

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=OHIXUk5KTjlKSxqNS9EVWFtRC96QT09>

April 20, 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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PLEDGE OF ALLEGIANCE

Chair Cliff Huenergard led the Pledge of Allegiance.

ROLL CALL OF MEMBERS AND GUESTS

Cliff Huenergard, Chair

Donn Ring (via Zoom)

Stephanie Parker

Ann Byrnes

John Haupt (via Zoom)

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:

Heather Korten, Director of Financial Services

APPROVAL OF THE AGENDA

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

MINUTES

Bruce Richards moved to approve the minutes of the March 16, 2023, as presented. Ann Byrnes 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. Hearing none, the Board moved to the next item on the agenda.

COMMUNICATIONS & ANNOUNCEMENTS (continued):

OESD Strategic Planning Discussion: Board members reviewed the current strategic plan and discussed the possibility of revising it and determining whether to scheduling a study session during the summer. Comments and ideas to prepare for a study session:

- Review other ESD strategic plans and review the following questions:
 - How are we held accountable and how do we evaluate ourselves on the strategic plan (Board’s annual self-assessment)?
 - Is there a common understanding of best practices for the Board? (Assign each Board member to bring examples of what would exemplify best practices). Suggestions and ideas were shared on how the Board could accomplish its review of best practices.
 - For next month’s Board meeting on May 18, 2023, schedule a 15-20 min. study session to discuss and narrow ideas for defining best practices, which aligns with one of the Board’s annual goals.

AESD Conference Debrief:

- Those who attended (Cliff Huenergard and Bruce Richards) shared thoughts on the conference, breakout sessions, topics, networking opportunities, updates on ESD Board elections this fall (via WSSDA), and the AESD business meeting, including budget.
- This year’s AESD Conference theme focused on the topic of student voice. Board members shared ideas about potentially inviting student representatives from districts in the region to a future meeting (via Zoom) to share about a specific topic.
- The Board discussed the status of reorganization/delineation of the AESD Association and the AESD network.

ADMINISTRATIVE REPORTS

- **AESD Executive Board Report:** Board Chair Cliff Huenergard led the following topics:
 - **AESD Executive Board:** Cliff Huenergard noted that his AESD Executive Board Report topics were covered in the previous debrief of the AESD Conference.
 - **AESD Executive Board Award of Distinction:** Bob Estes, instrumental in leading the AESD Accreditation program, was honored with the AESD Executive Board Award of Distinction. Alyson Rotter, Kitsap Strong’s Director of Education Innovation, was the 2023 OESD 114 nominee and will receive a framed certificate.
- **Legislative Report/Update:** OESD Legislative Representative Bruce Richards noted that the legislative budget is due to be announced this coming week. Educational topics such as Transitional Kindergarten (TK) and special education funding tied to property taxes are on the watch list amongst other education topics. Discussion was held about potential impacts on educational programs in the state and the decrease in student enrollment statewide resulting in a reduction of apportionment funding.

Superintendent’s Report: Superintendent Leavell noted the following:

- **Years of Service Event:** Board members are invited to attend the OESD Annual Years of Service, Retirement Recognition and Agency Celebration on May 19 at 8:00-10:00 AM. Typically, at least one Board member would attend to handout awards to staff.
- **Confirm WASA Awards Dinner Attendees:** Donn Ring, Bruce Richards, Stephanie Parker, John Haupt, and Ann Byrnes plan to attend the Annual Regional WASA Awards at the Clearwater Resort on Monday, April 24, 2023 at 6:00 PM.
- **ESD Board Elections** – This coming fall (September/October 2023), the following Board members are serving in terms that will expire and will need to complete declarations of candidacy to run in the election: Vicki Collins, Stephanie Parker, and Cliff Huenergard. Bruce Richards will also need to run in the election as he is currently serving an unexpired term. OESD will send information to the Board late summer/early fall so that they can complete their declarations of candidacy.
- **Board Self-Assessment in May** – Board members discussed when to complete their annual Board Self-Assessment. The assessment will be sent to Board members via email next week for completion by May 5 so that there is time for the Board to review at the May 18, 2023, Board meeting.
- **Current news** related to school districts in the region.

Superintendent’s Report (continued):

- **OESD annual service contracts for 2023-2024** with districts are currently routing.
- **Attended the WASA Leadership Workshop** on April 18.
- **Superintendent’s annual evaluation** will be held in May.
- **ESD 113 selected its new Superintendent**, Dr. Flip Herndon (currently serving as the Tukwila Superintendent).
- **Public Records Requests** - status update on multiple requests received from Nicholas Day.
- **OESD Board Email Addresses** - All Board communication will be routed to/through OESD Director email addresses. Board members will be expected to regularly check that email.
- **Rob Gelder** (Kitsap County Commissioner) is stepping down.
- **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 & Agency Celebration scheduled the following day on Friday, May 19.

Financial and Technology – Jason Rhoads reviewed the following:

- **Budget Status Report** was provided in the Board packets. The General Fund ending balance was \$5.99 million (adjusted amount considering the GASB accounting formula is \$12.365 million). Unemployment Fund ending balance was \$3.670 million; the Workers Compensation Fund balance was \$12.053 million; and the Compensated Absences fund was \$1.573 million. A review of the budget status report was provided and questions from the Board were addressed. New on the reports, Board members will see a purple line on the report to indicate the desired level of fund balance by board policy.
- **Audit Update:**
 - Three grants were audited this year resulting in clean audits (no findings) from the program executions: Elementary and Secondary School Emergency Relief Fund (ESSER), Health Care Authority (HCA) Substance Abuse Prevention and Treatment Block Grant, Workforce Innovation and Opportunity Act (WIOA).
 - Financial Audit - Although corrected financial statements were submitted, the audit process will likely produce a finding on the OESD Financial Audit. OESD will have an opportunity to respond and will be required to provide a corrective action plan. There are no known significant issues such as missing funds, or grossly misrepresented amounts; however, submitting financial statements not in a final version will likely be identified as the main issue.

Jason Rhoads responded to questions from the Board and noted that OESD will soon be scheduling the Audit Exit Conference with at least one Board member in attendance.

Human Resources – Mari Flosi shared the following:

- **2023-2024 Staffing:** A memo was included in the Board’s packet for review, indicating that some funding sources may not be renewed and could affect staffing. Any affected certificated staff members would be notified by May 15 if their position is ending.
- **Long Term Care Tax** requirement was delayed by the Legislature. Unless there are further appeals, the tax will go into effect July 1, 2023, via payroll deduction.

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

- **Teaching and Learning Updates:**
 - **Student Voice** – Responsive to the AESD Conference theme around student voice and how OESD tailors its services, it was noted different ways OESD is involved with student voice, such as Healthy Youth Survey data and the OESD Early Learning department surveys every family annually to identify needs so that OESD can be responsive with its programs in an effort to meet those needs.

Teaching and Learning Updates (continued):

- **The 50th Annual Regional High School Art Show:** 15 student artists from the region advanced to state and two of the students are receiving state awards. On Tuesday, May 30 at 1:00 PM, at Benaroya Hall in Seattle, OSPI's 50th Annual State Art Show Reception/Gala will be held. This year's OESD winner of the People's Choice Award was on display during the Board meeting, "Goddess of the Sea" by Taylor Unruh, Olympic High School, and will be located in the OESD reception area for one year.
- **School Improvement:** All schools are required to have School Improvement Plans per WAC 180-16-220(2)(b). During the pandemic, the state testing cycle was interrupted, causing an interruption to the Washington School Improvement Framework (WSIF) identification. In March 2023, schools were notified of their Improvement Status. Depending on which Tier of Improvement a school is in, there are required activities that must be completed between now and June 2023. An increase in schools across the state were identified, with no additional resources added to the system. Therefore, funding for support and resources is based on need (or where a school lands within the WSIF.)
- **Department and Programs/service updates:** The hiring process is underway for an Assistant Director of the OESD Special Services Department. And, as part of the Kaiser grant received for OESD staff wellbeing, Dr. Mona Johnson has been coordinating activities such as a book study and working with an external partner for other wellbeing activities, such as the creation of positivity flags, which are currently on display on the second floor of the OESD building near the elevator.
- **Financial Services Department Goals:**
 - Heather Korten provided a presentation on the Financial Services department. She responded to questions and comments from the Board.

1:47 PM – John Haupt exited the meeting via Zoom.

- **Head Start/Early Head Start/ECEAP/Coalition - Early Learning** (information provided in the Board packet). The Head Start Review will be the week of May 1, 2023. The Board member sign-up sheet for attending a Policy Council meeting via Zoom was reviewed. Susan Lathrop responded to questions about Board member participation.

BUSINESS

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

(Information only, no action required)

Head Start & Early Head Start Low Cost Extension Request (Policy 2500 and 2510).

Vicki Collins moved to approve the Head Start & Early Head Start Low Cost Extension Request (Policy 2500 and 2510), as presented. Bruce Richards seconded the motion. Voice vote was called. Motion carried.

Head Start/ECEAP & Early Head Start Slot Reduction & Change of Scope (Policy 2500 and 2510).

Ann Byrnes moved to approve the Head Start/ECEAP & Early Head Start Slot Reduction & Change of Scope (Policy 2500 and 2510), as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

Donation of \$90k for Special Education Services (family/community related); Donating Agency:

UnifiedHealth Group, Office of Social Responsibility – Susan Lathrop noted that the OESD plans on using funds to provide training for caregivers and parents in Clallam County how to identify Adverse Childhood Experiences (ACEs), noting that this work is already underway through December 2023.

Bruce Richards moved to approve the Donation of \$90k for Special Education Services (family/community related); from the UnifiedHealth Group, Office of Social Responsibility, as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

OESD 114 Upgrade to Qmlativ Software as Primary Education Management System (next evolution of Skyward & WESPaC) – Susan Lathrop shared background information with the Board.

Vicki Collins moved to approve the OESD 114 Upgrade to Qmlativ Software as Primary Education Management System, as presented. Ann Byrnes seconded the motion. Voice vote was called. Motion carried.

School Year 2023-2024 Board Meeting Schedule

Stephanie Parker moved to approve the School Year 2023-2024 Board Meeting Schedule, as presented. Bruce Richards seconded the motion. Voice vote was called. Motion carried.

VOUCHERS AND PAYROLL

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 20th day of April 2024

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	03/15/23	160696-160728	\$ 89,794.60
	3/10/23	160731-160736	\$ 9,960.78
	3/17/23	160737	\$ 77,979.98
	3/31/23	160738-160745	\$ 14,373.52
	3/31/23	160746	\$ 856.18
	3/31/23	VOID 160410	\$ (856.18)
	3/31/23	160747	\$ 5,000.00
	3/31/23	160199	\$ (5,000.00)
	3/31/23	160748-160789	\$ 239,408.64
	3/31/23	ACH	\$ 13,775.21
Payroll:	3/15/23	160729-160730	\$ 386.54
	3/31/23	ACH	\$ 1,443,215.65
Workers Comp:	3/15/23	404140	\$ 18,319.59
	3/8/23	404141	\$ 70,000.00
	3/23/23	404142	\$ 40,000.00
	3/31/23	404143-404146	\$ 70,130.57
	3/31/23	404147	\$ 15.70
	3/31/23	404148	\$ 30,000.00
Unemployment: Compensated Absences:	3/31/23	200488	\$ 2,610.67

Bruce Richards 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>
Allie Wojtanowicz	Administrative Assistant	4/5/2023
Tamara Light	SAP	4/5/2023

Resignation:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Lyndsey Kellum	Behavioral Health COVID Response Advocate	3/24/2023
Tamara Light	SAP	4/7/2023

PERSONNEL (continued):

Retirement:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Kerry Christofferson	HS/EC Lead Teacher	4/25/2023

Mari Flosi responded to questions from the Board. Ann Byrnes moved to approve the employments, resignations, and retirement, as presented. Stephanie Parker seconded the motion. Voice vote was called. Motion carried.

2:12 PM – The Board adjourned.

Reminder: The next regularly scheduled Board Meeting is Thursday, May 18, 2023.

Respectfully submitted,

Dr. Aaron Leavell
Secretary to the Board

Cliff Huenergard
Chair