

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
August 16, 2018

REGULAR SESSION CALL TO ORDER

Chair Carl Johnson called the meeting to order at 10:06 AM 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 (Excused)
Cliff Huenergard
Greg Lynch, Superintendent
Monica Hunsaker, Assistant Superintendent of Finance
Susan Jung Lathrop, Assistant Superintendent of Teaching and Learning
Tina Schulz, Executive Assistant

APPROVAL OF AGENDA

Elizabeth Drew moved to approve the agenda, as presented. Katie Proteau seconded the motion. Motion carried.

MINUTES

Katie Proteau moved to approve the minutes of the June 21, 2018, meeting, as presented. Cliff Huenergard seconded the motion. Motion carried.

EXECUTIVE SESSION

10:08 AM – Carl Johnson announced that the Board would recess into Executive Session for approximately 15 minutes to discuss the candidate qualifications (pursuant to RCW 42.30.110)

REGULAR SESSION

10:25 AM – The Board returned to Regular Session and transitioned for three interviews.

OESD BOARD OF DIRECTOR DISTRICT 4 CANDIDATE INTERVIEWS

10:32 AM – 11:00 AM - Patrice Page interviewed with the Board. Her experience includes over forty years of working in public education in the state of Washington, most recently as Superintendent of North Kitsap School District, and currently as Owner/President of Page Leadership and Education Consultants. She has served several professional and community organizations in leadership roles including the Washington Association of School Administrators and the Washington State Risk Management Pool.

11:00 AM – 11:05 AM – The Board transitioned between interviews.

11:05 AM – 11:40 AM - Stephanie Parker interviewed with the Board. With over 30 years of experience working in public education (20 years in California, 11 years in Washington), her most recent roles include Interim Assistant Superintendent Teaching & Learning at Sequim School District; Assistant Superintendent Teaching & Learning Olympic ESD; and Assistant Superintendent Teaching & Learning North Mason School District. She also worked as a consultant during the state-wide rollout of Regional Implementation Grants as part of the Teacher and Principal Evaluation Project (TPEP), and served in state-wide leadership/champion roles with the Association of Educational Service Districts and the Office of the Superintendent of Public Instruction for both TPEP and English Language Arts.

11:40 AM – 11:48 AM – The Board transitioned between interviews.

11:48 AM – 12:22 PM - Ken Ames interviewed with the Board. As a 38-year resident of Kitsap County and while serving in the United States Department of the Navy (currently retired), he served public education in several capacities for approximately 25 years, including 8 years of service as a South Kitsap School Board member. His past experience also includes service on the State Board of Education (Washington), the Washington State School Directors Association (WSSDA) Legislative Committee, and the North Kitsap School Board.

12:22 PM – Carl Johnson announced that the Board would recess for a 10 minute break and reconvene into Executive Session to discuss the candidate qualifications (pursuant to RCW 42.30.110)

12:32 PM – Executive Session commenced.

1:38 PM – Carl Johnson announced that the Board would recess for a short break (approximately five minutes).

1:43 PM - The Board Returned to Regular Session

OESD BOARD OF DIRECTOR DISTRICT 4 NOMINATIONS AND VOTING

Elizabeth Drew moved to appoint Stephanie Parker for OESD Board Director District 4. Katie Proteau seconded the motion. Carl Johnson opened the floor for comments and discussion. With no further discussion, Board members voted: Five Directors voted in favor and none opposed. Motion carried.

ADMINISTRATIVE REPORTS

Superintendent's Report:

Legislative, State & Region Items of Interest

- The annual state safety summit group met on Aug. 6-7. In addition to the state-wide group, four legislators attended. The focus of the meeting was around how to improve school safety using state policy/legislation as a means for improvement.
- OESD 114 will sponsor a Regional School Safety and Security Breakfast on September 24, 7:30 AM – 9:30 AM at the Kitsap Golf and Country Club. Our guest speaker is Alissa Parker, Mother of Emilie Parker. Emilie, along with 19 other children and 6 staff members, was killed during the Sandy Hook Elementary School shooting on December 14, 2012. Alissa is a nationally known speaker and author. Every legislator in our Region received an invite. Other legislators throughout our state who will be instrumental in promoting safe schools are invited.
- This school year is the 50th anniversary of WA ESDs; officially constituted in 1969. Similar to ten years ago during the 40th anniversary celebration, our birthday will be celebrated throughout the coming school year.

Additional Regional Events and Information

- Superintendent Lynch met with all SD Superintendents on Aug. 3. The new WASA Executive Director, Joel Aune, attended the meeting. The focus of the meeting was about post McCleary implications at the state and regional levels.
- A Port Angeles teacher, Karen Doran, is our 2019 OESD Teacher of the Year. Karen will be honored during a state recognition event in Seattle on Sept. 10. A follow-on Regional presentation during a regular PA Board meeting is scheduled on Sept. 13 at the convenience of the Port Angeles School Board.
- The Peninsula School District Superintendent, Rob Manahan, was recently hired as the new Snoqualmie Valley Superintendent. Although Peninsula School Dist. is not inside our Region, OESD 114 does provide a number of services and the Peninsula Superintendent periodically attends our monthly Superintendents' Advisory Council meetings. The Peninsula School Board selected **Art Jarvis** as the interim Superintendent for this school year. Art is a long-time now "retired" School District Superintendent who has been an interim Superintendent in at least three different districts since retirement.

Additional Regional Events and Information (continued)

- You are invited to attend the annual state-level Military Interstate Children's Compact Commission (MIC3) Meeting at OESD 114 on **Oct. 2, 9:00 AM -12:00 PM.**
- Gene Sharratt, our AESD Network Executive Director, is finishing his final school year. The process for hiring a replacement for Gene has started. The position will be posted in January, followed by a hiring decision in March and work begins on July 1, 2019.
- Our Bremerton office building is in the process of being painted. Painting is part of our regular building maintenance program. The application of new paint will help preserve the exterior of the building and assist in preventing any additional water damage as a result of the failing stucco surface.
- We recently improved our reception area by adding an OESD leadership recognition wall. Please notice there is now a place for past OESD Boards and Superintendent photographs.
- Our OESD website has a new look. In addition to improving both the look and functionality we also made accessibility modifications in an effort to become compliant with federal ADA standards.

Board Meeting Schedule/Events for School Year 2018-19:

- A list of 2018-19 Board meeting dates and other key events is provided in your Board notebooks for your planning purposes.
- **WSSDA Fall Conference**, Spokane November 14-17, 2018. We have registrations underway and hotel rooms reserved at the Davenport Grand Hotel. **Please let Tina know if you do/do not plan to attend.**
- **AESA Conference in Colorado Springs** November 28-December 1, 2018. **Please let Tina know if you do/do not plan to attend.** Registration is open.

AESD Executive Board Report – Carl Johnson

- June 25-26, the AESD Executive Board Meeting was held in in Spokane at ESD 101.
- Nothing new to report until after the next Executive Board meeting on September 18, 2018.

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

- **Budget Status:** The Budget Status report was provided in the Board's packets. The General Fund ending balance was \$2.361 million (adjusted amount considering the state's new GASB accounting formula is \$8.126 million). Unemployment Fund ending balance was \$4.256 million; the Workers Compensation Fund balance was \$12.370 million; and the Compensated Absences fund was \$953,662.78.
- The OESD Business office is currently working on school district budgets, which are challenging this year due to the McCleary decision and changes in accounting methods, account codes, etc. One district was showing a negative balance and the ESD has been working with the district through its challenges to make reductions. The ESD is unable to approve a district budget showing a negative balance. Monica Hunsaker provided an overview of the region's school districts budgets and anticipated challenges as early as next year with several districts.
- OESD is conducting a salary review this year to remain competitive.
- OESD Bremerton facility improvements were reviewed, and installation of key codes to access the internal door between the foyer and the certification desk area is anticipated.
- Mark Winney began his new duties as Data & Technology Services Director on July 1, 2018.
- OESD is conducting a Business Manager Academy beginning next month and will be offered each year to train staff.
- Human Resources has scheduled a Benefits Fair on September 19, 2018, 11:00 AM – 4:00 PM. Many vendors remain the same as in past years. The OESD is anticipating School Employees Benefits Board (SEBB) plans to be provided next year (2019-2020) as required by the Washington State Legislature's decision made in 2017. For more information visit the following link: <https://www.hca.wa.gov/about-hca/school-employees-benefits-board-sebb-program>
- Also noted on today's Personnel sheet, and to alleviate confusion, a staff member was hired and resigned within the same month.

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

- Susan Zetty began her work as Executive Director of Curriculum, Instruction, and Assessment on July 1, 2018.
- 21st Century program staff was honored earlier this month. Due to the end of the program, a reduction in force was necessary. Some staff have been re-hired through the OESD’s Early Learning department.
- Head Start/Early Head Start/ECEAP/Coalition information: procedures have been updated to achieve better alignment; working on filling some slots while adjusting/terminating agreements with some partners; and the Policy Council schedule was made available. For the August 21st Policy Council meeting – no OESD Board members are able to attend.

BUSINESS

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

Second Reading and Adoption of Policy 6512, Infection Control Program - This policy has been renamed and renumbered from *Communicable Diseases, Policy 5380*. Katie Proteau moved to approve the Second Reading and Adoption of Policy 6512, Infection Control Program, as presented. Elizabeth Drew seconded the motion. Motion carried.

Resolution 259 Warrant Cancellation

Donn Ring moved to approve Resolution 259, Cancelled Warrants, as presented. Elizabeth Drew seconded the motion. Motion carried.

Updated June 2018 AESD Interlocal Agreement – Cliff Huenergard moved to approve the Updated, June 2018 AESD Interlocal Agreement, as presented. Katie Proteau seconded the motion and noted that WSSDA has been a partner for many years and suggested that the ESDs continue affiliation with WSSDA although the financial responsibility of WSSDA has been removed from the agreement. Discussion and ideas were shared on ways that ESDs will continue formal affiliation with WSSDA. Motion carried.

Revised OESD Board Meeting Date for October, 2018 – After the Board discussed schedules, Donn Ring moved to change the October 16, 2018, OESD Board Meeting Date to Monday, October 22, 2018, 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 16TH day of **August, 2018**:

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	06/18/18	154582	\$ 53,525.73
	06/29/18	ACH	\$ 37,940.31
	06/29/18	154611-154666	\$ 161,238.01
	07/13/18	ACH	\$ 5,570.05
	07/13/18	154670-154704	\$ 69,248.33
	07/13/18	154705	\$ 79,338.44
	07/18/18	154706-154707	\$ 116.27
	07/31/18	154708-154746	\$ 135,114.81
	07/31/18	ACH	\$ 24,955.42
	07/31/18	154773	\$ 210.00
	08/15/18	154774-154809	\$ 95,963.32

General: (continued)	08/15/18	ACH	\$ 759.18
Payroll:	06/29/18	WIRE	\$ 688,301.60
	06/29/18	154583-154610	\$ 337,610.40
Payroll: (continued)	06/29/18	701887-701902	\$ 4,499.85
	07/13/18	154667-154669	\$ 13,196.69
	07/13/18	WIRE	\$ 33,587.03
	07/13/18	701903-701917	\$ 4,312.80
	07/31/18	154747-154772	\$ 332,549.21
	07/31/18	WIRE	\$ 690,595.52
	07/31/18	701918-701930	\$ 4,541.09
Workers Comp:	06/13/18	403528	\$ 32,000.00
	06/20/18	403529	\$ 20,000.00
	06/29/18	403530	\$ 52,420.29
	06/27/18	403531	\$ 56,000.00
	07/03/18	403532	\$ 18,000.00
	07/03/18	403533-403535	\$ 12,358.85
	07/11/18	403536	\$ 24,000.00
	07/18/18	403537	\$ 52,000.00
	07/31/18	403538-403544	\$ 104,392.12
	07/25/18	403545	\$ 26,000.00
	08/08/18	403546	\$ 12,000.00
	08/15/18	403547-403549	\$ 371,868.48
Unemployment:	07/18/18	200370	\$ 207.69
	07/31/18	200371	\$ 3,883.58
	08/15/18	200372	\$ 7,340.75
Compensated Absences:	<u>08/15/18</u>	<u>600055</u>	<u>\$ 200.00</u>

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

PERSONNEL

Monica Hunsaker reviewed some staffing changes. Employment of the following was recommended:

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Reina Valdez	Home Visitor Early Learning	7/30/18
Corrie Saylor	Home Visitor Early Learning	8/6/18
Autumn Stites	Occupational Therapist	9/4/18
Jaime Loveless	Assistant Teacher Early Learning	9/5/18

Resignation:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Alice Vasquez-Smith	Family Health Home Visitor Early Learning	8/3/18
Reina Valdez	Home Visitor Early Learning	8/2/18
Julia Gann-Smith	Assistant Teacher Early Learning	8/10/18

Reduction in Force:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Michelle Scarr	Academic Coach 21 st CCLC	8/31/18
Nancy Ferland	Academic Coach 21 st CCLC	8/31/18
Rachel Gonzalez	Academic Coach 21 st CCLC	8/31/18
Beth Mateikat	Academic Coach Assistant 21 st CCLC	8/31/18
Danielle Walsh	Academic Coach Assistant 21 st CCLC	8/31/18
Frank Allen	Academic Coach Assistant 21 st CCLC	8/31/18
Holly Dains	Academic Coach Assistant 21 st CCLC	8/31/18
Lauren Hollkamp	Academic Coach Assistant 21 st CCLC	8/31/18
Lenora Bradley	Academic Coach Assistant 21 st CCLC	8/31/18
Nancy Frender	Academic Coach Assistant 21 st CCLC	8/31/18
Angela Marcos-Krasowski	Program Manager 21 st CCLC	8/31/18
Dawnel Trias	Site Coordinator 21 st CCLC	8/31/18
Kelly Bonsell	Site Coordinator 21 st CCLC	8/31/18
Adrian Vazquez	Tutor Mentor 21 st CCLC	8/31/18
Eden Hackett	Tutor Mentor 21 st CCLC	8/31/18
Emilee Perry	Tutor Mentor 21 st CCLC	8/31/18
Isabella Manley	Tutor Mentor 21 st CCLC	8/31/18
Natalie Woodford	Tutor Mentor 21 st CCLC	8/31/18

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

Board members discussed notifying Board candidates of their decision made after interviews were held today.

2:23 PM – The Board adjourned.

Reminder: The next scheduled Board Meeting, 12:00 PM on September 20, 2018.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair