

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
April 27, 2017

STUDY SESSION – Strategic Planning

At 10:30 AM, Superintendent Lynch and the Board of Directors held a study session to continue discussion of the strategic planning process that is underway. Board members Elizabeth Drew and Cliff Huenergard have served on a sub-committee throughout this school year to distill information for the rest of the Board as the process continues to evolve into a new strategic plan. Superintendent Lynch and the Board members discussed the current vision, mission, goals, and began to review objectives and options for refreshed strategic plan language.

- Proposed Vision Statement: “Become increasingly indispensable to the school districts and the educational partners we serve.”
- Proposed Mission Statement: “Be an essential partner in public education so that we advance student achievement and learning for all.”
- Proposed PRIDE Goals:
 1. Provide and promote timely, relevant, research-based services and support.
 2. Recruit and retain a well-developed, innovative, highly skilled and effective staff.
 3. Increase two-way communication with school districts, ESDs, OSPI, DEL, other educational partners, and the communities we serve.
 4. Demonstrate fiscal responsibility and financial growth, while providing a safe, relevant learning environment.
 5. Enhance cross-department planning, and seek the most effective and efficient means to provide well-coordinated internal and external support.

Next steps in the process include finalizing the vision, mission, and goals, and to begin to craft OESD objectives and an action plan at the May 18, 2017, Board meeting. In addition, the Board and Superintendent reviewed OESD annual short and long range planning events.

At 11:47 AM, the study session concluded.

AUDIT EXIT CONFERENCE

11:58 AM – the Board gathered for the annual Audit Exit Conference. A quorum of the Board was present to meet with staff from the State Auditor’s Office, Melinda Seibert and Renata Sorna. Information was provided with no findings or exceptions. Recommendations were reviewed.

At 12:15 PM, the Board recessed and lunch was provided. No business was conducted.

REGULAR SESSION CALL TO ORDER

Chair Carl Johnson called the meeting to order at 12:45 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
Conrad Green
Cliff Huenergard

ROLL CALL OF MEMBERS AND GUESTS (continued)

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

Shirley Johnson moved to approve the agenda as presented. Elizabeth Drew seconded the motion. Motion carried.

MINUTES

Cliff Huenergard moved to approve the minutes of the March 16, 2017, meeting, as presented. Shirley Johnson seconded the motion. Motion carried.

ADMINISTRATIVE REPORTS

Superintendent's Report:

- 2017 AESD Conference Debrief - Photos from the conference were available on screen in the Board Room.

The Superintendent report also included a handout. Some highlights include:

Legislative Information and Action

1. Monday, April 24, 2017, was the start of the first 30-day legislative session extension.
2. District Superintendents remain engaged by collectively sending two letters to legislators. OESD School Districts sent a “Thank You” letter plus a letter addressing K-12 funding priorities. Copies were provided to the Board.

Additional Regional Events and Information

1. Congratulations to the OESD business office and all of the OESD departments for a “clean state audit.”
2. Thanks were extended to Carl Johnson, Elizabeth Drew, Donn Ring, and Katie Proteau for attending the annual WASA Regional Awards dinner.
3. A Board-Superintendent thank-you letter to ESD 189 will be sent today with appreciation for hosting the AESD Annual Conference.
4. The Queets-Clearwater School Board selected a new Superintendent, Rick Rohlman, and North Kitsap School Board selected its new Superintendent, Dr. Laurynn Evans.
5. Tonja Smith, North Kitsap School District, is the OESD 114 Classified Employee of the Year. Board members are welcome to attend a recognition event, today, April 27, at 6:00 PM in the NKSD Board Room. The state recognition is at 2:00 PM, May 8, 2017, at the Office of the Superintendent of Public Instruction in Olympia.
6. Superintendent Lynch plans to attend the annual Superintendent’s Conference in Chelan, April 29 – May 2, 2017.
7. OESD 114 is hosting a Safety and Security Networking breakfast on May 8, 2017, 7:30 AM at the Best Western (Silverdale Beach) Hotel.
8. OESD 114 Retirement/Years of Service Celebration is Friday, May 19, 2017, 8:30 AM. Board members able to attend will help recognize a number of our staff during this celebration.
9. AESD Accreditation Panel at ESD 113, May 22-23, 2017. Superintendent Lynch and Elizabeth Drew will participate.
10. OESD Interim STEM Director is Patricia Moore – effective July 1, 2017. Washington STEM also has a leadership change – Chief Executive Officer.

Superintendent's Report (continued):

11. Reviewed annual Superintendent Evaluation and contract timeline for completion.
12. Next Early Learning Policy Council meeting: at OESD May 16, 2017, at 5:30 PM. Katie Proteau noted at the April Board meeting that she would like to attend.
13. Some student artwork has been placed in the hallway outside of Conference Rooms 132 as space became limited upstairs.
14. A WSSDA Regional Meeting is scheduled on Saturday, May 20, 10:00 AM – 1:00 PM, located at Bremerton School District.
15. A WSSDA survey on cultural competence might be received by Board members.

AESD Executive Board Report:

- Chair Carl Johnson noted Board participation at the AESD Conference and also highlighted the work of the AESD Executive Board. Board members discussed continued participation in the drawing at the annual AESD Conference. Board members were reminded about upcoming ESD Board elections.

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

- A Budget Status report was provided in the packets. The General Fund ending balance was \$ 160,617.31 (adjusted amount considering the state's new GASB accounting formula is \$6.386 million). Unemployment Fund ending balance was \$4.566 million; the Workers Compensation Fund balance was \$13.315 million; and the Compensated Absences fund was \$557,804.30.
- The state audit exit conference occurred today with a report of no findings.
- Human Resources Director Sue Armstrong noted that the OESD hosted Two Teacher Certification Open House events in April, one in Bremerton and a second opportunity in Sequim. These events offered an opportunity for those seeking to obtain their teacher certification to meet with local universities and discuss options.

OESD Evaluation Committee - Sue Armstrong and Susan Jung Lathrop discussed the process of refining the OESD staff evaluations. Currently, there are twenty three different formats of evaluations, which will be standardized and calibrated agency wide so that annual evaluations can be meaningful and honor the staff feedback in recent agency wide surveys. The committee is comprised of administrators and staff. Copies of the rubric and evaluation form were provided to the Board and discussion was held.

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

- Professional Development Review/Update: Some data from the *pdEnroller* system that tracks clock hours and potential goals and objectives is being evaluated for other potential uses. So far this year, 11,200 hours of professional development has been provided. Upcoming professional development offerings at the OESD were noted. Ms. Lathrop discussed marketing and outreach for promoting the resources/courses with schools and the community.
- Matrix of Services: An updated list of services provided by OESD to School Districts and other community partners was provided in the Board packet.

BUSINESS

Head Start Program Monitoring (Policy 2500): Head Start/ECEAP & Early Head Start Monthly Reports (March 2017) – Information was provided in the Board packet. Informational only – no action required.

Approval of Procedures and Criteria for Recruitment for Head Start Programs

Elizabeth Drew moved to approve of the Procedures and Criteria for Recruitment for Head Start Programs, as presented. Donn Ring seconded the motion. Motion carried.

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Second Reading and Adoption of Policy 6002, Cellular Phones

Shirley Johnson moved to approve the Second Reading and Adoption of Policy 6002, Cellular Phones, as presented. Cliff Huenergard seconded the motion. Motion carried.

Second Reading and Adoption of Policy 4210, Regulations of Dangerous Weapons on OESD 114 Premises Donn Ring moved to approve the Second Reading and Adoption of Policy 4210, Regulations of Dangerous Weapons on OESD 114 Premises, as presented. Shirley Johnson seconded the motion. Motion carried.

Second Reading and Adoption of Policy 5201, Drug Free Workplace Donn Ring moved to approve the Second Reading and Adoption of Policy 5201, Drug Free Workplace, as presented. Elizabeth Drew seconded the motion. Motion carried.

VOUCHERS AND PAYROLL

Payroll guess has been included as an estimate in the Board packet.

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 27TH day of **April, 2017**:

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	03/17/17	152432	\$ 59,554.73
	03/31/17	ACH	\$ 32,573.29
	03/31/17	152459-152520	\$ 205,258.21
	04/14/17	152528-152600	\$ 135,150.16
	04/14/17	ACH	\$ 2,068.11
Payroll:	03/31/17	WIRE	\$ 676,965.05
	03/31/17	152433-152458	\$ 300,438.23
	03/31/17	701387-701399	\$ 4,925.13
	04/14/17	WIRE	\$ 26,628.09
	04/14/17	152521-152527	\$ 912.54
	04/14/17	701400-701418	\$ 6,287.59
Workers Comp:	03/17/17	403361-403362	\$ 32,537.14
	03/24/17	403363-403364	\$ 58,668.19
	03/31/17	403365-403369	\$ 99,077.05
	04/07/17	403370	\$ 41,000.00
	04/14/17	403371-403372	\$ 49,048.41
Unemployment:	03/31/17	200341	\$ 760.33

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

PERSONNEL

Sue Armstrong recommended the employment of the following:

New Employees:

Employee	Position	Date
Annie Oldani	Assistant Teacher	4/10/17
Amanda Gaskill	Occupational Therapy Assistant	4/17/17

PERSONNEL (continued)

Resignations:

Employee	Position	Date
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Sean Carrick	Institutional Education Teacher	8/4/17
Kareen Borders	Director STEM	6/30/17

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

2017-2018 Staffing - Sue Armstrong provided information in the Board Packet for information regarding any potential reductions in force. Monica Hunsaker noted the nature of some grants or services that are not guaranteed to be funded, which could potentially affect staffing needs. No action required.

Reminder: The next scheduled Board Meeting at 12:00 Noon on May 18, 2017.

1:44 PM - the Board adjourned.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair