

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>
September 21, 2023

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

REGULAR SESSION CALL TO ORDER

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 ID: 244 562 383 Password: 372604* Zoom Link: <https://zoom.us/j/244562383?pwd=OHLXUk5KTjIKSkxqNS9EVWFtRC96QT09>

PLEDGE OF ALLEGIANCE

Chair Stephanie Parker led the Pledge of Allegiance.

ROLL CALL OF MEMBERS AND GUESTS

Stephanie Parker, Chair
Ann Byrnes, Vice Chair
John Haupt
Vicki Collins
Bruce Richards
Art Wightman
Dr. Aaron Leavell, Superintendent
Susan Jung Lathrop, Assistant Superintendent of Teaching and Learning
Jason Rhoads, Assistant Superintendent of Finance and Operations
Tina Schulz, Executive Assistant

APPROVAL OF THE AGENDA

Vicki Collins 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 August 17, 2023, as presented. John Haupt seconded the motion. Voice vote was called. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

Board members - share a best practice: Chair Stephanie Parker opened with an activity around the table to learn about each other related to a research-based best practice on cultural inquiry. Each Board member shared something professional and something personal about themselves. Ann Byrnes offered to lead with a best practice at the next meeting.

Donn Ring, Director District 5 Resignation: Board members acknowledged and accepted a resignation letter from Donn Ring received on Monday, September 18, 2023, effective immediately. Director Ring's resignation came after fifty-one years of service on the OESD Board of Directors. His service began in 1972. Discussion was held about potential options for filling the vacant Director District 5 position.

Board engagement: Ann Byrnes shared an idea of the Board reviewing a current OESD challenge brought forth by the Superintendent/Assistant Superintendents. Board members discussed roles and responsibilities around the best way to address agency challenges.

ESD Board Elections Update: Information was included in the Board’s packet about the availability to view submitted Declarations of Candidacy for ESD Board Elections. All relevant ESD Board election information is electronically available on the Washington State School Directors’ Association (WSSDA) website as of September 1, 2023.

Conference Registration Update (WSSDA & AESA) – Registration information was shared. For those who have not yet registered, there is still time if they would like to attend.

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 participated in the Executive Board meeting on September 12, 2023, noting professional development opportunities for new ESD board members. The AESD Annual Conference is scheduled on April 3-5, 2024, at Campbell’s Resort in Chelan. Registration information coming soon.

Legislative Report/Update: OESD Legislative Representative Bruce Richards highlighted the AESD Accreditation process, noting that although Accreditation is a 3-day event, participants can participate for one, two, or all three days. He also provided an update on new legislators in the 23rd District.

Superintendent’s Report: Superintendent Leavell noted the following:

- Acknowledged Donn Ring’s fifty-one years of service at OESD and shared some thoughts about a future get-together with Donn.
- Extended invitation to the Board for attending the School Safety and Security Breakfast on Friday, October 6, 2023, 7:30-9:30 AM.
- Updated the Board on the West Sound Technical Skills Center (WST) construction project, noting that Phase 1 is currently underway and expected to continue over the next 24 months. OESD and the WST Director plan to meet monthly to address any challenges such as traffic flow in parking lots (ingress/egress).
- Provided an update on Bremerton City Council’s vote on camping spaces for those who are unhoused. One of the camping zones is located behind the OESD back parking lot.
- Mentioned an OESD mindfulness program underway that includes a book study, wellness yoga, and other activities for staff. In addition, the agency’s social committee (optional participation) will implement a suggestion by a staff member for themed spirit days at OESD on Tuesdays in October.
- Congratulated Lulu Day, a student at Klahowya Secondary School, who was named the 2023 Washington STEM Rising Star.

Financial and Technology – Jason Rhoads reviewed the following information:

- **OSPI Audit Letter** was shared for informational purposes. With all errors corrected and no questioned costs from the April 2023 audit of OESD by the State Auditor’s Office, it was noted that the OSPI review is primarily a formality.
- **Budget Status Report** was provided in the Board packets and includes a new number (represented by a new line on the report) of the desired minimum General Fund balance of \$4.604 million. The General Fund ending balance was \$7.064 million (adjusted amount considering the GASB accounting formula is \$12.501 million). Unemployment Fund ending balance was \$3.803 million; the Workers Compensation Fund balance was \$12.080 million; and the Compensated Absences fund was \$1.483 million. Questions from the Board were addressed.
- Shared information about a trend of decreased enrollment, noting some districts around the state that are experiencing binding financial conditions. Discussion was held about the role of ESDs in reviewing district budgets and the ESD oversight role when a school district is not fiscally solvent.
- Provided an update on OESD’s migration from Skyward software to Qmlativ, noting improvements are underway.

Human Resources – no report

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

- **Teaching and Learning Updates:**
 - In response to a Board Member’s question, Catalyst Public Schools 2023 Contract Expansion to expand its offerings to grade levels 9-12 is currently open for public comment, due October 2, 2023.
 - With the 2023-24 school year in full swing, OESD staff has been providing a significant number of professional development classes/trainings for staff throughout the region and beyond.
 - Washington Health Association will recognize Michelle Dower, OESD Student Services Manager, as the recipient of the 2023 Prevention Award of Excellence - Prevention Professional.
 - Training is required for districts receiving Title VI, Indian Education Program funds and/or that have a Native American student population of over 50 percent (ESEA section 1111(a)(1)(A)) and is offered through OSPI’s Office of Native Education. [Senate Bill 5252](#) states that beginning September 1, 2024, school board members, superintendents, and any other staff at school districts that are required to perform Tribal consultation under Title VI of the federal ESSA (P.L. 114-95, 20 U.S.C. Sec. 1001 et seq., 20 U.S.C. 6301 et seq.) must take and certify completion of the 3-hour Strengthening Tribal Consultation training. ESD board members are welcome to participate but not required.
 - All OESD’s early learning sites are up and running. Special kudos to the South Kitsap facilities, grounds and custodial crews who helped with summer projects and preparing classrooms for the start of the year, and to the North Mason transportation staff for support coordinating transporting students.
 - Early Learning Policy Council is scheduled on the 3rd Thursday of every month (in-person and virtual). ESD Board members may sign up to attend. The ESD Board’s role of oversight of the Early Learning program was reviewed. Annually, the Early Learning program is reviewed/audited.

BUSINESS

Head Start Program Monitoring (Policy 2500): Head Start/ECEAP & Early Head Start Monthly Reports were provided in the Board packet (information only – no action required).

2022-2023 Assessment & Child Outcomes Report was provided in the Board packet (information only – no action required).

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 as of September 21, 2023

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT / ACH / WIRE REF NO</u>	<u>AMOUNT</u>
General Fund:	8/15/2023	161475 - 161476	\$ 287.32
	8/17/2023	161477 - 161495	\$ 55,954.89
	8/22/2023	161496	\$ 287,849.62
	8/22/2023	161498	\$ 3,307.52
	8/25/2023	161499 - 161514	\$ 205,534.66
	8/31/2023	161515 - 161522	\$ 296,334.21
	9/01/2023	161523 - 161532	\$ 11,164.04
	9/08/2023	161533 - 161539	\$ 11,296.56
	8/31/2023	202200080	\$ 286,150.32
	8/28/2023	202200081	\$ 22,527.15
	8/28/2023	202200082	\$ 83,540.00
	9/11/2023	202200084	\$ 251,663.45
	9/05/2023	202200085	\$ 400.00
	8/15/2023	202200129	\$ 2,364.00

VOUCHERS AND PAYROLL (continued):

General Fund (continued):	8/18/2023	202200130	\$	535.92
		70239 - 703246,		
	8/15/2023	9000040861 - 9000040877	\$	8,078.18
	8/18/2023	9000000026	\$	2,909.51
	8/15/2023	9000000118 - 9000000176	\$	13,485.50
	8/17/2023	9000000177	\$	5,357.81
	8/18/2023	9000000178 - 9000000184	\$	3,138.57
	8/31/2023	9000040878 - 9000041082	\$	858,840.34
	8/31/2023	9000000185 - 9000000203	\$	8,177.44
	9/08/2023	9000000204 - 9000000208	\$	21,024.33
	9/11/2023	9000000209 - 9000000211	\$	276.00
Unemployment:	8/25/2023	200499-200500	\$	53,534.18
Workers Comp:	8/14/2023	404189	\$	77,657.11
	8/17/2023	404190	\$	15,000.00
	8/25/2023	404191-404192	\$	11,335.33
	9/15/2023	202210002	\$	20,229.83
Compensated Absences:				

Jason Rhoads noted improvements to reporting formats prepared with the new Qmlativ software system. He discussed the payroll estimate that has been produced for the Board estimating the next month’s payroll and asked the Board if they prefer to continue to receive it, noting it no longer serves a purpose as the Board’s approval of the annual budget provides the overarching approval. After discussion and general consensus, the payroll estimate document will be discontinued.

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

PERSONNEL

Approval of Exception to Leave Cash Out (in accordance with Procedure 5400 P9)

Jason Rhoads reviewed the key points provided in a memo to the Board regarding the proposed exception. Vicki Collins moved to approve the *Exception to Leave Cash Out Procedure, as presented*. John Haupt seconded the motion. Voice vote was called. Motion carried.

The following personnel changes were recommended:

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Suzanne Selby	Special Education Teacher	9/1/2023
Lina Rice	Assistant Teacher	9/1/2023
Kaidence Cary	YS Attendance/Reengagement	8/28/2023
Madison Fortney	SAP	9/11/2023
Rosa Salvador	Assistant Teacher	9/1/2023
Tania Aamodt	Home Visitor	9/11/2023
Heather Reddington	SAP	9/18/2023
Violeta Bluitt	Home Visitor	10/3/2023

PERSONNEL (continued):

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Echo Keough	Site Supervisor	*9/29/2023
Alexis Skaggs	Assistant Teacher	9/12/2023
Gabriel Outlaw-Spencer	Lead Teacher	9/12/2023

*Revised Date

Retirement:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Ethelyn Greenstreet	High Risk Youth Transition Counselor	10/31/2023

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

1:42 PM – Chair Stephanie Parker announced the Board would recess for five minutes.

1:47 PM – The Board returned to Regular Session.

STUDY SESSION – OESD Superintendent and Assistant Superintendent Goals & Initiatives, School Year 2023-2024. Highlights:

- Superintendent Aaron Leavell reviewed annual goals related to OESD’s culture & climate, services & revenue, key actions at the AESD (OESD partner), supports to school district superintendents and boards, OESD regional & state presence, and noting the need for re-evaluating the OESD strategic plan.
- Assistant Superintendents Susan Lathrop and Jason Rhoads reviewed their division goals connected to the Superintendent’s goals, noting the continued post Covid-19 pandemic challenges and adjustments.
- General discussion was held throughout the presentation and questions from the Board were addressed.

EXECUTIVE SESSION

2:28 PM – Chair Stephanie Parker announced that the Board would not need an Executive Session and moved to adjournment. Board members discussed changing the start time of the October 19, 2023, Board meeting to 10:00 AM to allow for long distance travel, noting the need to evaluate the start time of future OESD Board meetings.

2:34 PM – The Board adjourned.

Reminder: The next regularly scheduled Board Meeting is Thursday, October 19, 2023, at 10:00 AM. A Special Meeting/Study Session-Retreat will be held at the Clearwater Resort (Chico Room) on Tuesday, October 17, 2023, at 9:00 AM – 3:00 PM.

Respectfully submitted,

Dr. Aaron Leavell
Secretary to the Board

Stephanie Parker
Chair