

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
April 19, 2018

Prior to convening the meeting, Board members were served lunch 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 (Excused)
Shirley Johnson
Conrad Green
Cliff Huenergard
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

APPROVAL OF AGENDA

Conrad Green moved to approve the agenda, as presented. Shirley Johnson seconded the motion. Motion carried.

MINUTES

Elizabeth Drew moved to approve the minutes of the March 27, 2018, meeting, as presented. Conrad Green seconded the motion. Motion carried.

ADMINISTRATIVE REPORTS

Superintendent's Report:

Legislative, State & Region Items of Interest

- Senator Wellman (Mercer Island) will visit each ESD in late May/early June to discuss several issues including early learning, school safety, career readiness and school broadband access.
- School Safety: All ESDs are finalizing an OSPI safety grant for ~\$700,000.00. A school safety presentation was shared with the AESD Executive Board last week (presentation provided today during the update to the OESD Board).

Additional Regional Events and Information

- Thanks to Carl Johnson for attending the Early Learning Policy Council meeting on April 17. The next meeting is on May 15 at 5:00 PM. Katie Proteau is scheduled to attend.
- Thanks to Carl Johnson, Shirley Johnson and Elizabeth Drew for attending our annual OESD WASA Region recognition dinner on April 16.
- Thanks to Carl Johnson for attending the annual AESD Conference in Pasco at ESD 123.

Additional Regional Events and Information (continued)

- Thanks to Carl Johnson, Elizabeth Drew, Cliff Huenergard, and Conrad Green for attending the Department of Early Learning audit on April 10.
- Thanks to Elizabeth Drew and Katie Proteau for supporting the annual AESD Accreditation event on May 21 & 22 at ESD 113.
- School District Superintendent searches: The Port Angeles School District's new superintendent is Marty Brewer, coming from Pioneer School District. The Quilcene School District's new superintendent is Francis Redmon.
- OESD Classified Employee of the Year is Carla Yenko, Central Kitsap School District (CKSD). A presentation is scheduled during the CKSD Board Meeting, April 25, 2018, at 6:30 PM. The state presentation is tentatively scheduled on May 10, in Olympia.
- Board members are invited to an OESD 114 joint Board Member and Superintendent meeting on April 27 from 8:00 AM to 10:30 AM. During this special meeting we will discuss employee compensation and collective bargaining impacts as a result of recent legislative changes.
- Education News Highlight: Education News: **In a note from the state Superintendent to all Superintendents this week:** Employment of computer and information technology jobs is projected to grow ~13 percent from 2016 to 2026, faster than the average for all occupations. Over 500,000 new jobs will be added in the U.S. in 10 yrs. Demand stems from emphasis on cloud computing, the collection and storage of big data, and information security. Washington has 16,492 open computing jobs (2.4 times the average demand rate in the U.S.). The open jobs alone represent a multi-billion-dollar salary opportunity. Meanwhile, there are fewer Advanced Placement exams taken in computer science than in any other STEM subject area in our state, and there were only 1,212 computer science college graduates in 2015; of which only 21 percent were female.

Board Meeting Schedule for next October & November:

- October meeting is scheduled on **Tuesday, October 16, 2018**, due to the National MIC3 Conference.
- November meeting on **Tuesday, November 20, 2018**, due to Veterans Day and the WSSDA Conference. Please note: this meeting is on the Tuesday of Thanksgiving week.

Future Events:

- **OESD School Safety and Security Breakfast**, Kitsap Golf and Country Club, 7:30 AM – 9:00 AM, on May 14.
- **OESD Retirement and Years of Service Event**, May 18, OESD 114 (8:00 AM continental breakfast)
- **WSSDA (OESD 114) Spring Meeting** at Crescent School District on Saturday, May 5, 10:00-1:00.
- **WSSDA Fall Conference** in Spokane November 14-17. Please let Tina know if you plan to attend.

AESD Conference Debrief

- Provided the Board with the School Safety and Security presentation that was part of the AESD Executive Board at the Annual AESD Conference last week. Board members held discussion about school safety and security and ESD Regional School Safety Centers.

AESD Executive Board Report – Carl Johnson

- Carl Johnson and Superintendent Lynch attended the annual AESD Conference in Pasco/ESD 123. The AESD Executive Board elected a new President – Rainier Houser from ESD 112. The president of the AESD Executive Board now serves a two-year term. The Executive Board approved the AESD budget. President's Awards honored a group of three ladies who developed the new AESD website, which is rich with information for Board members and anyone interested in finding information about ESDs in Washington. Carl also provided a glimpse of breakout session topics that were available at the conference.

Financial, Technology, and Human Resources – Monica Hunsaker highlighted the following:

- **Budget Update:** An updated preview/brief of the potential OESD budget for 2018-19 was provided. The Legislative Session has adjourned and she highlighted specific legislative decisions that affect the OESD as next year’s budget is developed. Federal budget uncertainties, expenditures, and recommendations were presented and include an upcoming salary review process to remain competitive in the region. Benefit rates and fixed costs were also reviewed along with an overview of grant revenue (new, discontinuing/declining, and those with uncertainty). Future long range planning, budget considerations and next steps wrapped up the presentation. The 2018-19 Budget will be brought to the Board for review and approval on June 21, 2018.
- **Budget Status:** The Budget Status report was provided in the Board’s packets. The General Fund ending balance was \$1.818 million (adjusted amount considering the state’s new GASB accounting formula is \$7.58 million). Unemployment Fund ending balance was \$4.60 million; the Workers Compensation Fund balance was \$12.33 million; and the Compensated Absences fund was \$845,243.04.
- The annual State Audit is wrapping up and completion is anticipated in May. Multiple audits are underway.

Teaching and Learning Services - Susan Jung Lathrop’s report and highlights were included in the Board’s packet.

- Susan Zetty has been hired as the OESD Curriculum, Instruction and Assessment Director as of July 1, 2018.
- **Social Media:** Some social media statistics were presented along with questions to ponder about how we best can utilize/leverage social media at the OESD, if appropriate, as services expand. Two pilots are underway through Twitter (STEM) and Facebook (Early Learning). Challenges, other considerations, and next steps were discussed. A draft Board policy/procedure is under development.
- Internal Early Learning procedures were noted, specifically related to when specific action and information items are anticipated to go to the OESD Board. The procedures are a self-imposed process and not required.

BUSINESS

Head Start Program Monitoring (Policy 2500): Head Start/ECEAP & Early Head Start Monthly Reports (March 2018) – Information was provided in the Board packet. Informational only – no action required.

Approval of Procedures and Criteria for Recruitment for Head Start Programs - Shirley Johnson moved to approve the Procedures and Criteria for Recruitment for Head Start Programs, as presented. Elizabeth Drew seconded the motion. Motion carried.

VOUCHERS AND PAYROLL

Payroll guess has been included as an estimate 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 19TH day of April, 2018:

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
General:	03/27/18	154163	\$ 1,500.00
	03/30/18	ACH	\$ 25,381.99
	03/30/18	154190-154240	\$ 178,122.22
	04/13/18	ACH	\$ 2,533.21
	04/13/18	154246-154310	\$ 145,128.57
	04/13/18	154311	\$ 70,137.56

Payroll:	03/30/18	WIRE	\$ 704,676.29
	03/30/18	154164-154189	\$ 337,424.53
	03/30/18	701783-701798	\$ 4,187.07
	04/13/18	WIRE	\$ 29,326.37
	04/13/18	154241-154245	\$ 782.24
	04/13/18	701799-701817	\$ 4,928.63
Workers Comp:	03/16/18	403492-403494	\$ 67,939.00
	03/23/18	403495	\$ 55,000.00
	03/30/18	403496-403500	\$ 242,685.70
	04/13/18	403501-403504	\$ 54,869.24
Unemployment:	03/27/18	200362-200363	\$ 3,758.00
	04/13/18	200364	\$ 3,719.87
Compensated Absences:			

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

PERSONNEL

Sue Armstrong reviewed some staffing changes and recommended the employment of the following:

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Katherine Steiner	Early Learning Home Visitor	3/21/18
Jamila Larson	Youth Services Professional	4/11/18
Megumi Tsuwasaki	Administrative Assistant I	5/1/18
Susan Zetty	Executive Director Curriculum, Instruction, Assessment	7/1/18
Rachel Axtelle	Behavior Specialist	9/1/18

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Jennifer Gladden	Family Health Home Visitor	4/16/18
Annie Oldani	Assistant Teacher Early Learning	6/15/18
Cindy Wilkins	Speech & Language Pathologist	8/28/18
Patti Sgambellone	Student Assistance Professional	8/29/18
Lacy Whitley	Assistant Teacher Early Learning	8/31/18

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

2018-2019 Staffing - Sue Armstrong noted the annual information included in the memo to the Board regarding potential staffing adjustments. Superintendent Lynch added that there is a high need in school districts for specific specialists.

Sue Armstrong noted that both of the recent Open House events offering information on certification were successful.

1:27 PM – Chair Carl Johnson announced that the Board would recess for approximately 5 minutes.

1:35 PM – The Board returned to Regular Session.

STUDY SESSION - Board & Superintendent Goals, School Year 2018-2019

- Progress of 2017-18 Board and Superintendent Goals were reviewed with some modifications as the 2018-19 goals are discussed and drafted.
- Modify the goal regarding visits to schools by removing the word ‘present’.
- Create a consistent ‘elevator speech’ to provide when needed, and potentially participate in a short training of all OESD Board members to reinforce consistent messaging.
- Add: Continue personal development/presence at events and learning opportunities (i.e. WSSDA, Policy Council, OESD events, conferences, etc.)
- Draft/working Superintendent Goals for 2018-19 were presented.

2:05 PM – the Board adjourned.

Reminder: The next scheduled Board Meeting at 12:00 PM on May 17, 2018.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair