

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>
January 18, 2024

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=OHLXUk5KTjlKSxqNS9EVWFtRC96QT09>

PLEDGE OF ALLEGIANCE

Chair Stephanie Parker led the Pledge of Allegiance.

OATHS OF OFFICE

Superintendent Leavell administered the Oath of Office to the following elected & re-elected Board members who begin new four-year terms:

- Vicki Collins–District 2, Bruce Richards–District 3, Stephanie Parker–District 4, Kurt Hilyard–District 6

ROLL CALL OF MEMBERS AND GUESTS

Stephanie Parker, Chair
Ann Byrnes, Vice Chair
John Haupt (Excused)
Vicki Collins
Bruce Richards
Kurt Hilyard
Jim Stoffer
Dr. Aaron Leavell, Superintendent
Jason Rhoads, Assistant Superintendent of Finance and Operations
Mari Flosi, Director Human Resources
Tina Schulz, Executive Assistant

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 November 21, 2023, as presented. Vicki Collins seconded the motion. Voice vote was called. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

Board members - Board engagement / updates: As part of the Board’s goals, an opportunity to share updates:

- Bruce Richards shared that former Central Kitsap School District Superintendent David McVicker passed away on December 20, 2023. He also shared details about the new Fairview Middle School facility (tour was held in December).

COMMUNICATIONS & ANNOUNCEMENTS

Board members - Board engagement / updates (continued):

- Jim Stoffer shared how some districts are reaching out to the community, noting a few current events related to kindergarten and transportation programs, and he encouraged visits to districts.
- Vicki Collins noted Bremerton School District’s facilities measure on the ballot in February.
- Board members discussed legislative support related to school facilities.

Sharing/engagement activity: Thoughts were shared around the room about hopes for OESD and the Board in 2024. Additional conversations included:

- The Board’s advocacy and involvement with the WA Association of Educational Service Districts (AESD).
- A copy of the 2024 AESD Legislative Priorities was provided as a handout and the Board discussed information about the ESD Legislative Representative role.
- Expectations and preferences of the Board members regarding cadence and level of information sharing at meetings. This topic will be added for discussion at the March 13, 2024, Board Retreat.

Update on Special Session/Board Retreat on March 13, 2024

Board members discussed plans and topics for the Board Retreat which was originally scheduled on October 17, 2023, and was cancelled due to COVID-19. The retreat has been rescheduled for March 13, 2024. Some topics: succession planning, schedules, and travel/hotel rooms.

ADMINISTRATIVE REPORTS

AESD Executive Board Report – Ann Byrnes noted an upcoming Exec. Board meeting on January 30, 2024. The Annual Conference for the Association of Educational School Districts (AESD) is scheduled for April 3-5, 2024, at Campbell’s Resort in Chelan. Registration and hotel reservations will open soon.

Legislative Report/Update: OESD Legislative Representative Bruce Richards noted the importance of OESD Board advocacy and with legislators and summarized the local levy/bond measures on the February ballot. He mentioned the bill tracker mechanism on the WSSDA website for those interested, with special mention of bills regarding the following topics: Board director pay, institutional education, and electric busses.

Superintendent’s Report: Superintendent Leavell noted the following:

- **ESD Board Appreciation:** Superintendent Leavell referenced the Governor’s proclamation declaring the Month of January as School Board Appreciation Month (including ESDs). He thanked the OESD Board members for their dedication and service. Cupcakes were served during lunch service.
- **OESD supports** are available to Cape Flattery School District as the small community of Neah Bay has experienced seventeen deaths (various ages & causes) over the past few months. Condolences were shared.
- **Acknowledged the passing** of former Superintendent of Central Kitsap School District David McVicker on December 20, 2023, noting a memorial service is scheduled on March 8, 2024, 6:00 PM at the CK High performing arts center/auditorium.
- **BoardDocs/Diligent Software:** OESD is considering migration of its Board materials to the BoardDocs/Diligent software to increase efficiency and development of OESD systems. Pros/cons and considerations were discussed and the Board communicated its support for moving forward.
- **Regional Committee Vacancies (Districts 3 and 6):** The Board discussed fulfilling two open positions on the Regional Committee. Regional Committee policies were included in the Board packet for review.
- **WASA/WSSDA/WASBO Legislative Conference,** scheduled on January 28, 2024, followed by a Day on the Hill, January 29, 2024, will be attended by Jim Stoffer and Superintendent Leavell.

Financial and Technology – Jason Rhoads reviewed the following information:

- **Update on the 2022-2023 fiscal year-end:**
 - Both revenues and expenditures are showing an increase from the previous year.
 - 2023-24 is the last year to expend federal Elementary and Secondary Schools Emergency Relief (ESSER) funds.

- **Update on the 2022-2023 fiscal year-end (continued):**
 - OESD receives state core apportionment of approximately \$1.2 M, and all other revenues are generated through grants and fee-for-service (including cooperative) programs. Core funding balances were reviewed.
 - Discussion was held about decreasing revenue in the Clock Hours program due to fewer participating districts. Questions from the Board were addressed.
- **Budget Status Report** was provided in the Board packets includes the desired minimum General Fund balance of \$4.778 million. The General Fund prior year ending balance was \$7.064 million and the December 2023 ending balance was \$7.487 million (adjusted amount considering the GASB accounting formula is \$9.558 million). Unemployment Fund ending balance was \$3.992 million; the Workers Compensation Fund balance was \$12.603 million; and the Compensated Absences fund was \$356,511.12.

Human Resources – Mari Flosi noted no report.

Teaching and Learning Services – Superintendent Leavell shared the following:

- **Teaching and Learning Updates:**
 - OESD recently hosted a school safety awareness meeting about an uptick of gang activity in the Kitsap & North Mason areas.
 - A program for distributing Narcan/Naloxone to districts through the Dept. of Health is in process with training on how to administer the anti-serum for opioid overdose. Superintendent Leavell noted the need for an OESD policy/procedure to address this issue.
 - Trainings are underway focusing on topics such as grief/loss, antisemitism, gender orientation.
 - Alternatives for providing science curriculum support are being evaluated as fees for the current Science Kits program increase and districts phase out.
 - An update on the process to fill OESD’s Asst. Supt of Teaching & Learning position was shared.
 - **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.

11:53 AM – Stephanie Parker announced that the Board would recess for approximately 20 minutes for Lunch service (no business was conducted).

12:17 PM – The Board Returned to Regular Session.

BUSINESS

Annual Reorganization/Election of Officers: Chair Stephanie Parker initiated the annual process to reorganize the Board according to Board Policy 1210. After reviewing the policy and discussion, Stephanie Parker called for nominations.

Bruce Richards nominated Stephanie Parker as Chair. Jim Stoffer seconded the motion. Voice vote was called. Motion carried.

Jim Stoffer nominated Vicki Collins as Vice Chair. Ann Byrnes seconded the motion. Voice vote was called. Motion carried.

Bruce Richards nominated Jim Stoffer as Legislative Representative. Vicki Collins seconded the motion. Voice vote was called. Motion carried.

Jim Stoffer nominated Ann Byrnes as AESD Executive Board Representative. Vicki Collins seconded the motion. Voice vote was called. Motion carried. With no further nominations, the current officers are listed as follows:

- **Chairperson:** Stephanie Parker
- **Vice Chair:** Vicki Collins
- **Legislative Representative:** Jim Stoffer
- **AESD Executive Board Representative:** Ann Byrnes

It was noted that Board Policy 1220, *Board Officers and Duties of Board Members*, does not currently include language about the duties of the AESD Executive Board Representative. The policy will be revised and brought to the Board for approval at the next meeting.

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 #283, Authorizing Wire Transfer Service

Jason Rhoads noted changes in personnel requiring and update on bank signatories. With no further discussion, Jim Stoffer moved to Approve Resolution #283, Authorizing Facsimile Signature of Jason Rhoads, Mari Flosi and Michelle Blackmon, to Sign on Specified Bank Accounts Held by the Olympic Educational Service District 114 at Key Bank. 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 January 18, 2024

FUND	DATE PAID	WARRANT / ACH / WIRE REF NO	AMOUNT
General Fund:	11/9/2023	161701-161727	\$ 75,927.91
	11/17/2023	161728-161745	\$ 146,066.42
	11/30/2023	161746-161749	\$ 284,789.97
	12/1/2023	161750-161787	\$ 125,251.55
	12/11/2023	161788-161810	\$ 168,551.04
	12/18/2023	161811-161845	\$ 93,807.96
	12/22/2023	161846-161859	\$ 172,727.01
	11/6/2023	202200083	\$ 113.20
	11/9/2023	202200084	\$ 400.00
	11/3/2023	202200088	\$ 1,183.30
	12/18/2023	202200090	\$ 95.70
	11/17/2023	202200098	\$ 98,294.18
	11/27/2023	202200099	\$ 165,612.16
	11/27/2023	202200101	\$ 133.95
	11/3/2023	202200102	\$ 1,700.00
	11/30/2023	202200103 - 202200106	\$ 321,123.01
	12/27/2023	202200109	\$ 49,202.21
	12/27/2023	202200110	\$ 42,627.02
	12/24/2023	202200111	\$ 22.08
	12/29/2023	202200114	\$ 308,664.76
	12/19/2023	202200115	\$ 158.37
	11/20/2023	202200119	\$ 153,107.24
	12/19/2023	202200120	\$ 246,628.09
	12/15/2023	222300761; 202200108	\$ 4,087.33
	11/15/2023	703276-703279; 9000041613-9000041635	\$ 21,094.09
	11/30/2023	703280-703280; 9000041636-9000041856	\$ 954,138.50
	12/19/2023	703281-703281; 9000041882-9000041883	\$ 830.96
	12/29/2023	703282-703282; 9000041884-9000042107	\$ 946,393.84
	11/9/2023	9000000473-9000000518	\$ 32,224.11

General Fund

(continued):

11/9/2023	9000000519-9000000523	\$	19,425.25
11/17/2023	9000000524-9000000526	\$	26,438.50
11/17/2023	9000000527	\$	1,776.00
11/29/2023	9000000528-9000000627	\$	48,420.78
11/30/2023	9000000628	\$	1,570.38
	9000000629-9000000638;		
12/8/2023	202200107	\$	55,086.26
12/15/2023	9000000639-9000000752	\$	56,975.10
12/22/2023	9000000753-9000000781	\$	21,542.09
12/1/2023	9000041857-9000041857	\$	1,214.02
12/15/2023	9000041858-9000041881	\$	19,375.05
Unemployment:	N/A		
Workers Comp:	11/2/2023	404198	376,141.49
	12/6/2026	404199 - 404200	485.70
	12/05/2023	232400002	131,414.29
Compensated Absences:	N/A		

Kurt Hilyard moved to approve the Vouchers and Payroll as presented. Ann Byrnes 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>
Jacqueline Warren	Assistant Teacher	11/27/2023
Jessica Davis	Registered Behavior Technician	12/1/2023
Kendall Williams	Assistant Teacher	12/15/2023
Sammantha Brown	Assistant Teacher	12/15/2023
Salina Robinson	Assistant Teacher	12/4/2023
Megan Howard	Social Worker	1/3/2024

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Erika Brende	Assistant teacher	12/4/2023
Sara Rios	TOVI	12/20/2023
Merilee Towler	Accounting Clerk	12/15/2023
Viet Anh Moy	Director of Business Services	1/5/2024

New Administrator:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Lee Collyer	Director of Special Programs	1/8/2024

Retirement:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Paul Katchatag	Retirement- Custodial Lead	4/1/2024

Termination:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Shannon Benefield	Lead Teacher	1/9/2024

PERSONNEL (continued)

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

EXECUTIVE SESSION

12:27 PM - Chair Stephanie Parker announced that the Board would recess into Executive Session for approximately twenty minutes to review the performance of a public employee (pursuant to RCW 42.30.110).

1:26 PM – The Board returned to Regular Session and immediately adjourned.

Reminder: The next regularly scheduled Board Meeting is on Thursday, February 15, 2024, at 10:00 AM, and the Board will hold a Special Meeting/Retreat on Wednesday, March 13, 2024, 9:00 AM – 3:00 PM at the Clearwater Resort in Suquamish, WA (Cedar Room).

Respectfully submitted,

Dr. Aaron Leavell
Secretary to the Board

Stephanie Parker
Chair