

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
June 20, 2019

REGULAR SESSION CALL TO ORDER

Chair Carl Johnson called the meeting to order at 10:02 AM 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 (10:30 AM arrival)
Shirley Johnson (10:43 AM arrival)
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

APPROVAL OF AGENDA

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

MINUTES

Elizabeth Drew moved to approve the minutes of the May 16, 2019, meeting, as presented. Katie Proteau seconded the motion. Motion carried.

EXECUTIVE SESSION

10:04 AM – Carl Johnson announced that the Board would recess into Executive Session for approximately 90 minutes to review the performance of a public employee (pursuant to RCW 42.30.110)

RECESS

11:30 AM – Carl Johnson announced that the Board would recess for lunch service and will return to Regular Session at approximately 11:55 AM. No business was conducted.

REGULAR SESSION

11:55 AM – The Board Returned to Regular Session and prepared to gather in the foyer for a recognition.

RECOGNITION

Staff members gathered to join the OESD Board of Directors at 12:00 Noon in the OESD Foyer for a Special Staff Retirement and Years of Service Recognition to honor those who were unable to attend the May 17 Celebration.

- Nancy Pittman (Retirement & 30 Years of Service)
- Cindi Dudley (Retirement)
- Phyllis Kappus (15 Years of Service)
- Sallie Maxey (20 Years of Service)

12:15 PM – The Board returned to the Board Room.

COMMUNICATIONS & ANNOUNCEMENTS

- Stephanie Parker shared that her granddaughter graduated from Olympic High School as Valedictorian this year.
- Shirley Johnson shared updates noting that two of her grandsons graduated from a construction course offered by the Tulalip Tribe, and reviewed the number of students who graduated from Neah Bay and Clallam Bay this year.
- Shirley Johnson highlighted a recent event bringing several tribes (including Lummi, Makah, and Tulalip) together for a senior citizen lunch with hundreds of attendees. Details of the event were shared.
- Superintendent Lynch invited Tina Schulz to share information about a recent professional experience and lessons learned about the value of organizational structure and a strategic plan that can be interconnected throughout every level of an organization to reach all stakeholders.

ADMINISTRATIVE REPORTS

AESD Executive Board Report: Carl Johnson reported that the next AESD Executive Board meeting will be held on July 2, 2019, in Spokane.

Superintendent's Report:

Legislative, State & Region Items of Interest

- School Safety - SHB 1216 was signed by the Governor. Work continues this summer. The initiative was funded at 21%, and work is underway on a plan for additional funding during next legislative session.
- State Employee Benefits (SEB). ESD SEB implementation is delayed until 2024. In the meantime, we are working on some alternatives to include partnering with other ESDs.
- Senator Wellman, Early Learning and K-12 Committee Chair, is visiting ESDs. We learned last week that Senator Wellman will visit our ESD on August 1, 2019. Board members are welcome to join the meeting. Exact time TBD.
- WSSDA requested OESD host the WSSDA Region meeting; **Saturday, October 26, 10:00 AM – 1:00 PM.** With the OESD Board's support we will plan accordingly.

Additional Regional Events and Information

- Thanks to Carl Johnson, Elizabeth Drew, and Katie Proteau for attending our annual years of service and retirement celebration on May 17.
- Thanks to Elizabeth Drew for her participation in the annual AESD accreditation panel on May 20-21.
- Thanks to Katie Proteau and Susan Lathrop for attending the Jefferson County Education Partnership (JCEP) meeting in Port Townsend at Salish Coast (new elementary school) on Tuesday, May 23.
- Thanks to Liz for attending the recent Early Learning Policy Council meeting on June 18.
- Sequim Superintendent, Gary Neal, submitted his resignation effective June 30. The Sequim School Board hired an interim Superintendent, Dr. Rob Clark; 24 years of experience as a Superintendent. Currently he is the Milton-Freewater School District Superintendent in Oregon and he also served in Washington as the Superintendent for Cascade, Reardan-Edwall and Quilcene School Districts.
- The new South Kitsap Superintendent is Tim Winter; Clarkston Superintendent since 2014. The new Central Kitsap Superintendent is Erin Prince; Superintendent Corvallis School District, Oregon, for 5 years, 2011-2015.
- OESD will be hosting its annual new Superintendents' orientation on July 29.
- Queets-Clearwater School District Superintendent, Rick Rohlman, resigned effective June 30, 2019. The Queets School Board is searching for a new Superintendent; OESD provided search assistance. Queets-Clearwater School District requested state funding and a transition from K-8 to K-12. Details will follow.
- Kitsap County formally notified OESD that the Kitsap Alternative Transition School (KATS) will be terminated at the end of this school/calendar year. On April 26, a meeting with the Kitsap County and North Mason School District Superintendents, OESD and Kitsap County Officials, took place. We are currently exploring options.

Additional Regional Events and Information (continued)

- Port Angeles School District (PASD) teacher, Kathryn Lebuis Hartman is the 2020 OESD Regional Teacher of the Year. Our Region’s award is scheduled during the PASD Board Meeting on September 12 and OESD Board members are invited to attend. Additionally, Jefferson Elementary School will receive a state award for academic achievement.
- Four schools in our Region for school year 2017-18 were recently recognized by our state for their academic achievement: Brinnon Elementary, Jefferson Elementary (PASD), East Port Orchard and South Colby Elementary Schools (South Kitsap).
- AESA Conference 2019: OESD submitted a school safety break-out session proposal; our proposal was approved.
- Catalyst Charter School received authorization and consequently, OESD will provide a number of services beginning this summer.

Upcoming Events:

- **August 15, 2019**, 12:00 Noon - Next OESD Board Meeting
- **August 20, 2019**, Early Learning Policy Council (5:00 dinner)
- **September 1-16, 2019**, ESD Board Candidacy Filing Dates
- **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

- **2019-2020 Budget Review & Salary Review Update** – Revenue and expenditure sources were reviewed. Other highlights included:
 - Cooperative services fee increases for 2019-2020 (Network Services 10%, Data Processing 5%, and Special Services 7.4%)
 - Funding changes to grants/programs; budget capacity; salary and benefits - to include a 1.9% cost of living adjustment (COLA), additional adjustments per salary consultant recommendation
 - Insurance allocation increases and School Employee Benefits (SEB) delay for OESD
 - Budget versus actual fund balance amounts
 - Long-range facility planning and forecasting of future needs for staffing, enrollment, program growth/decline, office space, training space, and storage space
- **Budget Status Report** - OESD budget status reports were provided in the Board packets. The General Fund ending balance was \$-219,370.66 (adjusted amount considering the state’s GASB accounting formula is \$8.785 million). Unemployment Fund ending balance was \$4.316 million; the Workers Compensation Fund balance was \$11.731 million; and the Compensated Absences fund was \$747,593.71.

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

- **Teaching and Learning Updates:**
 - **State High School Art Show, May 17, 2019:** North Kitsap High School Student Cassidy M. Russell was honored with the State Superintendent’s Award for her piece titled, “Milk n’ Honey”. Here teacher is Caro Wilding.
- **Accreditation**
 - New AESD Accreditation Video & Resource page was highlighted during the meeting.
 - This year’s accreditation participating schools: Central Kitsap High School, Klahowya Secondary School, Port Angeles High School, and Port Townsend High School.

- **Teaching and Learning Updates** (continued):
 - **Special Services:**
 - Melanie Garrett, current Special Education Director at Quilcene is joining our team. She previously taught at Crownhill Elementary and Bremerton High School).
 - Five school psychologists (looking for 6) have been hired (three are from out of State, Oregon).
 - Looking to continue our Deaf and Hard of Hearing (DHH) preschool program next year, housed in Bremerton; (teacher for the program is to be determined).
 - **Student Services:**
 - Kitsap Alternative Transition School/KATS
 - Notified at the end of April that Kitsap County was terminating the KATS program effective Sept. 2019. A meeting will be taking place next week between the county judges to discuss the future of KATS (and possibly reconsider or discuss other options.) Unless a different decision is reached, OESD will still continue with Reduction in Force notification in later July/early August.
 - OESD is still looking to hire 2 positions for Career Connected Learning & Threat Assessment.
 - A success story was shared about how a WorkSource employee positively impacted a participant.
 - **Head Start/Early Head Start/ECEAP/Coalition**
 - North Mason School District’s (NMSD) transition is going well. A NMSD preschool/OESD teacher/staff training is being held today at the OESD.

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.

Head Start Self-Assessment – Information was provided in the Board packet. Donn Ring moved to approve the Head Start Self-Assessment, as presented. Stephanie Parker seconded the motion. Motion carried.

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

- 3210, Nondiscrimination of Students
- 3240, Student Conduct

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

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

Deletion of Policies: Donn Ring moved to approve the Deletion of Policies (listed below), as presented. Katie Proteau seconded the motion. Motion carried.

- 5204, Smoking by Staff Members

Budget Review and Hearing 2019-2020 - Monica Hunsaker reviewed the 2019-2020 OESD budget document, fund balances and revenues. She noted how the OESD has successfully worked to reduce expenditures and increase revenues (fees) throughout the past year. Several OESD programs did not increase fees for multiple years; therefore, fees are incrementally increasing. In 2018-2019, the OESD conducted and concluded a salary review. Required medical insurance, School Employee Benefits (SEB) will be delayed for OESD, and will not begin in 2020. Discussion was held about fiscal facts, variables and potential impacts. General conversation was held about long term fiscal planning.

Resolution #262, Budget 2019-2020 Katie Proteau moved to approve Resolution #262, Budget 2019-2020, as presented. Elizabeth Drew 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

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	5/22/19	155920	\$ 67,602.26
	5/31/19	155921-155965	\$ 266,176.40
	5/31/19	155122	VOID
	5/31/19	ACH	\$ 34,854.37
	5/31/19	155966-155984	\$ 161,905.33
	6/14/19	155984-155986	\$ 600.03
	6/14/19	155987-156037	\$ 131,603.86
	6/14/19	ACH	\$ 3,594.05
	Payroll:	5/31/19	702265-702281
5/31/19		WIRE	\$ 911,589.95
6/14/19		702282-702299	\$ 5,635.20
6/14/19		WIRE	\$ 27,536.05
Workers Comp:	5/16/19	403656	\$ 10,000.00
	5/31/19	403657-403660	\$ 72,664.37
	5/23/19	403661	\$ 45,000.00
	5/30/19	403662	\$ 25,000.00
	6/6/19	403663	\$ 30,000.00
	6/14/19	403664-403666	\$ 4,108.33
	6/13/19	403667	\$ 35,000.00
Unemployment:	5/31/19	200389	\$ 8,074.84
	6/14/19	200390	\$ 760.33
Compensated Absences:	5/31/19	600060	\$ 200.00

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

PERSONNEL

Sue Armstrong reviewed staffing changes. Employment of the following was recommended with no questions from the Board.

New Employees:

Employee	Position	Date
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

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
Dorothy Spring	Institutional Educational Teacher	8/5/19

Termination:

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

Renewal of Superintendent's Contract

1:55 PM – Chair Carl Johnson announced a break for approximately five minutes. After the break, the Board will immediately recess into Executive Session for approximately 60 minutes to review the performance of a public employee (pursuant to RCW 42.30.110)

2:00 PM – Executive Session Commenced.

2:48 PM – The Board returned to Regular Session and immediately adjourned.

Reminder: The next scheduled Board Meeting, 12:00 PM on Thursday, August 15, 2019.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair