

MINUTES  
BOARD OF DIRECTORS  
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114  
February 21, 2019

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

REGULAR SESSION CALL TO ORDER

Vice-Chair Elizabeth Drew 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

Vice-Chair Elizabeth Drew led the Pledge of Allegiance.

ROLL CALL OF MEMBERS AND GUESTS

Carl Johnson, Chair (Excused)

Elizabeth Drew, Vice-Chair

Katie Proteau

Donn Ring

Shirley Johnson (Excused)

Cliff Huenergard (Excused)

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:

Carl Miller, Director, Network Services

Mark Winney, Director, Data and Technology Services

APPROVAL OF AGENDA

Stephanie Parker moved to approve the agenda, as presented. Donn Ring seconded the motion. Motion carried.

MINUTES

Elizabeth Drew noted a correction to the minutes of January 17, 2019, indicating she was not in attendance at the Jefferson County School Board meeting in December. Donn Ring moved to approve the minutes of the January 17, 2019, meeting, as corrected. Katie Proteau seconded the motion. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS – None noted.

**ADMINISTRATIVE REPORTS**

**Superintendent's Report:**

**Legislative, State & Region Items of Interest**

- School safety SB 5317 and HB 1216 continue to move forward as companion bills outlining details about regional school safety centers. Multiple trips to Olympia have occurred to testify in favor of the bills. The last testimony to the Senate Ways and Means Committee was yesterday, February 20. There should be one more testimony for the House Appropriations Committee, not yet scheduled.
- WA ESD 50th Anniversary at the Capitol Rotunda, March 28, 1:00-3:00. Please RSVP to Tina so that we can let the AESD know how many from our agency will attend.

## Superintendent’s Report (continued)

### Additional Regional Events and Information

- Thanks to Stephanie Parker for attending the Policy Council Meeting on February 19. The next Policy Council meeting is on March 19 (Katie Proteau is scheduled to attend).
- Thanks to Elizabeth Drew for agreeing to participate as a member of the annual AESD accreditation panel at ESD 113 on May 20-21. If Board members would like to volunteer for one or both days, please let Superintendent Lynch know.
- Human Resources Director search is underway. Initial interviews were held February 20, and final interviews scheduled for today, Feb. 21, with a hiring decision or potential reposting before the end of Feb.
- Central Kitsap (CK) and South Kitsap (SK) Superintendent searches are ongoing with expected new contracts no later than March. SK final interviews Feb. 26-28, CK candidate decision March 15, and announcement March 27. There is still a possibility for one or more superintendent openings in our Region before the end of the school year.
- Catalyst Public Schools (Amanda Gardner) submitted the state application on February 15 for a K-8 Charter school in Bremerton. If approved, our commitment is to provide business services effective July 2019.
- Inclement weather and OESD directed office closure and delay: Based upon last week’s snow event, we are in the process of modifying procedures for office closures and delays to include addressing compensation. More details provided during today’s Board Meeting. Board members also discussed how districts will potentially adjust to cover the snow days.
- The annual Small Schools Conference and AESD Superintendents meeting is scheduled on March 4-6 in Wenatchee. Superintendent Lynch is scheduled to attend and remain in communication. Assistant Superintendent Susan Lathrop will be the on-site point of contact during my absence.
- The annual State Auditor’s Office (SAO) audit is ongoing; entry brief scheduled for Feb. 27 at 1:00-1:30 PM. Board Members are invited and welcome to attend.
- The annual OESD Student Art Show and Reception is on March 11, 7:00-8:30 PM at the OESD.

### Board Meeting Schedule/Events for School Year 18-19:

- **AESD Spring Conference 2019:** Skamania Lodge, Stevenson WA, April 11-13. Hotel rooms have been reserved for all Board members planning to attend. Itineraries available in March.
- **Honoring past OESD Senior Leadership Team members;** Discussion of a May 16 Board Meeting followed by a May 17 OESD Years of Service and Retirement Celebration and inviting former OESD Board Members and Superintendents to join us for one or both events. Board members discussed some ideas.
- **The 2019 Annual WASA Awards Dinner is scheduled on Monday, April 15 at the Clearwater Resort 6:00-9:00 PM.** Please RSVP to Tina.

**Financial, Technology, and Human Resources** – Monica Hunsaker noted that the 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 \$-1.169 million (adjusted amount considering the state’s GASB accounting formula is \$7.835 million). Unemployment Fund ending balance was \$4.237 million; the Workers Compensation Fund balance was \$11.877 million; and the Compensated Absences fund was \$676,182.94.

**Salary/Compensation Review** – Superintendent Lynch noted that a recommendation to the Board is anticipated this spring so that the OESD can send out contracts to districts, followed by an OESD budget proposal for 2019-20. A video conference with Consultant, Fred Corn was held. He reviewed the status of the study, intended outcomes of the salary study, and the rubric used. The study includes review of compliance laws, job analysis, job evaluation, and market analysis. Mr. Corn addressed questions from the Board and the timeline was discussed.

**Financial, Technology, and Human Resources** (continued)

- **Annual Audit:** The state auditor will be conducting the annual OESD audit entrance conference on February 27, 1:00 PM.
- **Tobacco Policy:** An OESD Tobacco policy and timeline for tearing down the outdoor smoking shed this spring were discussed.
- **SEBB:** Anticipated impacts to OESD by the impending employee benefits to be provided by School Employee Benefits Board (SEBB) were discussed. An additional cost to the OESD of \$1.2 million could potentially cause some adjustments in programs/staffing in the future.

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

- **Teaching and Learning Updates:**
  - Director of Learning Support Patricia Beuke is offering a voluntary opportunity for staff to participate in an internal book study during lunch time. The book *Blindspot* by Mahzarin Banaji and Anthony Greenwald explores hidden biases of good people.
  - The 46<sup>th</sup> Annual Regional High School Art Show is on display at the OESD. Board members can vote. The Awards Reception will be on Monday, March 11, 2019, at 7:00 PM
  - The Professional Educator Standards Board (PESB) committee work on clock hours continues. Minimal changes in the program are anticipated.
  - The 14<sup>th</sup> Annual Early Learning Art Show is at Givens Community Center in Port Orchard on March 28, 5:00-6:30 PM.
  - The Head Start review held in April 2018 requested that corrective action for one component be put in place by December 2018. Support plans are underway to meet performance standards.
  - Kitsap SUN is publishing a feature article on services provided by Early Learning Home Visitors.
- **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 (December 2018)** – Information was provided in the Board packet. Informational only – no action required.

**Regional Committee Appointments** - RCW 28A.315.105 creates the Regional Committee on School District Reorganization. Each ESD is to establish a committee with the same number of members as the ESD Board. Members are to be appointed to a four-year term by the ESD Board. Due to a vacancy in District 7, Superintendent Lynch recommended that the Board appoint Timothy J. Greene, Sr. to Regional Committee on School District Reorganization, District 7.

Donn Ring moved to appoint Timothy J. Greene, Sr. to Regional Committee on School District Reorganization, District 7. Katie Proteau seconded the motion. With no further discussion, the Motion carried. Regional Committee Duties are centered on boundary changes. OESD Board's role is to appoint the committee members.

**Second Reading and Adoption Reading of Revised Policies:** Katie Proteau moved to Approve the Second Reading and Adoption of Revised Policies (listed below), as presented. Donn Ring seconded the motion. Motion carried.

- 5251, *Staff Conflict of Interest*
- 5270, *Grievances*
- 5271, *Reporting Improper Governmental Actions*
- 5310, *Compensation*
- 5400, *Personnel Leave (Renamed from Leave of Absence)*
- 5630, *Background Checks on Prospective Volunteers*

**Presentation and First Reading of Revised Policies:** Sue Armstrong noted that Policy 1100 includes a link to the OSPI website where Board members can vote for ESD Board members. A corrected Policy 1100 was distributed to correct a redundant sentence. Discussion was held about district representation by OESD Board members. Superintendent Lynch noted potentially adding this to the roles and responsibilities discussion. Additional consideration of Policies 1100 and 1605 will be tabled to the March Board meeting.

With no further questions or information, Stephanie Parker moved to approve the Presentation and First Reading of Revised Policies (listed below), as presented. Katie Proteau seconded the motion. Motion carried.

- 1000, *Legal Status and Operation of the Board*
- 1100, *Board Member Qualifications, Election and Term of Office (Renamed and renumbered from current Policy #1030 Election of Directors and Director Districts)*
- 1210, *Annual Organizational Meeting (Renamed from Annual Organization)*
- 1220, *Board Officers and Duties of Board Members*
- 1221, *Secretary to the Board*
- 1310, *Board Policies and Administrative Procedures (Renamed from Adoption and Amendment of Policies)*
- 1400, *Renamed Board Meetings – Regular, Special, and Emergency (Previous title was Board Meetings – Regular, Special, Executive, and Emergency)*
- 1410, *Board Executive Sessions (New)*
- 1605, *Board Powers, Duties, and Responsibilities (Renamed and renumbered from current Policy #1005 Major Responsibilities of the Board)*

**Deletion of Policies:** Any relevant content of these policies has been wrapped into revised policies or procedures. Donn Ring moved to approve the Deletion of Policies (listed below), as presented. Stephanie Parker seconded the motion. Motion carried.

- 1006, *Methods of Operation*
- 1401, *Procedures During Meetings*
- 1621, *Administrative Staff*
- 1622, *Delegation of Authority*

For information only - Sue Armstrong reviewed the OESD current procedure 5400 P3 for Emergency Leave due to recent building closure due to unprecedented inclement weather. The procedure will be discussed with department leaders as well.

**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 21st day of February, 2019.

<b>FUND</b>	<b>DATE PAID</b>	<b>WARRANT #'S</b>	<b>AMOUNT</b>
General:	1/15/19	155418-155419	\$ 383.42
	1/15/19	155420-155456	\$ 107,441.30
	1/15/19	ACH	\$ 33.79
	1/17/19	155457	\$ 61,810.69
	1/17/19	155458-155459	REISSUE 155373
	1/31/19	155460-155499	\$ 05,541.69
	1/31/19	ACH	\$ 1,836.01
	1/31/19	155500-155518	\$ 61,446.96

General (continued)

	1/31/19	155519	\$ 10.00
	2/15/19	ACH	\$ 1,296.93
	2/8/19	155520	VOID/REISSUE
	2/15/19	155521-155523	\$ 523.16
	2/15/19	155524-155569	\$ 39,764.55
Payroll:	1/15/19	WIRE	\$ 12,643.66
	1/15/19	702119-702135	\$ 4,197.65
	1/31/19	WIRE	\$ 892,942.40
	1/31/19	702136-702154	\$ 10,306.06
	2/15/18	WIRE	\$ 16,613.90
	2/15/19	702155-702173	\$ 4,905.71
Workers Comp:	1/10/19	403604	\$ 32,000.00
	1/15/19	403605	\$ 1,344.20
	1/17/19	403606	\$ 40,000.00
	1/24/19	403607	\$ 22,000.00
	1/31/19	403608-403611	\$ 134,202.14
	1/31/19	403612	\$ 5,000.00
	2/7/19	403613	\$ 42,000.00
	2/15/19	403614-403617	\$ 342,621.14
	2/14/19	403618	\$ 15,000.00
Unemployment:	1/15/19	200382	\$ 760.33
	1/31/19	200383	\$ 8,074.83
	2/15/19	200384	\$ 38,851.74
Compensated Absences:	1/31/19	600059	\$ 200.00

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

PERSONNEL

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

**New Employees:**

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Morgan Kaplan	Registered Behavior Technician	1/22/19
Royce Hilsinger	Teacher of the Visually Impaired	1/30/19
Dana Marklund	Student Assistance Professional	2/19/19
Carrie Bostick-Griffin	Receptionist	2/25/19

**Resignations:**

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Chrysthel Songco	Assistant Teacher Early Learning	2/1/19
Dan Foster	Director Workers' Compensation	2/8/19
Molly Staudenraus	Health Program Manager	5/31/19
Jo Fisher	Administrative Assistant I	7/15/19

Sue Armstrong noted that a new OESD receptionist will begin next Monday, February 25, as the current receptionist transitions to a position in the Business office.

PERSONNEL (continued)

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

**STUDY SESSION**

- **Network Services and Data & Technology Services: Department Goals for School Year 2018-2019** - Carl Miller, Director, Network Services, and Mark Winney, Director, Data and Technology Services, reviewed their department's mission statements, services offered, districts/agencies served, staffing, fee structures and budget. In addition, goals, accomplishments, and challenges were presented. Ideas for new services that could be potentially be offered as a fee-for-service in the future were shared.

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

2:11 PM – The Board adjourned.

**Reminder:** The next scheduled Board Meeting, 12:00 PM on Thursday, March 21, 2019.

Respectfully submitted,

Gregory J. Lynch  
Secretary to the Board

Elizabeth Drew  
Vice-Chair