

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
April 18, 2019

11:40 AM – Lunch was served and no business was conducted. Donn Ring shared some photography from his trip to Skamania for the AESD Conference.

REGULAR SESSION CALL TO ORDER

Chair Carl Johnson called the meeting to order at 12:00 PM in the Board Room of the Olympic Educational Service District (OESD), 105 National Avenue North, Bremerton, WA 98312.

PLEDGE OF ALLEGIANCE

Chair Carl Johnson led the Pledge of Allegiance.

ROLL CALL OF MEMBERS AND GUESTS

Carl Johnson, Chair

Elizabeth Drew, Vice-Chair

Katie Proteau

Donn Ring

Shirley Johnson

Cliff Huenergard

Stephanie Parker

Greg Lynch, Superintendent

Monica Hunsaker, Assistant Superintendent of Finance

Susan Jung Lathrop, Assistant Superintendent of Teaching and Learning

Sue Armstrong, Director Human Resources

Tina Schulz, Executive Assistant

Guests:

Susan Zetty, Executive Director, Curriculum, Instruction & Assessment

Patricia Beuke, Director, Learning Support

APPROVAL OF AGENDA

One addition was made to the personnel sheet and was provided in the Board packets for approval. Elizabeth Drew moved to approve the agenda, as presented. Katie Proteau seconded the motion. Motion carried.

MINUTES

Stephanie Parker noted a correction in the minutes, which will be corrected to reflect that she shared some information rather than providing a handout. Stephanie Parker moved to approve the minutes of the March 21, 2019, meeting, as corrected. Shirley Johnson seconded the motion. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

- None

ADMINISTRATIVE REPORTS

AESD Executive Board Report: Carl Johnson reported that the AESD Conference was one of the best he has attended. Board members shared their thoughts about the conference.

Superintendent’s Report:
Legislative, State & Region Items of Interest

- School Safety - SHB 1216 passed the Senate – back to the House, and then headed to the Governor’s Office.
- State Employee Benefits (SEB) - ESDs are seeking a two-year delay. (OESD SEB information was shared)
- Senator Wellman, Early Learning (EL) and K-12 Committee Chair, is visiting ESDs. We requested a May 31 meeting visit at the Superintendents’ Advisory Council Meeting to provide Senator Wellman an opportunity to meet all Superintendents and discuss K-12/EL challenges/plans. Final date pending, however, please consider joining us.
- OESD Spring School Safety Networking Breakfast: Kitsap Golf and Country Club, May 13, 7:30-9:30 AM.
- WSSDA requested OESD host the WSSDA Region meeting on Saturday, October 26, 10 a.m. – 1:00 p.m. With the OESD Board’s support we will plan accordingly.
- Additional WSSDA Professional Development (PD): OESD 114, May 7 at 9:00 AM, Pre-filing discussion with WSSDA Executive Director, Tim Garchow. Board Candidate PD at Port Angeles School District on June 12, 6:30-8:30 PM.

Additional Regional Events and Information

- The next Early Learning Policy Council meeting is on May 21 - Carl Johnson is scheduled to attend.
- Thanks to Carl Johnson and Katie Proteau for joining us during our AESD 50th Birthday celebration at the state capitol on March 28, 2019. Signed Proclamation from Governor Inslee is included in Board packets.
- Thanks to Elizabeth Drew for agreeing to participate as a member on the annual AESD accreditation panel at ESD 113 on May 20-21. Other Board members are welcome to volunteer for one or both days.
- Thanks to Carl Johnson, Elizabeth Drew, Katie Proteau and Stephanie Parker for attending our OESD annual WASA Dinner and Recognition on April 15. One hundred and seventeen people registered; highest number of attendees ever. A record number of people were recognized including twenty-eight community members and administrators.
- Thanks to Carl Johnson, Shirley Johnson, Donn Ring, Katie Proteau and Stephanie Parker for attending the annual AESD Conference; this year’s conference was sponsored by ESD 112. Next year’s Conference will be in Tacoma, April 16-18, 2020 (hosted by ESD 121).
- The new South Kitsap Superintendent is Tim Winter, Clarkston Superintendent since 2014. The new Central Kitsap Superintendent is Erin Prince, Superintendent Corvallis School District in Oregon for 5 years, 2011-2015.
- Post McCleary impacts: Within the last month South Kitsap joined Port Angeles, North Kitsap, Queets and perhaps a few more school districts that will be reducing their programs next school year because of a budget deficit.
- The State audit continues; we expect to schedule an OESD Board exit brief, which could be as late as June due to transitions in the Auditor’s office.
- Kitsap County formally notified OESD that the Kitsap Alternative Transition School (KATS) will be terminated at the end of this school/calendar year. (Asst. Superintendent Teaching & Learning will provide additional details)
- Please join us for our OESD Years of Service & Retirement Celebration and Agency Update on Fri., May 17 starting at 8:00 AM.
- Thanks to Tina Schulz for preparing presentation materials used during a discussion with the State Superintendent and all ESD Superintendents on April 11 and 12.
- AESA Conference 2019 break-out session: OESD is submitting a school safety proposal next week.
- Joint Board-Superintendent services letter and survey was sent to all school district Board Presidents and Superintendents on March 19. (Results discussed during this Board Meeting)

Upcoming Events for School Year 18-19:

- **School Safety and Security Networking Breakfast**, May 13, 7:30-9:30 AM
- **OESD Retirement, Years of Service Celebration and Agency Update**, May 17 (Breakfast 8:00 AM, Program begins at 8:30 AM)

Financial, Technology, and Human Resources – Monica Hunsaker summarized the analyses of current legislation and school districts’ budget challenges. She noted that the OESD budget is on track for 2018-2019 and summarized the following:

- **Budget Status Report** - Reports were included in the Board packets.
The General Fund ending balance was \$-653,017 (adjusted amount considering the state’s GASB accounting formula is \$8.352 million). Unemployment Fund ending balance was \$4.295 million; the Workers Compensation Fund balance was \$11.714 million; and the Compensated Absences fund was \$717,717.72.
- School districts’ budget challenges were reviewed, including substantial reductions at some school districts. She reviewed the process for districts that enter into binding conditions. Some districts in the region could see little to no reductions.
- **2019-2020 Staffing** – Susan Lathrop noted that some grants may be ending and/or not renewed, which could affect OESD staffing. She reviewed potential impacts if certain grants are not renewed. The Kitsap Alternative Transition School/KATS Mentoring Program provided by Kitsap County will be terminated; therefore, affected districts’ superintendents are meeting to discuss potential alternatives. This termination could potentially affect staffing at the OESD.
- **Human Resources** - Sue Armstrong noted the following:
 - Two Open House events (exploring paths to certification) scheduled on April 11 at 4:00-5:30 PM at OESD Bremerton, and on April 18 at 4:00-5:30 PM in Sequim. This marks the fourth year of the event. Fewer attended the event this year.
 - OESD’s 2019 Regional Classified Teacher of the year is Stephanie Doebbler from Quileute Tribal School.
 - Reviewed this year’s OESD retirees: Sue Armstrong, Sheree Bonsell, Cindi Dudley, Jo Fisher, Nancy Pittman, Lee Stadshaug, and Kathy Zimmerman.
- **Salary Review Update** – The salary study continues and is not yet complete for all OESD positions. Based upon the consultant’s preliminary recommendation the special education certificated recommendations were shared with the Board, including the costs and revenue analysis. Details were shared about the growing Special Education Cooperative and the need for their services. Board members expressed support to move forward.

Teaching and Learning Services - Susan Jung Lathrop highlighted the following:

- **Teaching and Learning Updates:**
 - Bremerton School District will no longer host a West Sound Summer Institute, which typically draws approximately 800 educators. Bremerton will offer a smaller event within their own district. OESD has provided presentations at the event in past years and has been asked to provide presentations this year.
 - Contracts & interlocal agreements with the Office of the Superintendent of Public Instruction (OSPI) have not yet being finalized and some are delayed pending legislative budget decisions. Budgets for climate science, career connected learning, and other programs are unknown at this time.
 - Kitsap County gave notice on April 12, 2019, that it will terminate its interlocal agreement with OESD 114 for the Kitsap Alternative Transition Program (KATS) effective August 31, 2019.
 - Dialogue is underway for partnering on the Early Learning (EL) program with North Mason School District (NMSD). ESD 113 currently oversees EL in NMSD. Collaborative talks continue regarding service through OESD 114. Potentially, a resolution for EL in NMSD for 2019-20 school year will be brought before the OESD Board.
- **Head Start/Early Head Start/ECEAP/Coalition information presented below.**

BUSINESS

Head Start Program Monitoring (Policy 2500): Head Start/ECEAP & Early Head Start Monthly Reports (February 2019) – Information was provided in the Board packet. Informational only – no action required.

Approval of Selection Criteria for EHS/HS/ECEAP Katie Proteau moved to approve Selection Criteria for EHS/HS/ECEAP, as presented. Stephanie Parker seconded the motion. Motion carried.

Resolution #260, Exemption from Indexing Public Records: Donn Ring moved to approve Resolution #260, Exemption from Indexing Public Records, as presented. Cliff Huenergard seconded the motion. Motion carried. Sue Armstrong noted the legal requirement for this resolution and some discussion was held.

Presentation and First Reading of New and Revised Policies: Sue Armstrong noted that these two policies have been revised with legal input. Cliff Huenergard moved to approve the Presentation and First Reading of New and Revised Policies (listed below), as presented. Donn Ring seconded the motion. Motion carried.

4040, *Public Records Requests*

1610, *Conflict of Interest*

Second Reading and Adoption of Revised Policies: Stephanie Parker moved to approve the Second Reading and Adoption of New and Revised Policies (listed below), as presented. Katie Proteau seconded the motion. Motion carried.

4041, *Records Retention Management*

School Year 2019-2020 Board Meeting Schedule Board members discussed potential dates for the Board Meetings for 2019-2020. Typically, meetings are held on the third Thursday of each month (except for July and December when there are no meetings). In November 2018 and April 2020, state level conferences are held during the third Thursday of the month; therefore, alternate dates were discussed and selected. (Chosen dates: November 14, 2019, and APRIL 23, 2020.

Elizabeth Drew moved to approve the School Year 2019-2020 Board Meeting Schedule, as presented. Shirley Johnson seconded the motion. Motion carried.

Approve Donation from United Way of Kitsap County to provide dinner/meal for YouthBuild for its celebration of success/graduation: Stephanie Parker moved to approve the Donation from United Way of Kitsap County to provide dinner/meal for YouthBuild for its celebration of success/graduation, as presented. Katie Proteau seconded the motion. Motion carried.

VOUCHERS AND PAYROLL

Payroll information has been included in the Board packet.

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 this 18th Day of April, 2019

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
General:	3/15/19	155656-155657	\$ 361.31
	3/14/19	155658	VOID & REISSUE
	3/25/19	155659	\$ 59,978.07
	3/29/19	ACH	\$ 24,839.65
	3/29/19	155660-155713	\$ 192,052.07
	3/29/19	155714-155731	\$ 163,384.28
Payroll:	3/29/19	WIRE	\$ 907,115.03
	3/29/19	702200-702213	\$ 3,268.86

Payroll Continued:	4/15/19	WIRE	\$	16,840.42
Workers Comp:	3/14/19	403634	\$	5,000.00
	3/21/19	403635	\$	32,000.00
	3/29/19	403636-403639	\$	1,462.29
	3/28/19	403640	\$	20,000.00
	4/4/19	403641	\$	60,000.00
Unemployment:	3/29/19	2000386	\$	760.33
Compensated Absences:				

Shirley Johnson moved to approve the Vouchers and Payroll, as presented. Elizabeth Drew seconded the motion. Motion carried.

PERSONNEL

Sue Armstrong reviewed staffing changes. Employment of the following was recommended:

New Employees: None

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Grace Belleau	Assistant Teacher	4/12/19
Susan Owens	Infant & Toddler Educarer	4/19/19

Retirements:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Kathleen Zimmerman	Lead Teacher Early Learning	6/13/19
Lee Stadshaug	Early Learning Manager	6/30/19

Katie Proteau moved to approve the personnel changes, as presented. Stephanie Parker seconded the motion. Motion carried.

1:50 PM – Chair Carl Johnson announced a break for approximately five minutes.

1:55 PM - STUDY SESSION

- **Curriculum, Instruction and Assessment Department Goals for School Year 2018-2019** – Susan Zetty, Executive Director, Curriculum, Instruction and Assessment, and Patricia Beuke, Director, Learning Support, reviewed their department’s mission statements, services offered, staffing, funding sources (grants and apportionment) and budget. In addition, goals, accomplishments, and challenges were presented along with ideas for future opportunities. Examples, feedback from participants, and stories were also shared.

Questions were answered throughout the session. The Board and Superintendent Lynch thanked Susan and Patricia for their work.

2:24 PM – Carl Johnson announced that the Board would recess into Executive Session for approximately ten minutes to review the performance of a public employee (pursuant to RCW 42.30.110)

Noted: Cliff Huenergard and Stephanie Parker will be excused for the May Board Meeting.

Donn Ring noted that Port Townsend won the Knowledge Bowl this year.

2:37 PM – The Board returned to Regular Session and immediately adjourned.

Reminder: The next scheduled Board Meeting, 12:00 PM on Thursday, May 16, 2019.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair