

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>*  
October 20, 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 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.

ROLL CALL OF MEMBERS AND GUESTS

Cliff Huenergard, Chair

Donn Ring

Carl Johnson (resignation effective October 20, 2022)

Stephanie Parker

Ann Byrnes

John Haupt

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

DIRECTOR DISTRICT 3 CANDIDATES (joined the meeting at their respective interview times):

Irene Sincere

Bruce Richards

APPROVAL OF THE AGENDA

Change in order of the agenda: The OESD Board Vacancy (Director District 3) topic will be reviewed prior to the review of AESD Executive Board. Carl Johnson moved to approve the agenda as amended. Vicki Collins seconded the motion. Voice vote was called. Motion carried.

MINUTES

Carl Johnson moved to approve the minutes of the September 15, 2022, as presented. Donn Ring 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. In light of Board interviews being held today, Stephanie Parker noted a Best Practice about selecting new board members from an online resource called Board Source. She and Ann Byrnes provided a summary of the information. Stephanie Parker also noted that she recently reached out to welcome a new Board member at North Kitsap School District. Cliff Huenergard provided an update of his visit to North Mason School District and status of the student scholarship program.

### ADMINISTRATIVE REPORTS

**AESD Executive Board Report:** Board Chair Cliff Huenergard led the following topics:

- **OESD Board Vacancy (Director District 3):** Superintendent Aaron Leavell acknowledged receiving a revised resignation letter from Carl Johnson, effective today, October 20, 2022. He recognized Carl Johnson for his years of service on the OESD Board since January 2014 and shared information about Carl's contribution to the agency and the state. Carl noted it has been a privilege to serve the OESD. Board members took turns sharing their appreciation of Carl.
- **AESD Executive Board:** Cliff Huenergard shared highlights of the meeting held at Puget Sound ESD in Renton on September 26, 2022. He reviewed the AESD PowerPoint presentation about the AESD Redesign Process, AESD Governance and Document Alignment, which was prepared after the 9/26/22 meeting. Currently underway is the review of governance documents, consideration of updates to the Interlocal Agreement & 2012 Operating Principles, and recommendations for document revisions. Next steps of the AESD redesign process were noted and discussed. Goal for finalizing the documents is Spring 2023, for approval at the AESD annual membership meeting.
- **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 an updated evaluation form and reiterated that 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. Next step is the midpoint check with the Board in February followed by a self-evaluation in May and completed final evaluation in June. Copies of the draft form were provided as a handout. Stephanie Parker reviewed Board Policy 1605 and associated statutes, noting the superintendent evaluation information referenced. She also reviewed policies of other ESDs and researched information from WSSDA. She suggested creating a new policy (1630) or procedure specifically for superintendent evaluation process.

Board members reviewed the final superintendent evaluation document, noting there may be future revisions.

- **Legislative Report/Update:** OESD Legislative Representative Ann Byrnes noted the legislative positions under consideration, pared down from 118 in September. She reviewed the voting process of the WSSDA General Assembly, held Sept. 30 - Oct 1, 2022, and provided an update for the Board. Additional details will be provided in November.
- Board members noted the resignation of Jim Stoffer (Sequim School Board), who has served the region's WSSDA leadership and acknowledged his service.

### **Superintendent's Report:**

- **Regional Committee Update:** Superintendent Leavell reviewed the purpose of the committee (required by statute), noting that three members are up for re-appointment by the Board in January 2023. Wendell (Pete) Gunn (Director District 6) will no longer be able to serve due to moving out of the area. Board members discussed the potential of identifying someone in Director District 6 who may be interested in serving in the position.
- **Bremerton School District** has begun its superintendent search as interim Donna Dearin-Colosky is serving for one year. Susan Lathrop will participate in the search committee as a community representative while Superintendent Leavell is unable to serve in the role due to his former employment as the Bremerton Superintendent.
- **Crescent School District** celebrated its 100<sup>th</sup> Anniversary and held a special celebration on October 15, 2022.
- **The WA Great Shakeout** was held today at 10:20 AM. OESD staff participated indoors due to unhealthy air quality from wildfire smoke. Many local districts have cancelled outdoor activities today for this reason.
- **OESD has posted the position of Executive Director of Finance.** Compliments were extended to the OESD business and fiscal staff for their work challenges during reduced levels of staffing.

**Superintendent’s Report (continued):**

- **Public Records Request (PRR) Update:** OESD has hired additional temporary staff and purchased software to assist with responding to the PRR from Eric Hood.
- **United Way:** OESD’s annual campaign has wrapped up for 2022. Staff members have donated over \$28k of their personal funds since 2012.

**Financial and Technology – Superintendent Aaron Leavell**

Communications Audit Update: Superintendent Leavell noted the communications/marketing/rebranding goals are on hold due to higher priorities and recent staffing changes.

**1:12 PM** - Cliff Huenergard announced that the agenda topics would be held after Board Candidate Interviews. Board members reviewed the candidate questions.

**BOARD CANDIDATE INTERVIEWS for DISTRICT 3 (Unexpired Term)**

The Board interviewed two candidates for the OESD Director District 3 position, Irene Sincere and Bruce Richards. Each candidate was asked the same series of questions by Board members, reviewed their experience/background, and discussed their interest and qualifications relevant to serving on the OESD Board.

1:15-1:25 PM – Irene Sincere (Executive Assistant, former paraeducator for special needs students at Central Kitsap School District, Retired US Navy Yeoman)

1:25 PM – Board Chair Cliff Huenergard announced that because there is additional time on the agenda, the Board will continue Administrative Reports, Business, Vouchers, and Personnel sections of the agenda, then will return to the next candidate interview for Director District 3.

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

- Noted Multi-Tiered Systems of Support (MTSS) Grant received for providing activities to support OESD staff wellbeing and to potentially provide as a model for future use.
- The Diversity Equity and Inclusion (DEI) Committee is currently working on action items in response to a staff survey administered last year. Noted efforts of the committee to become more inclusive and discussed upcoming events and activities.

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

- In September, OESD was informed that the State Auditor’s Office (SAO) would perform a performance audit on the School Safety and Security - Regional Safety Center.
- OESD’s Accountability Report for 2021-2022 is published and posted on the OESD website. Copies were provided as a handout.
- Next month – Early learning will be providing training for the Board.
- Anticipate department presentations at future Board meetings.
- New Dept. of Health guidance is expected now that COVID restrictions have been lifted at the end of October. Reminder anytime there are changes at state level, this likely affects ESDs and districts, families etc.

**BUSINESS**

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

*(Information only, no action required)*

**Interlocal Cooperation Agreement (OESD and South Kitsap School District) Regarding Business Services**

Superintendent Leavell noted that the agreement would allow up to 100 hours of service from Monica Hunsaker to perform specified fiscal duties at OESD this year. After the document is executed, a copy will be posted on the OESD website. Board members discussed the agreement. In response to questions from the Board, it was noted that secured OESD VPN capabilities would be utilized during any remote work performed and that OESD expects the work by Ms. Hunsaker will meet OESD fiscal needs.

**Interlocal Cooperation Agreement (OESD and South Kitsap School District) Regarding Business Services** (continued): Vicki Collins moved to approve the Interlocal Cooperation Agreement (OESD and South Kitsap School District) Regarding Business Services, as presented. Donn Ring 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 21st day of October 2022

<b>FUND</b>	<b>DATE PAID</b>	<b>WARRANT #'S</b>	<b>AMOUNT</b>
General:	9/15/22	ACH	\$ 6,794.00
	9/15/22	ACH	\$ 1,005.59
	9/15/22	160075-160078	\$ 8,057.47
	9/15/22	160079-160112	\$ 107,819.94
	9/30/22	106113	\$ 168.67
	9/30/22	160114	\$ (96,170.65)
	9/30/22	160115	\$ 722.34
	9/30/22	160116	\$ (34,455.17)
	9/21/22	160117	\$ 130,625.82
	9/30/22	16018-160120	\$ 1,800.18
	9/30/22	160121-160129	\$ 313,448.45
	9/30/22	160130	\$ 30.00
	9/30/22	160131-160143	\$ 66,536.63
	9/30/22	160144-160150	\$ 190,768.53
	9/30/22	160151-160153	\$ 58.59
	9/30/22	160154-160158	\$ 29,997.20
	Payroll:	10/14/22	106159-160164
10/14/22		160165-160176	\$ 45,271.04
10/14/22		160177	\$ 1,414.76
9/30/22		703106-703107	\$ 139.00
9/30/22		WIRE	\$ 13,828.58
9/30/22		703108-703111	\$ 834.05
9/30/22		WIRE	\$ 1,449,367.10
9/30/22		WIRE	\$ (30.00)
10/14/22		WIRE	\$ 2,146.23
10/14/22		703112-703116	\$ 939.96
Workers Comp:	10/14/22	WIRE	\$ 14,935.73
	9/15/22	404089	\$ 126,498.00
	9/15/22	404090	\$ 17,463.20
	9/15/22	404091	\$ 20,000.00
	9/22/22	404092	\$ 20,000.00
	9/29/22	404093	\$ 25,000.00
	10/6/22	404094	\$ 50,000.00
	10/14/22	404095	\$ 8.00
	10/14/22	404096	\$ 7.93
	10/13/22	404097	\$ 30,000.00
Unemployment:	9/15/22	200476	\$ 760.33
Compensated Absences:			

Ann Byrnes moved to approve the Vouchers and Payroll as presented. John Haupt 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>
Wendy Lowe	Certified OT Assistant	10/03/2022

**Resignation:**

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Jamie Loveless	Assistant Teacher	09/29/2022

**Retirement:**

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Beth Bowen-Wegner	Lead Teacher	12/31/2022

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

1:45 PM – Board Chair Cliff Huenergard announced that the Board would take a 15-minute recess and if the second candidate is available at 2:00 PM, the Board would begin the interview early.

BOARD CANDIDATE INTERVIEWS for DISTRICT 3 (Unexpired Term) - continued

2:05-2:19 PM – Bruce Richards (Retired Nuclear Chief Test Engineer at Puget Sound Naval Shipyard, former Central Kitsap School Board Director)

EXECUTIVE SESSION

2:20 PM – Cliff Huenergard announced that the Board will recess into Executive Session for approximately 25 minutes to discuss the candidate (s) qualifications (pursuant to RCW 42.30.110).

RETURN TO REGULAR SESSION

2:55 PM – The Board returned to Regular Session and acknowledged their appreciation of both candidates for taking the time to interview for the Director District 3 position.

OESD BOARD OF DIRECTORS DISTRICT 7 NOMINATIONS AND VOTING

Board members discussed the candidates’ qualifications and Cliff Huenergard called for nominations to appoint a candidate to fulfill the unexpired term of OESD Board Director District 3. Ann Byrnes nominated Bruce Richards be appointed to the Director District 3 position. John Haupt seconded the motion. With no further discussion, voice vote was called. Motion carried unanimously.

Board members discussed next steps of offering the position to Bruce Richards and a letter will be sent to Irene Sincere to thank her for interviewing with the Board.

Board members discussed their appreciation to Carl Johnson for his years of service on the Board.

**2:59 PM** – The Board adjourned.

**Reminder:** The next regularly scheduled Board Meeting is Tuesday, November 15, 2022.

Respectfully submitted,

Dr. Aaron Leavell  
Secretary to the Board

Cliff Huenergard  
Chair