

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

11:40 AM – Lunch was served and no business was conducted. Special Photography was presented by Donn Ring. New staff member Kimberly Hetrick, Career Connected Learning Coordinator, was introduced prior to the start of the meeting.

REGULAR SESSION CALL TO ORDER

Chair Carl Johnson called the meeting to order at 12:06 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 (Excused)
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
Anna Winney, Director of Human Resources/Safety & Health
Tina Schulz, Executive Assistant
GUEST: Cathie Seevers, OESD Fiscal Officer

APPROVAL OF AGENDA

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

MINUTES

Donn Ring moved to approve the minutes of the September 19, 2019, meeting, as presented. Shirley Johnson seconded the motion. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

- Stephanie Parker shared a best practice of reaching out to school districts. Attends North Kitsap board meetings and has also met a board member for coffee.

ADMINISTRATIVE REPORTS

AESD Executive Board Report & Homework Assignment: Carl Johnson led discussion and Board members provided feedback on the following questions.

Q1: How can the AESD best assist our OESD Board? *(The Executive Board brings one Board member from each of the nine ESDs to connect on issues that affect all ESDs.)*

Feedback:

- Email updates on the AESD Executive Board to all Board members
- Provide information on the budget status report and expenditure of funds
- Send agendas for AESD Executive Board Meetings to all OESD Board members approximately one week prior to the meeting for input/feedback

AESD Executive Board Report & Homework Assignment (continued):

- Examples of how the AESD Exec. Board will be working with the ESD Boards (AESD Constitution references working with ESD Boards):
 - The AESD Annual Conference provides an opportunity for all ESD Board members to meet each other, review budget and committee work (budget, nominating, strategic plan), in addition to holding conversations about issues.
 - The Legislative Representative provides updates to the Executive Board and ESD Boards have the opportunity to provide feedback on the legislative issues.
 - Executives meet shortly ahead of each Exec. Board meeting allowing an opportunity to include greetings and information sharing about happenings in their respective regions.
 - ESD Board members could potentially reach out to the Board Presidents of each District in their respective districts and report to their AESD Executive Board member.
 - Jefferson County Educational Partnership (JCEP) meetings were discussed as an example of a great way to connect with other school boards.
 - Other intersects for ESD Board members may include attending events held at the ESD.
- Improvement on sharing of initiatives between AESD Exec. Board and Superintendents.

Q2: As members of the OESD Board, what are your expectations of the AESD Executive Board?

Feedback:

- Bring back highlights of what happened at the AESD Executive Board meetings to ESD Board meetings.
- Suggested a Zoom (electronic meeting) perhaps a couple of times per year with the AESD Executive Director Executive Director, OSPI / AESD Network Integration Jessica Vavrus, or invite her to attend a board meeting in person.

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

- OESD will host the WSSDA District 4 Region meeting on Saturday, October 26, 10:00 AM – 1:00 PM. Please RSVP to Tina so that we can get you registered if you plan to attend.
- The AESD draft legislative priorities for the upcoming session are School safety, ESD funding model and EL Coordinators. A legislative flyer outlining those priorities and talking points will be available soon.

Additional Regional Events and Information

- Thanks to Cliff for attending the last Early Learning Policy Council meeting on October 15. The next Policy Council Meeting is on November 19 and is open for sign-ups.
- Thanks to Stephanie for attending the MIC3 State Council meeting at OESD on October 9, and the Jefferson County joint Board-Superintendent meeting in Brinnon and the Port Angeles SD Board Meeting on September 11.
- Pending final travel approval, I'll be attending the annual national MIC3 meeting as the WA Commissioner for the Compact. Meeting and travel dates are Tuesday-Thursday, October 22-24. The meeting is in Colorado.
- A reminder the AESD third year AESD Accreditation review for Olympic (CKSD) and North Mason High Schools is schedule on October 30 at our ESD starting at 9:00 AM. Thanks to Liz for signing up to participate.
- I have been asked by OSPI to join a PESB state-wide Committee to explore alternative pathways for recruitment of non-traditional candidates to become K-12 educators. I have agreed to support the effort and the first Committee meeting is scheduled for the beginning of November.
- The WSIPC Board of Directors (all ESD Superintendents) Retreat is scheduled for November 6. The Retreat is timely since we (all ESDs) are experiencing a number of delays that will impact the conversion from the current Skyward product to the new Qmlativ product.

Additional Regional Events and Information (continued)

- ESD Board Member candidate ballots were due on October 16 with an expected notification of the final results not earlier than October 27. As soon as the information is available Board Members will be immediately notified about the results. Individual reminder letters to cast a ballot were sent to every SD Board Member in every SD in our Region.
- A final draft of our Region's SD Superintendent legislative platform for the upcoming legislative session was provided. Our Region's platform is in direct alignment with WASA's platform and contains a number of priorities that are similar to the WSSDA draft platform as well.
- OESD received \$733,695 for the annual 1/10 of 1% Kitsap County Behavioral Health grant (January 1-December 31, 2020)
- 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 are provided in each Board book today. For those traveling to WSSDA in Bellevue, we will make reservations for the Boards' Night Out Dinner on Friday, November 22. Please let Tina know if you plan to attend the dinner.
- A review of data representing national demographics of school district superintendents along with data representing turnover of the school district superintendents in our OESD region. Discussion was held.

Upcoming Events:

- **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

- **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. October enrollment information is currently being collected and an update will be provided at the next Board meeting. Queets-Clearwater School District's fall enrollment fluctuation, budgeting, and negative fund balance projections were discussed. What to consider if the District enters into binding conditions, were noted.
- **Great Shakeout:** This morning, OESD staff in the Bremerton office participated in a drop/cover/hold activity and then practiced evacuating the building. A short debrief was held afterward.
- **Human Resources:** HR 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.

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

- OESD is hosting 3rd year Accreditation on October 30.
- Jeff Allen, OESD Youth Services Director, has been invited along with six other individuals from various entities to accompany Career Connect WA at an upcoming conference in Massachusetts.
- Paraeducator training is being offered in Crescent at the end of the month.
- South Kitsap School District notified OESD that it will no longer be part of the cooperative services for clock hours beginning September 1, 2020. Impacts are being evaluated.
- Clock hours were processed in large volume this past July through September. A special thank you note from a teacher was shared with the Board. The note expressed the importance and appreciation of OESD's clock hour service and the positive impact it had on the family and income in time of hardship.

BUSINESS

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

Presentation and First Reading 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)

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

Deletion of Policy 6001, Budget Implementation and Payroll Deductions

Stephanie Parker moved to approve the Deletion of Policy 6001, Budget Implementation and Payroll Deductions, as presented. Donn Ring 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 17th Day of October, 2019.

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>		<u>AMOUNT</u>
General:	9/23/19	156331	\$	158,622.71
	9/23/19	156332	\$	83,620.07
	9/30/19	156333-156362	\$	187,346.17
	9/30/19	ACH	\$	18,811.51
	9/30/19	ACH	\$	2,067.98
	9/30/19	156363-156382	\$	173,160.84
	9/30/19	1556383	\$	2,101.12
	10/15/19	156384-156405	\$	68,981.35
	10/15/19	156406	\$	6,043.50
	10/15/19	156407-156444	\$	73,857.17
	10/15/19	156445	\$	2,016.84
	10/15/19	ACH	\$	2,264.99
	10/15/19	ACH	\$	1,047.34
	10/15/19	156446-156448	\$	762.53
	Payroll:	9/30/19	702435-702437	\$
9/30/19		702438-702452	\$	4,052.83
9/30/19		WIRE	\$	1,059,780.82
10/15/19		WIRE	\$	15,731.63
10/15/19		702453-702478	\$	8,554.17
Workers Comp:	9/12/19	403706	\$	75,000.00

Workers Comp	9/19/19	403707	\$	5,000.00
	9/30/19	403708-403709	\$	2,797.33
	9/26/19	403710	\$	50,000.00
	10/3/19	403711	\$	30,000.00
	10/11/19	403712	\$	28,049.67
	10/15/19	403713-403716	\$	41,685.80
	10/10/19	403717	\$	40,000.00
Unemployment:	10/15/19	200399	\$	760.33
Compensated Absences:	10/15/19	600062-600063	\$	181,891.63

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

PERSONNEL

Anna Winney reviewed staffing changes. Employment of the following was recommended.

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Erin Sullivan	Teacher of the Deaf	9/26/19
Matthew Collins	Orientation & Mobility Specialist	10/7/19
James Mills	School Psychologist	10/14/19
Kimberly Hetrick	Career Connected Learning Coordinator	10/14/19
Richele Strong	Recruitment & Community Engagement Coordinator Asst	10/14/19
Prabhkirandeep (Karen) Grewal	Para for Students who are Deaf	11/5/19

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Wendy Huskey	Assistant Teacher	9/26/19
Stacey Hudgins	Lead Teacher	9/26/19
Dana Marklund Tharaldson	SAP – Port Townsend	10/15/19
Lisa McHenry	Lead Teacher	10/18/19

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

STUDY SESSION

1:21 PM – STUDY SESSION – Human Resources & Financial Services Department Goals,

School Year 2019-2020: Anna Winney, Director of HR/Safety & Health, and Cathie SeEVERS, Fiscal Officer, each reviewed their department budgets, goals, staffing and services provided. HR safety and health training, Business Academy, communications practices, and challenges were also shared. Anecdotal stories were shared followed by discussion.

EXECUTIVE SESSION

1:48 PM – Chair Carl Johnson announced that the Board will recess for approximately five minutes followed by Executive Session **for approximately 10 minutes** – to review the performance of a public employee (pursuant to RCW 42.30.110).

1:53 PM -- Executive Session commenced.

1:58 PM – The Board returned to Regular Session for general discussion.

2:03 PM – The Board adjourned.

Reminder: The next scheduled Board Meeting, 12:00 PM on Thursday, November 14, 2019.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair