

Regular Meeting - May 16 2024 Minutes

Thursday, May 16, 2024 at 10:00 AM

OESD 114 Board Room: 105 National Avenue N., Bremerton WA 98312

Page

1. 9:45 AM Coffee Service (*no business was conducted*)

2. 10:00 AM Meeting Opening

2.1 Call to Order & Pledge of Allegiance: Ann Byrnes called the meeting to order and led the Pledge of Allegiance.

2.2 Roll Call

2.3 Approval of the Agenda

Recommended Motion: Approve the Agenda, as presented.

Moved by: Kurt Hilyard

Seconded by: Bruce Richards

Carried

3. 10:05 Minutes

3.1 [Minutes of the April 18, 2024, Meeting](#) 

7 - 12

Motion: Approval of minutes or April 18, 2024, as presented.

7 - 12

Moved by: Jim Stoffer

Seconded by: Bruce Richards

Carried

4. 10:10 AM Communications & Announcements

4.1 Board Members -- Board Engagement / Updates

- Board Members shared happenings around the region

including the following topics.

- Recent coordination with law enforcement and the school district in Cape Flattery and Neah Bay regarding student support issues.
- Helpful book for a Board Director, "How Not to be a Terrible Board Member."
- Government to Government Trainings
- Trust Land funding and relevance to school districts in the region.
- Accreditation debrief: Bruce Richards, Ann Byrnes, and Jim Stoffer participated on panels this year.

4.2 Annual Board Self Assessment

Board members have completed the assessment. Results will be emailed to each of them for discussion in June.

5. 10:30 AM Administrative Reports

5.1 AESD Executive Board Report (Ann Byrnes)

Nothing new to report.

5.2 Legislative Report/Update (Jim Stoffer)


A brief update was provided.

5.3 Superintendent (Aaron Leavell)

- OESD Strategic Planning: Next Steps -
- Current objectives were reviewed with suggestions for updates in preparation of School year 2024-2025 DRAFT objectives, which will be added to the June meeting agenda.
- A timeline for the Superintendent Evaluation process was shared.
 - Superintendent self-assessment - May 24
 - Feedback from Board members - June 14
 - Superintendent evaluation and contract approval - June 20 Board meeting.

5.4 Financial and Technology (Jason Rhoads)

13 - 14

- [Budget Status Report](#)  : Document was provided.
- 2024-2025 Preliminary Budget Review: Estimated budget amounts were reviewed, and considerations of

changes in funding and cost increases when balancing the budget were noted. A final 2024-2025 Budget will be presented to the Board in June for approval.

- Debrief Audit Exit Conference (information only): The federal and fiscal audit exit was held on May 14, 2024, 12:30 PM via Zoom. Board Director Kurt Hilyard attended. A clean audit was reported.
- The accountability audit process is still underway (covers the past three years). Some questions about cash-out procedures were noted along with questions about the authority to service non-school district entities, which was formerly approved by the State Auditor's Office. Discussion about the authority to service non-school district entities was held.

5.5 Human Resources (Mari Flosi)

- 2024-2025 Staffing: Information on potential staffing reductions was shared. OESD notified eight staff members whose positions will not continue for 2024-2025 due to non-continuing grants or services to districts.

5.6 Teaching and Learning Services (Sandy Gessner-Crabtree)

- Teaching and Learning Updates:
 - Two anecdotal stories were shared about how the resources of OESD support services have impacted a student in the region.
- Head Start/Early Head Start/ECEAP/Coalition: Information was shared about Early Learning grants and items pending board approval under the business section.
- An Early Learning program in North Mason is in process of closing and will impact staff positions of those working at the site.
- Early Learning Policy Council dates were shared. Board members are invited to sign up to attend.
- Washington State Education standards are being revised.
- OESD student support team submitted an application to provide counseling services to students under the OESD umbrella.

6. 11:15 AM Recess

11:15 AM - Ann Byrnes announced that the Board would recess for approximately 45 minutes for lunch Service and a facility tour - no business will be conducted.

7. 12:00 PM Business

12:01 PM - The Board returned to Regular Session.

- 7.1 [Head Start Program Monitoring \(Policy 2500\): Head Start/ECEAP & Early Head Start Monthly Reports](#)  15 - 18

Information only, no action required

- 7.2 [Acceptance of Cost of Living Adjustment Awarded to All Head Start and Early Head Start Grantees, and Approval of Submission of a Non-Federal Share \(In-Kind\) Waiver for these Associated COLA Funds.](#)  19

Recommended Motion: Accept Cost of Living Adjustment Awarded to All Head Start and Early Head Start Grantees, and Approval of Submission of a Non-Federal Share (In-Kind) Waiver for these Associated COLA Funds. 19

Moved by: John Haupt

Seconded by: Jim Stoffer

Carried


- 7.3 [Revision to 2024-2025 Board Meeting Schedule \(Revised meeting date of April 24, 2025\)](#) ) 20

Recommended Motion: Approve Revision to the 2024-2025 Board Meeting Schedule with Revised Meeting Date of April 24, 2025, as presented. 20

Moved by: Jim Stoffer

Seconded by: Bruce Richards

Carried

- 7.4 Presentation and First Reading of New Board Policy 4424, Opioid-related Overdose Reversal ([Policy 4424](#))  21 - 26
Questions about training were addressed.

Recommended Motion: Approve the presentation and first reading of New Board Policy 4424, Opioid-related Overdose Policy, as presented.

21 - 26

Moved by: Bruce Richards

Seconded by: Kurt Hilyard

Carried

8. 12:10 PM Vouchers and Payroll (Jason Rhoads)

Recommended Motion: Approve vouchers and payroll, as presented.

Moved by: Jim Stoffer

Seconded by: John Haupt

Carried

9. 12:15 PM Personnel

Recommended Motion: Approve employments and resignation, as presented.

Moved by: John Haupt

Seconded by: Bruce Richards

Carried

10. 12:13 PM Executive Session, if needed: Ann Byrnes announced that no Executive Session would be needed. In June, the Board will hold Executive Session to evaluate the performance of a public employee (pursuant to RCW 42.30.110)

11. Regular Session & Adjournment

Additional information about a current public records request was shared with the Board. The Board Adjourned at 12:13 PM

Moved to adjourn

Moved by: John Haupt

Seconded by: Jim Stoffer

Carried

Chair

Secretary to the Board

Next Regular Meeting: June 20, 2024, 10:00 AM

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 1/10th 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 3rd 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

| FUND | DATE PAID | WARRANT/ACH/ WIRE REF NO | AMOUNT |
|----------------------|---------------------|---------------------------------|---------------|
| General Fund: | 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)

| | | | | |
|------------------------------|-----------|---|----|--------------|
| General Fund: | 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 |
| Unemployment: | N/A | | | |
| Workers Comp: | 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 |
| 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:

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.

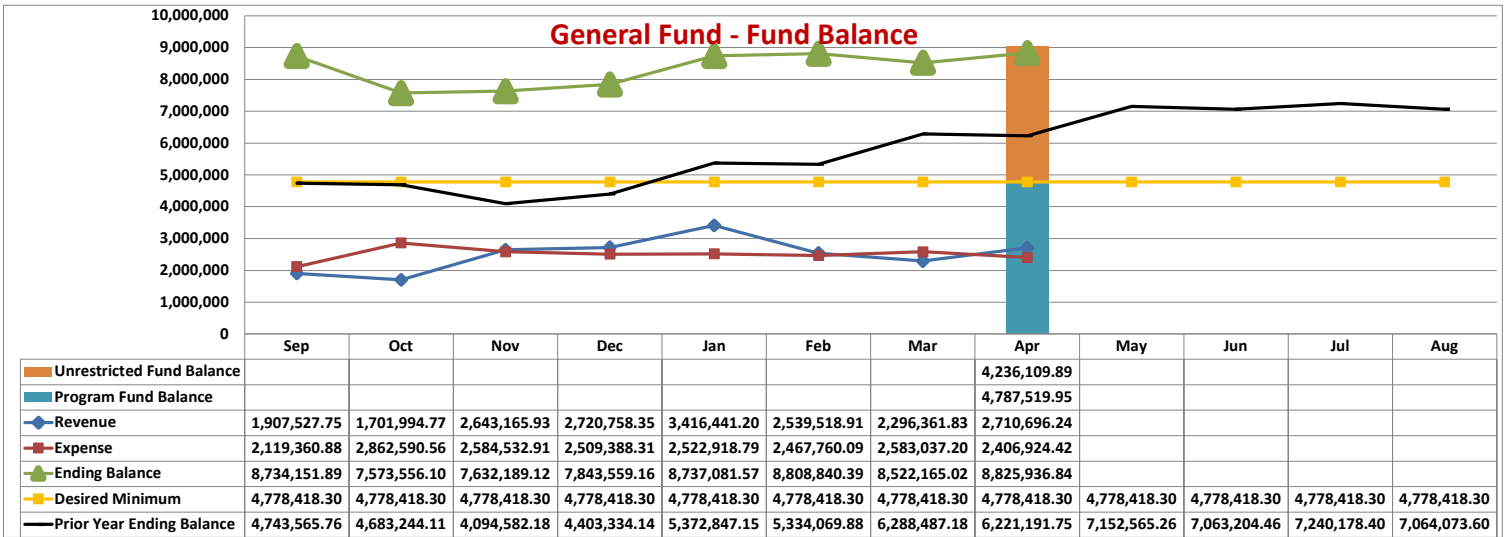
Respectfully submitted,

Dr. Aaron Leavell
Secretary to the Board

Vicki Collins
Vice-Chair

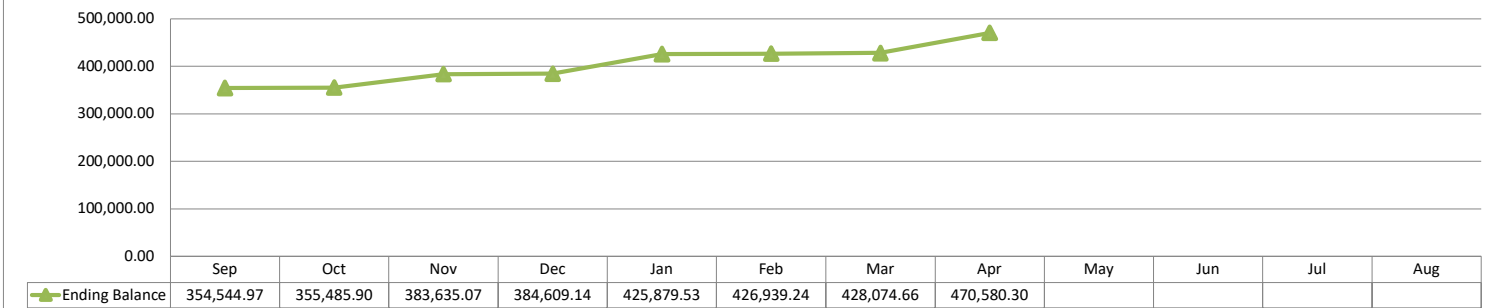
DRAFT

BUDGET STATUS REPORT FY 2023-24

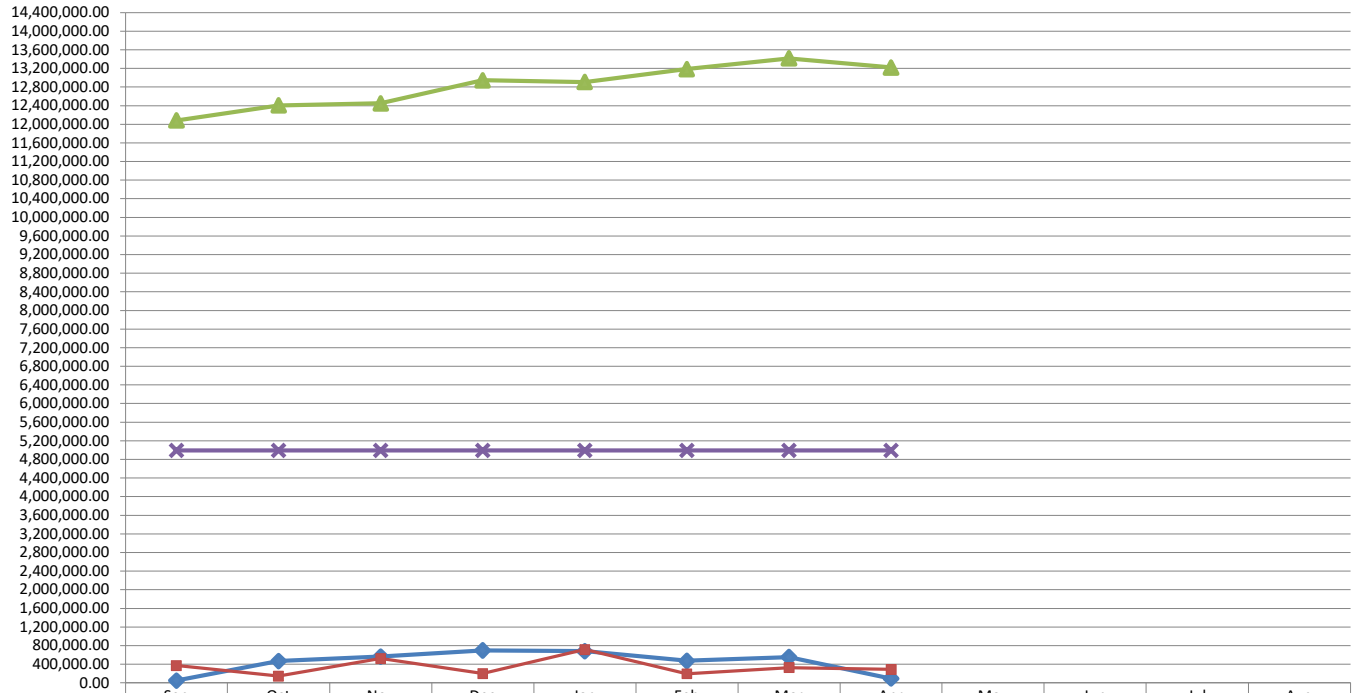


| | | | |
|--------------------------------------|---------------|--------------------------------|---------------------|
| Pension+ Retiree medical "Liability" | -6,487,655 | | YEAR TO DATE |
| | | BUDGET | DATE |
| Cash BALANCE | | 12,132,957 | |
| | | Beginning Cash BALANCE | 11,022,106 |
| REVENUE: | | | |
| LOCAL | 1,640,330.00 | 943,095.05 | |
| STATE | 6,616,705.00 | 3,983,891.11 | |
| FEDERAL | 10,290,726.00 | 5,538,243.81 | |
| COOPERATIVE | 10,157,800.00 | 8,443,446.16 | |
| OTHER PROGRAMS | 2,128,206.00 | 1,011,153.73 | |
| OTHER SOURCES | 0 | 16,635 | |
| TOTAL REVENUES | 30,833,767 | 19,936,465 | 65% |
| EXPENDITURES: | | | |
| ESD SERVICES | 3,185,655.00 | 1,855,316.17 | |
| INSTRUCTIONAL PROGRAMS | 22,993,178.00 | 14,757,002.36 | |
| NON INSTRUCTIONAL PROGRAMS | 5,677,289.00 | 3,444,194.63 | |
| TOTAL EXPENDITURES | 31,856,122 | 20,056,513 | 63% |
| ENDING BALANCE | | 11,110,602 | |
| | | ADJUSTED ENDING BALANCE | 10,902,058 |

Compensated Absences Fund (ESD portion only)- Cash Balance

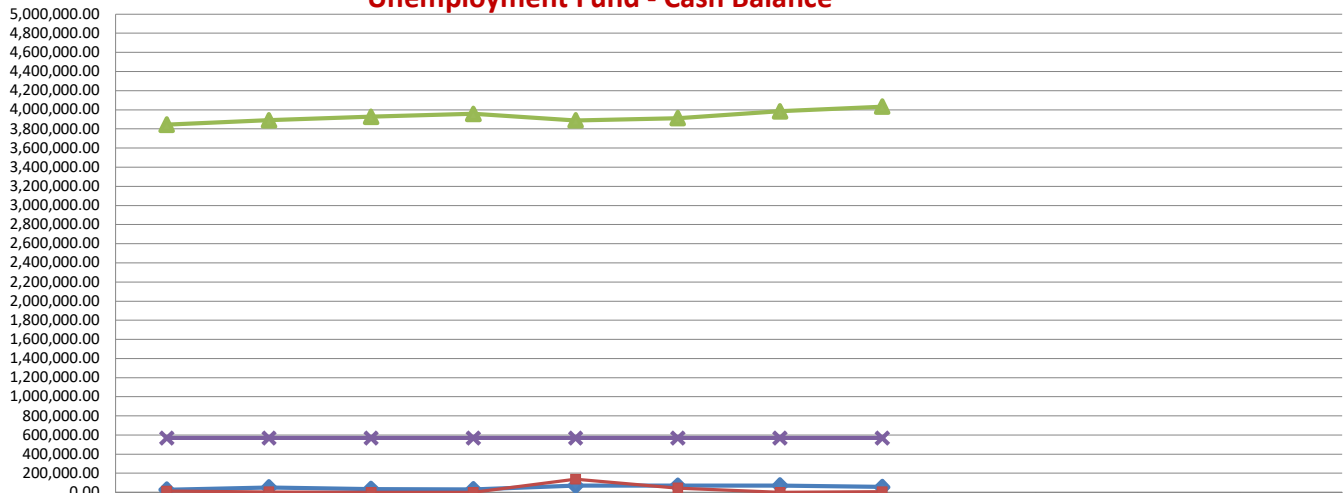


Workers Compensation Fund - Cash Balance



| | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
|-----------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-----|-----|-----|-----|
| Revenue | 47,747.93 | 469,046.85 | 567,994.58 | 697,804.15 | 680,645.26 | 473,599.03 | 555,750.22 | 95,934.35 | | | | |
| Expense | 372,801.37 | 144,808.52 | 525,482.60 | 201,588.59 | 715,990.28 | 195,753.36 | 326,537.88 | 290,707.73 | | | | |
| Ending Balance | 12,081,482. | 12,405,721. | 12,448,233. | 12,944,448. | 12,909,103. | 13,186,949. | 13,416,161. | 13,221,388. | | | | |
| Estimated Liabilities | 4,993,592.0 | 4,993,592.0 | 4,993,592.0 | 4,993,593.0 | 4,993,594.0 | 4,993,594.0 | 4,993,594.0 | 4,993,595.0 | | | | |

Unemployment Fund - Cash Balance



| | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
|-----------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-----|-----|-----|-----|
| Revenue | 28,040.28 | 51,489.48 | 35,310.21 | 30,684.48 | 70,132.22 | 69,688.59 | 71,585.23 | 55,314.46 | | | | |
| Expense | 13,027.13 | 5,334.77 | 0.00 | 0.00 | 138,047.05 | 46,116.79 | 0.00 | 6,142.98 | | | | |
| Ending Balance | 3,844,540.46 | 3,890,695.17 | 3,926,005.38 | 3,956,689.86 | 3,888,775.03 | 3,912,346.83 | 3,983,932.06 | 4,033,103.54 | | | | |
| Estimated Liabilities | 568,432.00 | 568,432.00 | 568,432.00 | 568,432.00 | 568,432.00 | 568,432.00 | 568,432.00 | 568,432.00 | | | | |



Early Learning Department Monthly Report

Early Head Start ♦ Head Start ♦ ECEAP

March 2024

ERSEA & Family Engagement

Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)

| Enrollment for the Month of March 2024 | | | | |
|---|----------|----------------|--------------------------------|-------------|
| Program Option | Capacity | Total Enrolled | 101-130% Federal Poverty Level | Over Income |
| Early Head Start <ul style="list-style-type: none"> Seven of the current enrollments are prenatal parents. Over-enrollment includes vacancies within 30 days. | 170 | 177 | 12 (7%) | 5 (3%) |
| Head Start | 123 | 121 | 12 (10%) | 1 (1%) |
| ECEAP | 108 | 89 | NA | 6 (7%) |

| Center Based Attendance Percentages by Month | | | | | | | | | | | | |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 2023-2024 | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul |
| Early Head Start 34% of March absences due to family vacation, 33% due to illness. | 85% | 79% | 80% | 83% | 80% | 74% | 79% | 70% | | | | |
| Head Start 47% of March absences due to illness, 16% due to transportation issues, 15% were unexpected absences. | NA | 91% | 85% | 81% | 80% | 78% | 82% | 80% | | | | |
| ECEAP 49% of March absences due to illness, 27% were unexpected absences. | NA | 92% | 87% | 86% | 83% | 83% | 83% | 84% | | | | |

| Early Head Start Home Visits Completion by Month | | | | | |
|--|-----------------------------------|---------------------------------|---------------------------------|----------------------------------|---------------------------------|
| August: 66% completion rate | September: 48% completion rate | October: 72% completion rate | November 56% completion rate | December: 47% completion rate | January: 62% completion rate |
| February: 62% completion rate | March: 68% completion rate | April: | May: | June: | July: |



Early Learning Department Monthly Report

Early Head Start ♦ Head Start ♦ ECEAP

March 2024

Child Development

| DRDP Assessment - Early Head Start Home Based - Winter 2024 | | | | | | | | | |
|--|--------------------|------------------|-------------------|------------------|-----------------|------------------|-----------------|----------------|---------------------|
| Median Domain Scaled Score (■) for Number of Children Assessed & Percentage of Children by Developmental Level | | | | | | | | | |
| | Responding Earlier | Responding Later | Exploring Earlier | Exploring Middle | Exploring Later | Building Earlier | Building Middle | Building Later | Integrating Earlier |
| ATL-REG (n=86) | 7% | 19% | 38% ■ | 0% | 26% | 10% | | | |
| SED (n=87) | 9% | 20% | 44% ■ | 0% | 17% | 10% | | | |
| LLD (n=88) | 6% | 22% | 28% ■ | 19% | 14% | 11% | | | |
| COG (n=86) | 8% | 22% | 44% ■ | 0% | 20% | 6% | | | |
| PD-HLTH (n=87) | 8% | 10% | 18% | 22% ■ | 24% | 17% | | | |

Developmental Domain Key:

- ATL-REG Approaches to Learning-Self Regulation
- SED Social & Emotional Development
- LLD Language & Literacy Development
- COG Cognition, Including Math & Science
- PD-HLTH Physical Development-Health

Desired Results Developmental Profile: An Early Childhood Developmental Continuum (DRDP) is the assessment tool for the home visiting program option.

DRDP Essential View is based on 21 infant/toddler measures that provide valid and reliable assessment of individual children’s progress in key areas of development.

As presented in above chart, the developmental levels fall in to four categories from early infancy to kindergarten entry: Responding, Exploring, Building and Integrating.

Special Education Services & Referrals

The number of currently enrolled children with an IFSP (Early Head Start) or IEP (Head Start/ECEAP). The number includes those who entered the program with an IFSP or IEP already in place and those for whom we initiated the referral process. Referrals are made based on the results of developmental screening.

Early Head Start

- ♦ 23 children enrolled with IFSPs
- ♦ 10 referrals in process

Head Start

- ♦ 14 children enrolled with IEPs
- ♦ 8 referrals in process

ECEAP

- ♦ 30 children enrolled with IEPs
- ♦ 6 referrals in process

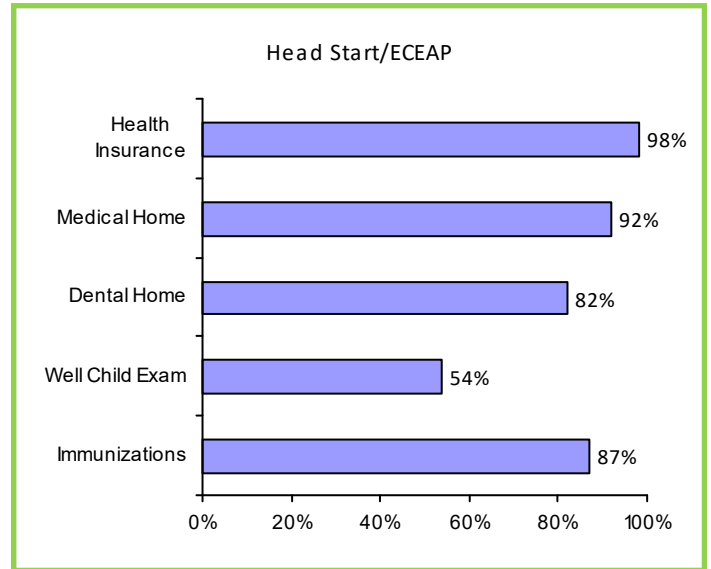
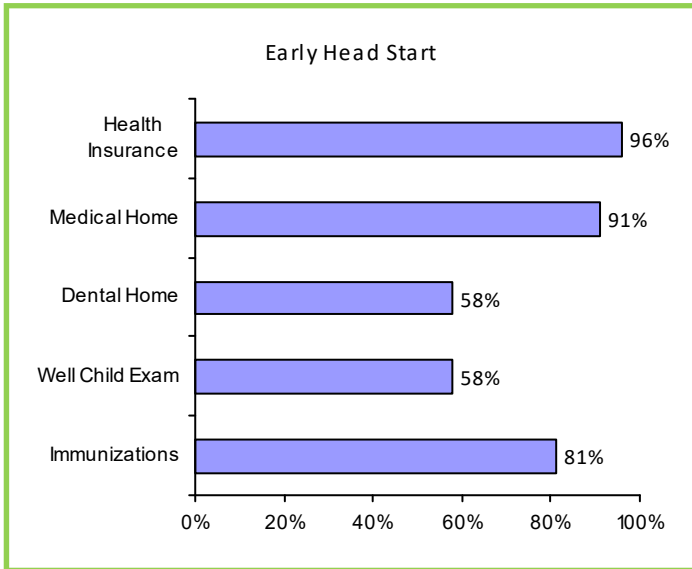


Early Learning Department Monthly Report

Early Head Start ♦ Head Start ♦ ECEAP

March 2024

Child & Family Wellness



The above graphs are based on cumulative enrollment and represent information received from medical and dental providers. Actual percentages may be higher.

The Early Learning Department claims USDA reimbursement for meals served by the school districts that meet USDA guidelines.



| | # of meals claimed |
|--------------------|--------------------|
| Early Head Start | 438 |
| Head Start | 2407 |
| ECEAP | 815 |
| Grand Total | 3660 |



Early Learning Department Monthly Report

Early Head Start ♦ Head Start ♦ ECEAP

March 2024

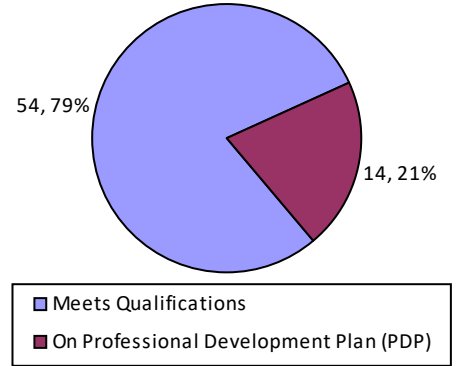
Program Operations

Professional Development Offerings

- ♦ Bias Awareness and Culturally Responsive Practices
- ♦ Home Visitor Professional Development Workshop

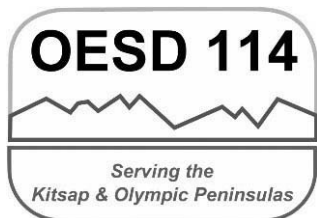
Human Resources

68 Employees 3 Vacancies



Budget Reports by Grant

| | Early Head Start Nov 2023-Oct 2024 | | Head Start Nov 2023-Oct 2024 | | ECEAP Jul 2023-Jun 2024 | |
|---------------------------------|---------------------------------------|----------------------|---------------------------------|----------------------|----------------------------|----------------------|
| | Budget | Expenditures to Date | Budget | Expenditures to Date | Budget | Expenditures to Date |
| Salaries | 1,899,093 | 776,560 | 1,011,896 | 388,025 | 498,307 | 390,636 |
| Benefits | 858,046 | 347,375 | 536,855 | 189,339 | 281,631 | 191,875 |
| Parent Activities | 4,531 | 1,847 | 4,281 | 1,226 | 2,894 | 1,600 |
| Supplies & Materials | 24,038 | 17,460 | 49,284 | 12,773 | 41,152 | 35,021 |
| Interagency services & supplies | 124,200 | 3,022 | 66,218 | 3,759 | 43,630 | 2,219 |
| Contract Services | 240,794 | 100,963 | 57,007 | 63,015 | 175,150 | 84,521 |
| Travel | 42,250 | 17,333 | 18,250 | 5,094 | 15,150 | 5,378 |
| Training | 42,698 | 16,079 | 16,568 | 19,027 | 30,000 | 18,312 |
| <i>Subtotal</i> | <i>3,235,650</i> | <i>1,280,640</i> | <i>1,760,359</i> | <i>682,258</i> | <i>1,087,914</i> | <i>729,562</i> |
| Indirect | 326,801 | 129,345 | 177,796 | 88,489 | 119,671 | 80,252 |
| <i>Total Expenses</i> | <i>3,562,451</i> | <i>1,409,985</i> | <i>1,938,155</i> | <i>770,747</i> | <i>1,207,585</i> | <i>809,814</i> |
| Program income | 72,000 | 18,537 | — | — | 9,000 | — |
| <i>Total Grant</i> | <i>3,490,451</i> | <i>1,391,448</i> | <i>1,938,155</i> | <i>770,747</i> | <i>1,198,585</i> | <i>809,814</i> |
| *In-Kind Match | 655,718 | 72,507 | 246,785 | 5,707 | — | — |
| Administrative % | 13.89% | 13.25% | 12.51% | 11.81% | 14.58% | 14.43 % |
| % Spent | | 40% | | 40% | | |



Olympic Educational Service District 114

105 National Avenue North, Bremerton, Washington 98312

Phone 360-405-5824 • FAX 360-782-5093

MEMORANDUM

DATE: May 6, 2024
 FROM: Kristen Sheridan
 THROUGH: Aaron Leavell
 TO: Board of Directors and Policy Council Chair
 SUBJECT: Application for Cost of Living (COLA)*

BACKGROUND INFORMATION

The Consolidated Appropriations Act contains an increase of funds for programs under the Head Start Act for Fiscal Year 2024. This increase provides grantees a cost-of-living adjustment (COLA). A Program Instruction provides information about the COLA funds that are available to Head Start and Early Head Start grantees in FY 2024 and describes the requirements for applying for these funds. All Head Start and Early Head Start grantees, including grantees with an Early Head Start Expansion/Partnership award that began in 2015, are eligible to receive the COLA.

ADMINISTRATIVE CONSIDERATION

Board Policy 2500 and 2510 requires the Board to be responsible for ensuring compliance with and monitoring of all aspects of 45 CFR Chapter XIII (10-1-09) Head Start Performance Standards 1301 Program Governance.

Governance and Management Responsibilities Function 1301.20 in the Head Start Performance Standards require Policy Councils and Policy Committees must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:

(i) All funding applications and amendments to funding applications for Early Head Start and Head Start, including administrative services, prior to the submission of such applications to the grantee (in the case of Policy Committees) or to HHS.

RECOMMENDATION

Based on the information provided during Policy Council and OESD 114 Board meeting, we understand that OESD 114 Head Start and Early Head Start will be provided a Cost of Living Allocation and this memo serves as notification.

*We also recommend the submission of a Non-Federal Share (In-Kind) Waiver for these associated funds.

 OESD Board Chair

 Policy Council President

 OESD Superintendent

 EHS/HS Director

Board of Directors

Ann Byrnes • Stephanie Parker • Vicki Collins • John Haupt • Bruce Richards • Jim Stoffer • Kurt Hilyard
 Aaron Leavell, Superintendent

Proposed Revision to 2024-2025 Board Meeting Schedule

(moving the Board Meeting date in April 2025)

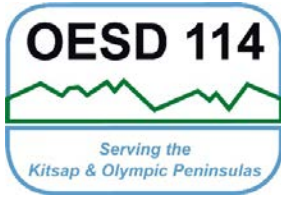
Notes:

- On April 18, 2024, the Board approved a 2024-2025 Meeting Schedule.
- Regular meetings are scheduled on the 3rd Thursday of each month with limited exceptions (due to holidays or major conferences).

Proposed Revision of April 2025 meeting date:

- Due to the April 2025 Annual AESD Conference scheduled on April 16-18, 2025, we propose rescheduling the April 2025 meeting on the 4th Thursday of the month.
- **April 24, 2025, is the proposed revised date for Board consideration and approval.**

| April 2025 | | | | | | |
|------------|--|---------------------------------------|---|---|------------------------------------|-----|
| SUN | MON | TUE | WED | THU | FRI | SAT |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 Potential Travel Day to Spokane | 16-18 Annual AESD Conference, Spokane, April 16-18, 2025 | | 18 Board Packets go out | 19 |
| 20 | 21 | 22 | 23 | 24 Proposed Revised OESD Board Meeting Date | 25 OESD Superintendents Meeting | 26 |
| 27 | 28 One of the Potential dates for Regional WASA Awards Dinner | 29 | 30 | 1 | 2 | 3 |



MEMORANDUM

DATE: May 16, 2024
FROM: Sandy Gessner-Crabtree
THROUGH: Dr. Aaron Leavell
TO: Board of Directors
SUBJECT: NEW Policy

BACKGROUND INFORMATION

RCW 28A.210.390 and .395 require schools district, but not ESDs, to obtain and maintain at least one set of opioid overdose-reversal medication at each of its public schools, limit who can administer naloxone at school, and train those identified to administer. WSSDA drafted Model Policy 3424 and Model Procedure 3424P in response to those statutes.

This new policy aligns with RCW 28A.210.390 and .395. We reviewed WSSDA's Model Policy and the policies and procedures of other ESDs which have recently adopted Opioid-Related Overdose Reversal medication policies. In addition, we obtained legal review. The resulting draft of New Policy #4424 is the outcome of that process.

ADMINISTRATIVE CONSIDERATION

We are a public service agency serving educational staff in our building on a regular basis. Given opioid use is a serious public health crisis in our state and nation according to our state Department of Health and given that Naloxone is a medicine that rapidly reverses the effect of opioid overdose, our staff recommends adopting a policy and procedure for the use of Naloxone in our building.

RECOMMENDATION

Recommend the Board approve first reading of New Policy #4424 – Opioid-Related Overdose Reversal

ACTION IS REQUIRED

Board of Directors

Ann Byrnes • Bruce Richards • John Haupt • Stephanie Parker • Vicki Collins • Kurt Hilyard • Jim Stoffer
Dr. Aaron Leavell, Superintendent

OLYMPIC ESD 114 BOARD POLICY

OPIOID-RELATED OVERDOSE REVERSAL

POLICY 4424

The Olympic Educational Service District 114 (OESD) Board of Directors (Board) recognizes that the opioid epidemic is a public health crisis and that access to opioid-related overdose-reversal medication can be lifesaving. To assist a person at risk of experiencing an opioid-related overdose, the OESD will seek to obtain and maintain at least one set of opioid overdose-reversal medication doses.

OESD staff may be in a position to assist a person at risk of experiencing an opioid-related overdose. Accordingly, the OESD has authority to obtain and maintain opioid overdose-reversal medication, either through purchase or donation, pursuant to a statewide standing order issued under [RCW 69.41.095\(5\)](#).

The following personnel may distribute or administer OESD-provided opioid overdose-reversal medication to respond to symptoms of an opioid-related overdose when located upon facilities or transportation owned, leased, or used by the OESD, or during field trips or sanctioned excursions on which students are away from OESD property:

- An OESD nurse;
- OESD personnel who become “designated trained responders” pursuant to this policy and the related administrative procedure; or
- A health care professional at a health care clinic on OESD property or under contract with the OESD.

Training for OESD personnel to become designated trained responders and distribute or administer opioid overdose-reversal medication must meet the training requirements described in state statute and any rules or guidelines by the Office of Superintendent Public Instruction (OSPI).

In general, individuals who have been directly prescribed opioid overdose-reversal medication according to RCW 69.41.095 may lawfully possess and administer opioid overdose-reversal medication, based on their personal prescription. However, in order to utilize opioid overdose-reversal medication upon facilities or transportation owned, leased, or used by the OESD, or during field trips or sanctioned excursions on which students are away from OESD property, such “self-carrying” individuals must show proof of training as verified by a licensed nurse employed or contracted by the OESD or participate in training as specified in the accompanying procedure.

If any type of overdose is suspected, including an opioid-related overdose, OESD staff will call 911 and alert a first responder. When a person authorized under this policy administers an opioid overdose-reversal medication, such as naloxone, the person will follow the [Washington Department of Health](#) steps for administering the medication. OESD personnel will immediately

report any administration of opioid overdose-reversal medication to the superintendent or designee.

Legal References:

RCW 69.41.095 – Opioid overdose reversal medication—Standing order permitted

RCW 69.50.315 – Medical assistance—Drug-related overdose—Prosecution for possession

RCW 28A.210.390 – Opioid overdose reversal medication—Standing order—Administration

RCW 28A.310.395 – Opioid overdose reversal medication—Policy guidelines and treatment requirements—Grant program

Management Resources:

OSPI, January 2022, Opioid-Related Overdose Policy Guidelines & Training in the School Setting

Date Adopted: _____

OLYMPIC ESD 114 ADMINISTRATIVE PROCEDURE

OPIOID-RELATED OVERDOSE REVERSAL

4424P

Opioid overdose-reversal medication and rescue breathing are evidence-based interventions known to result in positive outcomes for individuals experiencing an opioid-related overdose. The OESD will utilize the [*Opioid-Related Overdose Policy Guidelines & Training in the School Setting*](#) published by the Office of the Superintendent of Public Instruction (OSPI).

Opioids and Overdose

Opioids are a class of drugs derived from the opium poppy or entirely created in a lab. Opioids include morphine, codeine, oxycodone, hydrocodone, hydromorphone, heroin, meperidine, fentanyl, and methadone. There are prescription opioids and opioids that are created and obtained illicitly.

An opioid overdose happens when someone has taken too much of an opioid. Synthetic opioids such as fentanyl are especially dangerous due to its potency and can be added to illicit street drugs. A person may experience non-life-threatening effects such as nausea, vomiting, or sleepiness. A person may also experience life-threatening effects that may lead to death, including infrequent or absent breathing, slowed or irregular heartbeat, no response to stimuli, and severe allergic reactions.

Risk factors for an opioid overdose include:

- Mixing opioids with other substances, including benzodiazepines or alcohol
- Using after a break in use due to decreased tolerance
- Taking too many opioids
- Other health conditions
- Previous overdose
- Using opioids not from a pharmacy because the strength is unknown
- Using alone (increases the risk of dying from an overdose)

Those who overdose rarely experience sudden breathing cessation. There is usually enough time to intervene before breathing completely stops and death occurs. Opioid overdose-reversal medication and rescue breathing are evidence-based intervention outcomes for individuals experiencing an opioid overdose.

An opioid high presents differently than an opioid overdose.

| Opioid High | Opioid Overdose |
|------------------|---|
| Normal skin tone | Pale, clammy skin Blue or purple lips or fingernails for person with light complexion and white or ashy lips and fingernails for person with dark complexion |

| | |
|--|---|
| Breathing appears normal | Infrequent, shallow, or absent breathing Respiratory rate less than 8 breaths per minute |
| Normal heart rate | Slow or irregular heartbeat |
| Looks sleepy | Unconscious or unable to wake |
| Speech slurred or slow | Deep snoring, gurgling, or choking sounds (death rattle) |
| Responsive to stimuli | Not responsive to stimuli |
| Pinpoint pupils (with some exceptions) | Pinpoint pupils |

An opioid overdose may occur intentionally or in many cases unintentionally after injection, ingestion, or inhalation of an opioid. Assessing an individual for responsiveness and breathing is critical to a successful outcome for a person experiencing an opioid overdose. A few quick ways to determine this are:

- Shout their name and shake them.
- Rub knuckles hard on the breastbone in the middle of the chest or on the upper lip of the individual.

If the person responds to the stimuli, assume an overdose has not yet occurred. However, emergency medical services should be notified. Remain with the individual and continue to assess for responsiveness and breathing until help arrives. It is important to monitor the person and try to keep the individual awake and alert. If the person does not respond to hearing their name, being shaken, or having knuckles rubbed on their breastbone or upper lip, assume they may be experiencing an opioid overdose.

An opioid overdose requires immediate medical attention. It is essential to have a trained medical professional assess the condition of a person experiencing an overdose. OESD personnel are expected to activate emergency medical services in the suspected case of an overdose. Naloxone is effective only if there are opioids involved in the overdose. Naloxone will not reverse an overdose involving alcohol, benzodiazepines, or cocaine.

Washington’s Good Samaritan Law provides some protections when calling 911 to save a life, even if drugs are at the scene, pursuant to RCW 69.50.315. State statute provides that a person acting in good faith who seeks medical assistance for someone experience a drug-related overdose, or the person experiencing a drug-related overdose who is in need of medical assistance, will not be charged or prosecuted for possession of a controlled substance.

The OESD will follow the Washington Department of Health’s steps for administering naloxone for drug overdose, available at <https://www.doh.wa.gov/Portals/1/Documents/Pubs/150-126-NaloxoneInstructions.pdf>.

Obtaining and Maintaining Opioid Overdose Medication

If a statewide standing order for intranasal or auto-injection intramuscular forms of naloxone is available, the OESD will obtain and maintain those forms of opioid overdose-reversal medication exclusively.

The OESD may seek to obtain opioid overdose-reversal medication through donations from manufacturers, non-profit organizations, hospitals, and local health jurisdictions. The OESD may also purchase opioid overdose-reversal medication directly from companies or distributors at discounted pricing. The OESD must maintain written documentation of its good faith effort to obtain opioid overdose-reversal medication from these sources.

An administrator at the OESD will ensure that the opioid overdose-reversal medication is stored safely and consistently with the manufacturer's guidelines. Administrators will also make sure that an adequate inventory of opioid overdose-reversal medication is maintained with reasonably projected demands. Medication should be routinely assessed to ensure enough time for reacquiring the medication prior to the expiration date.

Opioid overdose-reversal medication will be clearly labeled in an unlocked, easily accessible cabinet in a supervised location. Consider storing opioid overdose-reversal medication in the same location as other rescue medications. Expiration dates should be documented on an appropriate log a minimum of two times per year. Additional materials (e.g. barrier masks, gloves, etc.) associated with responding to an individual with a suspected opioid overdose can be stored with the medication.

Training

The OESD will ensure there is at least one employee who can distribute or administer opioid overdose-reversal medication. Training for designated trained responders will occur annually and throughout the year as needed. Training may take place through a variety of platforms, including online or in a more conventional classroom setting. Training may occur in small groups or be conducted one-on-one and may be offered by nonprofit organizations, higher education institutions, or local public health agencies. A licensed nurse who is employed or contracted by the OESD may train the designated trained responders on the administration of the opioid overdose-reversal medication consistent with OSPI's guidelines and this policy/procedure.

The OESD will maintain a log of all designated trained responders. The log will include a list of all persons who are designated trained responders, a list of their training with the date and location of the training, and the name of the trainer.

Liability

The OESD intends that the liability of the OESD and its staff who possess, store, distribute, or administer opioid overdose-reversal medication in accordance with state law will not be subject to criminal or civil liability pursuant to RCW 69.41.095.

Blanket Certification And Approval For Disbursements

We, the undersigned Board of Directors of Olympic Educational Service District 114, certify that the following disbursements are approved as of: **April 18, 2024**

| FUND | DATE PAID | WARRANT / ACH / WIRE REF NO* | AMOUNT | |
|------------------------------|----------------------|--------------------------------------|--------------------------|---------------|
| General Fund: | 4/1/2024 | 162203-162204 | \$ 263,395.00 | |
| | 4/1/2024 | 162205 | \$ 6,304.86 | |
| | 4/3/2024 | 162206 | \$ 196.82 | |
| | 4/15/2024 | 162209-162245 | \$ 108,089.52 | |
| | 4/19/2024 | 162248-162272 | \$ 96,236.23 | |
| | 4/30/2024 | 162302-162305 | \$ 266,466.61 | |
| | 4/3/2024 | 202200097 | \$ 1,093.07 | |
| | 4/2/2024 | 202200161-202200162 | \$ 253,654.26 | |
| | 4/3/2024 | 202200163 | \$ 6.32 | |
| | 4/16/2024 | 202200164 | \$ 4,004.80 | |
| | 4/19/2024 | 202200167 | \$ 13,815.06 | |
| | 4/19/2024 | 202200168 | \$ 13,798.34 | |
| | 4/19/2024 | 202200169 | \$ 3,218.94 | |
| | 4/19/2024 | 202200170 | \$ 3,215.81 | |
| | 4/19/2024 | 202200171 | \$ 12,503.71 | |
| | 4/19/2024 | 202200172 | \$ 12,496.87 | |
| | 4/3/2024 | 202200173 | \$ 125.85 | |
| | 4/25/2024 | 202200174 | \$ 100,207.75 | |
| | 4/25/2024 | 202200175 | \$ 29.34 | |
| | 4/29/2024 | 202200182-202200184 | \$ 29,181.87 | |
| | 4/12/2024 | 9000001467-9000001574 | \$ 109,258.19 | |
| | 4/15/2024 | 9000001575-9000001606; 162207-162208 | \$ 21,721.24 | |
| | 4/18/2024 | 9000001607; 202200165-202200166 | \$ 51,805.52 | |
| | 4/18/2024 | 9000001608-9000001632 | \$ 27,602.74 | |
| | 4/26/2024 | 9000001633-9000001643; 162273-162300 | \$ 99,809.32 | |
| | 4/30/2024 | 9000001644-9000001866; 162301 | \$ 948,300.38 | |
| | 4/30/2024 | 9000001867; 202200176-202200181 | \$ 323,548.96 | |
| | Unemployment: | 4/11/2024 | 4000000002 | \$ 8,929.13 |
| | | 4/19/2024 | 4000000003; 200506 | \$ 8,123.37 |
| | Workers Comp: | 4/19/2024 | 202210004; 404211-404212 | \$ 160,474.72 |
| | | 4/19/2024 | 404213-404215 | \$ 36,982.11 |
| | | 4/26/2024 | 404216-404217 | \$ 11,727.38 |
| | | 4/10/2024 | 9000000003 | \$ 4,914.17 |
| | 4/12/2024 | 9000000004 | \$ 21,345.29 | |
| | 4/18/2024 | 9000000005 | \$ 4,350.09 | |
| | 4/26/2024 | 9000000007 | 20,875.37 | |
| Compensated Absences: | N/A | | | |

* Check number sequence varies by payment type; warrant numbers are 6 digits, external initiated ACH payments begin with a two and internally initiated ACH payments begin with a 9.

| | |
|--------------|--------------|
| Board Member | Board Member |
| Board Member | Board Member |
| Board Member | Board Member |
| Board Member | Board Member |

CERTIFICATION OF AUDITING OFFICER

I, the undersigned, certify under penalty of perjury, that to the best of my knowledge:

- (1) the materials have been furnished, the services rendered, or the labor performed as described;
- (2) the claims listed above were just and due obligations against Educational Service District 114; and
- (3) I am authorized to authenticate and certify to said claims.

| | |
|---------------------------|------------------------------|
| _____ Auditing Officer | May 9, 2024 _____ Date |
|---------------------------|------------------------------|

EMPLOYMENT OF STAFF

New Employees:

| <u>Employee</u> | <u>Position</u> | <u>Date</u> |
|------------------------|--------------------------|--------------------|
| Caitlin Short | Administrative Assistant | 4/22/2024 |
| Jennifer Mannon | Administrative Assistant | 4/22/2024 |
| Melissa Swistek | Receptionist | 4/18/2024 |
| Lihn Tran | Educational Advocate | 5/20/2024 |
| Christian Media | Home Visitor | 5/20/2024 |

Resignation:

| <u>Employee</u> | <u>Position</u> | <u>Date</u> |
|------------------------|------------------------|--------------------|
| Anne Kitchell | Educational Advocate | 5/2/2024 |