

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=OHlXUk5KTjlKSxqNS9EVWFtRC96QT09>

January 19, 2023

11:30 AM – Lunch was provided. No business was conducted. Superintendent Aaron Leavell introduced guests.

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=OHlXUk5KTjlKSxqNS9EVWFtRC96QT09>

PLEDGE OF ALLEGIANCE

Chair Cliff Huenergard led the Pledge of Allegiance.

ROLL CALL OF MEMBERS AND GUESTS

Cliff Huenergard, Chair

Donn Ring

Stephanie Parker

Ann Byrnes

John Haupt

Vicki Collins (Excused)

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:

Jennifer Acuña, Director of Special Services

Jason Rhoads, Assistant Superintendent of Finance and Operations (effective 2/6/23)

Mari Flosi, Director of Human Resources (effective 2/13/23)

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 November 15, 2022, as presented. John Haupt 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.

Board members shared the following:

- Donn Ring noted a recent phone call he received from Ken Howerton, former OESD Superintendent.
- John Haupt shared an update on former OESD Board Director Shirley Johnson and provided a Neah Bay sports update.
- Bruce Richards noted his volunteer work in a 5th grade classroom at Central Kitsap School District and discussed a Destination Imagination (statewide) opportunity for volunteers to serve as an appraiser (Feb. 11 – appraiser training and Feb. 25 – tournament. Both will be held at Klahowya Secondary School in Central Kitsap).
- Cliff Huenergard provided the Board with a ‘pop quiz’ on the first eleven pages of the AESD Board Handbook. Handbook review and discussion by the OESD Board will continue to serve as a Board training opportunity.
- Open Public Meetings Act (OPMA) Board training: Online training modules and additional resources were shared via email with Board in November and December to fulfill the training requirement.

WSSDA Annual Conference – Debrief: Board members who attended the Annual WSSDA Conference shared thoughts on the conference sessions.

ADMINISTRATIVE REPORTS

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

- **AESD Executive Board:** Cliff Huenergard highlighted information from the AESD Exec. Board Meeting held on Tuesday, January 17, 2023, which he attended via Zoom. Topics noted:
 - WSSDA will soon be running the School Board and ESD Board Elections. The new process was piloted in 2022 and additional details are pending.
 - Reviewed legislative topics of interest discussed at the meeting (early learning, mental health, educational testing services for paraeducators).
 - AESD Redesign & Constitution are in final stages of editing, with a target of mid-March for finalization in time for AESD member voting at the AESD Annual Conference in April 2023.
 - Planning for the Annual AESD Conference and seeking sponsorships to mitigate conference costs. Conference logistics, venues, and increasing costs were discussed.
 - ESD 113 will be seeking a new superintendent. Current ESD 113 Superintendent Dana Anderson will serve as the new Executive Director of WSIPC when Marty Daybell retires, effective July 1, 2023.
- **Legislative Report/Update:** OESD Legislative Representative Ann Byrnes noted the legislative positions under consideration. She reviewed WSSDA’s link for legislative positions <https://wssda.org/strategic-advocacy/legislative-updates/bill-watch-list/>, noting the start and end dates of this year’s legislative session.

Superintendent’s Report:

- **ESD Board Appreciation:** Superintendent Leavell referenced the Governor’s proclamation declaring the Month of January as School Board Appreciation Month (including ESDs). He thanked the OESD Board members for their service and honored those who have served in the past with special mention of the unprecedented years of service from some of the OESD Board members. Cupcakes were served.
- **Noted weekly communications/memos** sent to the Board each Friday.
- **Board Director** Vicki Collins is currently in Kenya to visit a village that wants to emulate the non-profit business that she and her business partner run.
- **West Sound Technical (WST) Skills Center** has been approved for a partial remodel. Superintendent Leavell has been asked to serve on a redesign committee and noted how the project is funded. First phase of planning is underway. WST has expressed interest in an Early Learning program partnership with OESD.
- **In the news:** Sequim School District is working toward building a Career & Technical Education center, championed by Senator Lisa Wellman.

- **Public Records Request Update:** OESD submitted the response to the PRR from Eric Hood. The response was sent on time and OESD now awaits payment from Mr. Hood before providing the responsive records that were identified.
- **Sad news** was shared about a recent death of a Central Kitsap kindergartner.
- **Policies** are now posted on the OESD Website for public viewing.
- **COVID Meetings:** Kitsap Public Health, Clallam/Jefferson Public Health are in process of dismantling COVID data sites. With nothing new to present last week, the monthly OESD coordinated meeting was cancelled. Challenges continue to exist for regular immunizations, etc. and OESD is continuing partnership for other health initiatives.
- **Consider signing up** to receive notifications from local school districts.
- **Elementary and Secondary School Emergency Relief (ESSER)** funds for most districts will close September 24, 2023. Districts are realizing impacts of the funds going away. People/staff was needed to cover the prescribed work and when funds evaporate staff adjustments will need to be considered by districts, which may have to make reductions in force. OESD contracts with districts are for crucial services, noting that OESD may be indirectly impacted as districts may reduce services/staff. Board discussion was held.
- **Superintendents' Advisory Council Meeting** next Friday, January 27.
- **AESD** legislative priorities handout was provided and topics were discussed.
- **Registration is open for the WSSDA/WASA/WASBO Legislative Conference**, Sunday, February 26, 1:00 PM in Olympia, and Day on the Hill, Monday, February 27.
- **Open Public Meetings Act (OPMA)** training provided to the Board in November.
- **WASA Annual Awards Dinner** – Monday April 24, 2022. Contact Tina to register.

Financial and Technology – Superintendent Aaron Leavell reviewed the following:

- 2022-23 Budget status report and 2021-22 Year-end Financial Statement are underway and details will be provided to the Board in February as numbers are finalized.

Human Resources – Anna Winney shared the following (via Zoom):

- 2022-2023 Staffing (*Information only, no action required*). Due to a reduction in funding for an OESD position, there will be reduction of FTE effective in January. This notice is an exception to the regular cycle of staffing updates that are typically provided in April.

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

- Teaching and Learning Updates:
 - In mid-February, districts will be notified of schools whom are selected for improvement, based on the Washington School Improvement Framework/Accountability data. Accountability data will be made public in March 2023.
 - ESDs have been approved through spring 2023, to use the existing Paraeducator Assessment (ETS ParaPro). Current legislation is in the works to change this specific testing requirement.
 - The AESD has been approached by Cascade Bicycle Club to coordinated bicycle distribution to select school districts for bicycle safety units in physical education classes. OESD 114 is considering a pilot program in partnership with some of the other ESDs.
 - OESD's session proposal of: Effectively Integrating School Improvement, MTSS & Student Support was selected for the upcoming WASA/AWSP 2023 Summer Conference.
 - 2023 marks the 50th Annual Superintendent's High School Art Show. As in the past few years, voting and awards will be entirely online, which provides increased ability for participation. Winners will be posted on March 6, 2023 and some artwork will advance to the state level competition at OSPI.
 - Appreciation was expressed for those attending Early Learning Policy Council via Zoom once per month. A sign-up sheet was routed to the Board.
- Head Start/Early Head Start/ECEAP/Coalition - Early Learning

Teaching and Learning Services (continued)

- Special Services Department Goals 2022-2023: Jennifer Acuña provided a presentation on the OESD Special Services program. She reviewed department goals, mission, and services provided. Services include special education services, cooperative services, School Nurse Corp, Transitional/Inclusive Kindergarten and more, including services provided to meet the escalating need of Trauma Informed Practices for students. She reviewed the department organizational chart, OESD inter-department coordination, grants, budget information, details of services provided to 30 school districts, challenges, and future hopes in special education. Changes in legislation and program requirements were noted. She responded to questions from the Board throughout her presentation.

1:57 PM – Break: Chair Cliff Huenergard announced that the Board would recess for approximately 5 minutes to take a short break.

2:05 PM – Regular Session of the Board resumed.

BUSINESS

Annual Reorganization/Election of Officers: Chair Cliff Huenergard initiated the annual process to reorganize the Board according to Board Policy 1210. After Board member discussion, Cliff Huenergard noted he would be willing to continue as Chair and called for nominations.

Stephanie Parker nominated Cliff Huenergard as Chair. Donn Ring seconded the motion. Voice vote was called. Motion carried.

Donn Ring nominated Stephanie Parker as Vice Chair. Ann Byrnes seconded the motion. Voice vote was called. Motion carried.

Ann Byrnes nominated Bruce Richards as Legislative Representative. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

Stephanie Parker nominated Cliff Huenergard as AESD Executive Board Representative. Donn Ring seconded the motion. Voice vote was called. Motion carried. With no further nominations, the current officers are listed as follows:

- **Chairperson:** Cliff Huenergard
- **Vice Chair:** Stephanie Parker
- **Legislative Representative:** Bruce Richards
- **AESD Executive Committee:** Cliff Huenergard

Regional Committee Appointments - RCW 28A.315.105 creates the Regional Committee on School District Reorganization. Each ESD is to establish a committee with the same number of members as the ESD Board. Members are to be appointed to a four-year term by the ESD Board. Superintendent Leavell reviewed the purpose of the Regional Committee and recommended that the Board newly appoint Arthur Wightman, District 6; and re-appoint Walter Draper, District 2; and Mike Brennan, District 4, to serve as representatives to the Regional Committee on School District Reorganization.

Donn Ring moved to newly appoint Arthur Wightman, District 6; and re-appoint Walter Draper, District 2; and Mike Brennan, District 4, to serve as representatives to the Regional Committee on School District Reorganization. Ann Byrnes seconded the motion. With no further discussion, voice vote was called. Motion carried. Regional Committee Duties are centered on boundary changes. OESD Board's role is to appoint the committee members.

Head Start Program Monitoring (Policy 2500): Head Start/ECEAP & Early Head Start Monthly Reports.
(Information only, no action required)

Approval of \$5,000 Donation from Kaiser Permanente. Susan Lathrop reviewed information about how the OESD applied for donation dollars and how the funds would be used for a wellness program in OESD, which will also serve as a pilot program to model for school districts. Stephanie Parker moved to approve the \$5,000 Donation from Kaiser Permanente, as presented. Bruce Richards seconded the motion. 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 19th day of January 2024

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>	
General:	11/15/22	160245-160281	\$ 144,367.30	
	11/15/22	160282	\$ 234.41	
	11/18/22	160285-160287	\$ 3,874.79	
	11/30/22	160288-160296	\$ 310,819.04	
	11/30/22	160297	\$ 200.00	
	11/30/22	160298-160300	\$ 34.43	
	11/30/22	160301-160330	\$ 141,021.35	
	11/30/22	ACH	\$ 34,601.66	
	11/30/22	ACH	\$ 19,339.10	
	11/30/22	ACH	\$ 96.25	
	11/29/22	160331	\$ 147,522.17	
	12/2/22	ACH	\$ 200.00	
	12/9/22	160332	\$ 5,600.00	
	12/15/22	160333-160334	\$ 338.91	
	12/9/22	160335 VOID	\$ -	
	12/15/22	160336-160390	\$ 253,183.99	
	12/14/22	160391	\$ 82,603.51	
	12/15/22	ACH	\$ 17,089.76	
	12/15/22	ACH	\$ 907.00	
	12/29/22	160392-160400	\$ 314,508.63	
	12/29/22	160401-160424	\$ 81,217.17	
	12/22/22	160425	\$ 400.00	
	12/29/22	ACH	\$ 25,947.84	
	12/29/22	160426-160428	\$ 4,129.95	
	1/3/23	ACH	\$ 144.00	
	1/5/23	160261	\$ (1,674.79)	
	1/9/23	160430 VOID	\$ -	
	1/13/23	160431-160435	\$ 35,724.36	
	1/13/23	160436	\$ (994.08)	
	1/13/23	160437	\$ 8.30	
	1/13/23	10000	\$ 22,584.89	
	Payroll:	11/30/22	703125-703127	\$ 3,735.39
		11/30/22	ACH	\$ 1,437,375.13
11/30/22		ACH	\$ 1,730.55	
12/15/22		703128-103131	\$ 1,436.41	
12/15/22		ACH	\$ 13,552.96	
12/29/22		703132-703137	\$ 2,117.59	
12/29/22		ACH	\$ 1,456,435.78	
1/13/23		703138-703139	\$ 954.52	

Payroll

(continued):	1/13/23	ACH	\$	9,875.05
		703140-703141		
	1/13/23	VOID	\$	-
	1/13/23	ACH	\$	355.24
	1/13/23	ACH	\$	44.34
	1/13/23	703142	\$	264.26
Workers Comp:	11/10/22	404102-404103	\$	33,063.93
	11/17/22	404104	\$	30,000.00
	11/30/22	404105-404106	\$	380.99
	12/1/22	404107	\$	65,000.00
	12/8/22	404108	\$	45,088.53
	12/8/22	404109	\$	55,000.00
	12/22/22	404110	\$	19,719.72
	12/22/22	404111-404116	\$	491,313.24
	12/29/22	404117	\$	10,000.00
Unemployment:	11/30/22	200478-200479	\$	51,893.16
	12/22/22	200480	\$	1,825.63
	12/22/22	200481-200483	\$	32,765.25
Compensated Absences:	12/22/22	600080	\$	224,494.24
	12/22/22	600081	\$	200.00
	12/22/22	600079	\$	(100.00)

Bruce Richards moved to approve the Vouchers and Payroll as presented. Donn Ring seconded the motion. Voice vote was called. Motion carried.

PERSONNEL

Noting the revised date of retirement for Anna Winney, the following personnel changes were recommended:

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Alexis Skaggs	Assistant Teacher	11/14/2022
Erika Brende	Assistant Teacher	11/28/2022
Gabrielle Ruiz	Special Education Teacher	12/01/2022
Jason Rhoads	Assistant Superintendent Finance & Operations	02/06/2023

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Monique Chapman	Assistant Teacher	11/17/2022
Susan Mitchell	Accounting Technician	12/06/2022
Leslie Orozco	SAP	01/20/2023
Anna Winney	HR Director	02/17/2023*

*Revised Date

New Administrator:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Mari Flosi	HR Director	02/13/2023

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

STUDY SESSION - Board Retreat Planning:

Board members participated in a survey to collect topics for discussion at their retreat, responded to a scheduling poll and discussed potential offsite venues in a centralized location for all Board members. Provided for the Board in their packets: calendars, OESD event dates, potential venue options, results of the survey to select topics. Superintendent Leavell noted that he reached out to experienced facilitator through WASA, Helene Paroff.

- **Topics Discussion:** OPMA requirements were already covered; engagement opportunities; relationship & team building; review individual Board member skills & expertise; additional ideas from newest members; co-planning with facilitator, goals, mission, vision – strategic planning as a follow up session; review history of Board goals
- **Date Selection:** Board members agreed to hold March 3, 2023, 9:00 AM–3:00 PM, pending confirmation of availability of all Board members and the facilitator.
- **Venue Selection:** After reviewing logistics and availability of three potential locations, the Board focused on the 7 Cedars Hotel in Sequim. Details are to be determined.

EXECUTIVE SESSION

2:37 PM – Cliff Huenergard announced that the Board would recess into Executive Session for approximately 20 minutes to discuss personnel matters and evaluate the performance of a public employee (*pursuant to RCW 42.30.110*)

REGULAR SESSION

3:00 PM – The Board returned to Regular Session and immediately adjourned.

Reminder: The next regularly scheduled Board Meeting is Thursday, February 16, 2023.

Respectfully submitted,

Dr. Aaron Leavell
Secretary to the Board

Cliff Huenergard
Chair