

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
January 17, 2019

11:30 AM – Prior to the meeting, photos were taken. Lunch was served and no business was conducted.

REGULAR SESSION CALL TO ORDER

Chair Carl Johnson called the meeting to order at 12:02 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:

Dan Foster, Director Workers Comp. Health & Safety

Nicole Roel, Director Workers Comp. Claims Admin.

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 20, 2018, meeting, and the minutes of the January 4, 2019, (Study Session) meeting, as presented. Stephanie Parker seconded the motion. Motion carried.

ADMINISTRATIVE REPORTS

AESD Executive Board Report: Carl Johnson provided highlights from the AESD Executive Board meeting held on January 7, 2019, in Renton at Puget Sound ESD. Subject matter included the next AESA Annual Conference, which will be held in Phoenix, AZ, in 2019. Board members brainstormed potential breakout sessions for participation of Washington ESDs. Some ideas include: Represent how ESDs work with the state's Department of Education, or Early-Learning collaboration, or School Safety and Security. In addition, the Executive Board discussed the 2019 AESD Annual Conference, potential school safety and security legislation, and regional school safety centers at ESDs among other educational related legislation.

Carrie Basas, Director, Office of the Education Ombuds (OEO) provided a presentation to the AESD Executive Board on January 7 regarding the history of the Ombuds office, equity in education, and resources available to schools and families.

Additional highlights:

- The process for hiring a new Executive Director for the AESD is underway.
- Superintendent Greg Lynch provided a presentation on School Safety and Security.

Additional highlights (continued):

- 50th Anniversary of ESDs Celebration at the State Capitol Rotunda – February 11 at 1:00-3:00 PM in conjunction with the Legislative Conference. A Governor’s Proclamation honoring ESDs was drafted. Board members Stephanie Parker, Carl Johnson, and Katie Proteau will plan to attend the 50th Anniversary of ESDs Celebration in Olympia on February 11. Invitations will be extended to former OESD Superintendents Walt Bigby, Frank Deebach and Ken Howerton.
- The AESD budget and ESD contribution amounts were also discussed. More details yet to come.

Superintendent's Report:

- ESD Board Appreciation: In honor of the service of the ESD Board Members, a Governor’s proclamation was included in their Board packets. Cake was served during the Board Meeting and gratitude was expressed.
- 2018 Staff Climate Survey Review – A side-by-side data comparison was presented showing results of the 2013, 2016, and 2018 surveys. In conclusion – the top three priority items remain similar to the original priorities indicated in the 2013 survey. Department leaders will review their own department’s data and the OESD will evaluate the data to drive future change. Questions asked about the data included: What percentage of staff responded compared to all that potentially could have responded? How did the data compare between groups (classified, certificated, administrator)?

Legislative, State & Region Items of Interest

- Representative Dolan, Vice Chair, House Ed Committee, is gathering sponsors for the school safety bill. A House study session is scheduled on Jan. 29 and a House hearing, first week in Feb. The Senate registered a companion bill, SB 5317, and another threat assessment related bill, SB 5216.
- PSESD Regional School Boards School Safety discussion, Jan. 31 at PSESD. Superintendent Lynch has been invited to speak about school safety.
- WSSDA & WASA requested that Superintendent Lynch moderate a school safety panel discussion during the annual Legislative Conference on Feb. 10, 2019. He is planning to assist.
- Washington ESDs’ 50th Anniversary will be celebrated at the Capitol Rotunda, Feb. 11, 1:00-3:00 PM.

Additional Regional Events and Information

- Thanks to Elizabeth Drew for participating in our Dec. 3, 2018, OESD Accreditation Panel. AESD is looking for Board volunteers to participate in the annual AESD Accreditation Panel at ESD 113 on May 20-21.
- Thanks to Donn Ring and Stephanie Parker for attending the Jefferson County School Board meeting in Dec. at the Port Ludlow Beach Club. Part of the discussion included how our ESD could assist school districts.
- Thanks to Katie Proteau for helping with the 50th Anniversary video in Dec.
- Thanks to Carl Johnson, Katie Proteau and Stephanie Parker for attending our annual OESD Holiday Celebration in Dec.
- Thanks to Carl Johnson, Stephanie Parker and Cliff Huenergard for attending the OHS, CKSD Open House and Board Meeting in Dec.
- Thanks to the entire OESD Board for participation in the Board Goals and Operating Principles Study Session at Port Townsend on January 4.
- Thanks to Carl Johnson for attending the December Early Learning Policy Council meeting. Stephanie Parker is signed up for the Early Learning Health Advisory Committee meeting on January 28, 2019. The next Policy Council meetings are on February 19 (Elizabeth Drew is signed up to attend), and March 19 (Katie Proteau is signed up to attend).
- OESD reorganization: HR Director search is underway with an application closing date of February 4.

Additional Regional Events and Information (continued)

- Central Kitsap and South Kitsap Superintendent searches are ongoing with expected new contracts no later than March.
- Meetings continue with Catalyst Public Schools (Amanda Gardner) on a K-8 Charter school in Bremerton. As part of the authorization process we will provide a letter outlining OESD services with estimated costs by not later than mid-February. Services will be initially focused on Special Education and Business supports.
- The grounds around our Bremerton Office continue to be improved. Thanks to Dan Foster for leading the work. While appearance is important, the security improvements (brush removal and sight lines) remain our priority.

Board Meeting Schedule/Events for School Year 2018-19:

- **Legislative Conference, Olympia**, Feb. 10-11, 2019.
- **AESD Spring Conference 2019**: Skamania Lodge, Stevenson WA, April 11-13.

Other: Board members discussed the potential of inviting former Board members and Superintendents to a future OESD Board meeting. Superintendent Lynch shared a draft letter to be addressed jointly to School Boards and Superintendents reaching out to gather feedback on needs of districts.

Financial, Technology, and Human Resources – Monica Hunsaker noted that the budget is on track for 2018-2019 and summarized the following:

- **2017-2018 Year-end Financial Statement and 2018-2019 Budget Status.** Reports were included in the Board packets.

The 2017-2018 Year-end numbers were as follows: The General Fund ending balance was \$ 8.08 million (adjusted amount considering the state's GASB accounting formula is \$-924,716). Unemployment Fund ending balance was \$4.21 million; the Workers Compensation Fund balance was \$12.02 million; and the Compensated Absences fund was \$606,172.

The 2018-2019 Budget Status numbers (audited through end of November) were as follows: The General Fund ending balance was \$ 7.45 million (adjusted amount considering the state's GASB accounting formula is \$-1.56 million). Unemployment Fund ending balance was \$4.2 million; the Workers Compensation Fund balance was \$11.77 million; and the Compensated Absences fund was \$656,423.

- **OESD Telephone System** – Installation of a new telephone system is underway. New switches were installed during the winter break and the system is anticipated to be up and running sometime in February. Staff will have two phones side-by-side (old and new) to familiarize with new phones. Because there are no long distance charges with the new system, OESD will see cost savings.
- **Annual Audit:** The state auditor is coming soon for the OESD annual audit.
- **Government Shutdown:** The U.S. is experiencing the longest government shutdown in history. U.S. Dept. of Education budget was passed prior to the shutdown, so little impact is anticipated, but potential impact is regularly evaluated. Discussion was held.
- **WSIPC's new system called "Q"** is being rolled out to districts. OESD migrated Queets-Clearwater School District to the new system over winter break.
- **Hiring:** Director of Human Resources, Head Custodian, and Receptionist positions are posted.
- **Small Schools Grant:** Queets-Clearwater is the recipient of a small schools grant.
- **Path to Certification:** Sue Armstrong announced that two Open House events (exploring paths to certification) have been 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.

Financial, Technology, and Human Resources (continued)

- **Teacher of the Year Nominations** opened this week, and Classified Employee of the Year nominations closed last week. Nominations are under review.
- **Salary Review Update:** Job descriptions are being evaluated. A preliminary update will be provided at the February Board meeting. Options for certificated staff will be fast-tracked for retention purposes.

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

- **Teaching and Learning Updates:**
 - **Charter Schools** Commission is meeting at OESD today.
 - **STEM K-5 professional development** (connecting English Language Arts and STEM) will include lessons followed by activities that connect with the lesson and Science Kits may supplement these lessons.
 - **Impacts of SEBB** on agency departments are under review.
 - **Marketing efforts** are underway to recruit Early Learning students. Continue to see less than 100% enrollment.
- **Head Start/Early Head Start/ECEAP/Coalition information presented below.**

BUSINESS

Annual reorganization/election of officers

Chair Carl Johnson initiated the process to reorganize the Board according to Board Policy 1210. Appreciation was expressed to those that served in positions this past year. Carl Johnson called for nominations. Donn Ring nominated Carl Johnson to continue as Chair. Katie Proteau seconded the motion. Katie Proteau nominated Elizabeth Drew to continue as Vice Chair. Stephanie Parker seconded the motion. Shirley Johnson nominated Cliff Huenergard for Legislative Representative. Donn Ring seconded the motion. Katie Proteau nominated Carl Johnson to continue as the AESD Executive Committee Representative. Elizabeth Drew seconded the motion. Hearing no further nominations. Voice vote was called. Motions carried unanimously.

- **Chairperson:** Carl Johnson
- **Vice Chair:** Elizabeth Drew
- **Legislative Representative:** Cliff Huenergard
- **AESD Executive Committee:** Carl Johnson

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. Superintendent Lynch recommended that the Board Re-appoint Walter Draper, District 2; Mike Brennan, District 4; Wendell (Pete) A. Gunn, District 6, to serve as representatives to the Regional Committee on School District Reorganization. District 7 remains vacant at this time and the OESD is connecting with a recent nominee regarding the District 7 position.

Elizabeth Drew moved to Re-appoint Walter Draper, District 2; Mike Brennan, District 4; Wendell (Pete) A. Gunn, District 6, to serve as representatives to the Regional Committee on School District Reorganization. Donn Ring 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.

Head Start Program Monitoring (Policy 2500): Head Start/ECEAP & Early Head Start Monthly Reports (November and December 2018) – Information was provided in the Board packet. Informational only – no action required.

Cost of Living Adjustment (COLA) Application for Head Start Programs - Stephanie Parker moved to approve the Cost of Living Adjustment (COLA) Application for Head Start Programs, as presented. Shirley Johnson seconded the motion. Motion carried.

Non-Federal Share Waiver for Head Start Duration - Katie Proteau moved to approve the Non-Federal Share Waiver for Head Start Duration, as presented. Donn Ring seconded the motion. Motion carried.

Head Start Program Monitoring (Policy 2510): Policy Council Bylaws - Elizabeth Drew moved to approve the Policy Council Bylaws, as presented. Shirley Johnson seconded the motion. Motion carried.

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

- 5000, *Recruitment, Selection, and Employment, (Renamed from Recruitment Selection, and Assignment)*
- 5006, *Employment Conduct and Civility (Renamed from Employee Conduct and Responsibilities)*
- 5050, *Employment Contracts – Certificated and Administrative (Renamed from Contracts and Certifications Requirements)*
- 5190, *Employee Benefits (Renamed from Employee Financial Benefits Including Insurance Benefits)*
- 5222, *Job Sharing*
- 5231, *Hours of Work and Overtime*
- 6210, *Purchasing*
- 6214, *Staff Travel*

Presentation and First Reading of Revised Policies: Donn Ring moved to approve the Presentation and First Reading of Revised Policies (listed below), as presented. Shirley Johnson 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*

Deletion of Policies: Relevant content of these policies has been wrapped into revised policies. Katie Proteau moved to approve the Deletion of Policies (listed below), as presented. Elizabeth Drew seconded the motion. Motion carried.

- 5003, *Personal Leave Day*
- 5250, *Non-School Employment by Professional Staff Members*
- 5401, *Sick Leave*
- 5402, *Emergency Leave*
- 5403, *Bereavement Leave*
- 5404, *Family, Maternity, and Military Caregiver Leave*
- 5407, *Military Leave*
- 5408, *Jury Duty and Subpoena Leave*
- 5411, *Vacation Leave*

Presentation, First Reading and Adoption of Revised Policy: 1620, Superintendent Appointment and Duties (renamed from Duties of Superintendent) – Superintendent Lynch noted the changes in policy, noting the content of this policy has been part of Board discussion. Stephanie Parker moved to approve the Presentation, First Reading and Adoption of Revised Policy 1620, Superintendent Appointment and Duties, as presented. Katie Proteau seconded the motion. Motion carried.

Presentation, First Reading and Adoption of New Policy: 1600, OESD 114 Board and Superintendent Operating Principles – Shirley Johnson moved to approve the Presentation, First Reading and Adoption of New Policy 1600, OESD 114 Board and Superintendent Operating Principles, as presented. Elizabeth Drew seconded the motion. Motion carried.

Next Board meeting will codify the procedure and an accompanying memo will be presented to the Board for signature.

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 17th day of January, 2019.

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	11/15/18	155223-155224	\$ 922.26
	11/21/18	155225	\$ 121,739.39
	11/30/18	ACH	\$ 36,556.28
	11/30/18	155226-155246	\$ 165,560.02
	11/30/18	155247-155297	\$ 241,982.06
	12/14/18	ACH	\$ 5,223.38
	12/14/18	155298-155299	\$ 555.80
	12/14/18	155300-155349	\$ 107,840.68
	12/20/18	155350	\$ 78,636.83
	12/28/18	155351-155397	\$ 254,409.63
	12/28/18	ACH	\$ 30,556.98
	12/28/18	155397-155417	\$ 164,272.81
	Payroll:	11/30/18	WIRE
11/30/18		702070-702083	\$ 3,402.29
12/14/18		WIRE	\$ 19,695.49
12/14/18		702084-702103	\$ 4,885.40
12/28/18		WIRE	\$ 893,182.35
12/28/18		702104-702118	\$ 3,732.20
Workers Comp:	11/15/18	403585-403586	\$ 279,163.50
	11/21/18	403587	\$ 15,000.00
	11/30/18	403588-403591	\$ 64,173.22
	11/29/18	403592	\$ 70,000.00
	12/6/18	403593	\$ 88,000.00
	12/10/18	403591	VOID
	12/13/18	403594	\$ 46,000.00
	12/14/18	403595-403596	\$ 31,525.45
	12/20/18	403597	\$ 7,000.00
	12/28/18	403598-403601	\$ 47,308.47
	12/28/18	403602	\$ 12,000.00
	1/3/19	403603	\$ 50,000.00
Unemployment:	11/30/18	200379-200380	\$ 21,174.83
	12/14/18	200371	\$ 760.33
Compensated Absences:	12/28/18	60058	\$ 200.00

Elizabeth Drew moved to approve the Vouchers and Payroll, as presented. Stephanie Parker 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>
Traci Woody-Carmen	Student Assistance Professional, Bainbridge Island	11/19/18
Stephanie Barney	Assistant Teacher Early Learning	12/3/18
Brooke Beltico	Para Educator for Deaf & Hard of Hearing Students	12/3/18
Noah Johnson	Registered Behavior Technician	12/10/18
Melanie Wells	Administrative Assistant I, Student Services	1/7/19
Chrysthel Songco	Assistant Teacher Early Learning	1/8/19
Anne Giardina	Student Assistance Professional	1/22/19

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Kelly Eastman	Administrative Assistant I, Student Services	12/14/18
Shawnee Hathaway-Ochs	Student Assistance Professional	12/17/18
Bridgette Golden-Oakden	Administrative Assistant I	1/11/19
Corrie Saylor	Family Health Home Visitor	1/18/19
Brynn Graham	Administrative Assistant I	1/24/19

Retirement:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Cindi Dudley	Occupational Therapist	11/30/18
Sue Armstrong	Human Resources Director	6/28/19

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

2:08 PM – Board Chair Carl Johnson announced that the Board would take a break for approximately five minutes.

2:14 PM – The Board returned to begin the Study Session.

STUDY SESSION

- **Workers’ Compensation/Health & Safety: Department Goals for School Year 2018-2019:** Dan Foster, Director of Health & Safety, and Nicole Roel, Director of Workers’ Compensation, reviewed the department mission statement, services offered, districts served, governance, staffing, and budget. In addition, goals, accomplishments, and challenges for the claims and safety divisions were presented.

Mission statement: To responsibly manage claims and identify occupational safety and health exposures at the districts we serve.

Services: Manage workers’ compensation claims, provide safety training, complete risk assessments at districts and provide customized service plans.

After a question/answer session, the Board and Superintendent Lynch thanked Dan and Nicole for their work.

- **OESD Board & Superintendent Operating Principles** (continued from January 4, 2019): Information was provided in the Board packet for continued discussion after their study session held on January 4, 2019. The language in the draft operating principles procedures was reviewed for any additional changes and an accompanying procedure & memo will be updated with the new content. Next steps: consider the discussion and materials presented at today’s meeting; schedule another study session to explore what the Board expects from the Superintendent and what the Superintendent expects from the Board; and as a Board-Superintendent Team, draft a procedure for Policy 1620 by June 2019.

STUDY SESSION (continued)

- **Strategic Planning – Board Goals: School Years 2019-2020** (continued): Board Chair Carl Johnson and Superintendent Lynch provided a brief overview of the Board’s draft goals for 2019-2020 after the January 4, 2019, study session. Board members held discussion.

Draft goals include:

- sign superintendent to a new contract
- provide board presence in/at school districts
- provide board presence during Early Learning Policy Council meeting
- share a best practice idea during an OESD regular board meeting
- continue personal development/presence at events and learning opportunities
- explore board self-assessment.

Other:

- Stephanie Parker recently served on a WSSDA interview panel and commended WSSDA’s coordination with vendors to conduct professional development around the state.
- In the absence of Carl Johnson at the February 21, 2019, OESD Board meeting, Vice-Chair Elizabeth Drew will lead the meeting.

3:09 PM – The Board adjourned.

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

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair