

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=OHLXUk5KTjIKSkxqNS9EVWFtRC96QT09>*  
June 16, 2022

11:30 AM – Lunch was provided and cake was served in honor of Superintendent Greg Lynch’s retirement from OESD on June 30, 2022. No business was conducted. Superintendent Lynch was presented with retirement well wishes and tokens of appreciation, including a decorative oar presented by Board Director John Haupt on behalf of the Makah Tribal Chairman TJ Greene and Cape Flattery School District Superintendent Michelle Parkin. Superintendent Lynch shared some words with the Board as he prepares to hand-off OESD leadership to Dr. Aaron Leavell on July 1, 2022.

REGULAR SESSION CALL TO ORDER

Chair Cliff Huenergard called the meeting to order at 12:09 PM in Conference Room 202 and welcomed attendees in person and on Zoom. Link above was provided for attendees who joined via Zoom. Join by Audio/Video: Dial +1 669 900 6833 Meeting ID: 244 562 383 Password: 372604  
*Zoom Link: <https://zoom.us/j/244562383?pwd=OHLXUk5KTjIKSkxqNS9EVWFtRC96QT09>*

PLEDGE OF ALLEGIANCE

Chair Cliff Huenergard led the Pledge of Allegiance.

ROLL CALL OF MEMBERS AND GUESTS

Cliff Huenergard, Chair  
Donn Ring  
Carl Johnson  
Stephanie Parker  
Ann Byrnes (*via Zoom*)  
John Haupt  
Greg Lynch, Superintendent  
Dr. Aaron Leavell, Incoming Superintendent (eff. July 1, 2022)  
Susan Jung Lathrop, Assistant Superintendent of Teaching and Learning  
Monica Hunsaker, Assistant Superintendent of Finance  
Tina Schulz, Executive Assistant

GUESTS:

Viet Anh Moy, OESD Business Services Director (eff. July 1, 2022)  
Mona Johnson, OESD Executive Director of System Pathways (eff. July 1, 2022)  
Bruce Richards, former Central Kitsap Board Member  
Wendy McComb, OESD Administrative Assistant, Teaching and Learning

APPROVAL OF THE AGENDA

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

MINUTES

Stephanie Parker moved to approve the minutes of the May 19, 2022, regular meeting, as presented. Carl Johnson seconded the motion. Voice vote was called. Motion carried.

### COMMUNICATIONS & ANNOUNCEMENTS

Board members - share a best practice: Chair Cliff Huenergard opened the floor for an opportunity to share, and hearing none, moved to the next agenda item.

### ADMINISTRATIVE REPORTS

AESD Executive Board Report: The next meeting of the Executive Board will be held in Spokane on June 28, 2022.

- **Board Self-Assessment:** The annual Board Self-Assessment was completed by all OESD Board members. Results were sent to Board members and will be scheduled for review in August.
- **Superintendent Evaluation Sub Committee:** Ann Byrnes and Stephanie Parker volunteered to work on the project. The importance of the transition with the Board and New Superintendent, Dr. Aaron Leavell was noted.
- **OESD Director District 2 Vacancy:** Board members discussed the process and steps to fulfill the Board vacancy.
  - Recruiting, outreach and connections to create diversity on the Board.
  - Time of day to hold Board meetings in an effort to broaden opportunities.
  - Offering a hybrid option (in-person with a remote link) for all meetings.

They discussed looking for diversity and most importantly, the most qualified candidates.

**Legislative Report/Update:** OESD Legislative Representative Ann Byrnes noted legislation related to student data protection will be voted upon by WSSDA members at their general assembly in September. She noted that Board members may be interested in attending a Board boot camp and/or the law conference next fall.

**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

OSPI is requesting fiscal assistance from all ESDs to supplement OSPI's budget for school year (SY) 2022-23 and beyond. Separate details were provided during the June 16, 2022, Board Meeting. Discussion followed. Questions and concerns were shared. Based upon the discussion and questions from Board members, Superintendent Lynch summarized the discussion and indicated that the Board's questions, concerns and feedback would be shared with ESD counterparts. The Board affirmed the summary by Superintendent Lynch.

Without knowing the trajectory of COVID and planning for the worse and hoping for the best next fall, ESDs in conjunction with Washington Department of Health (DOH) and OSPI are continuing to provide COVID related supports. DOH approved funds for continuing to fund ESD COVID testing coordinators for SY 2022-23. Details of the deliverables will be published before September.

### Additional Regional Events and Information

- Thanks to Stephanie Parker for attending the May 19 Early Learning Policy Council meeting. She will also attend the next meeting on June 16.
- As a result of a gracious contribution by Tom Proteau, a favorite picture of Katie Proteau's will be recognized during today's Board Meeting and added to our ESD's art collection. The photo will reside in the OESD Board Room and will be recognized as "Katie's View" along with a plaque honoring Katie's long service to our OESD.
- Annual OESD Regional Art Show concluded March 14. OSPI State-level Art Show was held 100% virtual on May 26 at 3:00 PM ([Art Show Link](#)). South Kitsap High School Student Sidney Phelps' piece titled "Anxiety" was awarded the State Board of Education Award.
- Bremerton School District (BSD) announced Donna Dearin-Colosky (retiring from Mercer Island) as interim Superintendent for SY 2022-23. She will join BSD officially on August 1, 2022. BSD Assistant Superintendent, Garth Steedman, will provide interim Superintendent support from July 1, 2022 to Ms. Dearin-Colosky's arrival on August 1.

- Incoming new Superintendent Regan Nickels is scheduled to arrive in Sequim on July 18. Interim Superintendent Joan Zook will continue to provide interim support until July 18.
- As a result of school district (SD) personnel changes and personnel shortages in the business/fiscal area, several SDs are receiving or exploring increased assistance from our ESD. SDs currently receiving or exploring additional supports include: North Mason, Chimacum, Quilcene and Crescent.
- Thanks to Carl Johnson, Stephanie Parker and Cliff Huenergard for attending the OESD Annual Years of Service, Retirement and Recognition Celebration via Zoom on Friday, May 20.
- AWSP/WASA Summer Conference: June 26-28, Spokane: Carl Johnson is registered to attend, Cliff Huenergard will attend the AESD Executive Board Meeting in Spokane.

**Planning ahead for Fall Conferences 22-23: (REGISTRATION IS OPEN - contact Tina Schulz to register)**

- WSSDA Annual Conference: November 16-19, 2022, Spokane Convention Center and Davenport Grand
- AESA Annual Conference: November 30-December 3, 2022, Atlanta, GA
- Next OESD Board Meeting is scheduled for August 18, 2022, 12:00 Noon

**School Year 2022-2023 Initiatives and Advanced Planning** - A master planning timeline was shared as the Board and Superintendent discussed what is needed for a successful superintendent transition, including potential topics/initiatives for SY 2022-2023, and discussion of potentially scheduling a study session over the summer regarding superintendent goals.

**Honoring Katie Proteau: Picture presentation and dedication “Katie’s View”** - Board members gathered around “Katie’s View” and photos were taken. Board members shared sentiments in memoriam of Katie Proteau.

**Financial and Technology** – Monica Hunsaker reviewed the following:

- **2021-22 Budget status report** for May was provided in the Board packets. Fund balance growth is anticipated to level off in June-August. The General Fund ending balance was \$5.308 million (adjusted amount considering the state’s GASB accounting formula is \$12.398 million). Unemployment Fund ending balance was \$3.573 million; the Workers Compensation Fund balance was \$12.028 million; and the Compensated Absences fund was \$1.115 million.
- Viet Anh Moy was introduced as the incoming Director of Business Services, effective July 1, 2022. A synopsis of her professional history was shared.

**Human Resources** – Superintendent Lynch shared the following:

- **Policy and Procedure 5310 Compensation:** The procedure requires updating along with a review of current practice for receiving, evaluating and making decisions around all requests for compensation adjustments. Recommended changes to the current policy/procedure will be available for OESD Board discussion and direction during the August Board Meeting.
- **Telecommute Policy/Procedure:** Summer schedules and the new telecommute policy offer flexibility as a benefit for those working in the OESD Bremerton office building. Details will be added to the draft policy and procedure between now and August.

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

- The State Superintendent’s High School Art; Sidney Phelps, South Kitsap High School received State Board of Education Award for her photo titled “Anxiety”.
- Introduced Dr. Mona Johnson as the incoming OESD Executive Director of System Pathways (eff. July 1, 2022). Dr. Johnson shared a brief synopsis of her professional history.
- Update on COVID Test Kits: OESD has a small supply on hand for districts in need. However, the test kits ordering system through DOH is now underway and schools/districts are signed-up to use this method for delivery of test kits.

**Teaching and Learning Services** (continued)

- Update on COVID supports funding: The Department of Health and OSPI are currently conducting a survey with school districts to assess their labor support and funding needs through the remainder of the school year. Some funding will be available for school districts during the 2022 – 2023 school year. OESD’s COVID Testing and Screening Coordinator position will continue to be funded for one more year. There is also an optional survey OSPI sent to districts for feedback on the DOH/Learn to Return/OSPI supports.
- OESD has been asked to provide Inclusion Transitional Kindergarten supports to Bainbridge Island and is working with Puget Sound ESD and Bainbridge Island School District to sort out details.
- Due to changes made by the Educational Testing Service (ETS) in early June, ESDs and School Districts in Washington State will no longer be able to provide ParaPro Assessments as a pathway for someone to meet the minimum employment requirements in becoming a paraeducator in Washington State effective July 2022. OESD is working with PESB and OSPI to attempt to identify alternative solutions. As an alternative, people can take the assessment using an at-home testing program, or test at one of the five testing locations in WA State; the closest site to OESD are located in Fife and Mount Lake Terrace, causing a potential impact on paraeducator testing in our region.

BUSINESS

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

(Information only, no action required)

**Carryover Request for Early Head Start Child Care Partnership Grant & Head Start Grant.** Susan Lathrop noted that the grant funding goes toward refurbishing (i.e. kitchens, playgrounds) at early learning sites.

Donn Ring moved to approve the Carryover Request for Early Head Start Child Care Partnership Grant & Head Start Grant, as presented. Carl Johnson seconded the motion. Voice vote was called. Motion carried.

**Hearing: 2022-2023 Budget Review**

- **2022-2023 Budget Review:** No information presented today has changed since the Preliminary Budget presentation in May. Highlights:

The Board opened the floor for comments. Hearing none, Cliff Huenergard announced the Board would move to the resolution for budget adoption.

**Resolution #271 – Budget 2022-2023**

Carl Johnson moved to approve Resolution #271 - Budget 2022-2023, as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

**Hearing: 2020 Census – OESD 114 Director District Boundary Changes and Recommendations.**

Board members reviewed Stage 3 - redistricting plan adoption (by resolution) to rebalance districts to ‘As Equal as Possible’ using the 2020 Census per the Washington State’s new redistricting law RCW 29A.76.010. In May, the Board reviewed proposed director district boundary maps and approved the Stage 2 recommendations for redistricting. Maps were posted on the OESD website and today’s hearing was advertised on the website and in the newspaper in accordance with RCW 29A.76.010.

**Next Steps:**

1. After the Board holds this public meeting/hearing, and after public comments, the Board can ratify the new redistrict plan with a resolution.
2. OESD will submit the new maps, legal, and interchange file to the County.
3. Review again during the next Census process in ten years (2030).

By statute, the action must be complete by November 15, 2022. Adoption of the new Director Districts must be done in a public meeting.

One spelling correction on the legal descriptions of the director districts was noted (Gluds Pond).

**Hearing: 2020 Census – OESD 114 Director District Boundary Changes and Recommendations** (continued)

The Board opened the floor for comments. Hearing none, Cliff Huenergard announced the Board would move to the resolution for redistricting.

**Resolution #272 – OESD 114 Director District Boundaries (Redistricting).**

Donn Ring moved to approve Resolution #272 OESD 114 Director District Boundaries (Redistricting), as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

**Resolution #273, Authorizing Facsimile Signature of Aaron Leavell, Superintendent/Secretary to the Board, for use in lieu of a manual signature on any public security or any instrument of pay for Olympic Educational Service District 114, Effective July 1, 2022.**

Carl Johnson moved to approve Resolution #273 Authorizing Facsimile Signature of Aaron Leavell, for use in lieu of a manual signature on any public security or any instrument of pay for Olympic Educational Service District 114, Effective July 1, 2022, as presented. Donn Ring seconded the motion. Voice vote was called. Motion carried.

**Resolution #274, Authorizing Facsimile Signature of Monica Hunsaker, Viet-Anh Moy and Susan Lathrop, to sign on specified bank accounts held by the Olympic Educational Service District 114 at Key Bank.**

Ann Byrnes moved to approve Resolution #274, Authorizing Facsimile Signature of Monica Hunsaker, Viet-Anh Moy and Susan Lathrop, to sign on specified bank accounts held by the Olympic Educational Service District 114 at Key Bank, as presented. Carl Johnson seconded the motion. Voice vote was called. Motion carried.

**Resolution #275, Authorizing Wire Transfer Service.**

Carl Johnson moved to Approve Resolution #275, Authorizing wire transfer service from Kitsap County Treasurer to local bank account held by the Olympic Educational Service District 114, as presented. Donn Ring seconded the motion. Voice vote was called. Motion carried.

**Second Reading and Adoption of Revised Board Policy 6801, Capital Assets and Theft Sensitive Assets.**

Carl Johnson moved to approve the Second Reading and Adoption of Revised Board Policy 6801, Capital Assets and Theft Sensitive Assets, as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

**Presentation and First Reading of Revised Board Policy 6022, Fund Balance.**

The only change noted is to create a separate fund balance for capital projects. In response to a question from the Board, a range of General fund balance could be specified in the policy of minimum 10% and striving for 15%, which will be updated for the next Board meeting. Carl Johnson moved to approve the Presentation and First Reading of Revised Board Policy 6022, Fund Balance, as revised. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

**Revised Procedure 6210P, Purchasing** (Information only, no action required). Revised to comply with guidelines.

**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 June 2022

<b>FUND</b>	<b>DATE PAID</b>	<b>WARRANT #'S</b>	<b>AMOUNT</b>
General:	5/16/22	159605	\$ 121,116.17
	5/31/22	ACH	\$ 43,428.66
	5/19/22	159606	\$ 380.05
	5/31/22	159607-159693	\$ 139,553.60
	5/31/22	159694-159702	\$ 285,886.46
	5/31/22	159703	\$ 181.08
	VOID	159704	\$ 131.57
	6/15/22	159705-159775	\$ 148,757.98
	6/15/22	159776-159778	\$ 7,219.00
	6/15/22	ACH	\$ 3,262.25
	6/15/22	159779-159780	\$ 381.42

Payroll:	5/31/22	703038-703042	\$	1,320.57
	5/31/22	WIRE	\$	1,263,003.95
	6/15/22	703043-703058	\$	4,109.52
	6/15/22	WIRE	\$	18,802.35
Workers Comp:	5/31/22	404050-404052	\$	32,576.77
	5/26/22	404053	\$	35,000.00
	6/2/22	404054	\$	20,000.00
	6/15/22	404055-404056	\$	20,929.88
	6/9/22	404057	\$	20,000.00
Unemployment:	5/31/22	200468	\$	1,851.97
Compensated Absences:				

Donn Ring 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>
Keenan Hall	Accounting Technician- Workers Compensation	06/01/2022
Jackie Schmidt	Attendance Re-engagement Case Manager	06/21/2022
Tammie Arnim	Behavior Specialist	09/01/2022
Marisa Nielsen	Registered Behavior Technician	09/01/2022
Robin Lunsford	Behavior Specialist	09/01/2022
Donna Slanchik	Assistant Teacher	09/01/2022
Anna Kuznik	School Psychologist	09/01/2022

**Resignations:**

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Jeff Ambro	Youth Services Case Manager	05/31/2022
Rachel Suaimhneas	School Psychologist Intern	08/31/2022
Katherine Stevens	Family Advocate	06/17/2022

Stephanie Parker moved to approve the employments and resignations, as presented. Carl Johnson seconded the motion. Voice vote was called. Motion carried.

**1:47 PM** – Cliff Huenergard announced that the Board would immediately take a recess and return at 2:00 PM. Photos were taken.

**2:00 PM** – The Board Returned to Regular Session.

EXECUTIVE SESSION

**2:00 PM** – Cliff Huenergard announced that the Board would recess into Executive Session for approximately 40 minutes to review personnel matters (pursuant to RCW 42.30.110).

REGULAR SESSION

**3:12 PM** – The Board returned to Regular Session and immediately adjourned.

**Reminder:** The next regularly scheduled Board Meeting is Thursday, August 18, 2022.

Respectfully submitted,

Dr. Aaron Leavell  
Secretary to the Board

Cliff Huenergard  
Chair