

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>

August 17, 2023

11:00 AM – Coffee was provided. No business was conducted.

REGULAR SESSION CALL TO ORDER

Vice Chair Ann Byrnes called the meeting to order at 11:15 AM 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 Ann Byrnes led the Pledge of Allegiance.

ROLL CALL OF MEMBERS AND GUESTS

Stephanie Parker, Chair (Excused)

Ann Byrnes, Vice Chair

Donn Ring (via Zoom)

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

GUESTS:

Art Wightman, Director District 6 Candidate

Michelle Blackmon

APPROVAL OF THE AGENDA

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

MINUTES

Bruce Richards moved to approve the minutes of June 15, 2023, as presented. Vicki Collins seconded the motion. Voice vote was called. Motion carried.

Bruce Richards moved to approve the minutes of the Special Meeting on July 20, 2023, as presented. Donn Ring seconded the motion. Voice vote was called. Motion carried.

EXECUTIVE SESSION

11:19 AM – Vice Chair Ann Byrnes announced that the Board would recess into Executive Session for approximately ten minutes to discuss the candidate(s) qualifications (pursuant to RCW 42.30.110)

RETURN TO REGULAR SESSION

11:21 AM – The Board Returned to Regular Session.

BOARD CANDIDATE INTERVIEW(S) for DISTRICT 6 (Unexpired Term)

11:25 AM – 12:00 PM - The Board welcomed and interviewed Art Wightman (retired), who has an educational background in school psychology & counseling. For many years, he held a career in Girl Scout Camps (and other youth camps) and worked as a contractor for North Mason School District. He is a former North Mason School Board Director.

EXECUTIVE SESSION

12:00 PM – Vice Chair Ann Byrnes announced that the Board would recess into Executive Session for approximately ten minutes to discuss the candidate(s) qualifications (pursuant to RCW 42.30.110)

RETURN TO REGULAR SESSION

12:11 PM – The Board returned to regular session.

OESD BOARD OF DIRECTORS DISTRICT 6 NOMINATIONS AND VOTING

Board members discussed the candidate’s qualifications and Ann Byrnes called for nominations to appoint a candidate to fulfill the unexpired term of OESD Board Director District 6. Bruce Richards moved to appoint Art Wightman to the OESD Director District 6 position. Donn Ring seconded the motion. With no further discussion, voice vote was called. Motion carried unanimously.

OATH OF OFFICE – DIRECTOR DISTRICT 6

Superintendent Leavell administered the Oath of Office to Art Wightman, appointed to fulfill the unexpired term for Director District 6, and effectively resigned from his position on the Regional Committee.

12:15 PM – Ann Byrnes announced that the Board would recess for approximately 25 minutes for Lunch service (no business was conducted).

RETURN TO REGULAR SESSION

12:40 PM – The Board returned to regular session. Jason Rhoads introduced interim Business Services Director Michelle Blackmon.

COMMUNICATIONS & ANNOUNCEMENTS

Board members - share a best practice: Vice Chair Ann Byrnes opened the floor for an opportunity to share. Hearing none, the Board moved to the next agenda item.

ESD Board Elections and Director District 6 Vacancy: The Board honored CLIFF HUENERGARD and thanked him for his service on the Board. He served as the OESD Board Director for District 6, which includes North Mason, South Kitsap, Central Kitsap, from August 2016 to July 2023 (almost 7 years). January 2021 to July 2023, he served as the OESD Board Chair and AESD Executive Board Member.

Information was included in the Board’s packet about the timeline of submitting declarations of candidacy beginning September 1, 2023. Declaration of Candidacy forms and all relevant information will be electronically available on the Washington State School Directors’ Association (WSSDA) website September 1, 2023.

WSSDA & AESA Conference Registration Information was provided in the Board packets.

Study Session/Retreat: October 17, 2023, 9:00 AM–3:00 PM: Planning is underway for the Board Retreat, scheduled at the Clearwater Resort, Cedar Room, and will be facilitated by Helene Paroff. The Board will hold its Regular meeting on October 19, 2023, at OESD.

ADMINISTRATIVE REPORTS

AESD Executive Board Report – Ann Byrnes noted that a copy of the current AESD Interlocal Agreement was provided in the Board packets for review and that the AESD is conducting a Board member survey. Feedback is due by end of day Friday, September 18.

Legislative Report/Update: OESD Legislative Representative Bruce Richards highlighted Richland School District recalling three board directors, noting that their regional ESD will need to select director(s) to ensure a quorum of the Board. In addition, he summarized the primary election results of school board director positions in the OESD 114 region.

Superintendent’s Report: Superintendent Leavell noted the following:

- Extended greetings from Tom Proteau (husband of former OESD Board Director Katie Proteau who passed away in 2023), after seeing him at a recent local event.
- Participated in a recent interview about COVID-19 and school districts. Superintendents from around the United States are part of the interviews conducted through Johns Hopkins University.
- Bremerton School District’s football season has resumed – first game scheduled in Bremerton on September 1, 2023, with the return of a coach who was part of a related U.S. Supreme Court case.
- Commended the OESD crisis team for responding to a recent tragedy in Crescent School District.
- AESD is beginning to put together 2024 Legislative Priorities.

Financial and Technology – Jason Rhoads reviewed the following information:

- **Budget Status Report** was provided in the Board packets. The General Fund ending balance was \$7.240 million (adjusted amount considering the GASB accounting formula is \$13.506 million). Unemployment Fund ending balance was \$3.801 million; the Workers Compensation Fund balance was \$11.976 million; and the Compensated Absences fund was \$1.439 million. Questions from the Board were addressed.
- Reviewed the purpose of each fund, including the Workers Compensation Pool and Unemployment Cooperative Pool (managed by OESD), noting the Compensated Absences Fund assists the ESD in having a fund to manage one-time large expenses due to employees cashing out leaves when ending employment with the ESD.
- Discussed recent staffing changes in the OESD Business Office.
- Noted that OESD is considering a salary study during 2023-2024 to be in place for the 2024-2025 school year.
- OESD employee benefits will soon be changing from Public Employee Benefits (PEBB) to School Employee Benefits (SEBB) and additional information will be shared under Human Resources below.
- In response to a question about funding shortages from the state, it was noted that most OESD positions are not fully funded and OESD continues its work on understanding impacts while remaining competitive.
- West Sound Technical Skills Center received legislative apportionment funds for a major facilities upgrade. The work is underway and OESD’s shared parking areas will likely be impacted during construction.
- Qmlativ – Skyward software migration occurred over the summer. Adjustments with the new system are underway, including setup of new reports. OESD migrated early so that OESD staff has experience to help school districts transition and provide training and support. All districts will eventually migrate as WSIPC software is replaced by Qmlativ.

Human Resources – Mari Flosi noted that the Health Care Authority (HCA) is starting to provide training next week to agencies (including OESD) that will undergo a change in employee benefits from PEBB to SEBB this year. All OESD staff will need to re-enroll in new plans and Human Resources will assist staff with the process. Questions from the Board were addressed.

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

- **Teaching and Learning Updates:**
 - There is still uncertainty with OESD programs funded with ESSER III (Elementary and Secondary School Emergency Relief Fund) dollars. Adjustments to programs providing direct services to districts are underway with a focus on minimal staffing adjustments and potential layoff or change of positions (if there is an opening and qualifications are met). Any staff affected would receive a two-week notice.
 - Back to school/opening of school trainings are underway - provided by OESD Teaching & Learning teams. (Provided a handout specifying the work underway by the Teaching & Learning Department)

- **Teaching and Learning Updates (continued):**
 - Dr. Mona Johnson is administering a program on staff well-being for OESD staff this fall.
 - Brinnon, Crescent, and Quilcene School Districts are the earliest in the region to start school this year (August 28).
 - Early Learning (EL) Director Kristen Sheridan has been engaged with West Sound Technical Skills Center about coordinating a partnership to provide an EL career path for high school students and classroom space.
 - EL Policy Council sign-ups: Board members are offered the opportunity to sign up to attend. Meetings are scheduled on the 3rd Thursday of each month (hybrid, in-person and Zoom are offered).
 - AESD Accreditation: In the fall, we may know which schools in the region are participating in the Accreditation process this year. Superintendent Leavell plans to present plaques to districts who received Accreditation in 2023. Board members discussed how the AESD Accreditation process works in Washington.
- Head Start/Early Head Start/ECEAP/Coalition - Early Learning: Reports will be provided in the Board packet in September.

BUSINESS

Approval of 2022-2023 Annual Report - Early Learning

Bruce Richards moved to approve the 2022-2023 Annual Report, as presented. Donn Ring seconded the motion. Voice vote was called. Motion carried.

Resolution #280, Authorizing Updates to Accounts Held by The Olympic Educational Service District 114 at Key Bank and Authorizing Michelle Blackmon to Approve Transactions on Specified Bank Accounts.

Vicki Collins moved to approve Resolution #280, Authorizing Updates to Accounts Held by The Olympic Educational Service District 114 at Key Bank and Authorizing Michelle Blackmon to Approve Transactions on Specified Bank Accounts, as presented. Bruce Richards seconded the motion. Voice vote was called. Motion carried.

Presentation, First Reading and Adoption of Revised Board Policy #1100, Board Member Qualifications, Election and Term of Office.

Due to timing of the ESD Board election process, this revised policy has been fast-tracked for approval. With no further discussion, Donn Ring moved to approve the Presentation, First Reading and Adoption of Revised Board Policy #1100, Board Member Qualifications, Election and Term of Office, as presented. Vicki Collins seconded the motion. Voice vote was called. Motion carried.

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 17th day of August 2023

WARRANT / ACH /

WIRE

FUND	DATE PAID	REF NO	AMOUNT
General Fund AP:	6/15/2023	161127-161128	\$ 812.09
	6/15/2023	161129-161185	197,507.36
	6/13/2023	161186	584.18
	6/14/2023	161187	136,033.08
	6/14/2023	161188	365.30
	6/30/2023	161189-161197	290,229.73
	6/30/2023	161198	1,171.78
	6/30/2023	161199-161288	153,041.02

VOUCHERS AND PAYROLL (continued):

General Fund AP

(continued):

	7/07/2023	161289-161358	62,992.56
	7/10/2023	161359-161406	215,521.89
	7/14/2023	161407-161408	531.85
	7/01/2023	161409-161418	293,340.77
	7/28/2023	161419-161454	230,490.88
	8/04/2023	161455	287,849.62
	8/04/2023	161456	3,307.52
	8/04/2023	161457-161471	64,775.79
	8/04/2023	161472-161473	20,560.85
	8/09/2023	161474	21,000.00
General Fund Employee Reimbursement:	6/15/2023	222301101-222301200	48,247.08
	6/30/2023	222301201-222301223	13,827.50
	7/07/2023	222300752-222300752	17,389.27
	7/31/2023	9000000026-9000000088	17,511.60
	8/01/2023	9000000116-9000000117	218.14
		900040407-900040433, 703207-703215	\$ 27,538.20
General Fund Payroll:	6/15/2023	202200122-202200124	29,007.60
	6/30/2023	202200125-202200126	1,417,226.26
	7/14/2023	202200127-202200127	4,156.09
	7/14/2023	9000040635-9000040660, 703223-703230	19,442.31
	7/31/2023	202200081-202200081	9,824.47
	7/31/2023	202200080-202200080	30,417.03
	7/31/2023	202200128	546,063.75
	7/31/2023	9000040661-9000040860, 703231-703238	860,707.17
Unemployment:	6/15/2023	200495	\$ 9,004.92
	6/30/2023	200496	760.33
	7/14/2023	200497	1,949.61
	8/04/2023	200498	760.33
Workers Comp:	6/08/2023	404170	\$ 80,929.30
	6/15/2023	404171	10,000.00
	6/30/2023	404172-404174	600.23
	6/22/2023	404175	35,000.00
	6/29/2023	404176	20,000.00
	6/30/2023	404177-404178	42,592.22
	7/06/2023	404179	65,000.00
	7/14/2023	404180	21,713.75
	7/13/2023	404181	20,000.00
	7/20/2023	404182	50,000.00
	7/28/2023	404183-404185	519,051.71
	7/28/2023	404186	5,000.00
	7/28/2023	404187	35,000.00
	8/03/2023	404188	35,000.00
Compensated Absences:	6/15/2023	600084	\$ 100.00

VOUCHERS AND PAYROLL (continued):

Jason Rhoads noted that the vouchers listed included two months of transactions. Donn Ring 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:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Tiffany Cartwright	Lead Teacher	7/5/2023
Paige Carter	Assistant Teacher	7/11/2023
Carmen Morgan	Behavior Specialist	9/1/2023
Ida McCarty	SLP Assistant	9/1/2023
Jolene Dierdorff	SAP	9/1/2023
Kristin Rubio	School Psychologist	9/1/2023
Kim Vestal	SLP	9/1/2023
Sharon Rapch	School Psychologist	9/1/2023
Sonja Stalnaker	TVI	9/1/2023

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Alix Poli	School Social Worker	8/2/2023
Allie Wojtanowicz	SAP	8/31/2023
Ann Milner	Assistant Teacher	8/31/2023
Bradley Garrison	SPED Teacher	8/31/2023
Cheryl Buffelen	TVI	8/31/2023
Echo Keough	Site Supervisor	8/31/2023
Gerry Stockmann	A/R Case Manager	8/31/2023
Hannah Shelton	RBT	8/31/2023
Jennifer Zehrung	TVI	8/31/2023
Mary Dewald	Social Worker	8/31/2023
Tina Gillespie	SAP	8/31/2023
Miranda Sell	Fiscal Analyst	8/31/2023

Resignation/Retirement:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Anita Allen	Software Support Analyst (Retirement)	3/2024

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

EXECUTIVE SESSION

1:39 PM – Vice-Chair Ann Byrnes announced that the Board would not need to recess into Executive Session and immediately moved to adjournment.

1:40 PM – The Board adjourned.

Reminder: The next regularly scheduled Board Meeting is Thursday, September 21, 2023.

Respectfully submitted,

Dr. Aaron Leavell
Secretary to the Board

Ann Byrnes
Vice-Chair