

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=OHLXUk5KTjlKSxxqNS9EVWFtRC96QT09>
November 21, 2023

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

REGULAR SESSION CALL TO ORDER

Chair Stephanie Parker 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=OHLXUk5KTjlKSxxqNS9EVWFtRC96QT09>

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 (via Zoom)
Vicki Collins
Bruce Richards
Art Wightman (Excused)
Jim Stoffer
Dr. Aaron Leavell, Superintendent
Jason Rhoads, Assistant Superintendent of Finance and Operations
Tina Schulz, Executive Assistant

GUESTS:

Kristen Sheridan, Director of Early Learning
Kristin Schutte, Executive Director of Student Services
Michelle Dower, Student Services Coordinator

APPROVAL OF THE AGENDA

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

MINUTES

Bruce Richards moved to approve the minutes of October 19, 2023, as presented. Vicki Collins seconded the motion. Voice vote was called. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

Board members share best practice/Board engagement/updates: Superintendent Leavell noted the purpose of combining the updates/communications and encouraged Board members to share, while remaining mindful of the Board's main purpose of conducting its business meeting within a limited timeframe. Appreciation was extended to Board members for their work and for their travel to meetings and events throughout the year.

Board members debriefed the WSSDA Conference and those who attended shared a highlight of what they learned at the conference.

Bruce Richards shared a summary of articles related to best practices of non-profit leaders and having a succession plan. Board members discussed networking to identify those who might be interested in engaging in education at some level. He also noted that he would soon tour the new Fairview Middle school in Central Kitsap.

ESD Board Elections Update (Succession Planning): ESD Board Election results were provided in the Board’s packet. Results for OESD 114 are as follows:

- Director District 2: Vicki Collins
- Director District 3: Bruce Richards
- Director District 4: Stephanie Parker
- Director District 6: Kurt Hilyard

Directors will take their oath of office in January. Congratulations to those who were elected/re-elected.

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 noted that a more thorough discussion about succession planning would be held during the next Board retreat. She provided an overview of each role on the Board and opened discussion. She indicated her interest in continuing to serve as Board Chair for a full year. Others shared information about their experience with their current positions and indicated positions they would be interested in.

The Board noted that a letter will be sent to Art Wightman thanking him for his service, wishing him wellness and good health, and inviting him to the January Board meeting.

Rescheduling a Special Session/Board Retreat

Board members discussed dates for rescheduling the Board Retreat, which was originally scheduled on October 17, 2023, and cancelled due to COVID-19. The retreat will be rescheduled for March 13, 2024, 9:00 AM–3:00 PM at the Clearwater Resort in Suquamish.

Stephanie Parker announced that the Board would move forward to Administrative Reports before the lunch recess.

ADMINISTRATIVE REPORTS

AESD Executive Board Report – Ann Byrnes shared information from the AESD Executive Board meeting held on November 16, 2023. Highlights:

- Recognized a low number of voters participated in the ESD Board Elections.
- The Annual Conference for the Association of Educational School Districts (AESD) is scheduled for April 3-5, 2024, at Campbell’s Resort in Chelan. To cover cost, \$5,500 will be paid by each ESD no matter how many attend from each ESD (does not include cost of lodging, registration, travel). Discussed the conference budget and rotating around ESDs for hosting the annual conference hosting. OESD 114 hosted in 2015 and will host again in 2026.

Legislative Report/Update: OESD Legislative Representative Bruce Richards highlighted legislative information shared during the WSSDA Conference, provided an overview of education related funding, and responded to questions. He summarized key topics for the upcoming legislative session, noting it’s an election year in the Legislature, and mentioned more information is available through the WASA and WSSDA websites.

Further discussion was held about the usage and management of artificial intelligence (AI) in education.

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.
- Thanked Jim Stoffer and Bruce Richards for attending the Strengthening Tribal Consultation Training on November 7, 2023.

Superintendent’s Report (continued):

- Discussed the vacant position on the Regional Committee and potentially reaching out to Art Wightman would be interested in filling his former role on the Regional Committee.
- December 15, 12:00-2:00 PM, OESD Holiday Luncheon.
- Mentioned Winter Break and Holiday closure (building will not be open to the public, although some staff may be working during these days). Information is posted on the website and the front entrance of the building.
- Provided an infographic PowerPoint presentation displaying revisions to the OESD organizational chart and representing current/temporary workflow of directors and executive team, and agency oversight/representation on AESD Committees and work groups in the absence of an Assistant Superintendent of Teaching and Learning.

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

12:01 PM – The Board Returned to Regular Session.

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 \$5.848 million (adjusted amount considering the GASB accounting formula is \$12.964 million). Unemployment Fund ending balance was \$3.867 million; the Workers Compensation Fund balance was \$12.626 million; and the Compensated Absences fund was \$357,284.51. Noted the reason for the fund balance reduction due to timing of the accounting cycle last month. Questions from the Board were addressed.

Note: 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 – Jason Rhoads noted the OESD employee benefits are changing from Public Employee Benefits Board (PEBB) to School Employee Benefits Board (SEBB) for effective benefits on January 1, 2024, and addressed questions from the Board.

Teaching and Learning Services – Superintendent Leavell shared the following:

- **Recognition of Michelle Dower, 2023 Prevention Awards of Excellence by the State of Washington Health Care Authority.** A letter of award was included in the Board packet. Kristin Schutte shared information about Michelle Dower’s work benefitting districts and countless students in the region, and noted that her colleagues submitted the application to honor her with this award. Congratulations were shared.
- **Teaching and Learning Updates:** Superintendent Leavell highlighted the following:
 - **Special Services:** Currently, there are seventy-one OESD special services providers spanning over thirty-two districts (inside & outside the OESD region). An overview of services was provided. Noted that a Spectrum School is starting in the region, and potentially could expand to a satellite school in Port Angeles.
 - **Science Kit Cooperative:** Some larger districts have withdrawn from the cooperative and OESD is reevaluating the cooperative model for Science Kits.
 - **Math/Science/English Language Arts (ELA) standards** – OESD is working on adjustments in response to the Office of Superintendent of Public Instruction (OSPI) revisions to the standards.
 - **Diversity, Equity, Inclusion (DEI) work:** In addition to work underway in districts, OESD is contracting with ESD 121 this year to work with the OESD leadership team.
 - **Head Start/Early Head Start/ECEAP/Coalition – Early Learning Annual Board Training:** As a requirement of performance standards, Kristen Sheridan shared a presentation on the enrollment, attendance, eligibility, recruitment, and selection (ERSEA) guiding rules & regulations of the OESD Early Learning programs. She shared information about services offered, the department organizational chart, grant/funding cycle, alignment of strategic goals with the agency goals, community engagement work, professional development, mental health supports, and more. She reviewed the OESD Board governance requirements. Throughout her presentation, she shared history of the programs, anecdotal stories and

- **Head Start/Early Head Start/ECEAP/Coalition – Early Learning Annual Board Training** (continued): happenings in the department. Questions from the Board were addressed and the Board thanked Early Learning staff for their work.
- **Note: 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.

1:11 PM – John Haupt (via Zoom) 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).

Revised 2023-2024 Board Meeting Schedule (changing start time of all meetings to 10:00 AM)

At the October 19, 2023, meeting, Board members discussed voting on a revised meeting schedule to adjust the start time of Board meetings to 10:00 AM for the rest of the school year. Jim Stoffer moved to approve the Revised 2023-2024 Board Meeting Schedule (changing the start time of all meetings to 10:00 AM), as presented. Bruce Richards seconded the motion. Voice vote was called. Motion carried.

Resolution #282, Authorizing Wire Transfer Service

Jason Rhoads noted this resolution adds wire transfer authorization to the payroll specialist position. Vicki Collins moved to Approve Resolution #282, Authorizing wire transfer service from Kitsap County Treasurer to local bank account held by the Olympic Educational Service District 114, as presented. Bruce Richards 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 November 21, 2023

WARRANT / ACH / WIRE			
FUND	DATE PAID	REF NO	AMOUNT
General Fund:	10/10/2023	161606	\$ 55,491.90
	10/13/2023	161607 - 161632	\$ 306,849.84
	10/20/2023	161634 - 161659	\$ 76,231.70
	10/27/2023	161660 - 161679	\$ 194,482.03
	11/2/2023	161680	\$ 6,316.12
	11/2/2023	161681 - 161699	\$ 58,341.56
	11/2/2023	161700	\$ 142.67
	10/17/2023	202200085	\$ 227.05
	11/3/2023	202200088	\$ 1,183.30
	10/13/2023	202200091	\$ 4,357.02
	10/17/2023	202200092	\$ 254,052.89
	10/23/2023	202200093	\$ 47,442.91
	10/31/2023	202200094 - 202200095	\$ 9,029.06
	10/27/2023	202200096	\$ 124,256.68
	10/31/2023	202200097	\$ 321,537.63
	10/10/2023	222300757	\$ 400.00
	10/31/2023	222300758 - 222300760	\$ 56,684.47
	10/31/2023	703276 - 703277	\$ 286,181.41
	11/2/2023	9000000000	\$ 103.49
	10/10/2023	9000000329	\$ 33,228.56
	10/10/2023	9000000330	\$ 6,080.95
	10/13/2023	9000000331 - 9000000424	\$ 39,631.14
	10/13/2023	9000000425 - 9000000427	\$ 80,616.19

VOUCHERS AND PAYROLL (continued)

General Fund (continued):	10/13/2023	9000000428	\$	2,700.00
	10/16/2023	9000000429 - 9000000431	\$	7,487.35
	10/20/2023	9000000432 - 9000000433	\$	10,354.59
	10/27/2023	9000000434 - 9000000465	\$	12,911.32
	10/31/2023	9000000466	\$	624.00
	11/1/2023	9000000467 - 9000000471	\$	13,004.22
	11/1/2023	9000000472	\$	2,700.00
	10/31/2023	703271 - 703275, 9000041392 - 9000041612	\$	979,206.30
	10/13/2023	703263 - 703270, 9000041363 - 9000041391	\$	20,412.31
Unemployment:	10/10/2023	200501 - 200502	\$	3,260.33
	10/26/2023	200503	\$	2,074.44
Workers Comp:	10/9/2023	404194 - 404195	\$	2,076.20
	10/26/2023	404196 - 404197	\$	1,710.59
	11/2/2023	404198	\$	376,141.49
Compensated Absences:	N/A			

Jim Stoffer 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>
Haruka Burkhart	Assistant Teacher	10/23/2023
Cailin Orme	Educator	10/25/2023
Anne Kitchell	Educational Advocate	11/13/2023
Alexandria Schroeder	Educational Advocate	11/13/2023

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Katharine Harper	SAP	10/20/2023
Rosa Salvador	Assistant Teacher	10/18/2023
Michelle Cardwell	Assistant Teacher	11/2/2023

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

EXECUTIVE SESSION

Chair Stephanie Parker announced that the Board would not need an Executive Session and moved to adjournment.

1:20 PM – The Board adjourned.

Reminder: There is no scheduled meeting in December. The next regularly scheduled Board Meeting is on Thursday, January 18, 2024, at 10:00 AM.

Respectfully submitted,

Dr. Aaron Leavell
Secretary to the Board

Stephanie Parker
Chair