

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
August 17, 2017

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 12:05 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

Donn Ring

Shirley Johnson

Conrad Green (Excused)

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

Guests:

Cathie Seevers, Fiscal Officer

Carol Kovarnik, former/retired OESD Assistant Superintendent of Finance

RECOGNITION – RETIREMENT AND YEARS OF SERVICE

12:06 PM - Board members and staff gathered in the OESD foyer to recognize and celebrate retired OESD Assistant Superintendent, Carol Kovarnik, who was unable to attend the May, 2016, Retirement and Years of Service Celebration. Superintendent Lynch shared some of Ms. Kovarnik's professional history with staff and presented her with a retirement trophy and well wishes.

12:21 PM – Board members reconvened in the OESD Board Room

APPROVAL OF AGENDA

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

MINUTES

Donn Ring moved to approve the minutes of the June 15, 2017, meeting, as presented. Katie Proteau seconded the motion. Motion carried.

ADMINISTRATIVE REPORTS

Superintendent's Report:

- Information on registration for the 2017 WSSDA and AESA Annual Conferences was reviewed as travel plans are underway.
- The Superintendent report also included a handout. Some highlights include:

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Legislative Information and Action

- The Legislature approved a “compromise budget” at the end of July, 2017. Legislative session officially completed on July 20, 2017. Final analyses of the impacts are pending.
- OESD 114 Legislative engagement 2017-2018. Senator Rolfes will meet at OESD on September 13, and others to follow.
- School Safety & Security Networking Breakfast – September 25, 7:30-9:00 AM at the Kitsap Golf & Country Club. Legislators are invited. Board members are welcome to attend.
- Monica Hunsaker provided a brief legislative update as it pertains to finance. (see her report below under Financial, Technology, and Instructional Resources)
- Carl Johnson noted the annual Kitsap Leadership Prayer Breakfast, a community event, will be held on September 21, 2017, for those interested in attending.
- OESD School Safety Events: Thanks were extended to Carl Johnson and Katie Proteau for attending the Kitsap County Commissioners meeting on August 14; the Commissioners passed the resolution. Other organizations have also signed the resolution. Appreciation was expressed to Katie Proteau for attending the County Commissioners Study Session in July.
- Completed the North Kitsap School District Board-Superintendent workshop on August 5 at OESD, and attended the July North Kitsap Board Meeting for the swearing-in of new Superintendent Laurynn Evans.
- OESD Board elections: Declaration forms are available August 25 and filing dates are September 1-16. Board members filing are: Carl Johnson, Shirley Johnson, Elizabeth Drew, Donn Ring and Cliff Huenergard. An OESD Board President-Superintendent reminder letter is in the works to all School Boards at the end of August.
- The Annual ESD Superintendents and Assistant Superintendents retreat will be held in Yakima, August 22-23. AESD Legislative Liaison changes and farewell to: Jim Shoemake and Marcia Fromhold. Melissa Gomboski is the new full-time liaison.
- New Superintendent searches for Port Angeles and South Kitsap School Districts begin this fall.
- OESD is working on the Request for Proposals for the Kitsap County 1/10 of 1% Behavioral Health Grant, and representatives are scheduled to present our proposal to the County Commissioners Advisory Citizen’s group on September 14.
- A Washington STEM update was provided and discussion was held. A West Sound STEM Network Legislative breakfast is scheduled September 12.
- AESD Executive Board Meeting and annual dinner September 18.
- OESD is offering the first Executive Assistant to School District Superintendent workshop, September 28.
- OESD and Olympic College are hosting a joint breakfast meeting for Board Members, Superintendents and a number of other community members on September 29, 8:00-9:30 AM at OESD. The purpose of the meeting is to discuss Career and College Readiness. Board members are welcome. Breakfast provided by Olympic College. Follow-on Superintendents’ Advisory Council meeting (SAC) at 9:30 AM.
- Ways to earn teacher certification (i.e. emergency certification) were touched on.
- OESD is hosting the Interstate Military Compact on Education for Military Children (MIC3) state meeting on October 11, 9:00 AM -12:00 PM. Legislators and a number of other state officials will be in attendance. Board members are welcome to attend.
- WSSDA Region Director Area 4 meeting, Port Angeles, October 14, 10:00 AM – 1:00 PM.

Legislative Information and Action (continued)

- Other dates for advanced planning School Year 17-18:
 - WSSDA Conference, Bellevue, 16-19 Nov.
 - AESA Conference, San Antonio, 29 Nov – 2 Dec.
 - WASA Region Community recognition event April 16, Clearwater Resort.
 - OESD Retirement and Years of Service Event, May 18.
- A note of appreciation from Legislative Representative Dan Griffey was received regarding a letter of thanks that was sent to legislators from superintendents in the OESD region.

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

- Legislature approved a 2.3% Cost of Living Adjustment (COLA).
- An increase in the allocation for health benefits to employees was reviewed.
- OESD finance staff is in process of reviewing school district budgets for the upcoming biennium given new legislative funding. Some concerns about shortfalls in special education funding were noted.
- A capital budget was not completed by the Legislature. Impact to school districts is unclear and districts await further information.
- A Budget Status report was provided in the packets for June and July. The General Fund ending balance was \$462,847.14 (adjusted amount considering the state's new GASB accounting formula is \$6.688 million). Unemployment Fund ending balance was \$4.615 million; the Workers Compensation Fund balance was \$13.145 million; and the Compensated Absences fund was \$882,810.28.
- OESD is preparing to close the 2016-2017 fiscal year and anticipating a flat-funded end to the year.
- Cathie Seevers was introduced and welcomed. Her position as the OESD Fiscal Officer began July 1.
- An update on the Port Angeles office sale was provided. Some interest, but no solid offers yet. Negotiations are underway with the Port of Port Angeles.

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

- Classes and Professional Learning offerings have geared up for start of the school year.
- The West Sound Summer Institute hosted by Bremerton School District, typically attended by approximately 750 educators from 15 districts is underway. Approximately 120 courses are offered and 30 of those courses are provided by OESD.
- Partnerships and topics across the Teaching and Learning division include a leadership series: Leading for Racial Equity, Restorative Justice Practices for Schools, Trauma Informed/Sensitive Schools, and Multi-tiered Systems of Support.
- OESD's STEM program launched the *Hotspot* with several offerings available for early learning to K-12. STEM certification was reviewed. Some offerings will be available in Port Angeles as well as OESD Bremerton.
- Expansions to the Curriculum Instruction and Assessment Department are underway. Science Kits, Knowledge Bowl, and the Art Show are all under the wing of Teaching and Learning. Other expansions include: seeking grants, supporting districts through OESD programs, Department of Defense Education Activity (DoDEA) Grant third party evaluator services, and a potential addition of a computer science coordinator. Patricia Bueke (formerly Moore) wears the new title of Director of Learning Support.
- The Every Student Succeeds Act (ESSA) plan is due to the U.S. Department of Education on September 18. A series of webinars are scheduled before final submission. Office of the Superintendent of Public Instruction (OSPI) and the State Board of Education are connected and moving forward.

Teaching and Learning Services (continued)

- Certified eclipse glasses were provided to Board members. An eclipse viewing around 10:00 AM is scheduled in the OESD parking lot on Monday, August 21.

BUSINESS

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

Resolution 257 Warrant Cancellation

Annually required by Board policy. Donn Ring moved to approve Resolution 257, Cancelled Warrants, as presented. Shirley Johnson seconded the motion. Motion carried.

Second Reading and Adoption of New Policy 5015, Civility

Elizabeth Drew moved to approve the Second Reading and Adoption of New Policy 5015, Civility, as presented. Katie Proteau seconded the motion. Motion carried.

Presentation and First Reading of Policy 5011, Sexual Harassment of Staff Prohibited. Katie Proteau moved to approve the Presentation and First Reading of Policy 5011, Sexual Harassment of Staff Prohibited, as presented. Cliff Huenergard seconded the motion. Motion carried.

Presentation and First Reading of Policy 5253, Maintaining Professional Staff-Student Boundaries.

Cliff Huenergard moved to approve the Presentation and First Reading of Policy 5253, Maintaining Professional Staff-Student Boundaries, as presented. Katie Proteau seconded the motion. Motion carried.

Presentation and First Reading of Policy 5401, Sick Leave.

Elizabeth Drew moved to approve the Presentation and First Reading of Policy 5401, Sick Leave, as presented. Shirley Johnson seconded the motion. Motion carried.

Deletion of Policy 5004, Attendance Incentive Program.

The content of this policy has been updated and combined with Policy 5401, Sick Leave. Donn Ring moved to approve the Deletion of Policy 5004, Attendance Incentive Program, as presented. Cliff Huenergard 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 17TH day of **August, 2017:**

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	06/23/17	152932	\$ 82,953.74
	06/30/17	ACH	\$ 40,290.01
	06/30/17	152933-152987	\$ 182,624.02
	07/14/17	ACH	\$ 4,080.80
	07/14/17	153021-153080	\$ 267,735.05
	07/21/17	153081	\$ 161,615.82
	07/31/17	ACH	\$ 23,213.49
	07/31/17	153082-153115	\$ 69,019.07
	08/15/17	ACH	\$ 940.61
	08/15/17	153148-153209	\$ 260,171.76

VOUCHERS AND PAYROLL (continued)

Payroll:	06/30/17	WIRE	\$ 664,139.16
	06/30/17	152988-153014	\$ 305,278.93
	06/30/17	701495-701505	\$ 4,557.32
	07/14/17	WIRE	\$ 37,162.38
	07/14/17	153015-153020	\$ 18,547.51
	07/14/17	701506-701523	\$ 6,632.51
	07/31/17	WIRE	\$ 653,567.84
	07/31/17	153116-153142	\$ 293,878.46
	07/31/17	701524-701539	\$ 5,440.39
	07/31/17	153143	\$ 3,000.00
	08/15/17	WIRE	\$ 32,849.15
	08/15/17	153144-153147	\$ 561.69
	08/15/17	701540-701561	\$ 8,472.65
Workers Comp:	06/16/17	403397	\$ 60,000.00
	06/30/17	403398-403401	\$ 20,416.06
	06/30/17	403402	\$ 70,000.00
	07/07/17	403403	\$ 25,000.00
	07/14/17	403404-403409	\$ 80,039.91
	07/21/17	403410	\$ 58,395.63
	07/31/17	403411	\$ 33,060.92
	07/28/17	403412	\$ 25,000.00
	08/04/17	403413	\$ 18,000.00
	08/11/17	403414-403422	\$ 503,913.45
Unemployment:	07/14/17	200346	\$ 760.33
	08/15/17	200347-200349	\$ 33,817.22
Compensated Absences:	07/31/17	600048	\$ 200.00

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

Sue Armstrong provided an update on the progress of policy revisions at OESD based upon priority (chart provided).

PERSONNEL

Sue Armstrong recommended the employment of the following:

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Angela Karr	Student Records Classroom Assistant	6/26/17
Steven Allen	Academic Coach, Summer Program	6/26/17
Collin Kupers	Academic Coach, Summer Program	6/26/17
Gretchen Dru	Academic Coach, Summer Program	6/30/17
Rachel Gonzalez	Academic Coach, Summer Program	6/30/17
Scott Kane	Tutor Mentor	7/11/17
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<u>New Employees (continued):</u>		

David Weikel	Network Support Tech I	8/3/17
Arianna Brown	Infant & Toddler Lead Teacher	8/16/17
Lilian Scott	Health Nutrition Advocate Part Year, Part Day	8/21/17
Kelsey Wolf	School Psychologist	9/1/17
Julia Gann-Smith	Assistant Teacher Head Start	9/1/17
Dorothy Spring	Institutional Education Teacher – Clallam	9/5/17

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Richard Durr	Network Support Tech II	7/14/17
Anita Allen	Software Support Analyst II	7/31/17
Debra Bidwell	School Psychologist	8/31/17
Carol McClung	Software Support Analyst I	9/22/17

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

Sue Armstrong also provided an update on employee benefits after a thorough plan comparison evaluation by the Benefits Committee, noting that OESD will be changing plans from United Healthcare to Premera Blue Cross. Open enrollment will run August 28-September 30, for benefits to begin November 1, 2017.

1:30 PM – Board Chair Carl Johnson announced that the Board would recess for approximately five minutes prior to the Study Session.

1:38 PM – STUDY SESSION - Board and Superintendent Goals, School Year 2017-2018

Superintendent Lynch and the Board reviewed the next steps of strategic planning and noted the number of school districts, early learning sites, students, ports, and fire departments served by the OESD.

Other items reviewed:

- Vision and Mission statements
- PRIDE Goals
- WSSDA Boards of Distinction Standards – as the OESD Board discusses its goals and standards
- Status of 2016-17 goals as planning and discussing 2017-18 goals
- Preparation of 2018-19 goals will begin to form in November 2017
- Board Election information and letters to School District Boards with a brochure of OESD candidates
- Importance of OESD Board member presence in the region and creating increased interest in voting in ESD Board elections. A list of district board meetings will assist with ESD board member sign-ups for attending a meeting in each district and delivering a short presentation at a meeting. The Board discussed initiating Board-Superintendent Operating Principles.
- Superintendent DRAFT goals for 2017-18

Additional study sessions throughout 2017-18 will align the timing of goal-setting throughout the agency.

2:42 PM – the Board adjourned.

Reminder: The next scheduled Board Meeting at 12:00 PM on September 21, 2017.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair