

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=OHLXUk5KTjlKSxqNS9EVWFtRC96QT09>*  
October 19, 2023

9:45 AM – Coffee service. No business was conducted.

REGULAR SESSION CALL TO ORDER

Vice Chair Ann Byrnes called the meeting to order at 10:00 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 ID: 244 562 383 Password: 372604* Zoom Link: <https://zoom.us/j/244562383?pwd=OHLXUk5KTjlKSxqNS9EVWFtRC96QT09>

PLEDGE OF ALLEGIANCE

Vice Chair Ann Byrnes led the Pledge of Allegiance.

ROLL CALL OF MEMBERS AND GUESTS

Stephanie Parker, Chair (via Zoom)  
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  
Mari Flosi, Director of Human Resources  
Tina Schulz, Executive Assistant

GUESTS:

Jim Stoffer, Director District 5 Candidate

APPROVAL OF THE AGENDA

Due to cancellation of the Board Special Meeting/Retreat on October 17, the following two items have been removed from the agenda, Item #19-A, Minutes of the Special Session of October 17, 2023, and Item #23-I, Special Session/Retreat Debrief of October 17, 2023, from the agenda. Bruce Richards moved to approve the revised agenda, as presented. Vicki Collins seconded the motion. Voice vote was called. Motion carried.

MINUTES

Vicki Collins moved to approve the minutes of September 21, 2023, as presented. Bruce Richards seconded the motion. Voice vote was called. Motion carried.

EXECUTIVE SESSION

10:01 AM – Chair Stephanie Parker announced that the Board would recess into Executive Session for approximately five minutes to discuss the candidate(s) qualifications (pursuant to RCW 42.30.110)

RETURN TO REGULAR SESSION

10:08 AM – The Board Returned to Regular Session.

**BOARD CANDIDATE INTERVIEW(S) for DISTRICT 5 (Unexpired Term)**

10:08 AM – 10:27 AM - The Board welcomed and interviewed Jim Stoffer, retired commanding officer from the US Coast Guard. His background includes a degree in political science and associate degree in psychology. Jim formerly served as a Sequim School Board Director, and has served with the Chamber of Commerce and other education and health & safety related community organizations in Clallam & Jefferson Counties. For seven years, he served on the Washington State School Directors’ Association Legislative Committee, and since 2002, he has served on various WSSDA committees.

**EXECUTIVE SESSION**

10:27 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**

10:33 AM – The Board returned to regular session.

**OESD BOARD OF DIRECTORS DISTRICT 5 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 5. Bruce Richards moved to appoint Jim Stoffer to the OESD Director District 5 position. Art Wightman seconded the motion. With no further discussion, voice vote was called. Motion carried unanimously.

**OATH OF OFFICE – DIRECTOR DISTRICT 5**

Superintendent Leavell administered the Oath of Office to Jim Stoffer, appointed to fulfill the unexpired term for Director District 5.

COMMUNICATIONS & ANNOUNCEMENTS

**Board members - share a best practice:**

John Haupt noted that either hand could be raised during an Oath of Office and most important are the words spoken during the Oath.

Ann Byrnes shared ten best practices for non-profit Board members, highlighting a section about bringing on new Directors. Board members discussed the potential of pairing an experienced Board member with a new one to serve as a mentor.

**Board engagement:** Stephanie Parker noted that by sharing best practices, Board members are fulfilling the engagement activity.

**ESD Board Elections Update & Succession Planning:** ESD Board Election results were not yet available from WSSDA at the time of today’s Board meeting.

Annually, at the January OESD Board meeting, the Board of Directors reorganizes the leadership positions of Board Chair, Vice-Chair, Legislative Representative, and AESD Executive Board Representative (Board Policy 1210). Stephanie Parker reviewed the role of each position, history of OESD Board leadership positions, and the process of reorganizing positions.

Superintendent Leavell reviewed some potential options of rescheduling the Board Retreat for consideration so that the Board can discuss leadership positions further.

ADMINISTRATIVE REPORTS

**AESD Executive Board Report** – Ann Byrnes shared that the Annual Conference for the Association of Educational School Districts (AESD) is scheduled for April 3-5, 2024, at Campbell’s Resort in Chelan, and noted that there has not been an AESD Exec. Board Meeting since her last report.

**Legislative Report/Update:** OESD Legislative Representative Bruce Richards highlighted top legislative priorities of the Office of the Superintendent of Public Instruction (OSPI), and reviewed the Washington Association of School Administrators (WASA) and Association of Educational School Districts (AESD) platforms for 2024. Board members discussed some of the funding issues faced by districts.

**Superintendent’s Report:** Superintendent Leavell noted the following:

- WASA/WSSDA/WASBO Legislative Conference is scheduled on January 28, 2024, followed by a Day on the Hill, January 29, 2024.
- AESD Conference, April 3-5, 2024, at Campbell’s Resort in Chelan.
- Safety and Security Networking Breakfast, was held on October 6, 2023, for the first time since the COVID-19 pandemic. Thanks to Vicki Collins for attending. Keynote speaker was Chin Rodger, who shared perspective about being a parent of a mass shooter.
- Visited Sequim School District on October 2, 2023, to honor 2023 Regional Classified Employee of the Year Crystal Brown.
- Thanked Susan Lathrop for her service at OESD, recognizing her last day on Friday, October 20. She has accepted the role of Assistant Superintendent of Educator Effectiveness at OSPI and begins on October 23. Board members shared words of appreciation.
- The next Strengthening Tribal Consultation Training is scheduled on Tuesday, November 7, 2023, 3:00–6:00pm at The House of Awakened Culture in Suquamish, WA. If interested in attending, please contact Tina for registration.

**Financial and Technology** – Jason Rhoads reviewed the following information:

- **Budget Status Report** was provided in the Board packets includes the desired minimum General Fund balance of \$4.778 million. The General Fund ending balance was \$6.961million (adjusted amount considering the GASB accounting formula is \$14.078 million). Unemployment Fund ending balance was \$3.865 million; the Workers Compensation Fund balance was \$12.337 million; and the Compensated Absences fund was \$353,687.29. Noted that the dollar amount on Compensated Absences differs from previous reports because Bremerton School District funds were previously included, and now the number only includes OESD portion. OESD pools benefits/funds with Bremerton, and although other districts can participate, Bremerton is currently the only participant. Questions from the Board were addressed.
- **Closing of the 2022-2023 fiscal year**, which ended in August, is in process. The 2022-23 Year End report will likely be available in January.

**Human Resources** – Mari Flosi noted no report.

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

- **Teaching and Learning Updates:**
  - **Catalyst Public Schools** received approval from the Washington State Charter School Commission to expand offerings to grade levels 9-12, starting in the 2024–25 school year (contingent on successful fulfillment of expansion conditions).
  - **Kitsap County 1/10<sup>th</sup> of 1% Grant:** The school year fiscal cycle is not aligned with the grant cycle that runs January 1–December 31. OESD was recently notified with preliminary information that the OESD’s 1/10<sup>th</sup> of 1% Grant would be funded at 53% of the amount requested. This is not final until the County Commissioners vote. OESD’s grant scored second highest and was funded at an amount higher than any other applicant. If a financial reduction is made, this may result in reductions of direct services to students and potential OESD staff reductions. Further budget analysis and program design will be conducted, along with school district input. Implications were discussed. Questions from the Board were addressed.
  - **One of OSPI’s legislative priorities for 2024** includes an increased wage for paraeducators. Advancing a living wage for paraeducator may also be tied to collective bargaining decisions in school districts and salary schedules that encompass multiple classified positions in districts (not just paraeducators), possibly resulting in complex implications. It was noted this may also have implications on OESD’s staffing and salary schedule, in particular for Early Learning positions/staff (and potentially other positions/staff) which could apply for higher paying jobs in school districts and something for OESD to consider during the 2023-24 salary review.
  - **Early Learning Policy Council** is scheduled on the 3<sup>rd</sup> Thursday of every month (in-person and virtual). ESD Board members may sign up to attend.

11:38 AM – Ann Byrnes announced that the Board would recess for approximately 20 minutes for Lunch service (no business was conducted).

12:00 PM – The Board Returned to Regular Session. Jim Stoffer exited the meeting.

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).

**Resolution #281, Cancelled Warrants – Unclaimed Property** – Jason Rhoads reviewed the process of reviewing unclaimed checks and addressed questions from the Board. Bruce Richards moved to approve Resolution #281, Cancelled Warrants – Unclaimed Property, as presented. Art Wightman 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 as of October 19, 2023

| <u>FUND</u>              | <u>DATE PAID</u> | <u>WARRANT/ACH/WIRE<br/>REF NO</u>          | <u>AMOUNT</u> |
|--------------------------|------------------|---|---------------|
| General Fund:            | 9/15/2023        | 161540 - 161547                             | \$ 38,583.66  |
|                          | 9/22/2023        | 161548 - 161557                             | \$ 123,612.56 |
|                          | 9/22/2023        | 161558 - 161574                             | \$ 81,618.02  |
|                          | 10/03/2023       | 161575 - 161577                             | \$ 5,112.20   |
|                          | 10/04/2023       | 161578                                      | \$ 287,032.47 |
|                          | 10/06/2023       | 161579 - 161605                             | \$ 138,902.90 |
|                          | 9/15/2023        | 202200083                                   | \$ 8,337.97   |
|                          | 9/15/2023        | 202200086 - 202200087                       | \$ 2,322.98   |
|                          | 9/29/2023        | 202200088                                   | \$ 325,408.76 |
|                          | 10/03/2023       | 202200089                                   | \$ 1,428.16   |
|                          | 10/04/2023       | 202200090                                   | \$ 1,700.00   |
|                          | 9/27/2023        | 223100000                                   | \$ 152,339.14 |
|                          | 9/15/2023        | 9000000212 - 9000000214                     | \$ 19,751.82  |
|                          | 9/15/2023        | 9000000215 - 9000000290                     | \$ 22,944.77  |
|                          | 9/15/2023        | 9000000291 - 9000000292                     | \$ 370.48     |
|                          | 9/29/2023        | 9000000293                                  | \$ 10,000.25  |
|                          | 9/29/2023        | 222300755, 9000000294 -<br>9000000320       | \$ 16,143.55  |
|                          | 9/29/2023        | 9000000321 - 9000000324                     | \$ 2,541.16   |
|                          | 10/03/2023       | 9000000325                                  | \$ 628.00     |
|                          | 10/06/2023       | 9000000326 - 9000000328                     | \$ 14,415.02  |
|                          | 9/15/2023        | 703252 - 703257,<br>9000041083 - 9000041134 | \$ 40,896.75  |
|                          | 9/15/2023        | 9000041135 - 9000041140                     | \$ 4,938.43   |
|                          | 9/29/2023        | 703258 - 703262,<br>9000041141 - 9000041362 | \$ 974,035.07 |
| Unemployment:            | N/A              |   |               |
| Workers Comp:            | 9/28/2023        | 404193                                      | \$ 126,498.00 |
| Compensated<br>Absences: | N/A              |   |               |

VOUCHERS AND PAYROLL (continued)

Vicki Collins 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:**

| <b><u>Employee</u></b> | <b><u>Position</u></b>                  | <b><u>Date</u></b> |
|------------------------|---|--------------------|
| Chad Kellum            | Software Analyst II                     | 10/2/2023          |
| Julie Maron            | YS Attendance/Reengagement Case Manager | 10/9/2023          |
| Kayla Pinza            | Assistant Teacher                       | 10/5/2023          |
| Kiarra Ingram          | Assistant Teacher                       | 10/23/2023         |

**Resignations:**

| <b><u>Employee</u></b> | <b><u>Position</u></b>   | <b><u>Date</u></b> |
|------------------------|--------------------------|--------------------|
| Ashley Brewer          | SAP                      | 10/11/2023         |
| Marilou Gotier         | Assistant Teacher        | 10/4/2023          |
| Emily Woolfenden       | Lead Teacher             | 10/10/2023         |
| Susan Jung Lathrop     | Assistant Superintendent | 10/20/2023         |

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

**EXECUTIVE SESSION**

Vice Chair Ann Byrnes announced that the Board would not need an Executive Session and moved to adjournment.

Board members discussed the time of day for the November 21, 2023, Board meeting and settled on a start time of 10:00 AM to allow for long distance travel. The Board will vote on a revised meeting schedule in November to adjust the start time for the rest of the school year.

**12:09 PM** – The Board adjourned.

**Reminder:** The next regularly scheduled Board Meeting is on Tuesday, November 21, 2023, at 10:00 AM.

Respectfully submitted,

Dr. Aaron Leavell  
Secretary to the Board

Ann Byrnes  
Vice-Chair