

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>*  
April 18, 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=OHLXUk5KTjlKSxqNS9EVWFtRC96QT09>

PLEDGE OF ALLEGIANCE

Vice-Chair Vicki Collins led the Pledge of Allegiance.

ROLL CALL OF MEMBERS AND GUESTS

Stephanie Parker, Chair (Excused)  
Vicki Collins, Vice Chair  
John Haupt (via Zoom)  
Ann Byrnes  
Bruce Richards  
Kurt Hilyard  
Jim Stoffer  
Dr. Aaron Leavell, Superintendent  
Sandy Gessner-Crabtree, 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

Patricia Beuke, Director of Learning Support

APPROVAL OF THE AGENDA

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

MINUTES

Bruce Richards moved to approve the minutes of March 21, 2024, as presented. Ann Byrnes seconded the motion. Voice vote was called. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

**Board members - Board engagement / Updates / AESD Conference Debrief. Highlights:**

- Board members shared information about the Annual AESD Conference held on April 3-5, 2024.
- Levy results for Central Kitsap and Quilcene School Districts are pending.
- Directors shared recent individual engagements with school districts, including mentoring, attending the Water Festival, and Sequim festivals.
- Port Angeles School District re-opened on Monday, April 15 after an agreement was reached, ending a week-long strike.

COMMUNICATIONS & ANNOUNCEMENTS (continued)

- Board members discussed the current meeting time for regular sessions at 10:00 AM with support from all members in attendance to continue meeting at 10:00 AM.

**Request for Approval of Board Director District 4 (Current Board Chair) Temporary Leave of Absence**

Board members discussed the request from Board Chair Stephanie Parker to immediately take a temporary leave of absence and return in August, 2024 (four months). Board Policy 1220 was referenced. The Board further discussed contingency plans if Vice-Chair Vicki Collins was unable to attend a meeting, noting another Board member would be designated to lead the Board meeting. With no further discussion, Bruce Richards moved to approve a temporary leave of absence for Stephanie Parker, Board Director District 4, as presented. Jim Stoffer seconded the motion. Voice vote was called. Motion carried.

ADMINISTRATIVE REPORTS

**AESD Executive Board Report:** Ann Byrnes commended the AESD Conference and encouraged those who attended to complete a conference evaluation form. Conference content/materials are available online. Next year's conference planning is underway and will be held in Spokane (April 16-18, 2025). She shared an update on AESD Business. ESD Board members voted on the AESD Budget and 2024 Executive Board Officers. Bob Estes (ESD 189) received the 2023 AESD Executive Board Award of Distinction. Board members shared feedback about the conference and presentations. One presentation focused on Indian Land Acknowledgements and conversation was held about potentially adding links and resources to the OESD website (Teaching & Learning pages). Other presentations included a keynote from the Bill and Melinda Gates Foundation, State Superintendent of Public Instruction Chris Reykdal, and information about the AESD detangling of the Network and the Association. In 2026, OESD will be hosting the AESD Conference as planning begins immediately with the AESD team for the next conference.

**Legislative Report/Update:** OESD Legislative Representative Jim Stoffer noted that Washington State School Directors' Association (WSSDA) legislative positions are posted and cautioned the Board about some inaccurate information being circulated. He reviewed current education related issues and noted that in honor of April being the Month of the Military Child, some districts designate a "Purple-up" day of wearing purple. Three districts in the region (Bremerton, Central Kitsap, North Mason) are being honored with the Purple Star Award in support of military children.

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

- **OESD facilities/maintenance work underway:** Some areas of the building are being painted as future needs of the OESD building/facility are re-imagined. As part of this work, the Board room has been painted, new U.S. and WA flags are on display, and the chairs & table have been replaced.
- **WASA Awards Dinner:** RSVP to Tina if planning to attend the dinner on April 29, 2024.
- **The OESD Executive Team** is currently engaging in a book study "Managing Transitions" by William Bridges, PhD with Susan Bridges.
- **Retirement and Years of Service Event on Friday, May 17, 9:00 AM:** RSVP to Tina if planning to attend.
- **OESD Strategic Planning Discussion, Next Steps:** Reviewed slides of current Board Goals and Objectives. Noted the re-arranged strategic agency goals (formerly used the acronym P.R.I.D.E) and looking at future rebranding (logo, tagline, and more). Reviewed the process of Board and Superintendent goal setting.
- **Timeline for Board Docs/Diligent Software:** Although work is currently underway on the OESD site, the system may be ready to implement for Board meeting agendas, materials, and minutes in May or June.
- **Board Self-Assessment:** The annual self-assessment will be emailed to Board members by the end of April.

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

- **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 in March was \$6.288 million and the March 2024 ending balance was \$8.519 million (adjusted amount considering the GASB accounting formula is \$10.882 million). Unemployment Fund ending balance was \$3.952 million; the Workers Compensation Fund balance was \$13.473 million; and the Compensated Absences fund was \$428,074.66.

**Financial and Technology** (Jason Rhoads - continued)

- Reviewed financial trends and noted regular monitoring of the General Fund balance based upon the anticipated future needs of the agency. Suggested a potential future change in the minimum fund balance requirement. Described the purpose of each fund and addressed questions from the Board.
- Provided an update on the annual audit, noting last year’s audit findings, and the work underway to improve systems in response to last year’s audit findings and recommendations. An Audit Exit Conference is scheduled via Zoom (virtual) on May 14, 2024 at 12:30 PM.
- This year’s audit(s) include financial, Federal ESSER and Head Start, and a 3-year accountability audit. Due to COVID, this year’s accountability audit is the first in 3 years. Auditors are also reviewing current services provided to ports and fire districts by OESD Network Services and cash-outs of departing employees in 2022.
- Noted multiple staff transitions over the past 18 months.
- Cost of the OESD audits this year is approximately \$90k. Noted OESD corrective action plan underway.
- Board members discussed the increase of public records requests and suggested support of this topic as a legislative issue.

**Human Resources** – Mari Flosi

- **Salary Study Update:** An update on the current salary study was provided. Leadership analyses of factors such as current implicit price deflator (IPD), comparative data and other considerations/adjustments are underway as part of preliminary budgeting to include a proposed 3% increase to the 2024-2025 salary schedules. Some targeted adjustments will be made based upon information in the study for some positions. Questions from the Board were addressed. New state salary/pay requirements were noted. A preliminary/draft budget will be presented to the Board in May.
- **2024-2025 Staffing:** A memorandum was included in the Board packet, indicating positions identified for potential reduction due to the end of/reduction of specific funding sources. Special education funding was reviewed and some certificated staff positions may be reduced as some districts reduce their contract services with OESD. Student Assistance Professional (SAP) position(s) may be affected due to the reduction of 1/10<sup>th</sup> of 1% funds granted to OESD.

**Teaching and Learning Services** – Sandy Gessner-Crabtree shared the following:

- **Teaching and Learning Updates:**
  - Ed Tech SpecTECHular: OESD is hosting an educational technology event focused on artificial intelligence (AI) on May 14, 2024, 9:00 AM – 2:30 PM at OESD.
  - **The “Right to Read”:** OESD’s Early Learning Department is hosting a free community event called “the Right to Read,” which addresses dyslexia, on June 22, 2024, 9:30 AM -12:30 PM.
  - **Highlighted an application for a Head Start Expansion Grant** (listed under the Business section) seeking Board approval. Approximately \$1.2 M in grant funding is potentially available.
  - **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.
  - **The Integrated Learning Team:** Patricia Beuke and Sandy Gessner-Crabtree presented initiatives of the integrated learning work underway at OESD. A handout was provided in the Board’s packet outlining the department mission, opportunities, priorities, staffing (team of five) and services provided to districts. Noted OESD is currently redesigning the current Science Kits program, which drastically changed during the Covid-19 pandemic. Additional programs were highlighted, and interactive discussion was held.

**11:43** – Vice-Chair Vicki Collins announced that the Board would recess for approximately 20 minutes for Lunch service (no business was conducted)

12:06 PM – The Board Returned to Regular Session.

**BUSINESS**

**Head Start Program Monitoring (Policy 2500): Head Start/ECEAP & Early Head Start** (*Information only, no action required*). Reports were included in the Board packet.

**Second Reading and Adoption of Revised Board Policy 1112, Director Orientation.**

No changes since first reading on March 21, 2024. Jim Stoffer moved to approve Second Reading and Adoption of Revised Board Policy 1112, Director Orientation, as presented. Bruce Richards seconded the motion. Voice vote was called. Motion carried.

**Second Reading and Adoption 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. John Haupt moved to approve Second Reading and Adoption of Revised Board Policy 1400, Board Meetings – Regular, Special, and Emergency, as presented. Bruce Richards seconded the motion. Voice vote was called. Motion carried.

**School Year 2024-2025 Board Meeting Schedule**

A draft was provided for review in March. Superintendent Leavell noted the two meetings scheduled on Tuesdays due to holidays. With no further discussion, Kurt Hilyard moved to approve the School Year 2024-2025 Board Meeting Schedule, as presented. Jim Stoffer seconded the motion. Voice vote was called. Motion carried.

**Approval of Expansion Grant Application – Head Start**

Ann Byrnes moved to approve the Expansion Grant Application – Head Start, 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 April 18, 2024

<b>FUND</b>	<b>DATE PAID</b>	<b>WARRANT/ACH/ WIRE REF NO</b>	<b>AMOUNT</b>
<b>General Fund:</b>	3/1/2024	162049-162051	\$ 269,119.70
	3/1/2024	162052-162070	\$ 79,725.52
	3/8/2024	162071-162103	\$ 42,384.82
	3/11/2024	162104-162105	\$ 1,954.58
	3/15/2024	162108-162145	\$ 39,428.59
	3/22/2024	162146-162181	\$ 231,054.00
	3/29/2024	162200-162202	\$ 1,574.61
	3/4/2024	202200095-202200096	\$ 838.74
	3/6/2024	202200147	\$ 3,149.82
		202200148-202200149;	
	3/7/2024	222300765	\$ 254,930.75
	3/1/2024	202200151	\$ 469.11
	3/26/2024	202200152	\$ 73,897.92
	3/25/2024	202200153	\$ 20.41
	3/15/2024	202200154	\$ 4,073.28
	3/29/2024	202200158-202200160	\$ 3,575.76
	3/11/2024	222300766-222300767	\$ 1,954.58

VOUCHERS AND PAYROLL  
 (continued)

<b>General Fund:</b>	3/15/2024	9000000694-9000000723; 162106-162107	\$	23,035.68
	3/7/2024	9000001069-9000001092; 202200150	\$	38,623.14
	3/15/2024	9000001093-9000001176	\$	62,348.03
	3/22/2024	9000001177-9000001204	\$	15,388.53
	3/29/2024	9000001226-9000001238; 162182-162197	\$	80,300.21
	3/29/2024	9000001239-9000001465; 162198-162199	\$	1,369,022.42
	3/28/2024	9000001466; 202200155- 202200157	\$	322,958.66
<b>Unemployment:</b>	N/A			
<b>Workers Comp:</b>	3/8/2024	404207-404208	\$	13,075.09
	3/29/2024	404209-404210	\$	55,007.89
	3/7/2024	9000000000-9000000000	\$	4,893.13
	3/1/2024	9000000000-9000000000	\$	23,668.13
	3/15/2024	9000000001-9000000001	\$	10,550.75
	3/21/2024	9000000002-9000000002	\$	43,928.97
<b>Compensated Absences:</b>	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:

**Resignation:**

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Heather Korten	Director of Financial Services	6/30/2024

**Retirement:**

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Jane Widrin	Administrative Assistant	*07/31/2024

\*Amended Date

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

**EXECUTIVE SESSION**

**12:13 PM** – Vice-Chair Vicki Collins announced that the Board would recess into Executive Session for approximately 15 minutes to review the performance of a public employee (pursuant to RCW 42.30.110).

**12:36 PM** – The Board Returned to Regular Session

**Superintendent Evaluation Form/Criteria Update:** Superintendent Leavell noted that the evaluation form for the superintendent was introduced as a pilot in 2022-2023. Revisions to the form were proposed and will include for Board comment and Superintendent comments/reflections. For the 2023-2024 evaluation, the Board will continue to use the form piloted in 2022-2023. A final draft of the new form (2024-2025) will be presented at the

May Board meeting. Evaluation of the Superintendent will be held in Executive Session at the May Board Meeting.

**12:43 PM** – The Board adjourned.

**Reminder:** The next regularly scheduled Board Meeting is on Thursday, May 16, 2024, at 10:00 AM.

Respectfully submitted,

Dr. Aaron Leavell  
Secretary to the Board

Vicki Collins  
Vice-Chair