

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=OHLXUk5KTjlKSskxqNS9EVWFtRC96QT09>
February 15, 2024

9:45 AM – Coffee service & connect on Zoom. No business was conducted.

REGULAR SESSION CALL TO ORDER

Vice Chair Vicki Collins 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=OHLXUk5KTjlKSskxqNS9EVWFtRC96QT09>

PLEDGE OF ALLEGIANCE

Vice Chair Vicki Collins led the Pledge of Allegiance.

ROLL CALL OF MEMBERS AND GUESTS

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

APPROVAL OF THE AGENDA

Due to snow and road conditions in the region, most Board members participated via Zoom and the following revisions were made to the agenda: The Board will not recess for lunch, no Executive Session will be needed, and the building tour has been cancelled. Jim Stoffer moved to approve the agenda, as revised. Bruce Richards seconded the motion. Voice vote was called. Motion carried.

MINUTES

Ann Byrnes moved to approve the minutes of January 18, 2024, as presented. Bruce Richards seconded the motion. Voice vote was called. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

Board members - Board engagement / updates (highlights):

- An annual routine risk assessment with the state Auditor's Office was held via Zoom with the OESD Board Chair on February 9, 2024.
- Noted Status of February 12, 2024, elections (levy and bond measures for districts in the region). Most measures appeared to be passing and some did not.
- OESD provided a financial presentation at Sequim School District and appreciation extended to Jason Rhoads.
- The annual Legislative Conference was attended by the OESD Legislative Rep.

Board members - Board engagement / updates (highlights continued):

- The Tribal Council is working on a donation of fifteen acres toward school relocation to move it from the tsunami zone.
- A profound loss of community and family members in recent months in Neah Bay and the surrounding area was acknowledged. Condolences were shared.
- Two recent meetings in North Kitsap School District were attended by the OESD Board Chair.
- A memorial service for former Central Kitsap School District Superintendent David McVicker is scheduled on Friday, March 8, 2024.
- The Western Regional Tournament for Destination Imagination is scheduled on March 9, 2024 at South Kitsap High School.

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

The retreat is scheduled for March 13, 2024. Discussed some topics for the draft agenda, and travel/hotel rooms.

ADMINISTRATIVE REPORTS

AESD Executive Board Report – Ann Byrnes shared nomination criteria for the annual AESD Executive Board of Distinction award, due by March 8. She was unable to attend the Exec. Board meeting held on January 30, 2024. Superintendent Leavell provided a debrief of the January 30 meeting and reviewed some potential OESD nominees for the annual award. He opened conversation about how to encourage Board members in school districts to participate in voting for ESD Board members during elections.

Superintendent Leavell shared information on the national 2023 Association of Educational Service Agencies (AESA) Conference, noting that OESD did not attend in 2023 or 2024 and announced that the conference location in 2025 will be Orlando, Florida.

Discussed conversations about financial challenges faced by many districts in the state.

10:28 AM – John Haupt lost Wi-Fi connectivity to the meeting and rejoined a few minutes later.

Accreditation sign ups (May 12-15, 2024) are underway. Jim Stoffer and Bruce Richards have offered to serve on panels this year.

The statewide AESD Annual Conference for the Association of Educational School Districts (AESD) is scheduled for April 3-5, 2024, at Campbell's Resort in Chelan. Registration will open soon and hotel rooms have been reserved for those planning to attend. OESD has offered to assist in providing a presentation on Board Director Onboarding. Raffle baskets will return as a conference feature this year. In 2025, the AESD Conference will be in Spokane, April 16-18, 2024, at the Centennial Hotel.

Legislative Report/Update: OESD Legislative Representative Jim Stoffer debriefed the **WASA/WSSDA/WASBO Legislative Conference**, held on January 28, 2024, followed by a Day on the Hill, January 29, 2024. He provided an overview of education related bills currently under review.

10:40 AM Stephanie Parker lost sound connectivity and rejoined the meeting via Zoom approximately one minute.

Board Goals School Year 2024-2025: Included in the Board packet was a memo providing some background along with some past slides reviewing the most current goals. Next steps were discussed:

- Review to ensure the goals currently reflect the agency.
- Add as a topic for discussion at the retreat on March 13 and potentially update the P.R.I.D.E Goals acronym.
- Form potential sub-committee to work on a short-term refresh of the organizational goals.
- Considering multiple OESD leadership changes in the past 12-24 months, the agency may also consider rebranding & adding a 'tagline' as part of the rebranding process. Longer term, potentially revisit this topic after a new Assistant Superintendent of Teaching & Learning is hired.

Superintendent’s Report: Superintendent Leavell noted the following:

- **BoardDocs/Diligent Software Update:** The contract with BoardDocs/Diligent has been processed and soon we will begin setting up the software. In the meantime, laptops have arrived for issuance to Board members. Updates will continue about the progress of migration to the new meeting software.

11:00 AM – John Haupt lost connectivity and exited the meeting momentarily and immediately rejoined.

- **Regional Committee Vacancies (Districts 3 and 6):** A declaration of candidacy has been received for District 3 and will be presented to the Board for approval under the Business section of today’s meeting. The District 6 position remains open until filled. Superintendent Leavell provided an update on the process and potential candidates.
- **School District Bond and Levy Results:** An overview was provided on the status of measures in the region and Board members held discussion.

Financial and Technology – Jason Rhoads reviewed the following information:

- Provided an overview of the current OESD salary study, noting some potential targeted increases to remain market competitive and to include the implicit price deflator (IPD). Questions from the Board were addressed.
- **Audit Entrance Update:** Information was shared about the annual audit and anticipated cost to OESD.
- **Budget Status Report** was provided in the Board packets and includes the desired minimum General Fund balance of \$4.778 million. The General Fund prior year ending balance was \$7.064 million and the January 2024 ending balance was \$8.404 million (adjusted amount considering the GASB accounting formula is \$10.860 million). Unemployment Fund ending balance was \$3.799 million; the Workers Compensation Fund balance was \$12.240 million; and the Compensated Absences fund was \$384,790.14.

Human Resources – Jason Rhoads

- **Salary Study:** An update on the salary study was provided. Reviewed state law regarding exempt salary requirements. Questions from the Board were addressed.

Teaching and Learning Services – Superintendent Leavell shared the following:

- **Teaching and Learning Updates:**
 - An update on the process to fill OESD’s Asst. Supt of Teaching & Learning position was shared.
 - No monthly reports for Early Learning.
 - 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.
 - Spectrum School: An update on progress of the Spectrum Behavior School was provided, and a contract will be presented to the Board for consideration at a future Board meeting.

11:25 AM – Vicki Collins announced that the Board would recess for approximately five minutes (no business was conducted).

11:30 AM – The Board Returned to Regular Session.

BUSINESS

Presentation, First Reading and Adoption of Revised Board Policy 1220, Board Officers and Duties of Board Members – As discussed at the January Board meeting, a section was added to address the duties of the AESD Executive Board Representative. Bruce Richards moved to approve the Presentation, First Reading and Adoption of Revised Board Policy 1220, Board Officers and Duties of Board Members, as presented. Jim Stoffer seconded the motion. Voice vote was called. Motion carried.

Regional Committee Appointment

OESD received a signed declaration from Drayton Jackson to fulfill the vacancy for District 3 on the Regional Committee. Bruce Richards moved to appoint Drayton Jackson, District 3, to the Regional Committee, as presented. Kurt Hilyard seconded the motion. Voice vote was called. Motion carried.

Resolution #284, Surplus Property

Ann Byrnes moved to Approve Resolution #284, Surplus Property, as presented. John Haupt seconded the motion. Voice vote was called. Motion carried.

VOUCHERS AND PAYROLL

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 February 15, 2025			
FUND	DATE PAID	WARRANT / ACH / WIRE REF NO	AMOUNT
General Fund:	1/4/2024	161860-161862	\$ 294,850.55
	1/16/2024	161863-161896	\$ 133,297.57
	1/19/2024	161897-161933	\$ 152,271.33
	1/19/2024	161934	\$ 1,275.46
	1/23/2024	161935	\$ 345.00
	1/29/2024	161936-161955	\$ 155,080.50
	1/31/2024	161957; 9000000221-9000000441	\$ 962,474.74
	1/9/2024	202200091	\$ 68.95
	1/3/2024	202200093	\$ 543.36
	1/8/2024	202200112-202200113	\$ 10,290.21
	1/8/2024	202200116-202200117	\$ 549.65
	1/1/2024	202200118	\$ 1,700.00
	1/12/2024	202200121	\$ 2,667.90
	1/17/2024	202200122	\$ 252,711.97
	1/18/2024	202200124	\$ 52,424.03
	1/25/2024	202200125	\$ 48,656.77
	1/31/2024	202200126-202200128	\$ 313,941.33
	1/31/2024	202200129-202200131	\$ 2,249.65
	1/31/2024	202200132-202200134	\$ 70,459.51
	1/31/2024	202200135	\$ 13,551.35
	1/12/2024	9000000782-9000000805	\$ 13,632.99
	1/16/2024	9000000806-9000000848	\$ 61,843.17
	1/19/2024	9000000849-9000000900	\$ 7,561.27
	1/23/2024	9000000901	\$ 623.00
	1/29/2024	9000000902-9000000917; 222300762-222300763	\$ 12,089.98
	1/31/2024	9000000919	\$ 621.00
Unemployment:	1/19/2024	200504	\$ 120,985.94
Workers Comp:	1/12/2024	404201-404203	\$ 1,069.06
	1/12/2024	404204	\$ 22,900.00
	1/30/2024	404205	\$ 446,778.54
	1/9/2024	232400003	\$ 44,842.74
	1/09/2024	232400004	\$ 63,929.53
Compensated Absences:	N/A		

Bruce Richards moved to approve the Vouchers and Payroll as presented. Jim Stoffer 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>
Julie Kaster	Receptionist	1/24/2024
Julia Rodriguez	Educarer	2/5/2024
Julie Cook	Temporary Attendance/Reengagement Coordinator	2/20/2024

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Candance Vaal	SAP	2/23/2024
Sasha Torgeson	Administrative Assistant	2/19/2024

PERSONNEL

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

EXECUTIVE SESSION

11:37 AM – Vice-Chair Vicki Collins announced that the Board would not hold an Executive Session and immediately adjourned. A previously scheduled facility tour was cancelled.

Reminder: The next regularly scheduled Board Meeting is on Thursday, March 21, 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

Vicki Collins
Vice Chair