

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=OHLXUk5KTjIKSkxqNS9EVWFtRC96QT09>
May 19, 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 the Board Room 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=OHLXUk5KTjIKSkxqNS9EVWFtRC96QT09>

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:

Kristin Schutte, Executive Director of Student Services

Alyson Rotter

APPROVAL OF THE AGENDA

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

MINUTES

Bruce Richards moved to approve the minutes of April 20, 2023, as presented. Stephanie Parker 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.

- Ann Byrnes and Vicki Collins shared suggestions and ideas such as share a *mission moment* in one minute or less; ask the right questions and share the right tools; maintain a childlike attitude or perspective.
- Stephanie Parker and Bruce Richards each shared about their experiences serving on AESD Accreditation Panels in Olympia this week and Board members noted some best practices in the Accreditation process.
- Cliff Huenergard noted the collective experience on the Board.

COMMUNICATIONS & ANNOUNCEMENTS (continued):

Recognition of Alyson Rotter – 2023 AESD Award of Distinction Nominee: The Board recognized Ms. Rotter with a framed certificate and thanked her for her contributions to the community, public education, and Educational Service Districts in the State of Washington. Superintendent Leavell reviewed the award criteria and Ms. Rotter’s professional experiences, services and qualities leading to her nomination. Ms. Rotter shared some of her background and experience followed by words of gratitude for the nomination.

OESD Strategic Planning Discussion: Board members reviewed strategic planning information from other ESDs, noting plans to schedule a special session next fall to review the current strategic plan (mission, vision, values, agency P.R.I.D.E. goals, objectives) for potential changes/adjustments and to add benchmarks. Examples were discussed. The current plan is in its fifth year, and with new agency leadership, it is an important time to conduct a thorough review.

Annual Board Self-Assessment: Board members completed the annual assessment and reviewed/discussed results. (Topics of discussion: operating principles, evaluate the self-assessment questions, discuss the Lickert scale, revisit the self-assessment during the fall special session, potential of conducting the self-assessment twice per year around mid-year superintendent goals and year-end evaluation, tie together the strategic plan and the self-evaluation.)

ADMINISTRATIVE REPORTS

Legislative Report/Update: OESD Legislative Representative Bruce Richards noted that the Governor called the Legislature back to session; however, there are no educational issues on the docket. Registration for school board elections is currently underway and an overview of filings within the region was provided. Superintendent Leavell shared two handouts: AESD handout with information on education related bills and initiatives, and AESD budget details.

Superintendent’s Report: Superintendent Leavell noted the following:

- **Swatting incidents:** Reviewed the incidents of false reporting of emergencies, called swatting, which occurred at multiple districts in the region last week. ESD specialists were dispatched to districts in the region to address the trauma caused by these incidents.
- **Current news** related to school districts in the region was shared.
- **Years of Service Event:** Board members are invited to attend and handout awards at the OESD Annual Years of Service, Retirement Recognition and Agency Celebration on May 19 at 8:00-10:00 AM.

Financial and Technology – Jason Rhoads reviewed the following information, noting that fund balances are following trend:

- **Budget Status Report** was provided in the Board packets. The General Fund ending balance was \$6.22 million (adjusted amount considering the GASB accounting formula is \$12.575 million). Unemployment Fund ending balance was \$3.726 million; the Workers Compensation Fund balance was \$12.289 million; and the Compensated Absences fund was \$1.616 million. A review of the budget status report was provided and questions from the Board were addressed.
- **2023-2024 Preliminary Budget Review:** An overview and summary of the preliminary budget was provided. Reviewed budgeting factors, unfunded mandates, and definitions of IPD and CPI, noting differences between the two. Reviewed OESD fees, revenues and expenditures and fund balance information. Questions from the Board were answered throughout the presentation, and he recommended a 3.7% increase in employee pay for 2023-2024. Classified exempt employees may see a larger percentage increase to meet state regulations. Additional information was shared about benefits (i.e., telecommuting options, paid time off) and other factors included in determining salary increases for staff retention. An overview of facilities projects (2021 through 2024) was shared and an updated facilities plan is in the works.
- **Debrief Audit Exit Conference:** Cliff Huenergard and Ann Byrnes attended the Audit Exit Conference via Zoom on May 17, 2023. One finding was noted on OESD systems to prepare and review financial statements, which have been corrected and resubmitted. Board members discussed the outcomes. Adjustments are being made to OESD systems.

Human Resources – Mari Flosi shared the following:

- **2023-2024 Staffing:** Due to non-renewal of the YouthBuild grant, two staff members were notified of layoff in May. OESD is assisting the two staff members with potential placement in other positions, based on qualifications.

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

- **Teaching and Learning Updates:**
 - A handout was provided with an overview of the services provided by the Teaching & Learning programs.
- **Student Services Department Goals:**
 - Kristin Schutte provided a presentation on the Student Services department. She responded to questions and comments from the Board.

2:20 PM – Cliff Huenergard announced that the Board would recess for five minutes.

2:25 PM – Board returned to regular session.

- **Head Start/Early Head Start/ECEAP/Coalition - Early Learning** (information provided in the Board packet). The Head Start Review was held the week of May 1, 2023, resulting in compliments on best practices of the Early Learning department. Ann Byrnes and Vicki Collins are signed up to attend this evening’s Policy Council meeting via Zoom.

BUSINESS

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

Kitsap Interagency Coordinating Council (KICC) 2023 Service Area Agreement *(Information only, no action required)*

Head Start & Early Head Start Selection Criteria/Points 2023-2024 (Policy 2500 and 2510). Susan Lathrop shared information on the selection criteria and changes in the points system. John Haupt moved to approve the Head Start & Early Head Start Selection Criteria/Points 2023-2024 (Policy 2500 and 2510), as presented. Donn Ring seconded the motion. Voice vote was called. Motion carried.

Approval for Superintendent to sign AESD documents for the AESD Network, AESD Leadership Council, and AESD Constitution as the Designee of the OESD 114 Board of Directors. Stephanie Parker shared concerns about the AESD budget and noted that the AESD did not originally share the entire budget with members this year. Discussion continued with Board members about the AESD study/evaluation with consultants and the history of the AESD Executive Board. Stephanie Parker requested that the Superintendent share information with the OESD Board before signing any documents. Board member concerns about cost, benefits to our region and oversight were shared. Superintendent Leavell would monitor and report to the OESD Board of Directors before signing documents. Vicki Collins moved to approve the OESD Superintendent to sign AESD documents for the AESD Network, AESD Leadership Council, and AESD Constitution as the Designee of the OESD 114 Board of Directors. Bruce Richards seconded the motion. Voice vote was called. Motion carried with 6 votes in favor and 1 abstention.

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 19th day of May 2023

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	04/14/23	160790-160835	\$ 261,240.94
	4/21/23	160838	\$ 199,999.16
	4/28/23	160839-160846	\$ 311,538.88

VOUCHERS AND PAYROLL (continued)

General:	4/28/23	160847-160894	\$	226,480.79
	4/28/23	160895-160896	\$	9,846.21
	4/12/23	222300822-222300910	\$	42,153.91
	4/25/23	222300911-222300963	\$	27,531.96
Payroll:	4/28/23	202200115-202200116	\$	1,456,213.89
	5/15/23	202200117-202200118	\$	19,096.32
Workers Comp:	4/6/23	404149	\$	55,000.00
	4/14/23	404150-404151	\$	34,035.59
	4/19/23	404152	\$	20,000.00
	4/27/23	404153	\$	75,000.00
	4/27/23	404154-404156	\$	64,567.00
Unemployment:	4/14/2023	200490	\$	760.33
Compensated Absences:				

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

PERSONNEL

The following personnel changes were recommended:

New Employees:

Employee	Position	Date
Anna Olmeda	Family Advocate	5/15/2023

Resignations:

Employee	Position	Date
Alisyn Cundiff	SAP	5/10/2023
Hanatea Elkington	Attendance/Reengagement Case Manager	5/26/2023

Terminations:

Employee	Position	Date
Giuliana Ayers	YouthBuild (Layoff)	4/28/2023
James Vincent	YouthBuild (Layoff)	4/28/2023

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

EXECUTIVE SESSION

2:45 PM – Chair Cliff Huenergard announced that the Board would recess into Executive Session for approximately ten minutes to review the performance of a public employee (pursuant to RCW 42.30.110)

2:55 PM – Chair Cliff Huenergard announced that the Board would extend the Executive Session for an additional 15 minutes to review the performance of a public employee (pursuant to RCW 42.30.110)

3:10 PM – Chair Cliff Huenergard announced that the Board would extend the Executive Session for an additional 10 minutes to review the performance of a public employee (pursuant to RCW 42.30.110)

3:20 PM – Chair Cliff Huenergard announced that the Board would extend the Executive Session for an additional 5 minutes to review the performance of a public employee (pursuant to RCW 42.30.110)

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3:25 PM – The Board returned to Regular Session and immediately adjourned.

Reminder: The next regularly scheduled Board Meeting is Thursday, June 15, 2023.

Respectfully submitted,

Dr. Aaron Leavell
Secretary to the Board

Cliff Huenergard
Chair