

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
May 16, 2019

11:00 AM – 11:35 AM: AUDIT EXIT CONFERENCE (OESD Attendees: Monica Hunsaker, Mary Cook, Susan Jung Lathrop, Greg Lynch, Carl Johnson, Katie Proteau, Elizabeth Drew. Auditor's Office Attendees: Tina Watkins, Assistant Director of Local Audit, Carol Ehlinger, Program Manager, Zac Wilson, Assistant Audit Manager)

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
Donn Ring (Excused)
Shirley Johnson
Cliff Huenergard (Excused)
Stephanie Parker (Excused)
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:
Fred Corn, Consultant, Educational Management Solutions
Anna Winney, Incoming OESD Director, Human Resources (eff. July 1, 2019)

APPROVAL OF AGENDA

Katie Proteau moved to approve the agenda, as presented. Elizabeth Drew seconded the motion. Motion carried.

MINUTES

Elizabeth Drew moved to approve the minutes of the April 18, 2019, meeting, as presented. Katie Proteau seconded the motion. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

- The Board welcomed guests to the meeting.
- Shirley Johnson shared a commencement programs from her granddaughter's law school in Colorado.

ADMINISTRATIVE REPORTS

AESD Executive Board Report: Carl Johnson reported that the next AESD Executive Board meeting will be held in June. At that meeting, he will officially take his seat as President of the AESD Executive Board.

Superintendent's Report:

Legislative, State & Region Items of Interest

- School Safety - SHB 1216 was signed by the Governor on May 9, 2019. The good news is that nine Regional School Safety Centers (RSSCs), with three new positions, are in state statute. The initiative was funded at 21% and will require additional state funding through the State Legislature.
- State Employee Benefits (SEB) - HB 2140, not yet signed by the Governor, includes a SEB implementation delay for ESDs until 2024. The Governor has until May 21 to sign, not sign, or veto pending legislation.
- Senator Wellman, Early Learning and K-12 Committee Chair, is visiting ESDs in either August or September. We expect to see a tentative visit schedule before the end of this week.
- WSSDA requested OESD host the WSSDA Region meeting on 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 Elizabeth Drew, Katie Proteau, Donn Ring and Stephanie Parker for attending the WSSDA Regional meeting on Saturday, May 11.
- Thanks to Carl Johnson, Elizabeth Drew, Katie Proteau and Stephanie Parker for attending the OESD School Safety Breakfast on May 14.
- Thanks to Tim Garchow, WSSDA Executive Director, for facilitating a Board Candidate pre-filing discussion on May 7 at OESD 114. Two candidates, all from the NKSD area, attended.
- Classified Employee of the Year (EOY) Celebration was held on May 15 at OSPI. Quileute Tribal School, Stephanie Doebbler is our Region's EOY.
- Thanks in advance for joining us for our OESD Years of Service & Retirement Celebration on Fri., May 17.
- Thanks in advance to Elizabeth Drew for her participation in the annual AESD accreditation panel on May 20-21.
- Regional Jefferson County Education Partnership (JCEP) meeting in Port Townsend, at Salish Coast (new elementary school) on May 23 at 5:30-7:30 PM.
- The next Policy Council meeting is on May 21 - Carl Johnson is scheduled to attend. Elizabeth Drew is scheduled to attend the meeting on June 18.
- Sequim Superintendent Gary Neal submitted his resignation effective June 30. The Sequim School Board is in the process of hiring an interim Superintendent for the coming school year.
- 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.
- 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.
- AESA Conference 2019. OESD submitted a school safety break-out session proposal and awaits a response.
- Jessica Vavrus, WSSDA Director Gov. Relations, has been hired as the new OSPI/AESD Network Executive Director.
- Catalyst Charter School is awaiting authorization. Superintendent Lynch and Asst. Superintendent Lathrop attended a community public forum about Catalyst Charter School authorization on April 30, in Bremerton.
- Queets-Clearwater School District is facing a budget deficit of ~\$260K for school year 2019-20. Given the district's size, ~15 Full Time Equivalent (FTE) students, and declining enrollment, staff reductions are being considered. Even with significant staff reductions, we have concern that the district will remain fiscally solvent.

Additional Regional Events and Information (continued)

- The good news is that recently passed legislation provides Queets-Clearwater School District ~\$100K “hold harmless” dollars that will provide short-term mitigation for the coming school year.
- Artwork by student Jacob Simon (Elizabeth Drew’s grandson) titled, “Not as They Appear” from the South Kitsap High School, will be featured as the cover image of WSSDA’s summer publication of **DIRECT**.

Upcoming Events for School Year 18-19: OESD Board Meetings – June 20 and August 15, 2019.

Financial, Technology, and Human Resources – Monica Hunsaker introduced Consultant, Fred Corn, Educational Management Solutions, to provide a salary review update. An Executive Summary handout was provided to the Board.

- **Salary Review Update** – Mr. Corn provided a presentation on the process of how compensation was evaluated during the study, findings and recommendations to the Board considering funding availability. Ms. Hunsaker and Mr. Corn responded to questions from the Board. The timeline for implementation was reviewed. Other benefits to employees were discussed as potential options such as additional personal leave and a very limited pilot of telecommuting for specific positions. Salary schedules will be included in the budget proposal for the Board’s approval in June. In the meantime, information will be shared with the three Board Members unable to attend today’s meeting.

Monica Hunsaker provided preliminary budget information via PowerPoint presentation.

- **Budget Status Report & Preliminary 2019-2020 Budget** – A slide presentation was provided for the Board to review budget considerations, cost for salaries, core revenues and expenditures, fiscal impact of salary study, and impacts of School Employee Benefits (SEB) legislation. Pending the Governor’s decision on signing the delay for SEB for ESDs on May 21, final decisions on salary increases for ESD staff are on hold. The budget does not have room for both SEB and implementation of all salary study recommendations. Board Members thanked Fred Corn and ESD staff for the work on the Salary Study
- OESD budget is on track for the current year. The General Fund ending balance was \$-481,509.19 (adjusted amount considering the state’s GASB accounting formula is \$8.523 million). Unemployment Fund ending balance was \$4.33 million; the Workers Compensation Fund balance was \$11.731 million; and the Compensated Absences fund was \$792,721.10.

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

- **Teaching and Learning Updates:**
 - Legislative updates:
 - E2SHB 1139 – Educator Workforce Supply; changes the required comprehensive performance evaluation frequency from every four years to every six years. Districts will also likely see an impact (decrease) to their grants 664 monies as a result of legislative funding related to TPEP.
 - SHB 1658 – Paraeducators - 14 hours of mandatory training for Instructional Paraeducators, requirements for districts to implement and a timeline
 - E2SHB 1599 – High school graduation requirements and removes the direct link between statewide assessments and graduation requirements
 - ESHB 2140 – K-12 Funding; includes a new Career Connected Learning position at each ESD. Funding questions remain.
 - New Threat Assessment position – considerations are underway to fulfill the need to support the work of the Regional School Safety Center (RSSC).
 - Accreditation is scheduled for May 21 and 22. ESD 189 has prepared a 3-minute video about the process to be used as a marketing tool to school principals.
 - Angela Wageman, currently the OESD Certification Specialist, has been hired as the new Human Resources and Certification Specialist effective July 1. An additional administrative assistant position will be posted for HR/Certification.

Teaching and Learning Services (continued) -

- Carrie Schmidt, former staff member of OESD’s Early Learning Department, passed away last week. Some staff will be attending her service on Friday, May 17.
- In response to a question from board regarding approximate expenditures of \$42 k for Early Learning training, Ms. Lathrop noted that the training expenditure meets part of the program’s grant requirements.
- Update on School Safety Networking Breakfast on May 13: Approximately 15 attendees participated in the follow-on professional development offered at the OESD after the breakfast event. Representatives from several districts, law enforcement and another ESD, attended.
- **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 (March 2019) – Information was provided in the Board packet. Informational only – no action required.

Head Start Continuation Grant Application Shirley Johnson moved to approve the Continuation Application of Head Start Grant, as presented. Katie Proteau seconded the motion. Motion carried.

Early Head Start Child Care Partnership Continuation Grant Application

Elizabeth Drew moved to approve the Continuation Application of Early Head Start Grant, as presented. Shirley Johnson seconded the motion. Motion carried.

ECEAP Self-Assessment Katie Proteau moved to approve ECEAP Self-Assessment, as presented. Shirley Johnson seconded the motion. Motion carried.

Resolution #261, Joint Resolution for Early Learning Services in North Mason School District Superintendent Lynch reviewed the need for moving the Early Learning Services from ESD 113 to OESD 114 in North Mason School District. Elizabeth Drew moved to approve Resolution #261, Joint Resolution for Early Learning Services in North Mason School District, as presented. Katie Proteau seconded the motion. Motion carried.

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

- 4040, Public Records Requests
- 1610, Conflict of Interest

Presentation and First Reading of Revised Policies: Susan Jung Lathrop noted these two policies have been revised to reflect updated law and practice. Shirley Johnson moved to approve the Presentation and First Reading of Revised Policies (listed below), as presented. Elizabeth Drew seconded the motion. Motion carried.

- 3210, Nondiscrimination of Students
- 3240, Student Conduct

Deletion of Policies: Sue Armstrong noted that the following policy is recommended for removal because the content is redundant and is already included in current law and regulations. Katie Proteau and Elizabeth Drew moved to approve the Deletion of Policies (listed below), as presented. Shirley Johnson seconded the motion. Motion carried.

- 4310, Relations with Law Enforcement and Child Protective Agencies

VOUCHERS AND PAYROLL

Payroll information has been included in the Board packet.

VOUCHERS AND PAYROLL (continued)

**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 May, 2019.

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	4/15/19	ACH	\$ 5,353.44
	4/15/19	155732-155733	\$ 540.55
	4/15/19	155734-155792	\$ 163,631.89
	4/23/19	155793	\$ 86,060.09
	4/30/19	155794-155841	\$ 209,488.56
	4/30/19	ACH	\$ 40,986.61
	4/30/19	155842-155860	\$ 166,277.61
	5/15/19	155861-155916	\$ 185,261.27
	5/15/19	ACH	\$ 3,826.51
	5/15/19	155917-155919	\$ 1,042.56
Payroll:	4/15/19	702214-702234	\$ 6,173.22
	4/30/19	WIRE	\$ 932,438.12
	4/30/19	702236-702249	\$ 4,409.77
	5/15/19	WIRE	\$ 17,546.83
	5/15/19	702250-702264	\$ 4,784.68
Workers Comp:	4/15/19	403642-403645	\$ 76,473.45
	4/11/19	403646	\$ 30,000.00
	4/18/19	403647	\$ 115,000.00
	4/30/19	403648-403649	\$ 36,812.96
	4/25/19	403650	\$ 25,000.00
	5/2/19	403651	\$ 30,000.00
	5/15/19	403652-403654	\$ 386,469.69
	5/9/19	403655	\$ 40,000.00
Unemployment:	4/30/19	200387	\$ 760.33
	5/15/19	200388	\$ 36,569.80
Compensated Absences:			

Katie Proteau 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:

PERSONNEL (continued)

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Ashley Siegel	Home Visitor Early Learning	5/13/19
Tenika Williams	Home Visitor Early Learning	5/13/19
Tasha Newcomb	Student Assistance Professional	8/26/19
Jennifer Zehrung	Teacher of the Visually Impaired	9/1/19
Laura LaFarga	Behavior Specialist	9/1/19

Resignation:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Erin Quinn	YouthBuild Kitsap	5/30/19
Rolland Pittman	Courier	6/28/19

Retirement: None

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

Comment: Superintendent Lynch noted the board has actioned 52 policies since August 2018.

1:48 PM – Chair Carl Johnson announced a break for approximately ten minutes.

1:58 PM – Carl Johnson announced that the Board would recess into Executive Session for approximately thirty minutes to review the performance of a public employee (pursuant to RCW 42.30.110)

2:30 PM – The Board returned to Regular Session and immediately adjourned.

Reminder: The next scheduled Board Meeting, 12:00 PM on Thursday, June 20, 2019.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair