

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=OHlXUk5KTjlKSxxqNS9EVWFtRC96QT09>*

May 19, 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 12:00 PM in Conference Room 202 and welcomed guests in person and on Zoom. 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

Donn Ring

Carl Johnson

Stephanie Parker

Ann Byrnes (*Excused*)

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:

Amy Strzalka and Megan McFarlane, State Auditor's Office (via Zoom)

Bob Schweitzer, Sammamish Data Systems (via Zoom)

Mary Cook, OESD Business Services Director (via Zoom)

MadCap Marketing Staff: Stephanie Schramm, Jerleen Culannay, Colton Haisch, Danielle Panzer, Jan Michael Escobar, Jessie Koon, Nathan Coopriider

Lynn Ring, Dennis Hendrickson, Marie Hendrickson (family and friends of Donn Ring)

APPROVAL OF THE AGENDA

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

### AUDIT EXIT BRIEFING

Amy Strzalka, State Auditor’s Office, provided an exit briefing via PowerPoint presentation to conclude the annual audit. Results of all audited areas were clean and no issues were identified. Audit cost was reduced by approximately \$10k due to quick responses from OESD, strong control systems and documentation. Superintendent Lynch thanked the audit team and OESD staff for their work on the audit. He highlighted Mary Cook’s work in the Business Office as she prepares to retire at the end of June.

### MINUTES

Donn Ring moved to approve the minutes of the April 14, 2022, regular meeting, as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

### COMMUNICATIONS & ANNOUNCEMENTS

Stephanie Parker highlighted attending the following events as examples of a best practice for ESD Board Directors: AESD Annual Conference (via Zoom) on April 28, WSSDA DA4 Meeting on May 7, and AESD Accreditation Panels on May 17-18, 2022. She noted Superintendent Reykdal’s comments as part of the AESD Conference regarding changes in education, COVID recovery funds impacting ESDs, fiscal challenges, and potentially shrinking ESDs to re-route funding. Superintendent Lynch noted that ESD superintendents have been discussing the comments made by Superintendent Reykdal and will discuss funding sources (provisos) during an upcoming meeting. He noted some recruiting challenges at OSPI and the importance of clarifying what was meant by the comments about shrinking ESDs. Some questions were noted about current work with the Legislature on ESD consolidation, what is the timeline and would the changes result in improved student achievement. Superintendent Reykdal was re-elected last fall and is currently serving the first year of second term. Board members discussed how the pandemic serves an example of communication and coordination that worked well through ESDs as a great benefit to school districts. Donn Ring shared some history of consolidation conversations that occurred when ESDs were first established.

### ADMINISTRATIVE REPORTS

#### AESD Executive Board Report

- Cliff Huenergard deferred to Stephanie Parker and Superintendent Lynch who recapped the business covered during the AESD Annual Conference, which included the AESD annual budget, new member handbook, and the 2022 AESD Executive Board Award of Distinction given to Senator Lisa Wellman.
- **Board Self-Assessment:** The annual Board Self-Assessment will be sent to all OESD Board members next week for Board members to complete. Results will be reviewed at the June Board Meeting.
- **Superintendent Evaluation Sub Committee:** Before Katie Proteau’s passing, she and Stephanie Parker were working to realign the Superintendent’s evaluation to ensure legislative compliance and to align with the superintendent search brochure, which included candidate qualifications. Discussion was held about another Board member’s interest in working on the project.
- **OESD Director District 2 Vacancy:** Board members discussed the passing of Katie Proteau (April 28, 2022) and while honoring her legacy, discussed the process and steps to fulfill the Board vacancy. Those who attended shared information about her funeral service held last Friday, May 7, 2022. In addition, the OESD Years of Service and Retirement Zoom Celebration will include a tribute to Katie Proteau. Katie’s family members have been invited to attend. Board history, years served on the OESD Board, and experience serving on school boards or in a school district were reviewed, along with responsibilities (RCW 28A. 310.200 series), time requirements of serving, and more. Board members discussed the following:
  - 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.

The Board reviewed timeline options for appointing a Board Director for District 2. Board members concurred that in order to allow sufficient time to recruit and screen candidates, they prefer to recruit candidates June-August and to potentially interview candidates at either the August 18, 2022, or September 15, 2022, Board meeting and possibly appoint a new Director at that time. They briefly discussed producing recruitment information.

**Legislative Report/Update:** On behalf of OESD Legislative Representative Ann Byrnes, Stephanie Parker noted that the Legislative session ended in March and the process is underway to update legislative platforms.

**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**

- Senator Wellman, Chair Senate Early Learning (EL) and K-12 Committee, typically visits ESDs in June. Thus far, a date has not yet been identified; would expect that we will see Senator Wellman in our ESD before next fall!
  - OESD Nominated Senator Wellman for AESD Executive Board's Award of Distinction, who received the award during the April AESD Conference.

**Additional Regional Events and Information**

- Early Learning Policy Council meetings. Signed up to attend: April 21-(was cancelled), May 19-Stephanie Parker, June 16-Stephanie Parker.
- Thanks to Ann Byrnes, Stephanie Parker and Cliff Huenergard for attending the AESD Annual **Virtual** Conference 11:00 – 2:00 PM Wednesday, April 27.
- Thanks to Ann and Stephanie for attending the WSSDA Director Area 4 Meeting – Saturday, May 7, 10:00 AM-1:00 PM at Olympic High School.
- Much appreciation to Stephanie Parker and Carl Johnson for representing OESD during the Church Service and Celebration of Life for Katie Proteau on Friday, May 13, 2022. A special thanks for Donn Ring's wonderful tribute he shared with the Proteau family.
- April 26, 2022, elections update: Central Kitsap School District (EPO) passed and unfortunately, Quilcene School District (Capital Projects) failed. The April 26, 2022, election was the second election for both school districts (SDs) since Feb. 2022.
- On May 18, 2022, at 6:00 PM during a Quilcene SD Board Meeting, Superintendent Lynch along with Susan Lathrop and Laura Batchheller, provided information to the Board about potentially starting a Transitional Kindergarten (TK) program. Our ESD is also assisting Quilcene SD with a potential budget deficit of \$1M, which, will likely result in reductions beginning in the new school year.
- Chimacum SD received resignations from three principals and an Assistant Principal over the last few weeks; OESD is assisting where we can.
- 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, 2022, at 3:00 PM ([Art Show Link](#)). A press release was sent to local newspapers.
- Bremerton School District is in the process of hiring an interim Superintendent for school year (SY) 2022-2023.

**Upcoming Events for School Year 2021-22:**

- OESD Annual Years of Service, Retirement and Recognition Celebration, 100% virtual on Friday, May 20 at 9:00-10:00 AM.
- AWSP/WASA Summer Conference: June 26-28, Spokane

**Planning ahead for Fall Conferences 2022-23:**

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

An update on COVID cases and rates was provided. Slides and data were displayed on screen representing a current increase in cases. In response to a question from John Haupt, Superintendent Lynch noted that the data source is County health Departments and the WA Dept. of Health (DOH). It's not clear whether tribal health numbers are reported to the same sources or included in the data.

Susan Lathrop reviewed the current COVID testing preparation for summer/fall 2022 distribution to public and private schools and the latest guidance from OSPI and DOH. Looking into funding sources for continued COVID support.

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

- **Communications Audit** – Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis: MadCap staff provided a presentation for Board reviewing analysis of the OESD’s communications. Reviewed next steps and a recommendation to build a marketing plan and budget to potentially begin a rebranding process. Some ideas for a potential new logo design were introduced. Superintendent Lynch noted that the MadCap team met with OESD Department Leadership this week to review the same SWOT analysis information to assist with future marketing plans to enhance OESD visibility to school districts. A rebranding process for OESD could potentially take 8-12 months. Discussion was held about the decision-making process. Because the organization’s logo represents every layer of the agency, the Board’s decision is imperative. In response to a the question, “In what way would rebranding help with showing school districts what OESD services are available and make OESD services more visible?” it was noted that the strategy would include identifying what is needed agency-wide and by department.
- **2021-22 Budget status report** for April was provided in the Board packets. Fund balance growth is anticipated. The General Fund ending balance was \$4.84 million (adjusted amount considering the state’s GASB accounting formula is \$11.930 million). Unemployment Fund ending balance was \$3.585 million; the Workers Compensation Fund balance was \$12.028 million; and the Compensated Absences fund was \$1.110 million.

**2:08 PM** – Cliff Huenergard announced that the Board would immediately take a recess and return at 2:15 PM.

**2:15 PM** – The Board Returned to Regular Session

- **2022-2023 Preliminary Budget Review:** Information was provided via PowerPoint presentation. Highlights:
  - Reviewed modification of salary schedules, title changes to align with duties, organizational chart changes, and additional reclassification of some positions.
  - New salary schedules will increase OESD pay to meet the average of comparable positions in the market.
  - Additional changes to salary schedules were noted.
  - Budget considerations: salaries (increase per salary study), benefits (discussed potentially moving to SEBB instead of PEBB), cooperative fees (increases in Special Services, Network Services, Student Assistant Professional, Science Kits).
  - Total budgeted revenues and expenditures for 2022-2023 were reviewed (approximately \$30M).
  - Reviewed status of continuing and non-continuing grants/cooperative budgets.
  - Facilities projects since 2019-2020 and anticipated work planned for 2022-2023.
  - Ending fund balances since 2018-2019 and budgeted fund balances for 2021-2022 and 2022-2023 were shared.
  - Current Board Policy 6022 states “OESD shall strive to maintain an undesignated fund balance of at least 15% of revenues.” The OESD’s current unrestricted fund balance (without funds assigned for Capital Projects) is 12.02%. Discussion was held about potentially revising the policy to allow budget capacity to designate funds for needed future facilities projects.

**Human Resources** – Anna Winney shared the following:

- **Salary & Compensation Review** information was provided earlier in the meeting. With no further questions, Anna Winney noted that on June 30, 2022, the OESD COVID Leave benefit for employees will end.

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

- At the end of March 2022, The William D. Ruckelshaus Center issued a final report, prepared for the Washington State Legislature on a “Situation Assessment on the K-12 Education Governance Structure in Washington.”

**Teaching and Learning Services** (continued)

- Educational Service Districts are mentioned in the Ruckelshaus Center Report. The report recommends the formation of a new working group or committee to further review recommendations.
- OSPI State-level Art Show is scheduled 100% virtual on May 26, 2022, at 3:00 PM.
- In partnership with the AESD and PSESD, OESD is store-fronting an opportunity for districts to receive program evaluation supports (through PSESD).
- The Regional Crisis Counseling team provided supports for a recent tragedy of a student in North Mason and Bremerton.
- A question about in-kind in the Early Learning program from last month’s meeting was answered.
- An update was given on retention bonuses in Early Learning.

2:57 PM - Cliff Huenergard announced a pause to the agenda for a special recognition. Lynn Ring, Dennis Hendrickson, and Marie Hendrickson (family and friends of Donn Ring) joined the room. Donn Ring was honored with a special plaque and framed collage of photos for his 50 Years of Service as an OESD Board Member. Donn Ring is not only the longest serving ESD Board Member in the state of Washington, but also has served longer than any Washington School Board Director. Donn shared words of wisdom and thanks.

BUSINESS

**2022 Update to the 2017 Comprehensive Community Assessment** – The complete document was shared inside the Board packet. Stephanie Parker moved to approve the 2022 Update to the 2017 Comprehensive Community Assessment, as presented. Carl Johnson seconded the motion. Voice vote was called. Motion carried.

**Update to the Selection Criteria for Early Head Start/Head Start/ECEAP**

Information was provide in the Board packet, no action required.

**2020 Census – OESD Director District Boundary Change Recommendations** – Bob Schweitzer of Sammamish Data Systems, Inc. joined via Zoom. Large poster size maps were printed and displayed in the room, and were provided in advance to the Board electronically. Mr. Schweitzer noted population changes and slight adjustments to director district boundaries. Detailed recommendations were included in the Board packet, which included a split to the boundary of Sequim School District, and in the Kitsap director district areas, changes were made to balance the district based upon population. Recommended changes would make the director districts as equal as possible with minimal splits to school districts. District 7 would spread into Sequim and reduce the District 5 boundary in Sequim. All current Board members will still reside within their new boundaries. Next steps would be a final approval in June after a public hearing.

Carl Johnson moved to approve the recommendations for redistricting of OESD 114 Director Districts, as presented. Donn Ring seconded the motion. Voice vote was called. Motion carried.

**Presentation and First Reading of Revised Board Policy 6801, Capital Assets and Theft Sensitive Assets** –

Monica Hunsaker noted that the revisions bring OESD Policy into compliance with lease accounting.

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

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 19th day of May 2023

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
General:	4/15/22	ACH	\$ 5,610.91
	4/15/22	159407-159409	\$ 28,111.15

General (continued):	4/15/22	159410-159464	\$	295,392.57
	4/15/22	159465	\$	98,120.67
	4/29/22	ACH	\$	43,578.96
	4/29/22	159466-159474	\$	288,994.58
	4/29/22	159466 (VOID)	\$	(822.75)
	4/29/22	159475	\$	81.00
	4/29/22	159476	\$	741.75
	4/29/22	159477-159505	\$	116,232.73
	5/13/22	ACH	\$	4,491.86
	5/13/22	159506-159507	\$	327.38
	5/13/22	159508-159604	\$	235,758.18
Payroll:	4/29/22	703005-703024	\$	1,320.00
	4/29/22	WIRE	\$	1,258,292.78
	5/13/22	703025-703037	\$	3,007.74
	5/13/22	WIRE	\$	9,817.68
Workers Comp:	4/15/22	404037-404038	\$	19,553.37
	4/21/22	404039	\$	25,000.00
	4/29/22	404040-404041	\$	52,989.46
	4/28/22	404042	\$	40,000.00
	5/5/22	404043	\$	20,000.00
	5/13/22	404044-404048	\$	454,761.05
	5/12/22	404049	\$	25,000.00
Unemployment:	4/15/22	200464	\$	760.33
	4/29/22	200465	\$	10,209.08
	5/13/22	200466-200467	\$	56,359.56
Compensated Absences:	4/29/22	600077	\$	200.00

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:**

<b><u>Employee</u></b>	<b><u>Position</u></b>	<b><u>Date</u></b>
Heather Velez	Lead Teacher	05/02/2022
Geraldine Stockmann	Attendance Re-engagement Case Manager	06/01/2022
Lauren Hight	SAP	09/01/2022

**Resignations:**

<b><u>Employee</u></b>	<b><u>Position</u></b>	<b><u>Date</u></b>
Cassidy Abbott	Youth Services Professional	05/06/2022
Reina Garcia	School Nurse	08/31/2022

**Retirement:**

<b><u>Employee</u></b>	<b><u>Position</u></b>	<b><u>Date</u></b>
Rhonda Phipps	Assistant Teacher	06/9/2022

PERSONNEL (continued)

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

EXECUTIVE SESSION

**3:24 PM** – Cliff Huenergard announced that the Board would recess into Executive Session for approximately 30 minutes to review personnel matters (pursuant to RCW 42.30.110).

REGULAR SESSION

**3:57 PM** – The Board returned to Regular Session and immediately adjourned.

**Reminder:** The next regularly scheduled Board Meeting is Thursday, June 16, 2022.

Respectfully submitted,

Gregory J. Lynch  
Secretary to the Board

Cliff Huenergard  
Chair