

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
August 15, 2019

11:40 AM – Lunch was served and no business was conducted.

REGULAR SESSION CALL TO ORDER

Chair Carl Johnson called the meeting to order at 12:04 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 (Excused)
Greg Lynch, Superintendent
Monica Hunsaker, Assistant Superintendent of Finance
Susan Jung Lathrop, Assistant Superintendent of Teaching and Learning
Anna Winney, Director Human Resources
Tina Schulz, Executive Assistant
GUEST: Wendy, Administrative Coordinator Teaching & Learning

APPROVAL OF AGENDA

Donn Ring moved to approve the agenda, as presented. Shirley Johnson seconded the motion. Motion carried.

MINUTES

Shirley Johnson moved to approve the minutes of the June 20, 2019, meeting, as presented. Elizabeth Drew seconded the motion. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

- Neah Bay is holding its annual Makah Days during the weekend of August 23, 2019.

ADMINISTRATIVE REPORTS

AESD Executive Board Report: Carl Johnson reported that the next AESD Executive Board meeting was held on July 2, 2019, in Spokane. Topics included AESD Goals, legislative priorities, and participation in a 3-state grant application for Alaska, Washington, and Oregon to provide funding for educational service agencies. Jessica Vavrus was introduced as the new AESD Executive Director. Melissa Gombosky, Legislative Liaison, provided an update on Accreditation panels. Gene Sharratt, outgoing Executive Director, provided feedback received at the AESD Conference in April on the strategic plan.

Superintendent’s Report:

Legislative, State & Region Items of Interest

- OESD will host the WSSDA Region meeting; **Saturday, October 26, 10:00 AM – 1:00 PM.**
- During the recent, annual ESD Superintendents and Assistant Superintendents retreat, ESD Superintendents discussed a tentative legislative agenda for the next legislative session. The agenda will be discussed during the AESD Executive Board Meeting in September. The three main items are: School safety, ESD funding model and Early Learning Coordinators.

Additional Regional Events and Information

- Thanks to Carl Johnson, Katie Proteau, Cliff Huenergard and Stephanie Parker for joining us on August 1 during the Senators Wellman, Wilson and Randall visit to our ESD and Early Learning Program.
- Thanks to Elizabeth Drew for attending the last Early Learning Policy Council meeting on June 16 (no meeting in July). The next Policy Council Meeting is on August 20 and Carl Johnson is planning to attend.
- Queets-Clearwater School District Superintendent, Rick Rohlman, resigned June 30, 2019. The Queets School Board is searching for a new Superintendent. We provided search assistance. Several candidates applied, however, as of August 14, the Queets School Board continues their Superintendent search.
- The annual OESD “new” Superintendent orientation was on July 29 and well attended by three “new” veteran Superintendents (Central Kitsap, South Kitsap and Sequim) along with several serving Superintendents who provided comments about our Region’s and State’s K-12 programs and supports.
- On Aug. 9, Superintendent Lynch, ESD Superintendents from 101, 113 and 112, and the new AESD Exec. Director, met with Ross Hunter, Secretary, Dept. of Children, Youth and Families (DCYF), to discuss a number of early learning issues and challenges.
- OESD will host our first back-to-school Superintendents meeting on Aug. 29. While this meeting has been an ongoing one for the last five years, the format is different from our regular Superintendents’ Advisory Council meetings that begin in Sept.
- School safety remains a priority; as a result of partial state funding we hired a new Threat Assessment Coordinator, Malorie Woods, who will start later this month. Also as a result of new state funding, earlier this week a new Career Connected Learning Coordinator position was posted.
- Port Angeles School District (PASD) teacher, Kathryn Lebus Hartman is the 2020 OESD Teacher of the Year. Our Region’s award is scheduled during the PASD Board Meeting on Sept. 12 and Board members are invited to attend.
- Please consider joining us for the annual Interstate Compact on Education for Military Children (MIC3) State Council Meeting at OESD on Oct. 9 at 9:00 AM–12:00 PM. Following this meeting we will also host a state-wide MIC3 professional development (PD) for staff and administrators to learn more about the MIC3 Compact. The National MIC3 Executive Director, and Military Impacted Schools Association Executive Director will be joining us for both the MIC3 State Council Meeting and the MIC3 PD. Legislators, Dept. of Defense officials and the State Superintendents are invited to the State Council Meeting.
- During the recent ESD Superintendents and Assistant Superintendents meeting we also discussed a proposed AESD budget for the coming year. While still in draft and not approved, OESD’s contribution will be around \$30K.
- AESA Conference 2019. OESD submitted a school safety break-out session proposal, which was approved.
- Catalyst Public School received authorization and consequently OESD will be providing a number of services beginning this summer. The Catalyst Public School leadership will be regularly joining is for OESD monthly Superintendents’ Advisory Council Meetings and other regular events.
- Two videos were shared with the Board regarding educational trends, challenges and motivations. Board members discussed the content of the videos.

Upcoming Events:

- **August 20, 2019**, Early Learning Policy Council (5:00 dinner)
- **September 1-16, 2019**, ESD Board Candidacy Filing Dates
- **CANCELLED September 30, 2019**, 7:30 AM - Safety breakfast
- **October 9, 2019**, 9:00-12:00 MIC3 Meeting at OESD
- **Saturday, Oct. 26**, 10:00 AM-1:00, WSSDA Regional Mtg. at OESD
- **Nov. 21-24, 2019**, WSSDA Annual Conference (Bellevue)
- **Dec. 4-7, 2019**, AESA Annual Conference (Phoenix, AZ)

Financial, Technology, and Human Resources – Monica Hunsaker

- **Budget Status Report** - OESD budget status reports were provided in the Board packets for June. The General Fund ending balance was \$-477,760.84 (adjusted amount considering the state's GASB accounting formula is \$8.123 million). Unemployment Fund ending balance was \$4.348 million; the Workers Compensation Fund balance was \$11.626 million; and the Compensated Absences fund was \$765,758.10.
- The July budget status will be available at the September Board meeting and then the OESD will start the annual process of closing the books. Next budget status report will be available at the end of December and provided in the January Board packet.
- **Other topics reviewed:** School districts running upcoming ballot measures, information on the OESD Business Manager Academy, staff changes – including new receptionist, resignation of custodian, Human Resources and Clock Hours staff transitions.
- **Port Angeles Lincoln Center (formerly the Skills Center)** – OESD currently rents one office space for 3 OESD staff members at the Center.
- **SchoolMessenger (new software)** will be implemented at the end of September for messaging regarding inclement weather and emergencies.

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

- **Curriculum, Instruction and Assessment:** Gearing up and conducting a lot of trainings for the Teacher/Principal Evaluation Program (TPEP) and Science, Technology, Engineering and Math (STEM) etc.
- **Student Services:**
 - Kitsap Alternative Transition School (KATS) funding was not extended, therefore the program will be terminated at the end of August 2019. Both staff members retired, effective August 31, 2019.
 - A Career Connected Learning position is currently posted.
 - A Collaborative Learning Academy, Trauma-Sensitive Schools - partnership Graduate Kitsap/Kitsap Strong video was shared with the Board.
 - The Student Services department has submitted five grants in the past month (~\$2 million dollars).
- **Special Services:**
 - Melanie Garrett was hired in June 2019 as the Assistant Director of Special Services.
- **Head Start/Early Head Start/ECEAP/Coalition:**
 - A new law regarding Measles Mumps and Rubella (MMR) vaccine requirements for staff and volunteers was reviewed.
 - Preparation for Early Learning services for North Mason School District's (NMSD) is going well and on track.
- **Other:** Third year accreditation is October 30, 2019 – participants are Olympic High and North Mason High School.

BUSINESS

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

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

- 4215, Use of Tobacco, Nicotine Products and Delivery Devices Prohibited

Resolution #263, Warrant Cancellation Shirley Johnson moved to approve Resolution #263, Warrant Cancellation, as presented. Cliff Huenegard 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 15th Day of August 2019

FUND	DATE PAID	WARRANT #'S	AMOUNT	
General:	6/20/19	156038	\$ 103,592.26	
	6/20/19	156039	VOID&REISSUE	
	6/28/19	ACH	\$ 43,029.67	
	6/28/19	156040-156058	\$ 160,617.03	
	6/28/19	156059-156106	\$ 481,244.36	
	7/3/19	156107	VOID&REISSUE	
	7/15/19	ACH	\$ 3,746.01	
	7/15/19	156108-156110	\$ 29,843.28	
	7/15/19	156111-156159	\$ 106,630.81	
	7/22/19	156160	\$ 131,544.87	
	7/31/19	156161-156182	\$ 134,780.62	
	7/31/19	ACH	\$ 27,142.88	
	7/31/19	156183-156200	\$ 161,610.25	
	8/15/19	156201-156237	\$ 157,528.91	
	8/15/19	156238-156243	\$ 4,342.33	
	8/15/19	156244-156246	\$ 19,580.94	
	8/15/19	ACH	\$ 2,619.84	
	Payroll:	6/28/19	702300-702311	\$ 4,944.38
		6/28/19	WIRE	\$ 931,119.16
7/15/19		702312-702337	\$ 6,177.66	
7/15/19		WIRE	\$ 43,466.25	
7/31/19		702338-702358	\$ 6,669.99	
7/31/19		WIRE	\$ 923,702.84	
8/15/19		702359-702384	\$ 9,363.73	
8/15/19		WIRE	\$ 11,715.54	
Workers Comp:	6/20/19	403668	\$ 10,000.00	
	6/28/19	403669-403672	\$ 97,875.43	

Workers

Comp: (cont.)			VOID & REISSUE
	6/28/19	403673-403674	
	6/27/19	403675	\$ 10,000.00
	7/5/19	403676	\$ 45,000.00
	7/11/19	403677	\$ 20,000.00
	7/15/19	403678-403679	\$ 1,720.00
	7/18/19	403680	\$ 30,000.00
	7/31/19	403681-403684	\$ 404,458.84
	7/25/19	403685	\$ 45,000.00
	8/1/19	403686	\$ 5,000.00
	8/15/19	403687-403690	\$ 56,247.10
	8/8/19	403691	\$ 35,000.00
	8/12/19	403692	\$ 15,000.00
Unemployment:	6/28/19	200391	\$ 1,540.13
	7/31/19	200392	\$ 760.33
	8/15/19	200393	\$ 2,667.42
	8/15/19	200394	\$ 13,098.59
Compensated Absences:			

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

PERSONNEL

Anna Winney reviewed staffing changes. Employment of the following was recommended.

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Brandi Wallentine	YouthBuild Program Manager	6/3/2019
Melanie Garrett	Assistant Director Special Services	7/1/19
Heather Archut	Administrative Assistant I CIA	7/8/19
Summer Baird	School Psychologist	9/1/2019
Laura La Farga	Behavior Specialist	9/1/2019
Christina Lundberg	Teacher of the Visually Impaired	9/1/2019
Kelsey Wheeler	Registered Behavior Technician	9/1/2019
Troy Reister	Speech & Language Pathologist	9/1/2019
Hannah Shelton	Registered Behavior Technician	9/1/2019
Janette Wilsey-Kim	School Psychologist	9/1/2019
Meleny Chamberlain	School Psychologist	9/1/2019
Monica Siegrist	School Psychologist	9/1/2019
Giuliana Ayers	Infant & Toddler Lead Teacher	7/8/19
Lydia Peterson	Infant & Toddler Lead Teacher	7/8/19
Virginia Bell	Receptionist	7/8/19
Amy Costello	Administrative Assistant – Workers Comp	7/15/19
Kathleen Jach	Teacher of the Visually Impaired	9/3/19
Sarah Mueller	Early Learning Home Visitor	7/22/19
Aleigha Cortez	Early Learning Assistant Teacher	9/3/19
Katharine Fors	Institutional Ed Teacher	9/1/2019
Melissa Pittenger	Infant Toddler Coordinator Assistant	8/12/2019

PERSONNEL (continued)

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Quiana Williams	Clerical Assistant	5/30/2019
Ashley Kitselman	Lead Teacher Early Learning	6/14/19
Lilian Scott	Family Health Advocate	6/21/19
Victor Williams	Maintenance/Custodial	7/12/19
Arianna Brown	Infant & Toddler Lead Teacher	7/12/19
Dorothy Spring	Institutional Educational Teacher	8/5/19
Erin Elmquist	Lead Teacher (Manchester Elem)	8/5/2019
Mike Smitley	Detention Center	8/31/19
Harold Wilson	Detention Center	8/31/19
Katie Goeke	Teacher of the Visually Impaired	8/31/19

Termination:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Noah Johnson	Registered Behavior Technician	6/28/19

Reduction in FTE:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Judith McCrudden	Nursing Program Specialist (reduced FTE from 1.0 to .7)	9/1/19

Renewal of Superintendent’s Contract for 2019-2022

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

1:25 PM – Chair Carl Johnson announced that the Board will recess into Executive Session for approximately 45 minutes to review the performance of a public employee (pursuant to RCW 42.30.110)

2:09 PM – The Board returned to Regular Session and immediately adjourned.

Reminder: The next scheduled Board Meeting, 12:00 PM on Thursday, September 19, 2019.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair