

ITEM 69-A
03-16-2023

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>
February 16, 2023

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=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

Bruce Richards

Dr. Aaron Leavell, Superintendent

Susan Jung Lathrop, Assistant Superintendent of Teaching and Learning

Jason Rhoads, Assistant Superintendent of Finance and Operations

Mari Flosi, Director of Human Resources

Tina Schulz, Executive Assistant

GUESTS:

Eric Blosser, Director of Data and Technology Services

Dr. Mona Johnson, Executive Director, Teaching & Learning System Pathways

Helene Paroff, Consultant/Facilitator (via Zoom)

APPROVAL OF THE AGENDA

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

MINUTES

Vicki Collins moved to approve the minutes of the January 19, 2023, as presented. Ann Byrnes seconded the motion. Voice vote was called. Motion carried.

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COMMUNICATIONS & ANNOUNCEMENTS

Board members - share a best practice: Chair Cliff Huenergard opened the floor for an opportunity to share.

Board members took turns sharing thoughts, ideas, highlighting evidence of OESD programs in the region, and recent connections in the community (including contact with former OESD Superintendent Greg Lynch). Two historical photos were shared on screen, which included former OESD Superintendent Ken Howerton and former OESD Board Director Ray Ondracek.

ADMINISTRATIVE REPORTS

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

- **AESD Executive Board:** Cliff Huenergard noted the following:
 - **AESD Conference Attendance – April 12-14, 2023:** Seeking a head count of those planning to attend & noting cost of the conference registration estimated at \$550/per person and the importance of OESD representation. This year’s conference is co-hosted by Puget Sound ESD 121 and Capital Region ESD 113 and will be held at the Hyatt Regency Lake Washington.
 - **AESD Executive Board Award of Distinction** (Formerly called the AESD President’s Award) will be presented at the AESD Conference in April. Nominations are due February 26. A small group will connect via Zoom on February 21 at 12:30 PM to discuss OESD’s nomination.
 - Aaron Leavell shared Accreditation information seeking Board members to participate as panelists. Panel dates are scheduled on May 15-17 at ESD 113 in Tumwater, and on May 22-23 at ESD 101 in Spokane. Bruce Richards volunteered to serve in Tumwater.
- **Legislative Report/Update:** OESD Legislative Representative Bruce Richards noted he plans to attend the Legislative Conference on February 26. He provided an overview of AESD’s, WSSDA’s, and Women’s League of Voters’ legislative positions related to education and educational funding (i.e. special education funding, school meals, equitable pupil transportation).

Superintendent’s Report: Superintendent Leavell noted the following:

- **Levy Election:** Peninsula School District (SD) passed a levy on Tuesday, February 14.
- **Swatting Hoax:** A recent article about the swatting hoax, which is a criminal harassment tactic designed to deceive the emergency response system into activation, occurred in both Port Angeles and Sequim School Districts yesterday, February 15.
- **Sequim** is seeking match dollars for a Career & Technical Education (CTE) facility, supported by Senator Lisa Wellman. Discussed funding & supports underway.
- **The American Association of School Administrators (AASA) Conference** is being held this week and some superintendents from the region are in attendance.
- **Bremerton School District’s** Superintendent search and candidate selection process is underway.
- **2023-2024 Budgets:** Districts in the region are preparing budgets for 2023-24 school year with staffing & program reductions on the horizon, mostly due to reduction in enrollment after COVID-19 pandemic and other economic factors.
- **Multiple districts** will have collective bargaining openers this year.
- **Statewide:** Bellevue SD is consolidating and closing some schools. Seattle is also considering future school closure/consolidation.
- **How might budget reductions of SDs impact the ESD?** Board members held discussion. OESD in process of distributing contracts for school year 2023-2024, which will provide an indication of where reductions might affect OESD.
- **Kitsap County Health Department** outreached SDs and OESD to participate in an ‘after event debrief’ of COVID-19 response. Superintendent Leavell asked former OESD Superintendent Greg Lynch to participate.
- **ESD 113 Superintendent position is posted.** Current ESD 113 Superintendent Dana Anderson will be transitioning to his new position at Washington School Information Processing Cooperative (WSIPC) effective July 1, 2023.

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Superintendent’s Report (continued):

- WSSDA/WASA/WASBO Legislative Conference, Sunday, February 26, 1:00 PM in Olympia. (Bruce Richards and Superintendent Leavell plan to attend).
- WASA Annual Awards Dinner – Monday April 24, 2022. Contact Tina to register.

Financial and Technology – Jason Rhoads reviewed the following:

- **Update on 2021-2022 Fiscal Year-end:** Provided an overview of current events and work underway on the financial statements through an extension (originally due at the end of December 2022). In response to a question from the Board, he addressed comments about the OESD fund balance noting that reduced expenses due to COVID, safety cooperative requirements & services, and other factors have contributed to a higher fund balance. In response to a question about what to be aware of with the current OESD audit, he noted that ESD audits are similar to school district audits. He reviewed the process, which includes a pre-meeting with the auditor. This year, the audit will review federal programs and OESD financial statements. No accountability audit is scheduled this year, however, next year there will be three years-worth of accountability audits. Next steps include: additional pre-meetings (will likely include at least one board member for the risk assessment), entrance briefing (includes at least one board member), audit will be conducted, and the exit briefing (includes at least one board member). Noted audit terminology and a handout was provided to the Board.

Human Resources – Mari Flosi shared the following:

- Information was provided in the Board’s packet. Nothing additional to report.

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

- Teaching and Learning Updates:
 - **The 50th Annual Regional High School Art Show** received over 100 entries of student artwork this year. In response to a question from the Board about holding an in-person awards event, Ms. Lathrop noted that OESD has found that there is an increase in participation through a virtual art show. OESD is considering options for Superintendent Leavell to potentially present awards locally in districts. Winners will be announced and posted on the OESD website on March 6. The People’s Choice award is sponsored (and paid for) by the OESD Board of Directors each year.
- **Head Start/Early Head Start/ECEAP/Coalition - Early Learning** (information provided in the Board packet).
- **Data Center Department Goals and System Pathways Update:**
 - Dr. Mona Johnson provided a presentation on the System Pathways services provided by OESD, to integrate systems and pathways to support students with moving toward graduation and beyond. She responded to questions and comments from the Board.
 - Eric Blossy provided a presentation on the Western Regional Information Services Center (WRISC) Data processing and Operations, and answered questions from the Board throughout his presentation.

BUSINESS

Audit Entrance Update (*Aaron Leavell - Information only, no action required*) – information was covered previously.

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

Superintendent Evaluation Procedure 1605 (*Information only, no action required*): Superintendent Leavell noted the options/drafts included in the Board’s packet and highlighted alignment with the superintendent contract. He referenced Board Policy 1605 where Superintendent Evaluation is listed.

Resolution #278, Authorizing Facsimile Signature of Jason Rhoads to sign on specified bank accounts held by the Olympic Educational Service District 114 at Key Bank.

Stephanie Parker moved to Approve Resolution #278, Authorizing Facsimile Signature of Jason Rhoads to sign on specified bank accounts held by the Olympic Educational Service District 114 at Key Bank, as presented. Donn Ring seconded the motion. Voice vote was called. Motion carried.

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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 February 2023

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	01/06/23	160429	\$ 931.78
	1/13/23	160438-160474	\$ 279,067.71
	1/19/23	160475-160476	\$ 53,292.30
	1/31/23	160486-160518	\$ 157,149.93
	2/7/23	160519	\$ 105.91
	2/15/23	160641-160643	\$ 635.16
	2/7/23	ACH	-
Payroll:	1/31/23	160477-160485	\$ 314,786.09
	1/24/23	ACH	\$ 1,437,663.57
	2/8/23	ACH	\$ 27,228.19
Workers Comp:	1/12/23	404119	\$ 41,477.56
	1/12/23	404120-404121	\$ 39,960.00
	1/19/23	404122	\$ 10,000.00
	1/31/23	404123-404124	\$ 3,689.01
	1/27/23	404125	\$ 35,000.00
	1/27/23	404126	\$ 124.36
Unemployment: Compensated Absences:			

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:

Employee	Position	Date
Nanaho Burkhart	Assistant Teacher	1/24/2023
Jennifer McCarter	Human Resources Specialist	1/30/2023
Gabriela Alvarado	Home Visitor	2/15/2023

Resignation:

Employee	Position	Date
Julie Knott	Career Connected Intermediary Grant Coordinator	2/3/2023
Anna Winney	Director of Human Resources	3/3/2023*

*Revised Date

New Administrator:

Employee	Position	Date
Mari Flosi	Director of Human Resources	2/6/2023*

*Revised Date

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PERSONNEL (continued)

Bruce Richards moved to approve the employments and resignations, as presented. John Haupt seconded the motion. Voice vote was called. Motion carried.

2:05 PM – Board Chair Cliff Huenergard announced that the Board would recess for five minutes.

2:10 PM – The Board returned to Regular Session.

STUDY SESSION - Board Retreat Planning:

Facilitator Helene Paroff provided an overview (via Zoom) of her professional background. Board members held discussion about the upcoming retreat scheduled on Friday, March 3, 2023, 9:00 AM – 3:00 PM at the 7 Cedars Resort in Sequim.

• **Discussion of Draft Topics:**

- Who we are (roles, responsibilities, individuals, OESD, systems, AESD network, future next steps), relationship building, learning/overview of ESD systems/organization.
- Board and Superintendent Operating Principles, Board Policy 1600 and Procedure 1600P
- How is OESD Board different from non-profit Board, strengths & weaknesses of the OESD Board (demographics/skills/background) in relation to recruitment of future Board members
- Flow chart/organizational chart of the system (OSPI, ESDs & related organizations) to include money flow and how the funding works
- Onboarding process for new OESD Board Directors, Board Policy 1112 - Director Orientation

• **Date & Time:** March 3, 2023, 9:00 AM–3:00 PM

• **Location:** 7 Cedars Hotel (Cedar Room) in Sequim: 270756 US-101, Sequim, WA 98382

• **Facilitator:** Helene Paroff

2:24 PM – The Board adjourned.

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

Respectfully submitted,

DocuSigned by:

Dr. Aaron Leavell
Dr. Aaron Leavell
Secretary to the Board

DocuSigned by:

Cliff Huenergard
Cliff Huenergard
Chair

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