

MINUTES  
BOARD OF DIRECTORS  
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114  
September 19, 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 (Excused)  
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 Human Resources  
Tina Schulz, Executive Assistant  
GUEST: Sue Corey

APPROVAL OF AGENDA

Elizabeth Drew moved to approve the agenda, as presented. Stephanie Parker seconded the motion. Motion carried.

MINUTES

Donn Ring moved to approve the minutes of the August 15, 2019, meeting, as presented. Stephanie Parker seconded the motion. Motion carried.

COMMUNICATIONS & ANNOUNCEMENTS

- Stephanie Parker expressed appreciation of Brinnon hosting the Jefferson County Education Partnership (JCEP) meeting. She shared some highlights of the meeting.
- Cliff Huenergard, Elizabeth Drew and Stephanie Parker discussed the Open House they attended at Theler Early Learning Center in Belfair and commented on the quality of the new facility. Commendations to the OESD Early Learning Program.

ADMINISTRATIVE REPORTS

**AESD Executive Board Report:** Carl Johnson reported that the AESD Executive Board meeting was held on September 18, 2019, at Puget Sound ESD. The meeting included a review of AESD Constitution and membership. Voting members are on the Executive Board and carry the ultimate responsibility. Copies of the AESD Constitution were provided, and Board members were encouraged to review it. Other topics included: Roles and responsibilities, AESD strategic plan, AESD contact list (update underway), meeting schedule update, and a vote on budget adjustments/revisions including WSIPC's partner contribution (unanimously

**AESD Executive Board Report:** (continued)

approved). Jessica Vavrus, AESD Executive Director, provided her vision for the network. Melissa Gombosky, Legislative Liaison, provided a report.

**Homework assignment for AESD Board members:** Carl Johnson requested that each Board Member provide feedback at the next OESD Board meeting in October on their perception/belief of what are some supports that ESD Board members expect from the AESD and what are our expectations of the AESD Executive Board. One suggestion was made – provide the Executive Board meeting agenda to all ESD Board members a week prior to the meeting for potential input.

**Superintendent’s Report:**

**Legislative, State & Region Items of Interest**

- OESD will host the Washington State School Directors’ Association (WSSDA) Regional meeting on Saturday, October 26, 10:00 AM – 1:00 PM.
- The Association of Educational Service Districts (AESD) legislative priorities for the upcoming session are School safety, ESD funding model, and Early Learning Coordinators.

**Additional Regional Events and Information**

- Board Members are invited to attend our monthly Regional Superintendents meeting on September 27, 9:00–10:30 AM at OESD 114.
- Thanks to Stephanie Parker for attending the last Early Learning Policy Council meeting on September 17, and to Carl Johnson for attending the meeting on August 20. The next Policy Council Meeting is on October 15 and Cliff Huenergard is planning to attend.
- Thanks to Stephanie Parker for attending the Jefferson County Board-Superintendent Meeting in Brinnon and the Port Angeles Board Meeting on September 12.
- Thanks to Cliff Huenergard, Elizabeth Drew, and Stephanie Parker for attending the Open House held at the new Mary E. Theler Early Learning Center in Belfair on September 9.
- On September 9, OESD was notified that it received two statewide Career Connected grants for a total of \$400,000.00. Every Superintendent in our region favorably endorsed multiple (three different grants) Career Connect grant applications in August. Kristin Schutte, Jeff Allen and a number of others produced outstanding grant applications under tight timeline constraints.
- Queets-Clearwater School District Superintendent, Rick Rohlman, resigned June 30, 2019. The Queets School Board hired Lee Petty as its new Principal-Superintendent the weekend before Labor Day. Lee is new to our state and this is his first experience as a Superintendent. Lee is our fourth new Superintendent for this school year. Other districts with new superintendents are Central and South Kitsap & interim at Sequim.
- Two key coordinator positions are in the process of being filled: Threat Assessment Coordinator, Malorie Woods, (hired in August) and a new Career Connected Learning Coordinator position with an expected hiring date before the end of September.
- Board Members are invited joining us for the annual Military Interstate Compact on Education for Military Children (MIC3) State Council Meeting at OESD on October 9 at 9:00 AM–12:00 PM. Following this meeting, we will also host a statewide MIC3 professional development (PD) for staff and administrators to learn more about the MIC3 Compact. The National MIC3 Executive Director (ED), and Military Impacted Schools Association (MISA) ED will be joining us for both the MIC3 State Council Meeting and the MIC3 PD. Legislators, Department of Defense (DoD) officials and the State Superintendents are invited to the State Council Meeting.
- Association of Educational Service Association (AESAs) Conference 2019: OESD school safety break-out session is approved. The session will be co-presented by OESD 114 and NEWWSD 101. The session is scheduled for **Saturday, December 7, 2019 at 9:00 AM.**
- 2018-2019 OESD Accountability Report has been finalized and published. Copies were provided.
- Review of WSSDA and AESA Conference travel plans.

**Upcoming Events:**

- **September 1-16, 2019**, ESD Board Candidacy Filing Dates
- **CANCELLED 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**

- A fully executed contract for Catalyst Public School in Bremerton for OESD to provide financial services is underway. Funding comes from private, state funding and the state Charter Commission
- **Budget Status Report** - Next budget status report will be available at the end of December and provided in the January 2020 Board packet.

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

- Kitsap Alternative Transition School update: Conversations continue to look for new/innovative ways to possibly partner and/or to serve the population of students that previously would be eligible for the KATS program.
- Curriculum, Instruction, and Assessment:
  - This fall and winter, Kim Weaver, OESD STEM Coordinator, will be presenting at a National Science Teaching Association Conference in Seattle. Kim will also partner with Tamara Smith, OESD Math Coordinator to provide a presentation at the Northwest Math Conference in Tacoma.
  - Jeff Ryan, Science coordinator, recently co-authored with Debra Beckett, a Science teacher in the Sequim School District, an article in the Magazine Science Scope (Sept. 2019) on Teaching Natural Selection Ambitiously (middle school teachers).
- Other topics highlighted include:
  - An update of grants awarded, in-process, or being written
  - Implementation of the new Dyslexia Law E2SSB 6162
  - Awareness of free Narcan products made available to schools
  - Interviews were held for the new OESD Career Connected Learning position
  - Theler Early Learning Center Open House was a success
  - Theler Early Learning Center was approved to be a Head Start Licensed provider

**BUSINESS**

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

**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 19<sup>th</sup> day of September 2019

<b><u>FUND</u></b>	<b><u>DATE PAID</u></b>	<b><u>WARRANT #'S</u></b>	<b><u>AMOUNT</u></b>
General:	8/30/19	ACH	\$ 13,656.10
	8/26/19	156247	\$ 118,520.33
	8/30/19	156248-156284	\$ 146,847.48
	8/30/19	156011, 156224	VOID/REISSUE

General (continued)	8/30/19	156285-156302	\$ 161,307.49
	9/13/19	ACH	\$ 1,368.83
	9/13/19	ACH	\$ 1,927.00
	9/13/19	156303	\$ 1,337.37
	9/13/19	156304-156326	\$ 122,648.56
	9/13/19	156327-156330	\$ 9,601.41
Payroll:	8/30/19	702385-702404	\$ 6,132.60
	8/30/19	WIRE	\$ 925,209.17
	9/13/19	702405-702434	\$ 9,973.77
	9/13/19	WIRE	\$ 27,167.82
Workers Comp:	8/15/19	403693	\$ 85,000.00
	8/22/19	403694	\$ 97,000.00
	8/30/19	403695-403698	\$ 63,723.67
	8/29/19	403699	\$ 45,000.00
	9/5/19	403700	\$ 40,000.00
	9/13/19	403701-403703	\$ 41,646.80
	9/13/19	403704-703705	\$ 121,613.00
Unemployment:	8/30/19	200395-200397	\$ 18,157.18
	9/13/19	200398	\$ 760.33
Compensated Absences:	8/30/19	600061	\$ 200.00

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

**PERSONNEL**

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

**New Employees:**

<b><u>Employee</u></b>	<b><u>Position</u></b>	<b><u>Date</u></b>
Trina Bengtsson	Child Development Coach	8/26/19
Chelsea Williams	Family Advocate	9/3/19
Molly Ungren	Lead Teacher-Green Mountain ECEAP	9/5/19
Honorata O'Neill	Assistant Teacher-PineCrest ECEAP	9/5/19
Sierra Calhoun	Assistant Teacher-Green Mountain ECEAP	9/9/19
Monica Lugo	Home Visitor	9/9/19
Justin Anderson	Maintenance/Custodian (evening)	TBD

**Resignation:**

<b><u>Employee</u></b>	<b><u>Position</u></b>	<b><u>Date</u></b>
Holly Sontz	Health Program Manager	8/23/19
Brooke Beltico	Para for the Deaf and Hard of Hearing	8/31/19
Jill Porter	Lead Teacher	8/31/19
Jamie Tuttle	Assistant Teacher	8/31/19
Deanna Durbin	Assistant Teacher	8/31/19

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

**1:13 PM** - Chair Carl Johnson announced that the Board will recess for approximately five minutes.

**1:20 PM – STUDY SESSION – Assistant Superintendents: Division Goals for Teaching & Learning and Fiscal & Support, School Year 2019-2020:** Superintendent Lynch reviewed the OESD PRIDE Goals, 2019-2020 Board Goals, and 2019-2020 Superintendent Goals. A PowerPoint presentation included graphics visually representing how these goals align organizationally. Assistant Superintendents Susan Jung Lathrop and Monica Hunsaker each reviewed/discussed division goals for the current year and how they align overall, while highlighting the important and influential connections internally and with other agencies statewide. Board members discussed the development of the OESD over the years.

**1:44 PM** – Chair Carl Johnson announced that the Board will not hold Executive Session and immediately adjourned.

**Reminder:** The next scheduled Board Meeting, 12:00 PM on Thursday, October 17, 2019. Donn Ring will provide a photo presentation of a trip to the Himalayas during lunch service. The presentation will begin at 11:30 AM.

Respectfully submitted,

Gregory J. Lynch  
Secretary to the Board

Carl Johnson  
Chair