

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=OHLXUk5KTjlkSkxqNS9EVWFtRC96QT09>

June 15, 2023

11:30 AM – Lunch was provided. No business was conducted.

REGULAR SESSION CALL TO ORDER

Vice Chair Stephanie Parker 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*

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PLEDGE OF ALLEGIANCE

Vice Chair Stephanie Parker led the Pledge of Allegiance.

ROLL CALL OF MEMBERS AND GUESTS

Stephanie Parker, Vice Chair

Cliff Huenergard, Chair (Excused)

Donn Ring

Ann Byrnes

John Haupt (Excused)

Vicki Collins (via Zoom)

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

APPROVAL OF THE AGENDA

Vice Chair Stephanie Parker noted that Item 140-A, *Personnel*, would occur after Executive Session. Donn Ring moved to approve the agenda, as amended. Bruce Richards seconded the motion. Voice vote was called. Motion carried.

MINUTES

Vicki Collins moved to approve the minutes of May 18, 2023, as presented. Bruce Richards seconded the motion. Voice vote was called. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

Board members - share a best practice: Vice Chair Stephanie Parker opened the floor for an opportunity to share. Highlights:

- In 1972, Donn Ring attended his first OESD Board meeting.
- Summary of OESD Board member visits & interactions with districts:
 - observed classroom rocket launches
 - attended the Olympic High School Choir and long-time Choir Director Tom McVicker's retirement
 - provided mentoring to students

Board members - share a best practice (continued):

- Summary of OESD Board member visits & interactions with districts (continued):
 - attended Central Kitsap and North Kitsap School Board meetings where Superintendent Leavell presented Art Show certificates to regional winners
 - served on North Kitsap School District’s Finance Committee
 - arranged upcoming meeting with Chimacum School District’s Superintendent and Board Chair to share information on the value/importance of OESD services to districts
 - announced that OurGems was awarded Nonprofit of the Year by the Kitsap Community Foundation for its mentorship and community contributions
- Cards were routed to acknowledge the recent passing of former OESD Board members Carl Johnson and Ray Ondracek.

COMMUNICATIONS & ANNOUNCEMENTS (continued):

ESD Board Elections Timeline: Information was included in the Board’s packet about the timeline of submitting declarations of candidacy beginning September 1, 2023. For the first time, Washington State School Directors’ Association (WSSDA) will be running the ESD Board Elections. Previously, the Office of the Superintendent of Public Instruction (OSPI) ran elections. The 2023 ESD Elections will be carried out in tandem with State Board of Education (SBE) & Professional Educator Standards Board (PESB) elections.

WSSDA Conference Registration Information was provided in the Board packets. Contact Tina Schulz for registration and travel arrangements. The WSSDA Conference is located in Bellevue, WA, November 16-18, 2023.

Scheduling Fall Study Session: OESD Strategic Planning Discussion: Board members reviewed fall calendars to select a date for a fall Special Session/Retreat. A reminder will be sent to Board members next week asking for availability.

ADMINISTRATIVE REPORTS

Legislative Report/Update: OESD Legislative Representative Bruce Richards highlighted upcoming elections for school board positions, noting there are quite a few primary elections anticipated, and that Senator Christine Rolfes has been appointed as Kitsap County Commissioner to replace Rob Gelder and fulfill the unexpired term.

Superintendent’s Report: Superintendent Leavell noted the following:

- Attended Kitsap Strong’s Youth-Led Future Bound Convening on June 13 (conference led by students for school and community leaders and elected legislators. Reviewed topics from the event and discussed how the community can support districts (i.e. 1/10th of 1% funds).
- OESD Offices are closed on Monday, June 19 to observe the Juneteenth holiday.
- Attending the AWSP/WASA Summer Conference in Spokane, June 25-27, 2023.
- Memorial service for Carl Johnson is scheduled at 2:00 PM on Friday, June 23, located at Peninsula Bible Fellowship in Bremerton.
- AESD President Elect is Steve McCullough, Superintendent of ESD 123 in Tri Cities. Board members discussed supervisory of the AESD Executive Director.

Financial and Technology – Jason Rhoads reviewed the following information, noting that fund balances trends are regularly being monitored:

- **Budget Status Report** was provided in the Board packets. The General Fund ending balance was \$7.15 million (adjusted amount considering the GASB accounting formula is \$13.506 million). Unemployment Fund ending balance was \$3.701 million; the Workers Compensation Fund balance was \$12.04 million; and the Compensated Absences fund was \$1.407 million. Questions from the Board were addressed.

Human Resources – No report this month.

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

- **Teaching and Learning Updates:**
 - Art Show: On May 30, 2023, OSPI held its state art show at Benaroya Hall in Seattle. A Jurors’ Choice was awarded to Cole Newcomer of South Kitsap for his porcelain piece called *Coffee Cup*. Art Show photos are available on the OSPI website (state) and the OESD website (regional).
 - Certification/Clock Hours: New re-certification requirements go into event on July 1, 2023. Requirements vary based on what type of certificate the educator/administrator holds.
 - Professional Learning Days: Beginning in 2023, WA teachers will be paid for three additional days for professional learning. During the 2022-23 school year, one day of training was required on Social Emotional Learning. For the 2023-24 school year, one day of training is required for Cultural Competency Diversity Equity and Inclusion.
 - Minimum Employment Requirements for Paraeducators: A new law that goes into effect July 23, 2023, providing additional assessment opportunities to meet the minimum employment requirements for paraeducators. OESD is evaluating the various assessments and analyzing capacity to provide the assessments. A discussion followed about required training for paraeducators and certificate information.
- **Head Start/Early Head Start/ECEAP/Coalition - Early Learning** (information provided in the Board packet).

BUSINESS

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

(Information only, no action required)

ECEAP/Head Start Self-Assessment

Ann Byrnes moved to Approve the ECEAP/Head Start Self-Assessment, as presented. Bruce Richards seconded the motion. Voice vote was called. Motion carried.

Hearing; 2023-2024 Budget Review

- Information was provided in the Board packets for review. Jason Rhoads provided an overview of each fund and the proposed salary schedules, which include a 3.7% increase to wages for 2023-2024. Adjustments to fees for cooperatives are included in projected revenues. Capital facility improvements and estimated expenditures were reviewed.

The Board opened the floor for comments. Hearing none, Stephanie Parker announced the Board would move on to the resolution for budget adoption.

Resolution 279 – Budget 2023-2024

Donn Ring moved to Approve Resolution 279 - Budget 2023-2024, 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 15th day of June 2023

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	5/15/2023	160897-160898	\$ 554.57
	05/12/23	160899	\$ 461.32
	5/15/23	160900-161024	\$ 210,308.61
	5/12/23	161025-161051	\$ 861.50
	5/19/23	161052	\$ 152,507.09
	5/9/23	222300964	\$ 503.71

General:

(continued)	5/15/23	222300965-222301062	\$	35,237.70
	5/15/23	222301063	\$	335.27
	5/19/23	160153, 160732, 160754, 161052		(\$152,513.47)
	5/23/23	161054	\$	58,093.91
	5/24/23	161055	\$	635.28
	5/24/23	161056	\$	45.08
	5/31/23	161057-161117	\$	231,689.85
	5/31/23	161118-161126	\$	296,934.94
	5/31/23	222301064-222301100	\$	18,981.92
Payroll:	5/31/23	703197-703206	\$	4,012.39
	5/31/23	202200119-202200120	\$	1,430,062.15
Workers Comp:	5/4/23	404157	\$	60,000.00
	5/11/23	404158	\$	30,000.00
	5/15/23	404159-404160	\$	372.92
	5/19/23	404161	\$	22,527.50
	5/18/23	404162	\$	10,000.00
	5/25/23	404163	\$	105,000.00
	5/31/23	404164-404168	\$	538,607.83
	6/1/23	404169	\$	35,000.00
Unemployment:	5/15/23	200491-200492		\$66,170.47
	5/31/23	200493-200494	\$	3,301.98
Compensated Absences:	5/15/23	600083	\$	100.00

In response to questions from the Board, Jason Rhoads noted the number reflected in parenthesis on 5/19/23 represents an expenditure that did not leave the account. He added that adjustments have since been made to OESD accounting procedures for making future corrections. Bruce Richards moved to approve the Vouchers and Payroll as presented. Ann Byrnes seconded the motion. Voice vote was called. Motion carried.

EXECUTIVE SESSION

12:51 PM – Vice-Chair Stephanie Parker announced that the Board would recess into Executive Session for approximately 60 minutes to review the performance of a public employee and to review personnel matters (pursuant to RCW 42.30.110)

2:19 PM – The Board returned to Regular Session.

PERSONNEL

The following personnel changes were recommended:

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Alena Lundberg	School Social Worker	9/1/2023
Heather Boden	Behavior Specialist	9/1/2023
Helen Kennedy	SLP	9/1/2023
Kody Brynestad	SPED Teacher	9/1/2023
Kayla Martin	Behavior Specialist	9/1/2023
Marcy Daugherty	TVI	9/1/2023
Megan Truelson	School Psychologist	9/1/2023
Sanelivi Fitiao	School Social Worker	9/1/2023
Zamora Gissel	SLP	9/1/2023
Melanie Donahue	School Nurse	9/1/2023

PERSONNEL (continued)

Resignation:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Jennifer Gladden	Lead Teacher	5/26/2023

New Administrator:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Gary Fraser	Assistant Director of Special Services	8/1/2023

Termination:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Gabrielle Burgess	Behavior Specialist	5/18/2023

Renewal of Superintendent’s Contract (July 1, 2023 - June 30, 2026)

Vicki Collins moved to approve the employments, resignation, termination, and renewal of the Superintendent’s contract, as presented. Donn Ring seconded the motion. Voice vote was called. Motion carried.

2:20 PM – The Board adjourned.

Reminder: The next regularly scheduled Board Meeting is Thursday, August 17, 2023.

Respectfully submitted,

Dr. Aaron Leavell
Secretary to the Board

Stephanie Parker
Vice-Chair