom on December 15, 2021. School district (SD) Superintendents, Board Members and WASA Region Members were invited. Thanks to Ann Byrnes, Stephanie Parker, and Katie Proteau for attending.
- **OESD Holiday Celebration:** The Dec. 10 drive-through luncheon was cancelled. Thanks to Carl Johnson for attending the Zoom celebration.
- **Interim Sequim SD Superintendent** Joan Zook replaces Jane Pryne, who resigned effective Dec. 31, 2021. The Sequim School Board continues a search for a new Superintendent.
- **Vandalism/theft** in our OESD parking lot: loss of gasoline from OESD vehicles continues.

Upcoming Events for School Year 21-22

- **Annual Conferences:**
 - **Legislative Conference:** Sunday, January 30 (via Zoom) 1:00-5:00 PM
 - **WSSDA Regional Planning Meeting:** Thursday, January 27 (via Zoom) 5:00-6:30 PM
 - AESD Annual Conference April 27-29. Board members discussed their preferences for attending via zoom, in person, or hybrid, and determined a hybrid conference would be preferred.

Human Resources:

- Christy Cole, OESD's COVID Investigator was introduced to the Board. Anna Winney reviewed the protocols and testing program for staff, tracking data of staff who are vaccinated, boosted, exempt, and shared contact tracing/quarantine information.
- OESD is serving as a hub for distributing test kits to schools in the region (including public, private, tribal compact schools) Appreciation was extended to Monica Hunsaker, Susan Lathrop, and Jeff Stepp for their work over the weekend.

Financial and Technology – Monica Hunsaker reviewed the following:

- 2021-22 Budget status report for November was provided in the Board packets. The General Fund ending balance was \$3.401 million (adjusted amount considering the state's GASB accounting formula is \$10.491 million). Unemployment Fund ending balance was \$3.542 million; the Workers Compensation Fund balance was \$11.799 million; and the Compensated Absences fund was \$712,719.45.
- 2021-22 Year-end Financial Statement and 2021-2022 Budget Status.
 - Summarized revenues and expenditures for the OESD in 2020-2021, noting an approximate net of \$3 million in revenue over expenditures, represented by an increase in core funding resulting in a fund balance increase over the previous year.
 - 2020-21 expenditures were \$21.1M and revenues were \$24.1M.
- Due to COVID-19, OESD expenditures decreased, and a proposal was made to set aside a portion of the \$4.19 M unrestricted funds in an additional budget line item reserved for capital projects.
- OESD's budget is following trend and the audited vs. actual ending fund balances were reviewed.
- The Dept. of Retirement Services pension liability turned into a positive asset this year rather than a negative liability.
- The line item *Restricted for Joint Venture* represents OESD's share of WSIPC liability or asset based upon the WSIPC balance sheet.

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

- Thanks to Ann Byrnes and Stephanie Parker for their participation in this year’s Third Year Accreditation.
- OSPI will soon be releasing statewide fall SBA assessment scores. (Overall test scores decreased from the previous year.) Districts will be giving a modified version of the SBA assessment this spring as well.
- In conjunction with the Learn to Return program and DOH, OESD is a COVID rapid test kit site distribution for school districts and private schools until DOH can identify a different delivery model to deliver COVID test kits to schools.
- OESD’s Crisis Team has provided supports to various school districts.
- Working with OSPI (ESSER funds) on a new position or two for attendance and reengagement, which will be funded for only 18 months.
- A YouthBuild \$1.4 grant application has been submitted.
- Presented slides/charts about Teaching & Learning Reorganization displaying current department structure and proposed structure. The proposed structure expands Career & Technical Education (CTE), Career Connected Learning, and Secondary Pathways. Anticipating some staffing changes with restructuring Curriculum, Instruction and Assessment (CIA) department at OESD. Bottom line – restructure will cost approx. \$225k and will elevate a current staff member by creating a Director of CTE position while starting a CTE Cooperative as a fee for service to districts. This new structure will eliminate the current CIA Exec. Director position.

BUSINESS

Annual Reorganization/Election of Officers: Chair Cliff Huenergard initiated the annual process to reorganize the Board according to Board Policy 1210. After Board member discussion, Cliff Huenergard noted he would be willing to continue as Chair and called for nominations.

Cliff noted he is interested in continuing as Chair. Katie Proteau nominated Stephanie Parker as Vice Chair. Stephanie Parker nominated Ann Byrnes as Legislative Representative. Carl Johnson nominated Cliff Huenergard as AESD Executive Board Representative. With no further nominations, voice vote was called.

Carl Johnson moved to nominate the list of officers noted above. Donn Ring seconded the motion. Voice vote was called. Motion carried.

- **Chairperson:** Cliff Huenergard
- **Vice Chair:** Stephanie Parker
- **Legislative Representative:** Ann Byrnes
- **AESD Executive Committee:** Cliff Huenergard

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 20th day of January 2022.

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
General:	11/15/21	158948-158949	\$ 250.00
	11/18/21	158950	\$ 142,973.00
	11/30/21	ACH	\$ 33,354.14
	11/30/21	158951-158983	\$ 92,836.40
	11/30/21	158984-158990	\$ 252,573.79

VOUCHERS AND PAYROLL (continued)

General:	12/15/21	ACH	\$ 2,276.48
	12/15/21	158991-159079	\$ 224,447.43
	12/15/21	159080-159081	\$ 331.95
	12/16/21	159082	\$ 49,543.50
	12/29/21	159083-159118	\$ 106,299.11
	12/29/21	ACH	\$ 29,967.97
	12/29/21	159119-159127	\$ 261,052.28
	1/14/22	159128-159169	\$ 232,796.10
	1/14/22	ACH	\$ 3,070.89
	1/14/22	159170-157174	\$ 18,624.11
Payroll:	11/15/21	WIRE	\$ 10,558.33
	11/30/21	702921-702923	\$ 2,996.74
	11/30/21	WIRE	\$ 1,196,422.30
	12/10/22	WIRE	\$ 4,196.76
	12/15/21	702924-702938	\$ 3,056.24
	12/15/21	WIRE	\$ 10,350.63
	12/29/21	702939-702940	\$ 2,559.71
	12/29/21	WIRE	\$ 1,234,895.63
	1/14/22	702941-702956	\$ 3,037.45
	1/14/22	WIRE	\$ 11,236.46
Workers Comp:	11/30/21	403997-403998	\$ 45,329.40
	12/2/21	403999	\$ 35,000.00
	12/9/21	404000	\$ 40,000.00
	12/15/21	404001-404006	\$ 333,573.23
	12/16/21	404007	\$ 320,000.00
	12/29/21	404008	\$ 41,317.10
	1/6/22	404009	\$ 45,000.00
	1/14/22	404010	\$ 7.05
	1/13/22	404011	\$ 10,000.00
Unemployment:	11/30/21	200453	\$ 1,804.86
	12/15/21	200454-200455	\$ 22,610.33
	12/29/21	200456	\$ 1,752.49
	1/14/22	200457	\$ 760.33
Compensated Absences:			

Donn Ring moved to approve the Vouchers and Payroll as presented. Stephanie Parker 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>
Reina Garcia	Nurse	11/15/21
Paola Stepney	Behavior Specialist	12/1/21
Laura Coffman	Student Assistance Professional	12/6/21
Luke Kisenia	Student Assistance Professional	12/6/21
Sal (Alyson) Michael	Student Assistance Professional	12/6/21
Patti McNally	Youth Services Professional	12/6/21

New Employees (continued):

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Meghan Zenteno	Administrative Assistant	12/13/21
Merilee Towler	Accounting Clerk	12/20/21
Heather Nighbor	Software Support Analyst	01/3/22

Resignation:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Samantha Heimlich	Accounting Clerk	12/15/2021
Alissa Seda Shaw	Student Assistant Professional	12/17/2021
Royce Hilsinger	Teacher of the Visually Impaired	12/31/2021

Carl Johnson moved to approve the employments/resignations, as presented. Donn Ring seconded the motion. Voice vote was called. Motion carried.

1:46 PM – Cliff Huenergard announced that the Board would recess for approximately five minutes.

EXECUTIVE SESSION

1:53 PM – Cliff Huenergard announced that the Board would recess into Executive Session for approximately 45-50 minutes to discuss personnel matters, including OESD Superintendent Search discussion (*pursuant to RCW 42.30.110*)

REGULAR SESSION

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

To replace Diana Reaume, who is no longer available to serve on the Superintendent Search Review Committee, Carl Johnson moved to appoint Martin Brewer to serve on the Superintendent Search Review Committee. Ann Byrnes seconded the motion. Voice vote was called. Motion carried.

2:51 PM – The Board adjourned.

Reminder: The next regularly scheduled Board Meeting is Thursday, February 17, 2022.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Cliff Huenergard
Chair