

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=OHlXUk5KTjlKSksxqNS9EVWFtRC96QT09>

March 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

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<https://zoom.us/j/244562383?pwd=OHlXUk5KTjlKSksxqNS9EVWFtRC96QT09>

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:

Nicole Roel, Director of Risk Management, Workers' Compensation Trust

APPROVAL OF THE AGENDA

John Haupt moved to approve the agenda as presented. Vicki Collins seconded the motion. Voice vote was called. Motion carried.

MINUTES

Stephanie Parker moved to approve the minutes of the February 16, 2023, as presented. Donn Ring seconded the motion. Voice vote was called. Motion carried.

Ann Byrnes moved to approve the minutes of the Special Meeting/Retreat, March 3, 2023, as presented. Bruce Richards seconded the motion. Voice vote was called. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

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

COMMUNICATIONS & ANNOUNCEMENTS (continued):

Board members shared thoughts:

- Board Retreat was time well spent. Agenda was well-done and not over packed. Consultant Helene Paroff was commended for her work with the Board. Discussion about next steps and potentially inviting Helene Paroff to return for another session in the future. For the next Board meeting Board members were asked to share ideas for following up after the retreat.
- The Neah Bay girls' basketball team won the state tournament this year. Celebrations are underway in Neah Bay.
- Conversation was held about Destination Imagination and Knowledge Bowl events.

ADMINISTRATIVE REPORTS

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

- **AESD Executive Board:** Cliff Huenergard noted the following:
 - **AESD Executive Board Meeting held on Monday, March 13, 2023:** Melissa Gombosky, Legislative Representative, highlighted ESDs being named in legislative bills with no attached funding. Special education concerns were not highlighted as much with legislators this year, and special education guidelines about restraint and isolation may be expanded to general education and mentions ESDs as providing training. ESDs are also being referred to as admissions officers for early learning versus coordinators/supporters. Superintendent Leavell shared about potential education funding under consideration this legislative session, noting reduced support for education overall.
 - **AESD Conference Attendance – April 12-14, 2023:** Cliff Huenergard provided an update on the conference content and planning underway. A new Board member session is being planned, however, the agenda is still in the works. 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. Information on the AESD budget will be shared at the OESD Board Meeting on April 20, 2023, in preparation for voting on the AESD Budget at the conference. Increasing student voice at ESDs is an initiative under discussion. The AESD Constitution is still in the works.
 - **AESD Executive Board Award of Distinction** (Formerly called the AESD President's Award) will be presented at the AESD Conference in April. OESD's nominee this year is Alyson Rotter, Kitsap Strong. Board members are interested in how/when the selected honoree will be announced.
- **Legislative Report/Update:** OESD Legislative Representative Bruce Richards debriefed the Legislative Conference, which was held on February 26, 2023. He provided an overview of the topics and education related bills under consideration, noting a reduced legislative emphasis on education funding this year. He suggested the idea of OESD producing a tribal land acknowledgement and discussion was held about the topic.

Superintendent's Report: Superintendent Leavell noted the following:

- **Draft School Year 2023-2024 Board Meeting Schedule** (*Information for review only – No Action Required*) Board members held discussion about selecting alternative meeting dates in November 2023 and February 2024, due to conflicts with conferences and holidays. Discussion was held about holding the November meeting on the Tuesday after the Annual WSSDA Conference, which would be Tuesday, November 21, 2023. The Board will vote on the 2023-2024 meeting schedule on April 20, 2023.
- **Future Strategic Planning:** As the Board and Superintendent consider reviewing the Strategic Plan and potential OESD re-branding, any displays for the Board that include the Mission, Vision, Goals, Values, and Operating Principles are temporary until the process is completed.
- **A Shrimp Tank podcast** on March 15, 2023, featured Superintendent Leavell as part of an entrepreneurial/business leaders' national syndicate through the local Seattle chapter.
- **Bremerton School District** announced its new Superintendent Dr. James Crawford and announced a settlement in the Supreme Court case of Joe Kennedy.
- **Regional news was shared**, including local education related articles and information about new classes offered at North Kitsap High School next year and collaboration with the Port Gamble S'Klallam Tribe on the enhancement of the student educational experience to incorporate tribal language & culture into the curriculum along with coaching support.

Superintendent’s Report (continued):

- **Central Kitsap School District** is in process of selecting a new Board Director.
- **OESD service contracts for 2023-2024** have been sent to school districts.
- **OESD is engaged in assisting Quileute Tribal School** and working with two interim co-superintendents until a new superintendent is appointed.
- **Provided an update on the Wahkiakum School District lawsuit** related to funding school facilities.
- **Discussed state budget**, noting historically, Washington spent approximately 50% of its budget on education. This year, it’s approximately 41%.
- **Referenced an article in the Kitsap Sun by Dr. Gib Morrow** regarding partnerships to improve health care in Kitsap.
- **Western Washington University** President Sabah Randhawa and his Chief of Staff Becca Kenna-Schenk met with Superintendent Aaron Leavell and Asst. Superintendents Susan Lathrop and Jason Rhoads on March 9, 2023, to discuss exploration of partnerships with secondary education in the region to create more opportunities for students.
- **2023 Race & Equity Summit:** March 24, 2023, in Bremerton at the Marvin Williams Center. Information on the summit was shared with the Board.
- **On May 18, 2023, the OESD Board meeting** will be held in the original Board Room downstairs, instead of Room 202 so that staff can begin to setup for the Annual All Staff Years of Service, Retirement Recognition & Celebration scheduled the following day on Friday, May 19.

Financial and Technology – Jason Rhoads reviewed the following:

- **2022-2023 Budget Status Report** was provided in the Board packets. The General Fund ending balance was \$5.24 million (adjusted amount considering the GASB accounting formula is \$11.600 million). Unemployment Fund ending balance was \$3.622 million; the Workers Compensation Fund balance was \$11.861 million; and the Compensated Absences fund was \$1.539 million. A review of the budget status report was provided and questions from the Board were addressed. A new format will be forthcoming, likely for the new fiscal year.
- **Audit Update** – Summarized the Audit Entrance conference, which was held via Zoom at 9:00 AM today, Thursday, March 16, 2023. Three Board members attended. A quorum was not present. The federal portion of the audit is focused on three specific federal funding sources which encompasses approximately 9 separate federal grants. OESD also underwent a peer review with ESD 112 to assist with amending the financial statements which were resubmitted to the auditor’s office. The auditor’s office hasn’t indicated any significant discrepancies, yet. However, there does seem to be some smaller discrepancies which in aggregate could end up as a negative result for the audit. It was noted that the key to a good audit in two years is starting with the budgeting process for the 23-24 school year shortly.

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. Winners were announced on Monday, March 6. Central Washington University awarded several \$2k scholarships, and several pieces will advance to OSPI’s state-level Superintendents’ High School Art Show. This year’s winner of the People’s Choice Award: “Goddess of the Sea” by Taylor Unruh, Olympic High School. Each year, the People’s Choice winning piece is displayed in the front office/foyer of the OESD. The complete list of winners in Olympic ESD 114’s Regional High School Art Show can be viewed on the OESD website.
 - **State Knowledge Bowl** tournament was held Saturday, March 11. Sarah Freitas is the OESD coordinator of both the Art Show and Knowledge Bowl.

- **Workers' Compensation Department Goals:**
 - Nicole Roel provided a presentation on OESD Workers' Compensation and Risk Management department. She responded to questions and comments from the Board throughout her presentation.
- Teaching and Learning Updates (continued):
 - **Follow up from the Board's Retreat on March 3**, handouts and a presentation provided a summary of which schools/districts and services are currently provided within each OESD Board Director District. Noted Sequim School District's current proposals regarding future reconfiguration of its elementary schools.
- **Head Start/Early Head Start/ECEAP/Coalition - Early Learning** (information provided in the Board packet).

2:19 PM – Chair Cliff Huenergard announced a break until 2:26 PM. Donn Ring departed the meeting.

2:26 PM – The Regular Session resumed.

BUSINESS

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

Application for Cost of Living Adjustment (COLA), Head Start/Early Head Start Grantees

Stephanie Parker moved to approve the Application for Cost of Living Adjustment (COLA) – Head Start/Early Head Start Grantees, as presented. Bruce Richards seconded the motion. Voice vote was called. Motion carried.

Approval of Continuation Application of Head Start Grant

Vicki Collins moved to approve the Continuation Application of Head Start Grant, as presented. Bruce Richards seconded the motion. Voice vote was called. Motion carried.

Approval of Continuation Application of Early Head Start Child Care Partnerships

Ann Byrnes moved to approve the Continuation Application of Early Head Start Child Care Partnerships, as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

Approval of Grant Consolidation of 10CH011839 and 10HP000355 (Head Start/Early Head Start and Early Head Start Child Care Partnerships)

Stephanie Parker moved to approve the Grant Consolidation of 10CH011839 and 10HP000355 (Head Start/Early Head Start and Early Head Start Child Care Partnerships), as presented. Bruce Richards seconded the motion. Voice vote was called. Motion carried.

Approval of Application for Head Start and Early Head Start Quality Improvement Funding

Ann Byrnes moved to approve the Application for Head Start and Early Head Start Quality Improvement Funding, as presented. Bruce Richards seconded the motion. Voice vote was called. Motion carried.

Approval of Early Head Start Child Care Partnership Slot Conversion and Locally Designed Option

John Haupt moved to approve the Early Head Start Child Care Partnership Slot Conversion and Locally Designed Option, as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

Non-Federal Share (In-Kind) Waiver Request

Vicki Collins moved to approve the Non-Federal Share (In-Kind) Waiver Request, as presented. Ann Byrnes seconded the motion. Voice vote was called. Motion carried.

OESD Early Learning COVID Mitigation Policy

Stephanie Parker moved to approve the OESD Early Learning COVID Mitigation Policy, as presented. John Haupt seconded the motion. Voice vote was called. Motion carried.

Superintendent Evaluation Procedure 1605P *(Information only, no action required)*: Superintendent Leavell provided the final procedure, which was included in the Board's packet.

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,

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	02/15/23	160520-160640	\$ 233,675.88
	2/15/23	ACH	\$ 25,350.51
	2/15/23	ACH	\$ 10.00
	2/28/23	160644-160651	\$ 314,867.83
	2/28/23	160652-160688	\$ 137,896.15
	2/28/23	160689	\$ 3,350.00
	2/28/23	160690-160695	\$ 100,890.78
Payroll:	2/28/23	WIRE	\$1,465,392.55
Workers Comp:	2/15/23	404128-404131	\$ 479,603.83
	2/9/23	404132	\$ 50,000.00
	2/16/23	404133	\$ 10,000.00
	2/28/23	404134-404137	\$ 73,839.70
	2/23/23	404138	\$ 20,000.00
Unemployment:	2/15/23	200484-200485	\$ 9,765.25
	2/28/23	200486-200487	\$ 143,004.53
Compensated	2/15/23	600082	\$ 200.00

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

PERSONNEL

The following personnel changes were recommended:

New Employees:

Employee	Position	Date
Alma Schmunk	Administrative Assistant	3/14/2023
Zamora Gissel	SLP	9/1/2023

Resignations:

Employee	Position	Date
Margarita Wiggins	Lead Teacher	3/1/2023
Hannah Shelton	Registered Behavior Technician	8/31/2023

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

STUDY SESSION – 2023-2024 Superintendent Goals.

Following the agency timeline of goal setting, Superintendent Leavell presented draft goals for 2023-2024. Discussion and feedback followed regarding alignment of the Superintendent goals with the Board’s goals. Strategic planning discussions will continue at the April 20 Board meeting.

2:49 PM – The Board adjourned.

Reminder: The next regularly scheduled Board Meeting is Thursday, April 20, 2023.

Respectfully submitted,

Dr. Aaron Leavell
Secretary to the Board

Cliff Huenergard
Chair