

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=OHIXUk5KTjlKSksxqNS9EVWFtRC96QT09>

November 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

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PLEDGE OF ALLEGIANCE

Chair Cliff Huenergard led the Pledge of Allegiance.

OATH OF OFFICE

Superintendent Leavell administered the Oath of Office to Bruce Richards, appointed to fulfill the unexpired term for Director District 3.

ROLL CALL OF MEMBERS AND GUESTS

Cliff Huenergard, Chair

Donn Ring

Stephanie Parker

Ann Byrnes

John Haupt (Excused)

Vicki Collins

Bruce Richards

Dr. Aaron Leavell, Superintendent

Susan Jung Lathrop, Assistant Superintendent of Teaching and Learning

Anna Winney, Director of Human Resources (via Zoom)

Tina Schulz, Executive Assistant

GUESTS:

Kristen Sheridan, Director of Early Learning

APPROVAL OF THE AGENDA

Stephanie Parker moved to approve the agenda as amended. Donn Ring seconded the motion. Voice vote was called. Motion carried.

MINUTES

Donn Ring moved to approve the minutes of the October 20, 2022 meeting, as presented. Vicki Collins 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 while noting that he would be sharing information about the Open Public Meetings Act (OPMA) as a resource for Board training (handout was provided). Online training modules and additional resources were shared via email with Board. In addition, he requested that Board members attending the Annual WSSDA Conference share/highlight conference information that could be helpful to those unable to attend.

Board members shared the following:

- Vicki Collins attended a meeting about the Bremerton School District Superintendent Search.
- Stephanie Parker attended a North Kitsap School Board meeting along with Superintendent Leavell and welcomed a new Board Director.
- Bruce Richards noted he visited PineCrest Elementary to assist students with their underwater submersible projects after receiving a request from a PineCrest teacher.
- Stephanie Parker shared that she has subscribed to emails from the districts she represents as a good way to stay informed.
- Bruce Richards shared that the WSSDA daily briefings are also a good resource for school district news/information.
- Donn Ring recalled that in past years he would join a Port Townsend teacher (who recently passed away) and students on hiking adventures. Recently, he shared some of the hiking adventure photos when he visited parents of the former students and noted it was interesting to find out what the students are now doing professionally.

ADMINISTRATIVE REPORTS

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

- **AESD Executive Board:** Cliff Huenergard noted that the next AESD Exec. Board meeting is scheduled via Zoom tomorrow, November 16, 2022. He referenced and shared copies of the AESD New Board Member Handbook, asked that each Board member read the first 11 pages prior to the next Board meeting in January, and highlighted key information from the handbook. In January, the Board will discuss and conduct an activity around the first 11 pages.
- **Legislative Report/Update:** OESD Legislative Representative Ann Byrnes noted the legislative positions under consideration. She reviewed WSSDA's five legislative priorities, noting that WSSDA established 110 legislative positions for this upcoming session.
- **Letter to Jim Stoffer:** Board members signed a letter thanking Jim Stoffer for his service to education in the region. He resigned from the Sequim School Board and regional WSSDA leadership.

Superintendent's Report - Superintendent Aaron Leavell noted the following:

- **Public Records Request Update:** OESD has hired additional temporary staff and purchased software to assist with responding to the PRR from Eric Hood. OESD is working to conclude and submit the response. The new software will also assist with managing future public records requests. Board members discussed the cost involved (legal counsel, software, staff time) with responding to the requests.
- **Staff Committee 'going green' initiative:** The Staff Committee is putting together a committee to evaluate viable ways OESD could become more 'green'.
- **Regional Classified Employee of the Year, Melinda Jones, North Kitsap School District (NKSD)** was recognized and presented with a plaque by Superintendent Aaron Leavell at the NKSD Board meeting on November 10, 2022.
- **WSSDA Conference:** Thanked board members for attending.
- **Open OESD Leadership Positions:** Noted that the OESD is working to fill the Exec. Director of Finance and Human Resources Director positions.

Superintendent’s Report (continued):

- **Board Retreat:** A Doodle scheduling poll will be sent to Board members so that we can potentially schedule a retreat for the Board in March 2023. Potential locations were discussed.
- **OESD Facility:** Recognizing the importance of asset preservation, Superintendent Leavell noted continued updating of the OESD building and planning forward is on the radar. Examples: sprucing up the grounds, carpet replacement, painting, and safe location for storing agency vehicles (noted recent fuel siphoning and theft). With some conversation about current bond repayment on the 2006 portion of the facility, he noted the importance of pride in our facility and desire for it to continue to be a nice place to come.
- **WASA Awards** – Board members are invited to the awards dinner scheduled on Monday, April 24, 6:00 PM at the Suquamish Clearwater Resort. A handout was shared to ‘save the date’.
- **Diversity, Equity and Inclusion (DEI) Committee:** Committee work is underway and more information will be shared in the coming months.
- **Early Departure today:** Due to an anomaly appointment, Superintendent Leavell will need to leave the meeting early today.

Financial and Technology – Assistant Superintendent Susan Lathrop shared:

- **2022-23 District Enrollment FTE and 2021-2022 Financial Year End Update:** Information was provided in the Board’s packet.

Human Resources – Anna Winney shared the following:

- A telecommuting survey has been sent out to staff as they transition back to the office.
- OESD Open Enrollment for employee benefits is underway and closes on November 30, 2022.
- DEI monthly meeting was held today and a November newsletter is in the works.
- The (DEI) Committee is currently working on action items in response to a survey from last year. Efforts of the Committee to become more inclusive, and upcoming events & activities were shared.

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

- **Kudos to the Business/Accounting/Fiscal team** for their work and assistance on numbers provided in the Financial & Technology update memo provided today.
- **Partnership with Museum of Flight:** Donors to the museum of flight have made it possible for schools in the OESD region to schedule three virtual, space-themed programs.
- **School Safety:** OESD’s Student Services department continues to be called upon to support school and district safety efforts. The OESD Regional School Safety Center by statute, employs three positions in each ESD (school safety coordinator, behavioral health navigator and threat assessment). OESD was informed in September that the State Auditor’s Office (SAO) would perform an audit on our School Safety and Security - Regional Schools Safety Center (RSSC).
- **Region 16 Grant information** (U.S. Dept. of Education): The grant includes one national center and nineteen regional centers funded to support Indigenous education and school improvement. Reviewed mission, vision, goals of the program, noting what OESD does to support the pillars of the program. Described the benefits and outcomes of the program. Board members held discussion and asked questions about tribal relations with schools/districts in the region.
- **Early Learning Department Goals 2022-2023 and Annual Policy Council Training:** Kristen Sheridan provided a presentation on the OESD Early Learning program & services and provided the Annual Policy Council Training for the Board. She reviewed the organizational chart, department goals for 2020-2025 and shared stories, connections, and partnerships made throughout the work of the Early Learning department.

Teaching and Learning Services (continued)

- **Early Learning Department Goals 2022-2023 and Annual Policy Council Training (continued):**
 Discussion was held with the Board about ‘what’s new’ and challenges of the program. The Annual Policy Council Training included a review of governance, oversight, eligibility and enrollment. Susan Lathrop noted the opportunity for OESD Board members to sign up to attend monthly Policy Council meetings. Board members thanked Kristen Sheridan for presenting and for the work of the Early Learning Department.

1:50 PM - Superintendent Aaron Leavell departed the meeting. In his absence, Chair Cliff Huenergard appointed Assistant Superintendent Susan Jung Lathrop as Secretary pro-tempore in accordance with Board Policy 1221.

BUSINESS

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

(Information only, no action required)

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 15th day of November 2022

| FUND | DATE PAID | WARRANT #'S | AMOUNT |
|---|------------------|--------------------|-----------------|
| General: | | 160178 | |
| | 10/21/22 | 160179-160180 | \$ 12,337.07 |
| | 10/28/22 | ACH | \$ 24,921.70 |
| | 10/28/22 | ACH | \$ 190.00 |
| | 10/31/22 | ACH | \$ 1,440,363.18 |
| | 10/31/22 | 160181-160189 | \$ 312,900.33 |
| | 10/28/22 | ACH | \$ 130.43 |
| | 10/28/22 | 160190-160191 | \$ 3,626.20 |
| | 10/28/22 | 160192 | \$ 1,015.47 |
| | 10/28/22 | 160193-160236 | \$ 119,710.25 |
| | 10/28/22 | ACH | \$ 2,492.28 |
| | 11/4/22 | 160237-160240 | \$ 3,959.16 |
| | 11/4/22 | 160241-160244 | \$ 101,884.60 |
| Payroll: | 10/31/22 | 703117-703121 | \$ 1,210.55 |
| | 10/31/22 | WIRE | \$ 1,440,363.18 |
| | 11/15/22 | 703122-703124 | \$ 413.72 |
| | 11/15/22 | WIRE | \$ 17,546.62 |
| Workers Comp: | 10/20/22 | 404098 | \$ 25,000.00 |
| | 10/28/22 | 404099-404100 | \$ 32,964.68 |
| Unemployment: Compensated Absences: | 10/28/22 | 200477 | \$ 760.33 |
| | 10/28/22 | 600079 | \$ 100.00 |

Donn Ring moved to approve the Vouchers and Payroll as presented. Vicki Collins 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> |
|-------------------|-------------------|-------------|
| Michelle Cardwell | Assistant Teacher | 11/01/2022 |
| Jerome Stevens | SAP | 11/18/2022 |

Resignation:

| <u>Employee</u> | <u>Position</u> | <u>Date</u> |
|-----------------|----------------------------|-------------|
| Alison Compton | Early Learning Coordinator | 10/28/2022 |
| Anna Winney | HR Director | 01/17/2023 |

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

Cliff noted that Special Education Director Jennifer Acuña is scheduled to present at the January Board meeting.

2:00 PM – The Board adjourned.

Reminder: The next regularly scheduled Board Meeting is Thursday, January 19, 2023.

Respectfully submitted,

Dr. Aaron Leavell
Secretary to the Board

Cliff Huenergard
Chair

Susan Jung Lathrop
Secretary pro-tempore