

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
February 20, 2020

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 12:00 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 (Excused)

Shirley Johnson (Excused)

Cliff Huenergard

Stephanie Parker

Greg Lynch, Superintendent

Monica Hunsaker, Assistant Superintendent of Finance

Susan Jung Lathrop, Assistant Superintendent of Teaching and Learning

Anna Winney, Director of Human Resources/Safety & Health

Tina Schulz, Executive Assistant

GUESTS: Susan Zetty, Exec. Director of Curriculum, Instruction, and Assessment

Clancy Wolf, Elementary Science Coordinator

APPROVAL OF AGENDA

Elizabeth Drew moved to approve the agenda, as presented. Katie Proteau seconded the motion. Motion carried.

MINUTES

Katie Proteau moved to approve the minutes of the January 16, 2020, meeting, as presented. Stephanie Parker seconded the motion. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

- None

ADMINISTRATIVE REPORTS

AESD Executive Board Report: The most recent AESD Executive Board Meeting was held on January 29, 2020, at Puget Sound ESD. Handouts included consolidated feedback from all ESD Boards answering how the AESD can provide support to ESD Boards, expectations, and more. Preliminary work toward development of an AESD Strategic plan was also presented in a handout. Carl Johnson suggested a visit (in person or videoconference) by the AESD Executive Director to one of the OESD Board Meetings.

A flyer about the Accreditation process was shared. AESD is seeking participation of Board Members at ESD 113 in Tumwater on May 18 & 19, 2020.

The Annual AESD Conference will be held in Tacoma April 16-18, 2020. Board members discussed putting together their annual basket. Katie Proteau and Elizabeth Drew offered to coordinate the efforts.

Legislative Report/Update: Stephanie Parker shared information about legislative priorities regarding student safety, early learning and foundational support. Thank you notes were sent to the legislators she met with at the conference. She reviewed the hot topics discussed at sessions attended with North Kitsap and Central Kitsap leaders. In addition, she attended sessions with the offices of Legislative Representatives Appleton, Hansen, Caldier, and Young. She emphasized the importance of OESD presence in support of school districts.

Board Self-Assessment (*Carl Johnson & Cliff Huenergard*)

Cliff Huenergard and Carl Johnson recently met to research and discuss the potential of OESD conducting a Board Self-Assessment. Via PowerPoint, a history timeline of multi-year Board & Superintendent Improvement Strategy was shared (School year 2014-15 to current), along with some facts for the Board to review. A self-evaluation is not required; however, the Board has already implemented an annual goal-setting process. Criteria/framework of best practices and next steps for developing an OESD Board Self-Assessment were reviewed, including formation of a sub-committee to develop the pilot for presentation to the OESD Board (possible study session) for future approval. Stephanie Parker, Carl Johnson, Cliff Huenergard, Elizabeth Drew, and Superintendent Lynch will meet as a sub-committee and prepare for a potential presentation at the April Board Meeting. An annual calendar/timeline cycle for goal-setting and evaluation and more was included. Board members discussed the process, pilot, and potential implementation of a self-assessment model that could be shared and possibly replicated by other Boards.

Carl Johnson shared that in his current role as AESD President, he is seeking nominations for the AESD President's Award. It was decided by the AESD Executive Board that criteria would be established for this selection to solicit input from Board members of all ESDs, although final selection will rest with the AESD President. Nominations can be emailed to Carl Johnson. Nomination Criteria: service and or contributions to the AESD, demonstrated leadership within or outside of an ESD, engagement with ESDs (either staff or a partner). Discussion occurred and ideas were shared.

Superintendent's Report: (*Any personal pronouns used during the Superintendent's report to the Board are specifically in reference to the superintendent.*)

Legislative, State & Region Items of Interest

- In honor of Career and Technical Education (CTE) Month, a historical excerpt was shared from OESD Board Minutes documenting ESDs working toward educational occupation preparation type programs from October 8, 1970.
- AESD Legislative priorities include Early Learning Coordinators for each ESD, fully funding SSHB 1216, Regional School Safety Centers, and ESD "Foundational Support" = adjustments to the ESD Core funding model.

Additional Regional Events and Information

- Thanks to Carl Johnson (January 21) and Katie Proteau (February 18) for attending the Early Learning Policy Council Meetings. The next meetings are on March 17 (Stephanie Parker), and April 21 (Cliff Huenergard).
- Thanks to Carl Johnson and Elizabeth Drew for attending an OESD orientation on January 23 for Jeff Daily, new SKSD Board Member.
- Thanks to Katie Proteau and Donn Ring for attending the Port Townsend School District (PTSD) Board-Superintendent Roles and Responsibilities and Operating Principles workshop at the PTSD on Saturday, February 8.
- Thanks to Katie Proteau, Elizabeth Drew, Donn Ring, and Stephanie Parker for attending the Annual WSSDA-WASA-WASBO Legislative Conference in Olympia on Saturday-Sunday, February 9-10. A special thanks to Stephanie Parker for working with a number of school districts during the "Hill" visits and representing OESD Board support to districts and reinforcing AESD legislative priorities.
- Thanks to Cliff Huenergard and Carl Johnson, for attending an OESD Board Self-Assessment planning meeting on January 30, and an OESD Board Meeting Agenda planning session on Feb. 13.

- Thanks to Stephanie Parker, Elizabeth Drew and Katie Proteau for their additional work around finalizing the OESD Board’s annual Goals for school year 2020-21.
- Congratulations to Brinnon, Bremerton, Cape Flattery, Crescent and Quilcene School Districts for passing Education Programs and Operations Levies (EPO) and to Bremerton, Crescent, Port Angeles, and Quilcene for also passing Capital Projects Levies (CPL) – all pending final election certification. Congratulations letters to each of the district’s Board Presidents and Superintendents will be signed by the OESD Board President and Superintendent and mailed this week.
- OESD Board members are invited to a Joint Board Member and Superintendent Regional Meeting on Feb. 28, from 9:00 AM –12:00 PM at OESD. Buzz Porter, Attorney (and a person familiar to OESD and who has previously presented during one of our Regional Meetings), will be the primary presenter. Discussion will include several issues related to Post McCleary challenges and collective bargaining hot-topics.
- OESD Annual Art Show Reception is on Monday, March 2, 2020 starting at 6:30 PM.
- The OESD Annual WASA Community Member recognition is on April 13, 6:00-9:00 PM at the Clearwater Resort.
- The AESD is seeking Board Members to support the Annual Accreditation Panel event at ESD 113 on May 18-19.
- Together, WASA and the nine ESDs are planning to launch a new Aspiring Superintendents Program beginning this coming summer. The purpose of the program is to recruit administrators interested in becoming a Superintendent.
- Other upcoming events:
 - OESD School Safety and Security Breakfast, at Kitsap Golf and Country Club, May 18, 7:30 AM.
 - AESD 2020 Conference, April 16-18, 2020, in Tacoma.
 - OESD Annual Years of Service and recognition Event on Friday, May 15, 2020, 8:00 AM.

Financial, Technology, and Human Resources – Monica Hunsaker

- **OESD budget status** reports (as of January 2020) were provided in the Board packets. The General Fund ending balance was \$248,655.90 (adjusted amount considering the state’s GASB accounting formula is \$8.85 million). Unemployment Fund ending balance was \$4.348 million; the Workers Compensation Fund balance was \$11.207 million; and the Compensated Absences fund was \$685,421.89.
- Election results of CPO passing levies: Crescent passed by 67% and Cape Flattery passed at 77%. Bremerton, Quilcene, and Port Angeles levies also passed, although North Mason’s levy failed at 45%. Notable trend is a decrease in passing percentage rates, possibly due to significant property tax bill increases. Voter turnout on the Olympic Peninsula was significantly higher than Kitsap Peninsula and also higher than the state turnout.

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

- Governor Inslee released a letter at the end of January to the Department of Children, Youth & Families, and Superintendent of Public Instruction to work together on strategies, alignment, and integration of high-quality early learning programs by both agencies. OESD has a vested interest based upon OESD program, funding and staffing.
- Washington Association of School Administrators (WASA) is planning to conduct an Aspiring Superintendent Academy.
- Helene Paroff, current Assistant Executive Director at WASA, is transitioning from her current role to Director of the WASA Inclusionary Practices Project: Statewide Support for District Change. As part of similar work, the AESD secured a two year grant on Inclusionary Practices and Kathleen Rice has been contracted at OESD for this work.
- A North Mason School District student who went missing Monday, February 17, was found safe. OESD supports were mobilized.
- Teaching & Learning division is in the process of evaluating services and working on contracts for next school year.

BUSINESS

Head Start Program Monitoring (Policy 2500): Head Start/ECEAP & Early Head Start Monthly Reports (January 2020) – Information was provided in the Board packet. Informational only – no action required.

Acceptance of Donation of Assistive Technology Equipment to Special Services Department

Stephanie Parker moved to approve the Donation of Assistive Technology Equipment to Special Services Department, as presented. Cliff Huenergard seconded the motion. Motion carried.

Strategic Planning – Discuss and Confirm Board Goals: School Year 2020-2021

Via PowerPoint, two versions of draft goals were reviewed. One change was noted: Version 2, Goal 1-e modification “accreditation oversight process.” Elizabeth Drew moved to approve Board Goals: School Year 2020-2021, as presented with the modification. Katie Proteau seconded the motion. Motion carried.

VOUCHERS AND PAYROLL - Payroll information was 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, WA, do hereby certify that the following disbursements are approved this 20th day of February, 2020.

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	1/17/20	156786	\$ 64,320.88
	1/31/20	156787-156821	\$ 245,719.01
	1/23/20	VOID/REISSUE	\$ -
	1/31/20	ACH	\$ 34,198.42
	1/31/20	156823-156842	\$ 213,443.16
	1/29/20	VOID/REISSUE	\$ -
	1/31/20	VOID/REISSUE	\$ (12.80)
	1/31/20	VOID/REISSUE	\$ -
	2/4/20	VOID/REISSUE	\$ (12.80)
	2/4/20	VOID/REISSUE	\$ 25.60
	2/15/20	156849-156902	\$ 169,677.13
	2/14/20	VOID/REISSUE	\$ -
	2/14/20	156904-156905	\$ 602.07
	2/14/20	ACH	\$ 2,541.63
	Payroll:	1/31/20	702572-702577
1/31/20		WIRE	\$ 1,100,124.25
2/14/20		702578-702590	\$ 6,752.16
2/14/20		WIRE	\$ 17,764.12
Workers Comp:	1/31/20	403754-403755	\$ 63,778.66
	1/23/20	403756	\$ 5,000.00
	1/30/20	403757	\$ 10,000.00
	2/6/20	403758	\$ 50,000.00
	2/15/20	403759-403763	\$ 396,312.98
	2/12/20	403764	\$ 33,000.00
Unemployment:	1/31/20	200405	\$ 8,236.33
	2/15/20	200406-200407	\$ 82,718.41
Compensated Absences:	1/31/20	600066	\$ 200.00

Cliff Huenergard moved to approve the Vouchers and Payroll, as presented. Stephanie Parker seconded the motion. Motion carried.

PERSONNEL

Anna Winney reviewed staffing changes. The following personnel changes were recommended.

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Helena-Ann Jones	Para for Students who are Deaf	1/23/2020
Carron Knight	Administrative Assistant I, Special Services	2/10/2020
Leslie Orozco	Student Assistance Professional (Fairview/Cedar Hgts)	2/10/2020
Elizabeth Garrett	Para for Students who are Deaf	2/18/2020

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Megumi Tsuwasaki	Administrative Assistant I, Special Services	1/31/2020
Tracy Quigley	Early Learning Home Visitor	1/28/2020
Traci Woody-Carmen	Student Assistance Professional (BIHS)	1/30/2020
Phoebe Sinclair	Lead Teacher ECEAP	1/31/2020
Melanie Wells	Administrative Assistant I, Student Services	2/21/2020
Rebecca Mallillin	Workers Comp Claims Adjustor I	6/30/2020
Carrie Bostick-Griffin	Administrative Assistant I, Early Learning	7/01/2020

Retirement:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Cheryl Weglarz	Child Development Coordinator Assistant	9/30/2020

Anna Winney noted that interviews for the Data & Technology Director position will be held on Friday, February 21, 2020.

Katie Proteau moved to approve the personnel changes as presented. Elizabeth Drew seconded the motion. Motion carried.

1:38 PM – Carl Johnson announced that the Board would recess for approximately five minutes prior to the Study Session.

1:45 PM – STUDY SESSION – Curriculum, Instruction and Assessment (CIA): Specialized OESD Supports to Districts through Department of Defense Education Activity (DoDEA) Grants: Clancy Wolf, DoDEA Elementary Science Specialist, and Susan Zetty, Executive Director of Curriculum, Instruction, and Assessment, presented information about the support provided to districts via the DoDEA grant funds -- a five-year grant for Bremerton School District to improve science education meeting Next Generation Science Standards (NGSS). OESD services have improved science kits and provided professional development and coaching to Bremerton School District teachers, in addition to the development of a leadership team. Challenges were reviewed regarding the implementation cycle and other district priorities, finding substitutes for teacher release time, and scheduling challenges.

Other highlights include:

- In addition to benefitting Bremerton School District, the improved science kits benefit all participating districts in the region.
- OESD developed teacher guides with step-by-step instructions to help students learn science and to figure things out on their own.
- OESD developed assessment tools.

STUDY SESSION (continued)

- Various elementary science unit guide topics for earth & space science, physical science, and life science, were reviewed.
- Team collaboration at OESD 114 was demonstrated with an example of a storyline used to teach a science concept through logic.
- Several projects underway such as the Climate Science Proviso (nine districts involved), and Eureka Science through award-winning science trade books (ties together English Language Arts and Science), with statewide visibility through pdEnroller, in addition to improving internal workshops at OESD.

Possibilities and challenges of obtaining future grants were discussed. The Board extended thanks to Clancy Wolf for his work.

EXECUTIVE SESSION

2:19 PM – Carl Johnson announced that the Board will recess into Executive Session for approximately five minutes to review the performance of a public employee (pursuant to RCW 42.30.110).

2:22 PM – The Board returned to Regular Session and immediately adjourned.

Reminder: The next scheduled Board Meeting, 12:00 PM on Thursday, March 19, 2020.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl R. Johnson
Chair