

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
January 16, 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.

OATH OF OFFICE (*Katie Proteau, Stephanie Parker, Cliff Huenergard*)

OESD staff gathered. Superintendent Lynch administered the Oath of Office to three Board members, Stephanie Parker (elected after being appointed to fulfill an unexpired term), Cliff Huenergard, and Katie Proteau, who were re-elected in the November 2019 election.

ESD BOARD APPRECIATION (*Greg Lynch*)

In recognition of Board Appreciation Month as declared in the Governor's Proclamation, Superintendent Lynch and OESD Staff in attendance thanked Board members for their dedicated service and countless hours of volunteer time. Cake was served during the Board Meeting.

ROLL CALL OF MEMBERS AND GUESTS

Carl Johnson, Chair

Elizabeth Drew, Vice-Chair

Katie Proteau

Donn Ring

Shirley Johnson (via speaker phone during portions of the meeting)

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

Sarah Freitas, Program Manager, Instructional Resources

APPROVAL OF AGENDA

Donn Ring moved to approve the agenda, as presented. Elizabeth Drew seconded the motion. Motion carried.

MINUTES

Katie Proteau moved to approve the minutes of the November 14, 2019 meeting, as presented. Stephanie Parker seconded the motion. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

- None.

ADMINISTRATIVE REPORTS

AESD Executive Board Report: Board Members discussed the AESD-hosted breakout session on School Safety and Security and other workshops, which were held during the AESA Conference in Phoenix, Arizona in

December. The next AESD Executive Board Meeting is scheduled on January 29, 2020, at Puget Sound ESD. Due to phone interference, Shirley Johnson opted to depart the meeting to be redialed during the Business/Board Reorganization section of the meeting.

Carl Johnson also noted a recent conference call held with AESD leadership to confirm Chair and Vice-Chair nominations for the next two years. Carl is currently serving an unexpired term as Chair, but has opted out of being nominated during the next election.

Board members discussed SB 6015 regarding ESD Board Elections resting with WSSDA rather than OSPI, and provided feedback. Carl noted he would bring this issue to the AESD Executive Board meeting on January 29.

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

- SB 6105 is a change to a current statute that moves ESD Board Member Election Administration from OSPI to WSSDA. Details will be presented during our OESD Board Meeting on January 16.

Additional Regional Events and Information

- Thanks to Stephanie Parker for attending the December 2019 Early Learning Policy Council Meeting. The next meetings are on January 21 (Carl Johnson planning to attend), and February 18 (Katie Proteau planning to attend).
- Thanks to Elizabeth Drew, Katie Proteau, Stephanie Parker and Carl Johnson for attending our region-wide, student-justice professional development on January 10, 2020.
- Thanks to Katie Proteau, Elizabeth Drew, Carl Johnson, Donn Ring, and Stephanie Parker for attending the OESD Annual Board Goals Discussion and our OESD Holiday Celebration on December 11, 2020.
- Thanks to Katie Proteau, Carl Johnson, and Elizabeth Drew for attending the Annual AESA Conference in December 2019, including our AESD School Safety presentation during the conference.
- School Board onboarding discussion in Port Townsend School District has been moved to Saturday, **February 8, 9:00-11:30 AM**. We are happy to coordinate transportation with any Board members interested in attending.
- A Joint Board Member and Superintendent Regional Meeting is scheduled for February 28, 9:00 AM – 12:00 PM at our OESD. Buzz Porter, Attorney, who has previously presented during one of our Regional Meetings, will be the primary presenter. Discussions will include Post McCleary challenges and collective bargaining hot-topics.
- OESD Annual Art Show Reception is on Monday, March 2, 2020. Flyer was provided.

Upcoming Conferences:

- Legislative Conference, February 9-10, 2020.
- AESD 2020 Conference, April 16-18, 2020, in Tacoma.

Financial, Technology, and Human Resources – Monica Hunsaker

- **2018-2019 Year-end Financial Statement and 2019-2020 Budget Status Report** - During her Powerpoint presentation, Ms. Hunsaker highlighted revenues and expenditure trends, along with status of grants showing a net increase of \$418k over 2018-2019. Her presentation also included an update on cooperative programs and a Facilities Update on projects completed, underway, and planned for future. The 2018-19 fund balance comparison showed an increase from 2017-18. Overall, the agency expects future growth. Anticipated future impacts when OESD implements School Employee Benefits (SEB) were discussed.

- **OESD budget status** reports were provided in the Board packets for November. The General Fund ending balance was \$-327,276.24 (adjusted amount considering the state’s GASB accounting formula is \$8.274 million). Unemployment Fund ending balance was \$4.316 million; the Workers Compensation Fund balance was \$10.896 million; and the Compensated Absences fund was \$647,379.43.
- **Queets-Clearwater School District Update** - At the Queets-Clearwater Board meeting in December, the Board made reductions and will not enter into binding conditions. Other challenges were reviewed regarding conditions of the district’s facility. Cash flow management is underway.
- **Career Fair** - Anna Winney reported that another Career Fair is scheduled in Boston in February for recruiting school psychologists.
- **Paid Family Medical Leave** – Washington State passed a law that staff is eligible for paid family and medical leave.

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

- **Teaching and Learning Updates** – Susan Lathrop is looking into the potential of hosting the keynote speaker from December’s AESA Conference here at the OESD.
- **Association of Washington School Principals (AWSP)** restructured its committees and aligned to ESD boundaries. Roz Thompson, Director of Governmental Relations & Advocacy is assigned to the OESD Region and attended the Superintendents’ Advisory Council meeting in December.
- **YouthBuild Program** – During November, there was concern over a possible reduction in force (RIF) due to grant funding, however, OESD received the grant award for one year and no RIF will occur at this time.
- **Crisis Response** – The 24/7 support team has mobilized over the past few months. In addition, school-based level II threat assessment support has been requested.
- **Tribal Compact/Public (Charter)/Private Schools** - OESD is working with OSPI for ongoing clarification on which state and federally funded services OESD can provide to these entities.
- **South Kitsap School District Clock Hours** – Discussions are underway around how to provide the best Clock Hours supports to SK.
- **Head Start/Early Head Start/ECEAP/Coalition** – no action items this month. Recent inclement weather interruptions and impacts on scheduling and make-up days were also noted.

BUSINESS

Annual Reorganization/Election of Officers: Chair Carl Johnson initiated the process to reorganize the Board according to Board Policy 1210. After reading the policy, Board members discussed the process and how it has worked in the past amongst the Board members while keeping it transparent, inclusive, and equitable. Forming a nominating committee, potentially next fall, was suggested as a ~~potential~~ future option.

Carl Johnson called for nominations. Katie Proteau nominated Carl Johnson as Chair. Donn Ring seconded the motion. Vote was called. Motion carried. Stephanie Parker nominated Cliff Huenergard as Vice Chair. Katie Proteau seconded the motion. Vote was called. Motion carried. Carl Johnson nominated Stephanie Parker as Legislative Representative. Donn Ring seconded the motion. Vote was called. Motion carried. Katie Proteau nominated Carl Johnson to continue as AESD Executive Committee Representative. Shirley Johnson seconded the motion. Vote was called. Motion carried.

- **Chairperson:** Carl Johnson
- **Vice Chair:** Cliff Huenergard
- **Legislative Representative:** Stephanie Parker
- **AESD Executive Committee:** Carl Johnson

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

Second Reading and Adoption of Revised Policies:

- 6213, *Staff Travel*
- 6215, *Voucher and Warrant Certification and Approval*
- 6500, *Risk Management*
- 6801, *Capital Assets/Theft-Sensitive Assets*

Stephanie Parker moved to approve the Second Reading and Adoption of Revised Policies (listed above), as presented. Cliff Huenergard 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, Washington, do hereby certify that the following disbursements are approved this 16th Day of January, 2020.

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	11/22/19	156564	\$ 177,899.05
	11/27/19	ACH	\$ 59,402.96
	11/27/19	156565-156598	\$ 245,471.44
	11/27/19	156599-156618	\$ 174,135.11
	12/13/19	156619-156685	\$ 155,016.14
	12/13/19	ACH	\$ 1,966.87
	12/13/19	156686-156687	\$ 547.54
	12/20/19	156688	\$ 100,629.45
	12/30/19	156689-156724	\$ 187,658.10
	12/30/19	ACH	\$ 45,923.68
	12/30/19	156725-156744	\$ 192,856.42
	12/30/19	VOID/156745	\$ (12.80)
	1/15/20	156746-156783	\$ 148,061.36
	1/15/20	156784-156785	\$ 461.89
	Payroll:	1/15/20	ACH
11/27/19		702506-702515	\$ 3,494.95
11/27/19		WIRE	\$ 1,074,519.14
12/13/19		702516-702532	VOID
12/13/19		702533-702548	\$ 4,111.50
12/13/19		WIRE	\$ 20,740.63
12/30/19		702549-702558	\$ 5,055.83
12/30/19		WIRE	\$ 1,088,983.51
1/15/20		702559-702571	\$ 4,120.94
1/15/20		WIRE	\$ 16,020.18
Workers Comp:	11/15/19	403724	\$ 1,255.58
	11/15/19	403725-403729	\$ 362,990.04
	11/14/19	403730	\$ 17,000.00
	11/21/19	403731	\$ 80,000.00
	11/27/19	403732-403735	\$ 26,206.73
	11/27/19	403736	\$ 5,000.00

Workers Comp: (continued)	12/5/19	403737	\$	65,000.00
	12/13/19	403738-403740	\$	64,937.57
	12/12/19	403741	\$	35,000.00
	12/19/19	403742	\$	15,000.00
	12/30/19	403743-403747	\$	50,746.37
	12/27/19	403748	\$	25,000.00
	1/2/20	403749	\$	25,000.00
	1/9/20	403750	\$	45,000.00
	1/9/20	403751	\$	15,000.00
	1/15/20	403752-403753	\$	42,445.24
Unemployment:	11/15/19	200401	\$	7,009.18
	11/27/19	200402-200403	\$	82,454.65
	12/30/19	200404	\$	760.33
Compensated Absences:				

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

PERSONNEL

Anna Winney reviewed staffing changes and noted that Mark Winney’s position has been posted and interviews will be scheduled on February 21. The following personnel changes were recommended.

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Raine Davis	Assistant Teacher – Manchester ECEAP	11/01/19
Julie Knott	Career Connected Intermediary Grant Coordinator	11/18/19
Guadalupe Juarez	Assistant Teacher	12/02/19
Cassandra Moore	School Nurse	12/04/19
Alexa Hamilton	Home Visitor	12/12/19
Camielle Renderos-Kirkham	SAP (SKSD)	01/06/20
Mary Rose Dewald	Special Education School Social Worker	01/06/20
Gabriel Outlaw-Spencer	Infant Toddler Lead Teacher (Discovery)	01/08/20
Laila Caspersen-Andresen	Infant Toddler Lead Teacher (Discovery)	01/13/20

Resignation:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Christy Walser	Software Support Analyst II	01/03/20
Prabhkirandeep (Karen) Grewal	ParaEducator for Students who are Deaf/HOH	01/01/20

Katie Proteau moved to approve the personnel changes as presented. Donn Ring seconded the motion. Motion carried.

1:53 PM – Carl Johnson announced that the Board would recess for approximately ten minutes prior to the Study Session.

STUDY SESSION

2:03 PM – STUDY SESSION – Sarah Freitas and Susan Zetty presented information about the support provided to districts.

- **Instructional Resources/Curriculum, Instruction and Assessment (CIA) Department Goals, School Year 2019-2020:** Department goals, staffing, and budgets were reviewed along with data on district participation in the services provided to districts. Key programs include: Annual Art Show, Knowledge Bowl, Science Kit Center, Young Writer’s Conference, and Instructional Materials Cooperative. Challenges and anecdotal stories were shared. Board members commended the work and how it benefits students in the region.
- **Strategic Planning – Board Goals: School Year 2020-2021:** Board members reviewed the evolution of Board Goals since 2016-2017 and continued sharing thoughts & ideas as they consider goals for next school year 2020-2021. A small sub-committee met on December 11, 2019, to come up with proposed goal changes. Stephanie Parker, Katie Proteau, Donn Ring, Carl Johnson, and Elizabeth Drew attended. Goals are not required, but the agency is required to have a strategic plan. Current 2019-2020 goals were reviewed along with working draft goals and objectives for 2020-2021. Discussion was held about conducting a self-assessment and next steps of finalizing goals. Katie Proteau, Elizabeth Drew, and Stephanie Parker will continue sub-committee work and provide additional information at the next Board Meeting.

EXECUTIVE SESSION

2:37 PM – Carl Johnson announced that the Board will recess into Executive Session for approximately 20 minutes to review the performance of a public employee (pursuant to RCW 42.30.110).

2:58 PM – The Board returned to Regular Session and immediately adjourned.

Reminder: The next scheduled Board Meeting, 12:00 PM on Thursday, February 20, 2020.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl R. Johnson
Chair