

MINUTES  
BOARD OF DIRECTORS  
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114  
November 14, 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  
Donn Ring  
Shirley Johnson  
Cliff Huenergard (Excused)  
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  
GUEST: Kristen Sheridan, Director of Early Learning

APPROVAL OF AGENDA

Donn Ring moved to approve the agenda, as presented. Katie Proteau seconded the motion. Motion carried.

MINUTES

Katie Proteau moved to approve the minutes of the October 17, 2019 meeting, as presented. Elizabeth Drew seconded the motion. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

- None

ADMINISTRATIVE REPORTS

**AESD Executive Board Report & Homework Assignment:** Carl Johnson provided handouts in preparation of AESD Executive Board Meeting and asked for feedback, if any, prior to the meeting on November 20, 2019. Handouts included the meeting agenda, point-of-contact document, and collective feedback from the OESD Board members that will be shared at the AESD meeting. Board members discussed legislative feedback and informational resources for the ESD Legislative Representatives. OESD's Legislative Representative is Elizabeth Drew.

**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

- The AESD draft legislative priorities for the upcoming session are School Safety, ESD Funding Model and Early Learning Coordinators. A legislative flyer outlining those priorities and talking points will be available soon.

### Legislative, State & Region Items of Interest (continued)

- In conjunction with ESDs in Oregon and Alaska, Washington AESD was awarded a 5 year \$3M+ federal grant focusing on rural, poverty, American Indian/Alaska Native, English Language Learners & Early Learning. The goals: Provide intensive capacity-building services, promote effective instruction, and provide families/students access to a high-quality education that meets their unique needs. Grant dollars include hiring one FTE to manage/communicate the grant's progress. ESD 113 posted the position; the person will work inside ESD 113 at least three days each week.
- I participated in a state-wide committee to explore alternative pathways for recruitment of non-traditional candidates to become K-12 educators on November 5 at OSPI. The committee is in the process of writing a report detailing action steps to improve recruitment that will be submitted to the Legislature in January.
- You are welcome to join us on Dec. 13, 9:00-11:00 AM. Legislators will be joining the Superintendents' Advisory Council (SAC) discussion around legislative priorities for the upcoming session. Because the upcoming legislative session is a "short" one, the meeting will be relatively small and include mostly superintendents.

### Additional Regional Events and Information

- Thanks to Cliff Huenergard for attending the last Early Learning Policy Council meeting on October 15. The next Policy Council Meeting is on November 19 and open for sign-ups. Stephanie will attend the Dec. 17 meeting, and Carl is signed up for January 21.
- Thanks to Carl Johnson, Elizabeth Drew, Katie Proteau, Shirley Johnson and Stephanie Parker for attending the OESD hosted Washington State School Directors' Association (WSSDA) District 4 Region meeting on Saturday, October 26.
- Thanks to Elizabeth Drew for participating in the AESD third year AESD Accreditation review for Olympic (CKSD) and North Mason High Schools on October 30 at our ESD.
- The WSIPC Board of Directors (all ESD Superintendents) Retreat was on November 6. The conversion from the current Skyward product to the new Qmlativ product is on hold until further notice.
- ESD Board Member candidate ballots for the run-off election for position 4, Stephanie Parker and Ken Ames, are due on Nov 16 and results available on Nov 25. Vote reminders were sent to School District Board Members in our Region via email. Voting percentages by ESD region were presented and compared 2015, 2017, and 2019 ESD Board elections participation by voters.
- AESA Conference 2019. OESD school safety break-out session is approved. The session will be co-presented by OESD 114 and NEWESD 101. The session is scheduled for **Saturday, December 7, 2019 at 9:00 AM.**
- Our ESD is working with the City of Bremerton Managing Engineer to address the overhead street lighting problem at the ESD entrance on National Avenue across from Burwell Avenue. Last school year a pedestrian was hit by a vehicle and killed within 100 yards of the ESD entrance.
- Travel itineraries for WSSDA and AESA Conferences were provided in October. For those traveling to WSSDA in Bellevue, reservations for the Boards' Night Out on Friday, November 22 are at the Sea Star at 5:45 PM.
- The upcoming 2020 Census is used as the data source for federal funding; \$16B to Washington citizens. The State Superintendent is asking all school district superintendents to engage their communities around promoting the census.
- NEWS – Network for Excellence in WA Schools. Ongoing state-wide conversation around continuing NEWS and associated costs. OESD belongs to NEWS and contributes dues to the Network.
- Discussion was held regarding recent communications from Washington Education Association (WEA) having interest in WEA-friendly school board members.

### **Additional Regional Events and Information** (continued)

- AESD Communications Collaborative: A new infographic video resource for school districts describing the difference between school levies and bonds was shown to the Board. OESD is part of the Communications Cooperative and is able to provide these resources to districts that would like to utilize the contracted services and help districts mitigate cost for running a ballot measure campaign.
- Board members held general discussion about professional dress in the workplace, what is/is not appropriate.

### **Upcoming Events:**

- **Legislative Conference**, February 9-10, 2020, Registration Opens Dec. 4

### **Financial, Technology, and Human Resources – Monica Hunsaker**

- **Next Budget Status Report:** Because the OESD is in the process of closing the books for 2018-19 fiscal year, the next budget status report will be available at the end of December and provided in the January Board packet.
- **Benefits Update:** A report including new OESD benefit rates was provided in the Board packets. School Employee Benefits (SEB) - delayed until 2024 for OESD. Due to premium increases, and depending upon an employee's choice of plans, some staff members could potentially see a decrease in their take home pay beginning in January 2020.
- **School District Enrollment and Fund Balances:** A report was provided in the Board packet. Key information on the report was highlighted for the Board.
- **Changes in federal legislation** regarding school food services could impact students in local districts.
- **Winter Break Building Closure:** All of the Districts we serve are closed during winter break and it is generally a quiet time around the agency. With this in mind, we will close the building starting on December 23 and re-open on January 6. We will be notifying our district contacts of the closure and a notice will be posted on the website. Some staff may be working in the building during that time.
- **Retirement Announcement:** Mark Winney, Director of Data and Technology, has announced his retirement at the end of June 2020.
- **Catalyst Public Schools** will be located in the former Manette Elementary School building in Bremerton.
- **Human Resources:** HR and Special Services staff will be attending a career fair in Orlando, Florida in November to recruit speech language pathologists (SLPs). Currently, OESD is contracting SLP and school psychologist services to fill the current demand. A booth display was presented to the Board.

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

- OESD hosted 3<sup>rd</sup> year Accreditation on October 30.
- On July 29, 2019, a new Measles Mumps Rubella (MMR) vaccine requirement for students went into effect. Personal and philosophical exemption are no longer accepted. 30-day deadline from when a child first starts school to provide the needed documentation to the school. McKinney-Vento students are exempt from this.
- A social worker position has been posted; will be a part of OESD's Special Services Dept. Coop.
- Partnership between Special Services and Curriculum, Instruction, and Assessment team/Beginning Education Support Team (BEST) – to fulfill need for on-going professional development for new special education teachers. Four sessions throughout the year; first session begins Monday, November 18. State required paraeducator training is separate, although paraeducators can participate per arrangements worked out with their districts.
- All 9 ESDs submitted a joint inclusionary practices grant and were awarded \$3.5 million dollars during school year 2019-2020 through 2020-2021. ESHB 1109 provided \$25 million for coaching & mentoring for inclusionary practices. Work is underway to coordinate between all the grant awardees in the rollout of the grant. WASA (in partnership with WSSDA) & WEA are also grant recipients.
- Jeff Allen, OESD Youth Services Director, was asked to present at last week's statewide BECCA Conference on *The Science of Heart & Hope*.

**Teaching and Learning Services** (continued)

- State Auditors Office performing audit to evaluate Washington’s Prevention & Early Intervention Efforts in Students’ Behavioral Health. A meeting will be taking place at OESD on Monday, November 18, to learn more about the Student Assistant Professional (SAP) role and impact.
- A YouthBuild grant was resubmitted July 2019, and notification was to occur in September/October if OESD was awarded funding. At the end of December the current YouthBuild program ends. If there is no notification, OESD may need to reduce staff by 2.4 FTE at the end of December.
- A former high school student who received services from an OESD SAP sent a note specifically thanking the SAP for their assistance through past difficulties and teaching the skills to overcome barriers. The person is now helping to teach those skills to others.
- The 3<sup>rd</sup> Annual Early Learning Conference is taking place tomorrow, November 15 and Saturday, November 16, at OESD. Near sold-out attendance on both days.
- ESD Superintendents discussed ECEAP reimbursement rates and may follow-up with a letter of support to increase the current reimbursement rate.
- Transitional Kindergarten, also known as Promise K, Early Entry K, or Opportunity K was discussed. Districts will now have opportunity to run a program for those students that are not yet age five who do not have access to high-quality early learning experiences. OSPI has five pillars for districts to follow if it’s decided to run a Transitional Kindergarten program, including Pillar 5: coordinated outreach and enrollment with community-based preschool programs. There are potential impacts to current OESD early learning programs if coordination does not take place between school districts and established early learning programs. Conversation continues about what coordination will look like between school districts in the OESD Early Learning catchment area.
- Working with Senior Prosecuting Attorney Todd Dowell to schedule (January 10, 2020) a professional learning opportunity for principals and School Resource Officers (SROs). Discussion about training for SROs in preparation for the 2020-2021 school year as outlined in 2SHB 1216 was reviewed.

**BUSINESS**

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

**Presentation and First Reading of Revised Policies:**

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

Stephanie Parker asked about titles listed in procedures and suggested generic titles in case of a title change.

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

**Second Reading and Adoption of Revised Policies:**

- 6000, *Budget*
- 6020, *Accounting System*
- 6022, *Fund Balance*
- 6114, *Gifts and Donations (Renamed and renumbered from 6120 - Gifts from Public)*
- 6250, *Electronic Resources/Cellular Phones (Renamed and renumbered from 6002 – Cellular Phones)*

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

**Deletion of Policy 6216, Reimbursement for Goods and Services**

Katie Proteau moved to approve the Deletion of Policy 6216, *Reimbursement for Goods and Services*, 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**

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 14<sup>th</sup> day of November, 2019.

<b>FUND</b>	<b>DATE PAID</b>	<b>WARRANT #'S</b>	<b>AMOUNT</b>
General:	10/25/19	156449	\$ 162,810.28
	10/31/19	156450-156498	\$ 211,328.80
	10/31/19	ACH	\$ 48,349.24
	10/31/19	156499-156518	\$ 186,296.15
	10/31/19	156519	VOID&REISSUE
	10/31/19	156520	\$ 5,000.00
	11/15/19	156521-156560	\$ 156,767.63
	11/15/19	156561-156563	\$ 789.97
	11/15/19	ACH	\$ 3,571.68
	Payroll:	10/30/19	702479-702488
10/31/19		WIRE	\$ 1,089,220.59
11/15/19		702489-702505	\$ 6,083.89
11/15/19		WIRE	\$ 26,964.90
Workers Comp:	10/17/19	403718	\$ 45,000.00
	10/24/19	403719	\$ 20,000.00
	10/31/19	403720-403721	\$ 61,783.61
	10/31/19	403722	\$ 20,000.00
	11/7/19	703723	\$ 73,000.00
Unemployment:	10/31/19	200400	\$ 8,236.33
Compensated Absences:	10/25/19	600064	\$ 26,674.96
	10/31/19	600065	\$ 200.00

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

**PERSONNEL**

Anna Winney reviewed staffing changes. The following personnel changes were recommended.

**New Employees:**

<b>Employee</b>	<b>Position</b>	<b>Date</b>
Phoebe Sinclair	Lead Teacher – Theler ECEAP	11/1/19
Ivory Johnson	Infant Toddler Coordinator Asst	11/4/19

**Resignations:**

<b><u>Employee</u></b>	<b><u>Position</u></b>	<b><u>Date</u></b>
Morgan Kaplan	Registered Behavior Technician	10/25/19
Rosa Salvador	Home Visitor	10/25/19
Lydia Peterson	Infant Toddler Lead Teacher – Discovery	11/6/19

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

**1:26 PM** – Carl Johnson announced that the Board would recess for approximately five minutes prior to the Study Session.

**STUDY SESSION**

**1:33 PM – STUDY SESSION – Early Learning Department Goals, School Year 2019-2020:**

**School Year 2019-2020:** Kristen Sheridan, Director of Early Learning shared highlights about strategic planning for the Early Learning Department, services provided across five school districts (North Kitsap, South Kitsap, Bremerton, Central Kitsap and North Mason), changes in the Coalition (Washington Communities for Children), updates on ECEAP and Head Start/Early Head Start programs, staffing, budgets, community engagement, and future year goals. Information about the sold-out third annual Early Childhood Conference, scheduled for November 15 & 16, was provided. She also covered the Annual Head Start Training for the Board regarding compliance with child outcomes, eligibility & enrollment, and governance & oversight. Ms. Sheridan answered questions from Board members and shared anecdotal stories.

Superintendent Lynch and the Board acknowledged the Early Learning Department as they have recently experienced the loss of staff member Lisa Cragg, who passed away on November 9.

**2020-2021 Board Goals – Preliminary Discussion:** Board members reviewed current school year 2019-2020 goals and shared thoughts & ideas as they begin to consider goals for next school year 2020-2021. Board members will consider modifications to each of the goals to broaden the description & describe the reason for the goal. Ideas shared:

- Invite board members from each district to join the OESD Board for a meeting to share info during communications and announcements.
- Form a small sub-committee to come up with proposed goal changes & return in January with suggestions. Stephanie Parker, Katie Proteau, and Elizabeth Drew offered to schedule a sub-committee meeting.

**EXECUTIVE SESSION**

**2:25 PM** – Chair 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).

**3:04 PM** – The Board returned to Regular Session and immediately adjourned.

**Reminder:** The next scheduled Board Meeting, 12:00 PM on Thursday, January 16, 2020.

Respectfully submitted,

Gregory J. Lynch  
Secretary to the Board

Carl Johnson  
Chair