

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>
September 15, 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 attendees. Link above was provided for attendees joining 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=OHLXUk5KTjlKSxxqNS9EVWFtRC96QT09>

PLEDGE OF ALLEGIANCE

Chair Cliff Huenergard led the Pledge of Allegiance.

OATH OF OFFICE

Superintendent Leavell administered the Oath of Office to Vicki Collins, appointed to fulfill the unexpired term for Director District 2.

ROLL CALL OF MEMBERS AND GUESTS

Cliff Huenergard, Chair
Donn Ring
Carl Johnson
Stephanie Parker
Ann Byrnes
John Haupt (Excused)
Vicki Collins
Dr. Aaron Leavell, Superintendent
Susan Jung Lathrop, Assistant Superintendent of Teaching and Learning
Anna Winney, Director of Human Resources
Tina Schulz, Executive Assistant

APPROVAL OF THE AGENDA

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

MINUTES

Carl Johnson moved to approve the minutes of the August 18, 2022, as presented. Vicki Collins seconded the motion. Voice vote was called. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

Board members - share a best practice: Chair Cliff Huenergard noted that the OESD Board meetings will continue to be held in person and offer Zoom capabilities for each meeting. In addition, he shared the AESD Board Member Handbook as a handout and opened the floor for an opportunity to share. Stephanie Parker shared some potential resources for the Board to consider as they plan a future board retreat, including the potential of hiring a facilitator.

ADMINISTRATIVE REPORTS

AESD Executive Board Report: The next AESD Executive Board meeting will be at Puget Sound ESD in Renton on September 26, 2022.

- **OESD Board Vacancy (Director District 3):** Board Chair Cliff Huenergard acknowledged receiving a resignation letter from Carl Johnson, effective December 31, 2022. Board members noted the timeline begins immediately for recruiting efforts to fulfill the unexpired term.
- **Superintendent Evaluation Sub-Committee Update:** Ann Byrnes and Stephanie Parker provided an update on the sub-committee’s work to create an updated, evidence-based, Superintendent Evaluation process and presented a draft form to prepare for a final document in October. This school year, the process will be a pilot to be solidified in June 2023. Discussion was held about the process, the rubric and evaluation documents, and checkpoints for evaluation during the year.
- **Legislative Report/Update:** OESD Legislative Representative Ann Byrnes noted that as of September, there are 118 legislative positions under consideration, pared down from 239 in August. She reviewed the voting process of the WSSDA General Assembly, scheduled for Sept. 30 - Oct 1, 2022, and will provide the Board with an update in October.

Superintendent’s Report:

- Plans are to continue sending a report/update weekly from the Superintendent to the Board via email.
- This week, Superintendent Leavell participated in a facilities walkthrough with Lead Custodian Paul Katchatag and Assistant Superintendent Susan Lathrop to begin next steps on facilities planning and work ahead (including cosmetic updates around the building). Maintaining a clean facility to support pride in our building for staff and visitors is a high priority and brings an opportunity to display photos around the building that are reflective of our communities.
- **Balanced Calendar:** Many districts supported by grants are interested in exploring the balanced calendar concepts (trainings, forums), moving away from a traditional school calendar by starting school earlier in August and spacing out the extended breaks throughout the year. Several districts in the region are participating through advanced planning so that their respective school community is able adjust and prepare if/when a decision is made by districts. Discussion continued about community impacts.
- New legislation requires school board members to attend courses, which are offered at the WSSDA Conference in November. Other opportunities are available at various locations throughout the state. [Information](#) will be sent to the Board as part of the Superintendent’s Friday memo. Some questions were asked: How will the requirement be tracked and is it required for ESD Boards too?
- Superintendent Leavell is administering the Oath of Office to the new Interim Superintendent, Donna Dearin-Colosky at tonight’s School Board meeting in Bremerton.
- **Accreditation:** One school in the region, Discovery High School (South Kitsap), participated in the six-year accreditation process this past school year.

In response to interest from Stephanie Parker about recent organizational changes at OESD, specifically in the Business Office, Superintendent Leavell provided the Board with an update, noting he will keep the Board informed.

Financial and Technology – Superintendent Leavell noted the following:

- The next budget status report will be presented to the Board in January as the agency works on closing the books for the 2021-22 school year.

Human Resources – Anna Winney shared the following:

- The Diversity Equity and Inclusion (DEI) Committee is currently working on action items in response to a survey from last year. The first newsletter was distributed to staff this morning.
- In response to a question from the Board regarding how the Board could be made be aware of positions as they open in the OESD, a suggestion was made to include a link to the OESD website’s job postings inside the Superintendent’s Friday memos.

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

- As the school year has begun, ESD staff are working to provide courses, trainings, and more.
- The AESD is involved in the balanced calendar and three of the nine ESDs are involved in deeper tasks related to supporting the balanced calendar study system for school districts across the state.
- By March of 2023, all districts must adopt one or more financial education goals. The Financial Education Public-Private Partnership was created by the legislature and information and resources can be found on OSPI’s website.
- In partnership with OSPI, there are two virtual Native Education -Native American Educator Cultivation Program Community Listening Sessions in the OESD region in September.
- Youth Build Kitsap was awarded the Great Peninsula Conservancy – Volunteer of the Year Award and was recognized at a recent luncheon.
- Materials/resources of the Early Learning program were handed out to Board members and include items (i.e. books) they can share in the community to promote early learning and enrollment resources. There was a conversation about ongoing enrollment efforts and attendance in programs. Tonight’s policy council meeting was cancelled. Board members discussed potential talking points to support community interactions and recruiting efforts.

BUSINESS

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

(Information only, no action required)

2021-2022 Assessment & Child Outcomes Report *(Information was provided in the Board packet, no action required)*

2021-2022 Annual Report - Early Learning *(Information was provided in the Board packet, no action required)*

Resolution No. 277 - Authorizing Facsimile Signature of Nicole Roel to Sign on Specified Bank Accounts Held by the Olympic Educational Service District 114 at Key Bank.

In response to a question from the Board, Susan Lathrop noted that oversight includes two additional staff members. Carl Johnson moved to approve Resolution No. 277 – Authorizing Facsimile Signature of Nicole Roel to Sign on Specified Bank Accounts Held by The Olympic Educational Service District 114 at Key Bank, 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 16th day of September 2022

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
General:	8/17/22	160021	\$ 76,016.80
	8/31/22	160022-160032	\$ 321,372.54
	8/31/22	160033-160066	\$ 115,733.83
	8/31/22	ACH	\$ 12,344.14
	8/26/22	VOID	\$ (10,153.00)
	8/31/22	160067-160068	\$ (21.29)
	8/29/22	160069	\$ 10,576.95
	9/15/22	160070-160074	\$ 2,519.54

VOUCHERS AND PAYROLL (continued):

Payroll:	8/31/22	703089-703093	\$	1,619.64
	8/31/22	WIRE	\$	1,310,340.58
	8/31/22	WIRE	\$	(764.49)
	9/15/22	703094-703105	\$	1,998.83
	9/15/22	WIRE	\$	56,669.20
Workers Comp:	8/18/22	404082	\$	20,000.00
	8/31/22	404083-404086	\$	59,111.11
	8/25/22	404087	\$	150,000.00
	9/8/22	404088	\$	65,000.00
Unemployment:	8/31/22	200475	\$	2,028.58
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>
Isabell Ides	SAP	08/29/2022

Resignation:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Nicole Christianson	HR Assistant	08/16/2022
Samuel Swenson	SAP	08/31/2022
Anne Jordan	School Social Worker	08/31/2022
Patricia Dunn	Assistant Teacher	08/31/2022
Danielle Groff	Accounting Technician	09/16/2022

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

1:22 PM – The Board adjourned.

Reminder: The next regularly scheduled Board Meeting is Thursday, October 20, 2022.

Respectfully submitted,

Dr. Aaron Leavell
Secretary to the Board

Cliff Huenergard
Chair