

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>*  
March 21, 2024

9:45 AM – Coffee service & connect on Zoom. 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.

ROLL CALL OF MEMBERS AND GUESTS

Stephanie Parker, Chair  
Vicki Collins, Vice Chair  
John Haupt (via Zoom)  
Ann Byrnes  
Bruce Richards  
Kurt Hilyard (Excused)  
Jim Stoffer (via Zoom)  
Dr. Aaron Leavell, Superintendent  
Sandy Gessner-Crabtree, OESD Senior Strategy Officer for Educational Equity, and pending Board approval, Assistant Superintendent of Teaching and Learning (effective April 1, 2024)  
Jason Rhoads, Assistant Superintendent of Finance and Operations  
Mari Flosi, Director Human Resources  
Jennifer Acuña, Director Special Education  
Tina Schulz, Executive Assistant

APPROVAL OF THE AGENDA

To accommodate staff schedules, Chair Stephanie Parker entertained a motion to move the topic listed under Teaching & Learning, Spectrum School, to be held at the beginning of Administrative Reports.

Bruce Richards moved to approve the agenda, as amended. Vicki Collins seconded the motion. Voice vote was called. Motion carried.

MINUTES

Bruce Richards moved to approve the minutes of February 15, 2024, as presented. Jim Stoffer seconded the motion. Voice vote was called. Motion carried.

Vicki Collins moved to approve the minutes of the Special Session of March 13, 2024, as presented. Bruce Richards seconded the motion. Voice vote was called. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

**Board members - Board engagement / updates and Debrief Special Session/Board Retreat on March 13, 2024:** Board members shared feedback and commended the training and facilitation of the Special Session.

### ADMINISTRATIVE REPORTS

**Spectrum School:** Jennifer Acuña provided an update on the progress of plans for opening the Spectrum Behavior School and questions from the Board were addressed. A contract will be presented to the Board for consideration under the Business section of today’s agenda.

**AESD Executive Board Report:** Ann Byrnes shared information from AESD that will be presented as an action item during the AESD Business Meeting held at the conference in April (AESD Budget and 2024 Executive Board Officers). Board members discussed the upcoming AESD Conference, April 3-5, 2024, breakout session information, and assembly of contributions to the annual conference raffle basket. OESD nominated former OESD Board Director Donn Ring for the annual AESD Executive Board of Distinction award.

**Legislative Report/Update:** OESD Legislative Representative Jim Stoffer shared an overview of the resources he reviews for legislative information related to schools/districts. He highlighted current legislative funding allocation changes in education related bills, including programs such as special education, MSOC (materials, supplies, and operating costs), school meals, transportation, school construction, and more. In addition, he debriefed some changes of legislators in the region.

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

- **BoardDocs/Diligent Software Update:** Preliminary setup of the BoardDocs/Diligent software is underway. Laptops have been issued to Board members and the Board will continue to receive updates on the process.
- **Update on Regional Committee District 6:** A declaration of candidacy has been received for District 6 and will be presented to the Board for approval under the Business section of today’s meeting.
- **DRAFT School Year 2024-2025 Board Meeting Schedule** (*information for review only – no action required*): A draft meeting schedule for 2024-25 was presented for review and Board members held discussion as dates are selected for Board approval at a future meeting. Superintendent Leavell will be on business travel in October and will participate via Zoom at the October 2024 meeting.
- **AESD Conference:** Travel coordination and dinner reservations were discussed with those attending the conference on April 3-5, 2024, in Chelan.
- **WASA Awards Dinner:** RSVP to Tina if planning to attend the dinner on April 29, 2024.
- **Board Laptops:** Contact Tina if there are any challenges logging into Board laptops.
- **Knowledge Bowl trophy on display:** Port Townsend’s Knowledge Bowl team won first place this year and the state trophy is currently at OESD 114 while it awaits engraving.
- **Board Room updating:** Soon, the Board room will receive a fresh coat of paint. A new U.S. flag is on display, and future adjustments to technology and furniture (chairs & table) are underway.
- **Accreditation Visits:** Ann Byrnes joined Superintendent Leavell on March 20 in South Kitsap at the Explorer Academy. On March 27, Superintendent Leavell and Jim Stoffer (via Zoom) presented the Accreditation plaque at a Quilcene School Board Meeting. Central Kitsap’s Accreditation presentation is scheduled on March 27 (Bruce Richards plans to attend). And a visit is pending at North Kitsap.
- **WASA Small Schools Conference** was attended by Superintendent Leavell on March 18-19. Conference topics and attendees from small districts in the region were noted.
- **Artificial Intelligence (AI):** OESD staff is currently working on a regional plan for embracing AI.
- **Current candidates** running for State Superintendent of Public Instruction were mentioned.

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

- **Budget Stats 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 in February was \$5.334 million and the February 2024 ending balance was \$8.806 million (adjusted amount considering the GASB accounting formula is \$10.882 million). Unemployment Fund ending balance was \$3.898 million; the Workers Compensation Fund balance was \$13.111 million; and the Compensated Absences fund was \$427,139.24.
- Noted status and topics of the current Audit, last year’s audit findings, and the work underway to improve systems in response to last year’s audit findings and recommendations.

**Human Resources – Mari Flosi**

- **Salary Study:** An update on the salary study was provided. Leadership analyses and consideration of adjustments are underway as part of preliminary budgeting. Questions from the Board were addressed. New state salary/pay requirements were noted. Preliminary budget information will be presented to the Board in April/May.

**Teaching and Learning Services – Superintendent Leavell shared the following:**

- **Teaching and Learning Updates:**
  - Spectrum School: This topic was moved to the Administrative Reports section of the meeting.
  - Other than the 2023 Comprehensive Community Assessment include in the Business section of today’s meeting, there were no regular monthly reports for Early Learning.
  - Note: 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.

**11:29 --** Board Chair Stephanie Parker announced that the Board would recess for approximately 20 minutes for Lunch service (no business was conducted)

**11:50 AM –** The Board Returned to Regular Session.

BUSINESS

**2023 Comprehensive Community Assessment, Early Head Start/Head Start/ECEAP** (*Information only, no action required*). Board members commended the work involved with assembling the report, which was included in the Board packet.

**Regional Committee Appointment**

Jim Stoffer moved to appoint Laura Boad, District 6, to serve as representative to the Regional Committee on School District Reorganization. Bruce Richards seconded the motion. Voice vote was called. Motion carried.

**Resolution No. 285, Payroll Compliance Specialist Access to County Bank**

Bruce Richards moved to approve Resolution No. 285, Payroll Compliance Specialist Access to County Bank, as presented. Ann Byrnes seconded the motion. Voice vote was called. Motion carried.

**Presentation and First Reading of Revised Board Policy 1112, Director Orientation.**

Vicki Collins moved to approve First Reading of Revised Board Policy 1112, Director Orientation, as presented. Bruce Richards seconded the motion. Voice vote was called. Motion carried.

**Presentation and First Reading of Revised Board Policy 1400, Board Meetings – Regular, Special, and Emergency.**

The policy has been revised to reflect the change in Regular Board Meeting time of 10:00 AM. Bruce Richards moved to approve First Reading of Revised Board Policy 1400, Board Meetings – Regular, Special, and Emergency, as presented. Jim Stoffer seconded the motion. Voice vote was called. Motion carried.

**Approval of Special Education Services Agreement with Spectrum Centers, Inc.**

Jason Rhoads noted that the contractor specifically requested Board approval of this agreement. Jim Stoffer moved to approve the Special Education Services Agreement with Spectrum Centers, Inc., 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 March 21, 2024

**WARRANT / ACH / WIRE**

<u>FUND</u>	<u>DATE PAID</u>	<u>REF NO</u>	<u>AMOUNT</u>
<b>General Fund:</b>	2/2/2024	161958-161975	\$ 85,271.75

**VOUCHERS AND PAYROLL**

**General Fund:**

(continued)

2/6/2024	161976	\$	54,685.93
2/9/2024	161977-162000	\$	44,635.15
	162001;		
2/15/2024	9000000442-9000000467	\$	19,843.50
2/14/2024	162002-162003	\$	6,357.58
2/15/2024	162004	\$	264,752.82
2/16/2024	162005-162024	\$	173,127.47
2/23/2024	162025-162047	\$	48,938.84
	162048; 9000000468-		
2/29/2024	9000000693	\$	964,058.54
2/29/2024	9000000610	\$	(3,399.66)
2/2/2024	202200092	\$	96.50
2/5/2024	202200094	\$	749.99
2/9/2024	202200136	\$	251,075.52
2/15/2024	202200137	\$	3,917.28
	202200138;		
2/23/2024	9000001037-9000001053	\$	12,791.95
2/23/2024	202200139	\$	81,216.48
2/23/2024	202200140	\$	188.41
2/29/2024	202200141; 9000001054	\$	321,310.59
	222300764;		
2/9/2024	9000000932-9000000972	\$	69,889.68
2/2/2024	9000000920-9000000929	\$	9,916.06
2/16/2024	9000000974-9000001036	\$	33,057.76
2/29/2024	9000001055-9000001057	\$	5,295.69
2/29/2024	9000001058-9000001068	\$	8,585.09
<b>Unemployment:</b>	2/13/2024	200505	\$ 69,374.18
<b>Workers Comp:</b>	2/23/2024	404206	\$ 2,317.62
<b>Compensated Absences:</b>	N/A		

Jason Rhoads noted the systems in place for reviewing vouchers prior to Board approval. Hearing no further discussion, Ann Byrnes 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>Employee</b>	<b>Position</b>	<b>Date</b>
Michael Delapaz	Facilities/Custodial Supervisor	3/6/2024
Jackie Schmidt	SAP	3/4/2024

**Resignation:**

<b>Employee</b>	<b>Position</b>	<b>Date</b>
Raine Davis	Lead Teacher	3/28/2024
Shayna Hartley	Home Visitor	3/12/2024
Kayla Pinza	Assistant Teacher	2/20/2024
Julie Kaster	Receptionist	3/29/2024
Haruka Burkhart	Assistant Teacher	8/30/2024

PERSONNEL (continued)

**Administrator – Position Change:**

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Sandra Gessner-Crabtree	Assistant Superintendent of Teaching & Learning	04/01/2024

**Retirement:**

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Rebecca Barton	Home Visitor	8/30/2024
Lidie Durbin	Home Visitor	8/30/2024
Carl Miller	Director of Network Services	6/30/2024
Jane Widrin	Administrative Assistant, Special Services	6/30/2024

Superintendent Leavell reviewed some of the staffing changes presented to the Board for approval, noting that Sandy Gessner-Crabtree’s new position as Assistant Superintendent of Teaching and Learning will become effective April 1, 2024. Vicki Collins moved to approve the employments, resignations, administrator position change, and retirements, as presented. Ann Byrnes seconded the motion. Voice vote was called. Motion carried.

**EXECUTIVE SESSION**

**12:02 PM** –Chair Stephanie Parker announced that the Board would not hold an Executive Session and immediately adjourned.

**Reminder:** The next regularly scheduled Board Meeting is on Thursday, April 18, 2024, at 10:00 AM.

Respectfully submitted,

Dr. Aaron Leavell  
Secretary to the Board

Stephanie Parker  
Chair