

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

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 (Excused)

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:

Kristin Schutte, Executive Director, Student Services

Jeff Allen, Director, Youth Services

APPROVAL OF AGENDA

One change was made to the personnel sheet and was provided in the Board packets. Donn Ring moved to approve the agenda, as presented. Elizabeth Drew seconded the motion. Motion carried.

MINUTES

Elizabeth Drew moved to approve the minutes of the February 21, 2019, meeting, as presented. Stephanie Parker seconded the motion. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

- Carl Johnson noted appreciation for upgrades to the OESD website.
- Donn Ring noted that the graphs inside the Board packet are very helpful.
- Greg Lynch noted receipt of a certificate of appreciation from the United Way's Executive Director Carl Borg for annual contributions from OESD staff that personally donate.
- Shirley Johnson announced that the Neah Bay girls' basketball team took third place in the state.

ADMINISTRATIVE REPORTS

AESD Executive Board Report: (see below the Superintendent’s Report)

Superintendent’s Report:

Legislative, State & Region Items of Interest

- School Safety - SHB 1216 moves forward; companion bill SB 5317 DID NOT pass. Next steps include final passage from the Senate and then to fiscal committees for hopefully full funding.
- Washington ESDs 50th Anniversary at the Capitol Rotunda, March 28, 1:00-3:00. Katie Proteau and Carl Johnson will attend.
- Senator Wellman, Early Learning (EL) and K-12 Committee Chair, is visiting ESDs. We requested a May 31st Superintendents’ Advisory Council meeting visit to provide Senator Wellman an opportunity to meet all Superintendents and discuss K-12/EL challenges/plans. Final date pending, however, Board members are welcome to attend.
- OESD Spring School Safety Networking Breakfast: Kitsap Golf and Country Club, May 13, 7:30-9:30. Amanda and Amy Klinger, Educator’s School Safety Network, join us as guest speakers/trainers. The Klinger’s Co-authored a book, *Keep Students SAFE Every Day*. Their work in school safety is spotlighted in USA TODAY, C-SPAN, BBC, Newsweek, The Washington Post, and other media.

Additional Regional Events and Information

- Thanks to Katie Proteau for attending the Policy Council Meeting on March 19. The next Policy Council meeting is on April 16 (Stephanie Parker is scheduled to attend).
- Thanks to Elizabeth Drew for agreeing to participate as a member on the annual AESD accreditation panel at ESD 113 on May 20-21. If you would like to volunteer for one or both days, please let me know.
- Thanks to Carl Johnson, Elizabeth Drew, Katie Proteau and Stephanie Parker for attending our OESD annual Art Show and Reception on March 11. We enjoyed record attendance with over 150 students, staff, and families.
- HR Director search is complete. Anna Winney will join us in June as the new OESD HR Director.
- The new South Kitsap Superintendent is Tim Winter, Clarkston Superintendent since 2014. Central Kitsap announces their new Superintendent next week. The Sequim Superintendent is interviewing for a new position.
- Impacts of post McCleary legislation: Port Angeles, North Kitsap, Queets-Clearwater, and perhaps a few more school districts will be reducing their programs next school year because of a budget deficit.
- As a result of inclement weather and OESD office closure/delay this past winter, we installed a new emergency message, web-based notification system called FlashAlert Newswire.
- The State audit continues. We expect to schedule an OESD Board exit brief sometime in May.
- A joint Board-Superintendent services letter and survey to all School District Board Chairs/Superintendents will be sent this week. During this week’s Superintendents’ Advisory Council meeting, additional services for next school year will be discussed.

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

- **AESD Spring Conference 2019** - April 11-13. Hotel rooms are reserved for all Board members planning to attend starting on **Wednesday, April 10**. Retired Superintendent and former OESD Superintendent Walt Bigby will be joining us for some of the conference ESD 50th Anniversary events.

Board Meeting Schedule/Events for School Year 18-19 (continued):

- **Honoring past OESD Senior Leadership Team members:** Discussion around 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.
- **Please RSVP to Tina if you plan to attend the WASA Annual Awards Dinner** on Monday, April 15 at 6:00-9:00 PM at the Clearwater Resort, Salmon Hall Ballroom.

Other Reports:

Legislative Engagement: Stephanie Parker shared information about her visit with legislators in Olympia this week and reviewed highlights of the day. Superintendent Lynch noted some impacts of the new benefits required by the School Employees Benefits Board (SEBB). Board members discussed legislative engagement and SEBB, plus levy and Local Effort Assistance (LEA).

AESD Executive Board Report: Carl Johnson reported that he received a call from AESD President Rainier Houser on behalf of the AESD Executive Board to appoint Carl Johnson to fulfill Rainier Houser’s unexpired term (due to moving out of state) as President of the Executive Board.

Open Public Meetings Act (OPMA) Reminders were included in the Board’s packet. Superintendent Lynch reviewed the information with the Board, specifically noting the importance of being mindful of any communication by email to avoid creating an electronic meeting by selecting “reply all” when responding to an informational email.

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 \$-1.110 million (adjusted amount considering the state’s GASB accounting formula is \$7.894 million). Unemployment Fund ending balance was \$4.227 million; the Workers Compensation Fund balance was \$11.604 million; and the Compensated Absences fund was \$693,824.86.
The audit noted the negative fund balance, prompting discussion about sustainability although the negative fund balance is only due to the recording requirement of some liabilities.
- **Human Resources** - Sue Armstrong noted the following:
 - Two Open House events (exploring paths to certification) 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.
 - Preliminary information on the salary review will be provided to the Board in April.
 - The OESD will miss long-term employee Nancy Pittman as she retires this year.
- **Levy Elections** –Topic was not discussed during the meeting.

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

- **Teaching and Learning Updates:**
 - Winding down 2018-19 services and gearing up for 2019-2020 services. Sample of legislation that could impact T&L: paraeducator certificate & professional development, Computer Science, Career-Connect Learning, Regional School Safety Centers. Looking to partner with AWSP for new principal support in the 114 region and exploring the possibility of partnering with ESD 112’s ESD-U program in the future to bring to the 114 region.
 - Discussion about behavior support services and needs for districts will be discussed at Superintendents’ Advisory Council Meeting on March 22.
 - A broad overview of Healthy Youth Survey results for the 114 region from the fall 2018 survey were reviewed.

Teaching and Learning Updates (continued):

- Head Start/Early Head Start/ECEAP/Coalition. Topics reviewed:
 - Early Learning Director, Kristen Sheridan participated in a discussion on Feb. 28, 2019 at Olympic College (OC), with representatives from OC Sophia Bremer Child Development Center as part of a study OC is participating in, conducted by the Institute for Women Policy Research.
 - February 2019 data for special education was shared.

Superintendent Lynch noted a recent visit to Chimacum School District to provide some business supports. He also noted Susan Jung Lathrop will be providing some Teaching and Learning supports.

- **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 (January and February 2019) – Information was provided in the Board packet. Informational only – no action required.

2019-2020 Joint Recruitment Plan with Kitsap Community Resources: Stephanie Parker moved to approve the 2019-2020 Joint Recruitment Plan with Kitsap Community Resources. Shirley Johnson seconded the motion. Motion carried.

2019 Update to the 2017 Comprehensive Community Assessment: Some discussion was held about the distribution of this document for community leadership awareness. Elizabeth Drew moved to approve the 2019 Update to the 2017 Comprehensive Community Assessment. Cliff Huenergard seconded the motion. Motion carried.

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

1. 4041, Records Retention Management

Second Reading and Adoption of Revised Policies: Suggested revisions from first reading were made. Donn Ring moved to approve the Second Reading and Adoption of Revised Policies (listed below), as presented. Stephanie Parker 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)*

Draft School Year 2019-2020 Board Meeting Schedule Board members discussed potential dates for the Board Meetings for 2019-2020. Typically, meetings are held on the third Thursday of each month (except for July and December when there are no meetings). In November 2018 and April 2020, state level conferences are held during the third Thursday of the month; therefore, alternate dates were discussed.

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 March, 2019.

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	2/25/19	155570	\$ 108,282.85
	2/28/19	155591	\$ 31,185.80
	2/28/19	ACH	\$ 24,442.62
	2/28/19	155592-155609	\$ 159,967.08
	2/28/19	155610	\$ 342.55
	3/15/19	155611-155655	\$ 243,022.98
	3/15/19	ACH	\$ 5,410.12
Payroll:	2/28/19	702174-702184	\$ 3,929.96
	2/28/19	WIRE	\$ 897,650.87
	3/15/19	702185-702199	\$ 3,927.63
Workers Comp:	2/21/19	403619	\$ 65,000.00
	2/28/19	403620-403623	\$ 45,322.06
	2/28/19	403624	\$ 15,000.00
	3/7/19	403625	\$ 30,000.00
	3/15/19	403626-403633	\$ 114,628.02
Unemployment: Compensated Absences:	2/28/19	200385	\$ 2,567.31

Cliff Huenergard moved to approve the Vouchers and Payroll, as presented. Elizabeth Drew 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>
Renee Partsch	Student Assistance Professional	2/19/19
Megan Beisley	Student Assistance Professional	2/19/19
Quiana Williams	Clerical Assistant	3/13/19
Carlie Hantho	Youth Services Professional	4/1/19
Paul Katchatag	Maintenance Custodial Lead	4/1/19
Anna Winney	Human Resources Director	7/1/19

Retirement:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Nancy Pittman	Human Resources Specialist	6/28/19

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

1:15 PM – Chair Carl Johnson announced a break for approximately five minutes.

1:22 PM - STUDY SESSION

- **Student Services and Youth/Detention Center Services: Department Goals for School Year 2018-2019 –** Kristin Schutte, Executive Director, Student Services, and Jeff Allen, Director, Youth Services, reviewed their department’s mission statements, services offered (including Workforce Development programs), number of students served, staffing, fee structures and budget. In addition, goals, accomplishments, and challenges were presented along with ideas for future opportunities. Some anecdotal stories were also shared.

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

Miscellaneous:

Discussion was held about potential options when inclement weather may prevent Board members traveling to a meeting.

Discussion was held about the Board’s AESD Conference Basket with an Early Childhood theme. Elizabeth Drew and Stephanie Parker coordinated the basket on behalf of the Board and contributions to the basket are made with personal funds only.

2:11 PM – The Board adjourned.

Reminder: The next scheduled Board Meeting, 12:00 PM on Thursday, April 18, 2019.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair