

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114

105 National Avenue N., Bremerton WA 98312

Location: This meeting will be held in person at the address above
and via Zoom at the link below

Audio/Video: Dial +1 669 900 6833 Meeting ID: 816 7887 4027 Password: 000000 Zoom Link:
<https://us02web.zoom.us/j/81678874027?pwd=TDVWNkF3V2VsalNWWjZnNmdmMnIzZz09>

March 17, 2022

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

REGULAR SESSION CALL TO ORDER

Chair Cliff Huenergard called the meeting to order at 12:01 PM in Conference Room 202 and welcomed guests. Link above was provided for attendees who joined via Zoom. Join by Audio/Video: Dial +1 669 900 6833 Meeting ID: 816 7887 4027 Password: 000000 Link:

<https://us02web.zoom.us/j/81678874027?pwd=TDVWNkF3V2VsalNWWjZnNmdmMnIzZz09>

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

GUESTS:

Dr. Aaron Leavell, Bremerton School District Superintendent

Melissa Gombosky, AESD Legislative Liaison

State Auditor's Office Attendees: Kelsey Kulbeth and Amy Strzalka

APPROVAL OF AGENDA

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

AUDIT ENTRANCE BRIEFING

State Auditors provided an entrance briefing to open the annual audit and highlighted the areas that will be audited this year. Handouts were provided.

MINUTES

Carl Johnson moved to approve the minutes of the February 17, 2022, regular meeting, as presented. Ann Byrnes seconded the motion. Voice vote was called. Motion carried.

MINUTES (continued)

Katie Proteau moved to approve the minutes of the February 23, 2022, special meeting, as presented. Carl Johnson seconded the motion. Voice vote was called. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

- The Board welcomed Dr. Aaron Leavell and Melissa Gombosky.

ADMINISTRATIVE REPORTS

AESD Executive Board Report: Cliff Huenergard provided an update, and Board members discussed the following information, which was presented at the AESD Executive Board Meeting on March 4, 2022:

- Phased approach to the AESD redesign and considerations for the next steps of the phased approach, including governance documents.
- Proposed AESD Budget
 - Discussion about the increased budget, staffing, and morphing into a larger role spurs the questions: what is the association (by definition) and what is the network definition and correct way of providing support staff?
 - WSIPC budget subsidy was discussed
- AESD Strategic Plan: Goal 1 – To grow a sustainable future through strategic relationships; Goal 2 – To provide seamless and nimble services; Goal 3 – Tell our Story
- Dialogue continued regarding the workload of ESD staff as part of the AESD work.
- AESD Annual Conference Cycle and Hosting (OESD is scheduled to host in 2026).
- AESD Executive Board Award of Distinction. On behalf of the OESD Board, Carl Johnson will be submitting a nomination of Senator Lisa Wellman.
- OESD suggestion of revisiting the RCWs related to the AESD Executive Board with legal counsel.

AESD Legislative Report: Melissa Gombosky, AESD Legislative Liaison. Highlights:

- Review of the facts related to the 60-day legislative session (adjourned March 10) and the number of bills introduced & passed.
- ESD engagement on policy bills (summarized), ESD budget items of interest, and key bills of interest to K-12 education, were shared.
- Shrinking percentage of state budget from 47% in 2015-2017 to 43% for 2021-2023 biennium. The “big three” bills affecting K-12 education included HB 1590/enrollment stabilization, HB 1664/update to the prototypical funding model, and HB 1808 & SB 5581/update to the STARS Transportation Model.
- Next: OSPI Compensation work group will look at regionalization and potential ESD requests moving forward.
- Review of upcoming elections and Legislature changes in the future and races to watch.

Board members expressed appreciation for Ms. Gombosky’s work and for her presentation today.

Legislative Report/Update: OESD Legislative Representative Ann Byrnes noted the following:

- Watching capital budget (\$10.9M) funding for the design and beginning of construction of the West Sound Technical Skills Center in Bremerton. The plan is to seek additional capital funds (\$39M) in a future biennium.

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 Legislative Priorities for the upcoming legislative session accomplished:**
 - ✓ Updated ESD Funding Formula and moving from PEB to SEB not later than 2024
- AESD redesign update, budget update SY 22-23 and a proposed change to the Constitution – agenda item.

Legislative, State & Region Items of Interest (continued)

- Mandatory children’s vaccinations for COVID-19 and the OESD/WASA Technical Advisory Group participation.
- ESDs continue to be integral to the state’s ordering and distribution of COVID test kits for schools. Working on a plan to either continue support/prepare for next SY for a potential new COVID resurgence.

Legislative, State & Region Items of Interest (continued)

- OESD Nomination for AESD Executive Board – Award of Distinction Senator Wellman.
- Annual AESD Accreditation on May 16, 17 and 18 at ESD 113 in Olympia.

Additional Regional Events and Information

- **EL Policy Council meetings.** Mar. 17- Carl; Apr. 21- Katie, May 19-Stephanie, and June 16 - Stephanie.
- **OESD Leadership Team new hires:** Welcoming new Director of Business Services Viet-Anh Moy on July 1 and conducting interviews for the new Teaching and Learning Executive Director position on Friday, March 18.
- **Annual OESD Regional Art Show** concluded March 14. The People’s Choice Award (winning piece will be purchased by the Board and displayed in the building).
- Sequim SD is in the final stages of hiring a new Superintendent; announcement scheduled for next week. Bremerton SD in the process of hiring an interim Superintendent for SY 22-23.
- Public records request from Nicholas Day – Community/Staff member Sequim SD. Received multiple records requests challenging our hiring practices for our Student Assistance Professional (SAP) position. The position provides social, emotional, and behavioral counselling support, case management, academic coaching and referral for students impacted by substance use/abuse and other behavioral/mental health issues. The qualifications: holds a current WA State license, certification or required State Agency Affiliated Counselor License. Since Jan. 20, 2022, OESD received 5 records requests and received or sent over 52 electronic messages responding to Mr. Day’s requests. Thus far, we expended approximately \$4,000.00 in legal fees to respond to these requests.

Upcoming Events for School Year 21-22:

- AESD Annual *Virtual* Conference 11:00 – 2:00 PM Wednesday, April 27. (contact Tina to register)
- OESD Years of Service and Retirement Recognition Event will be virtual on May 20, 2022.
- AWSP/WASA Summer Conference -- June 26-28, Spokane

Planning ahead for Fall Conferences 22-23:

- WSSDA Annual Conference: November 16-19, 2022, Spokane Convention Center and Davenport Grand
- AESA Annual Conference: November 30-December 3, 2022, Atlanta GA

Draft School Year 2022-2023 Board Meeting Schedule

A draft was provided to the Board for review only – No Action Required.

Financial and Technology – Monica Hunsaker reviewed the following:

- Facilities Update: Challenges around the OESD (including theft) and the associated prevention work were reviewed in addition to considerations of future mitigation measures.
- 2021-22 Budget status report for February was provided in the Board packets. The General Fund ending balance was \$4.779 million (adjusted amount considering the state’s GASB accounting formula is \$11.869 million). Unemployment Fund ending balance was \$3.527 million; the Workers Compensation Fund balance was \$11.545 million; and the Compensated Absences fund was \$1.028 million.

Human Resources – Superintendent Lynch provided a PowerPoint presentation update of the salary and compensation review. An overview of the last three climate survey results, revenue increases, increasing ESD services, key timelines of ESD decision-making for staff salaries, and proposed salary adjustments were presented. The proposed salary schedules for 2022-23 would result in an increase for all OESD staff. Budget

Human Resources (continued)

capacity for the cost-of-living adjustment and step increases were reviewed and support the proposed compensation increase.

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

- Recruiting is underway for the Early Learning program and YouthBuild cohort.
- The Annual Regional High School Art Show winners have been announced. Central Washington University awarded several \$2k scholarships, and seven pieces will advance to OSPI’s state-level Superintendents’ High School Art Show. This year’s winner of the People’s Choice Award: “Too Much Space,” by Zoe Byrne of South Kitsap. Each year, the People’s Choice winning piece is displayed in the front office/foyer of the OESD. In response to a Board member’s suggestion about sharing positive news, arrangements are underway for sending a press release with the results. The complete list of winners in Olympic ESD 114’s Regional High School Art Show can be viewed here: <https://padlet.com/OlympicESD114/usuosi1njguk4o0o>. Link to additional information about OSPI’s state-level Superintendent’s High School Art Show: <https://www.k12.wa.us/student-success/awards-recognition/superintendents-high-school-art-show-0>. For more information, please visit the OESD 114 website <https://www.oesd114.org/district-support-services/high-school-art-show/>.
- Thanks to Carl Johnson for planning to attend tonight’s Early Learning Policy Council meeting.

BUSINESS

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

No report.

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 17th day of March 2022

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	VOID	158972	\$ (8,728.00)
	2/16/22	159275	\$ 8,728.00
	2/17/22	159276	\$ 72,112.01
	2/28/22	159277-159310	\$ 157,668.92
	2/28/22	ACH	\$ 31,507.21
	2/28/22	159311-159319	\$ 271,941.87
	3/15/22	159320-159322	\$ 1,254.99
	3/15/22	159323-159365	\$ 263,348.73
	3/15/22	ACH	\$ 1,309.65
	Payroll:	2/28/22	702975-702978
2/28/22		WIRE	\$ 1,264,118.82
3/15/22		702979-702988	\$ 2,635.70
3/15/22		WIRE	\$ 16,492.25
Workers Comp:	2/17/22	404020	\$ 40,000.00
	2/28/22	404021-404023	\$ 43,942.08
	2/24/22	404024	\$ 40,000.00
	3/3/22	404025	\$ 20,000.00
	3/15/22	404026-404027	\$ 29,141.12
Unemployment:	3/10/22	404028	\$ 20,000.00
	2/28/22	200461	\$ 1,843.17
	3/15/22	200462	\$ 760.33
Compensated Absences:			

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>
Nicole Christianson	Administrative Assistant-HR	03/07/2022
Shannon Benefield	Lead Teacher	03/14/2022
Viet-Anh Moy	Director of Business Services	07/01/2022

Termination:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Camielle Renderos-Kirkham	Student Assistant Professional	02/14/2022
Joann Porter	Workers Compensation Claims Adjuster	02/28/2022

Stephanie Parker moved to approve the employments and terminations, as presented. Katie Proteau seconded the motion. Voice vote was called. Motion carried.

2:11 PM – Cliff Huenergard announced that the Board would recess for approximately five minutes.

STUDY SESSION

2:15 PM – Strategic Planning Board Goals School Year 2022-2023:

- Reviewed draft 2022-23 Board Goals which included changes made at the last review on February 17, 2022, Board meeting.
 - Based upon Board discussion, added to the next Board meeting agenda in April (as work to be done) will be, “update/redesign the tool used to evaluate the Superintendent and align with language listed in the Superintendent search brochure,” and discuss forming a subgroup and timeline of the update/redesign of the Superintendent evaluation tool.
 - Objective B: Instead of “Visit School Districts”, change to “presence in school districts/events, and any other organization OESD supports in-person or on-line.”
 - Board members shared stories of past history when OESD Board meetings would rotate to other locations.
 - Board members discussed news stories (looking for positive news) about districts and what can OESD generate for positive press releases, such as the Annual Regional High School Art Show.
 - “Share a best practice,” will be added around Communications & Announcements on the Board Agendas. It was suggested the topic rotate to provide each Board member an opportunity to present information on topics such as: research on high performing boards or share resources with new ideas. One such resource for articles/information is the Association of Educational Service Agencies (AESA) website: <https://www.aesa.us/>.
- ESD Boundaries based on the 2020 Census: Within an ESD, the Board director districts change, but no changes occur with the overall ESD boundary. There is a potential to create an ‘at large board member’ inside the footprint of an ESD. Board members discussed history of the nine ESDs, previously merged from fourteen ESDs. The structure of nine ESDs has been evaluated over the years resulting in notable efficiencies.
- Next step on Board Goals: Vote on the 2022-2023 Board Goals, to include changes discussed today, at the April 14, 2022, meeting.
- Board members reviewed the draft 2022-23 Board schedule and discussed possibly adding a summer retreat.
- A public records request (PRR) was noted on the Superintendent’s Report. Superintendent Lynch provided a short update on five PRRs from Nicholas Day received since January 20, 2022.

REGULAR SESSION

3:01 PM – The Board adjourned.

Reminder: The next regularly scheduled Board Meeting is Thursday, April 14, 2022.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Cliff Huenergard
Chair