

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: 244 562 383 Password: 372604

Zoom Link: <https://zoom.us/j/244562383?pwd=OHlXUk5KTjlKSkkxqNS9EVWFtRC96QT09>

April 14, 2022

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

REGULAR SESSION CALL TO ORDER

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

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PLEDGE OF ALLEGIANCE

Chair Cliff Huenergard led the Pledge of Allegiance.

ROLL CALL OF MEMBERS AND GUESTS

Cliff Huenergard, Chair

Katie Proteau (Excused)

Donn Ring (Excused)

Carl Johnson

Stephanie Parker

Ann Byrnes

John Haupt (Excused)

Greg Lynch, Superintendent (via Zoom)

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:

Sandra Gessner-Crabtree, OESD Strategy Officer for Educational Equity

Shannon Drohman, Salary and Compensation Consultant (via Zoom)

APPROVAL OF REVISED AGENDA

Board photos were cancelled and will be rescheduled for another date. Carl Johnson moved to approve the agenda as revised. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

MINUTES

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

COMMUNICATIONS & ANNOUNCEMENTS

- Board Members – Share a Best Practice: Cliff Huenergard shared a document published by WSSDA covering School Board Best Practices. He noted that although the information is specifically written for school boards, many

Board Members – Share a Best Practice (continued):

of the details are also pertinent to ESD boards. He highlighted governance benchmarks and standards, and other areas that pertain to the ESD. OESD Board members can access the document inside their April 14, 2022, Board packet or it can be provided upon request.

SALARY & COMPENSATION REVIEW UPDATE

Consultant Shannon Drohman joined the meeting via Zoom to provide information on the status of the salary and compensation review. An Executive Summary was provided in the Board packet. She highlighted the main activities of the review including a compensation study for over ninety positions, and to review and suggest revisions to the existing salary schedules based on new market data. She provided an overview of the project, data sources targeted research, market references and implicit price deflator, noting that the study resulted in recommended adjustments. Changes and recommendations were included in the Executive Summary report. Superintendent Lynch added that the ability to be able to telecommute, an OESD policy that was implemented during COVID-19, is an appreciated benefit and is under review for longer term implementation.

ADMINISTRATIVE REPORTS

Cliff Huenergard noted that the AESD Executive Board has voted on the Award of Distinction honoree pending the official announcement.

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

- WSSDA is asking School Board members to review their 239 legislative positions and suggestions are under review.

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

- On April 13, 2022, the State Board of Health made a decision NOT to make COVID-19 vaccinations mandatory for children.
- ESDs will continue to assist school districts with ordering and issuing COVID test kits through the remainder of this school year.
- OESD nomination for AESD Executive Board Award of Distinction is Senator Wellman.
- Thanks to Katie Proteau and Stephanie Parker for providing their support for the Annual AESD Accreditation. The AESD continues to seek volunteers for accreditation activities for all three days: May 16, 17 and 18.

Additional Regional Events and Information

- Early Learning Policy Council meetings. April 21-Katie Proteu, May 19-Stephanie Parker, June 16-Stephanie Parker.
- OESD Leadership Team new hires: Effective 1 July, Mona Johnson will join our OESD Leadership Team.
- Central Kitsap School District (EPO) and Quilcene School District (Capital Projects) are up for rerun elections on April 26, 2022.
- 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). OSPI State-level Art Show is scheduled 100% virtual on May 26 at 3:00 PM (link not yet available). A press release was sent to local newspapers.
- Sequim School District announced Regan Nickels as its new Superintendent arriving in July 2022.
- Bremerton School District is in the process of hiring an interim Superintendent for school year 2022-23.

Upcoming Events for School Year 21-22:

- AESD Annual **Virtual** Conference 11:00 AM–2:00 PM Wednesday, April 27. This meeting will include a vote for the annual AESD budget. Questions about the budget, specifically about the WSIPC donation to AESD and its contingency fund, were discussed and additional information is forthcoming.

Upcoming Events for School Year 21-22 (continued):

- WSSDA Director Area 4 Meeting – Saturday, May 7, 10:00 AM-1:00 PM at Olympic High School
- OESD Annual Years of Service, Retirement and Recognition Celebration, 100% virtual on Friday, May 20 at 9:00-10:00 AM. Zoom Link:
<https://us02web.zoom.us/j/85824574617?pwd=ZE4vOFVDeXlOQSStOZVZUOUhTcWF2UT09>
- 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

Susan Lathrop noted that WSSDA filed an Amicus Brief in support of Bremerton School District's Supreme Court case, Kennedy vs. Bremerton School District.

Financial and Technology – Monica Hunsaker noted that the budget is following trends. She reviewed the following:

- 2021-22 Budget status report for March was provided in the Board packets. The General Fund ending balance was \$4.82 million (adjusted amount considering the state's GASB accounting formula is \$11.910 million). Unemployment Fund ending balance was \$3.556 million; the Workers Compensation Fund balance was \$11.720 million; and the Compensated Absences fund was \$1.069 million.

Human Resources – Anna Winney shared the following:

- Some grants and programs that are funded based on cooperative services may be ending and/or not renewed, which could potentially affect OESD staffing for the upcoming school year. Any reduction in force (RIF) notices would need to be sent to certificated staff by May 15. Potential departments impacted by this include: Special Services and Student Services.
- Diversity, Equity and Inclusion (DEI) data from a survey conducted with OESD staff. Next steps include meeting with the consultants and additional follow up, planning, and future implementation.

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

- OESD continues to provide distribution services of COVID-19 tests to districts.
- The Professional Educator Standards Board (PESB) adopted a new set of [Cultural Competency, Diversity, Equity and Inclusion \(CCDEI\) standards](#) for Washington educators at their March Board meeting, in response to ESSB 5044 (2021). Also in response to the legislation, WSSDA is offering training that is required for School Board Members <https://www.wssda.org/leadership-development/commitment-to-educational-equity>.
- Sandra Gessner-Crabtree provided training on Multi-tiered Systems of Support (MTSS). She walked the Board through a display of posters in the room, containing data and examples of systemic barriers and evidence-based practices. She triggered thoughtful questions about reimagining the current system(s) and building new systems that meet the needs of all students across all tiers of learning. Board members engaged with questions and Ms. Gessner-Crabtree offered examples of what districts are doing to build MTSS capacity inside schools and districts.

BUSINESS

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

(Reports were provided in the Board packet for information only, no action required)

Action items below were provided in the Board packet. In reference to documents presented for approval, Susan Lathrop noted the challenge with recruiting and retaining Early Learning staff.

Approval of Continuation Application of Early Head Start Child Care Partnerships.

Carl Johnson moved to approve the Continuation Application of Early Head Start Child Care Partnerships, as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

Approval of Continuation Application of Head Start Grant

Ann Byrnes moved to approve the Continuation Application of Head Start Grant, as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

Approval of Quality Improvement Funding

Carl Johnson moved to approve the Quality Improvement Funding, as presented. Ann Byrnes seconded the motion. Voice vote was called. Motion carried.

Non-Federal Share (In-Kind) Waiver Request

Stephanie Parker moved to approve the Non-Federal Share (In-Kind) Waiver Request, as presented. Carl Johnson seconded the motion. Voice vote was called. Motion carried.

Application for Cost of Living Adjustment (COLA), Head Start/Early Head Start Grantees

Ann Byrnes moved to approve the Application for Cost of Living Adjustment (COLA) – Head Start/Early Head Start Grantees, as presented. Carl Johnson seconded the motion. Voice vote was called. Motion carried.

2020 Census – OESD Director District Boundary Change Recommendations. Superintendent Lynch noted that due to an increase of population in Jefferson and Clallam counties, and after initial evaluation by the consultant at Sammamish Data Systems, a boundary adjustment for OESD Director District boundaries is recommended. Carl Johnson made a motion to move forward to stage two of the redistricting process for OESD 114 Director Districts. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

Strategic Planning – Approval of Board Goals: School Year 2022-2023 & Discussion and formulation of Board Sub-committee for Superintendent’s Evaluation

Stephanie Parker moved to approve the Board Goals, School Year 2022-2023, as presented. Carl Johnson seconded the motion. Voice vote was called. Motion carried.

Stephanie Parker and Ann Byrnes noted interest in participating on the Board Sub-committee for Superintendent’s Evaluation.

School Year 2022-2023 Board Meeting Schedule (Decide on Nov. 15 or Nov. 22).

Board members discussed the November dates and their preferences reflecting that November 15 would be the selected date. Carl Johnson moved to approve the School Year 2022-2023 Board Meeting Schedule, as presented. Ann Byrnes seconded the motion. Voice vote was called. Motion carried.

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 14th day of April 2022

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	3/14/22	159366	\$ 526.63
	3/17/22	159367	\$ 73,847.42
	3/31/22	ACH	\$ 39,711.27
	3/31/22	159368-159396	\$ 123,238.42
	3/31/22	159397-159403	\$ 267,145.65
	4/15/22	159404-159406	\$ 700.01
Payroll:	3/31/22	702989-702993	\$ 1,134.10
	3/31/22	WIRE	\$ 1,257,530.55
	3/31/22	WIRE	\$ 612.86
	4/15/22	702994-703004	\$ 2,574.02
	4/15/22	WIRE	\$ 25,042.58
Workers Comp:	3/24/22	404029	\$ 10,000.00
	3/31/22	404030-404034	\$ 68,759.23
	3/31/22	404035	\$ 35,000.00

VOUCHERS AND PAYROLL (continued)

Workers Comp (continued):	<u>4/7/22</u>	<u>404036</u>	<u>\$</u>	<u>30,000.00</u>
Unemployment:	<u>3/31/22</u>	<u>200463</u>	<u>\$</u>	<u>1,848.51</u>
Compensated Absences:	<u></u>	<u></u>	<u></u>	<u></u>

Stephanie Parker moved to approve the Vouchers and Payroll as presented. Carl Johnson 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>
Cecilia Reaume	Student Assistant Professional	03/28/2022
Jessica Garcia	Student Assistant Professional	03/28/2022
Katharine Paja	Assistant Teacher	04/01/2022
Margarita Wiggins	Lead Teacher	04/25/2022
Mona Johnson	Executive Director System Pathways	07/01/2022

Retirement:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Beth-Anne Bowen-Wegner	Lead Teacher	09/30/2022

Ann Byrnes moved to approve the employments and terminations, as presented. Carl Johnson seconded the motion. Voice vote was called. Motion carried.

1:49 PM – The Board temporarily appointed Susan Jung Lathrop as the Secretary of the Board for the remainder of the meeting while Superintendent Lynch was experiencing intermittent internet connectivity.

EXECUTIVE SESSION

1:49 PM – Cliff Huenergard announced that the Board would recess into Executive Session for approximately five minutes to review personnel matters (pursuant to RCW 42.30.110).

REGULAR SESSION

1:54 PM – The Board returned to Regular Session and immediately adjourned.

Reminder: The next regularly scheduled Board Meeting is Thursday, May 19, 2022.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Cliff Huenergard
Chair

Susan Jung Lathrop
Secretary Pro Tem