

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
February 15, 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

Donn Ring (arrived 12:19)

Shirley Johnson (Excused)

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

Guest: Dan Foster, Director of Workers Compensation

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 January 18, 2018, meeting, as presented. Elizabeth Drew seconded the motion. Motion carried.

ADMINISTRATIVE REPORTS

Superintendent's Report:

Superintendent Lynch introduced Dan Foster, Director of Workers Compensation and welcomed him to the meeting.

Legislative Information and Action

- The short legislative session is scheduled to complete on March 8, 2018.
- Focus of this session is to address a few McCleary (2242) shortfalls: regionalization, special education, levy swap (hold harmless), transportation levies, K-3 class size compliance, staff mix, and salary language compensation.
- Senate Bill 6410, Regional Safety Centers, unanimously passed by the Senate (48-0), is now on route to the House. The bill supports two Safety Centers, one on the east and one of the west side of the state with funding of \$200K/ESD.
- Working on scheduling an appointment with Representative Santos next week to talk about school safety.

Additional Regional Events and Information

- Thanks to Elizabeth Drew, Katie Proteau and Donn Ring for attending the annual Legislative Conference in Olympia on January 28.
- Thanks to Elizabeth Drew (21 & 22) and Katie (22) for volunteering to support the annual AESD Accreditation event on May 21 & 22 at ESD 113.
- Thanks to Elizabeth Drew for planning to attend the Early Learning Policy Council meeting on February 20. The next meeting is on March 20 at 5:00 PM.
- AESD Superintendents and Teaching & Learning Assistant Superintendents, along with Monica Hunsaker met with the State Superintendent on February 7 at Puget Sound ESD to discuss a number of topics including school safety.
- School District Superintendent searches: South Kitsap extended Karst Brandsma as an interim for next school year. Port Angeles search is ongoing. Quilcene initiated a search on January 17. Quileute Tribal Compact School District Superintendent planned on departing, however, the Board offered Mark Jacobson a new contract this week and he accepted.
- Although preliminary, here are the statewide February 13 School District election results by ballot category (pass/fail): Bond 10/14, Capital Projects Levy (CPL) 53/4, Maintenance & Operations (M&O) 141/10, Transportation 5/1. Required 50%+ to pass CPL, M&O and Transportation, and 60%+ for bond.
 - OESD School Districts: Cape Flattery - M&O (78.3%), Brinnon - M&O (60.8%), Port Angeles – CPL (Fail 48.7%), Queets - M&O (58.8%), North Kitsap - M&O (62.3%), CPL (61.0%), Bremerton - M&O (58.9%) and CPL (58.4%).
- The OESD 114 annual Regional Art Show awards reception is on March 5, 7:00 PM at OESD 114.
- Please see, and note that our School Year 2016-2017 OESD Accountability Report is accessible on-line on our OESD website. Please also note our “Seasonal Snapchat” communications for our OESD staff. The survey results are also provided for your review.
- Board Meeting Schedule for next October & November – Recommendations:
 - October meeting - **Tuesday, October 16, 2018**, due to the MIC3 Conference.
 - November meeting - **Tuesday, November 20, 2018**, due to Veterans Day and the WSSDA Conference. Please note: this would be the Tuesday of Thanksgiving week.
- Board members held discussion and decided to move the March 15, 2018, Board meeting to **Tuesday, March 27, 2018**, due to WASA Small Schools Conference.

Future Events:

- **AESD** annual conference, April 12-14, in Pasco (Greg Lynch and Carl Johnson planning to attend).
- **WASA** Region Community recognition event Monday, April 16, 6:00 PM, Clearwater Resort. Board members please RSVP directly to Tina Schulz if planning to attend the dinner.
- **OESD** Retirement and Years of Service Event, May 18, 2018, at OESD 114 (8:00 AM continental breakfast, 8:30 program begins).

AESD Executive Board Report – Carl Johnson

- The AESD Executive Board meeting was held at Puget Sound ESD on February 7, 2018. The AESD Budget will be voted upon at the AESD Annual Conference in April. Projected budget information was provided and discussed. Challenges were noted and Board members provided feedback. WSSDA funds held for the AESD have been used to draw down the fees for 2017-2018.

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 \$1.13 million (adjusted amount considering the state’s new GASB accounting formula is \$6.89 million). Unemployment Fund ending balance was \$4.61 million; the Workers Compensation Fund balance was \$3.8 million; and the Compensated Absences fund was \$794,220.

- Sue Armstrong noted new staff at the reception desk of the OESD. Interviews for the Director of Data & Technology will be held next week. Workers Comp staff soon will be relocating desk areas to the portable. Flyers announcing two Open House events (exploring paths to certification) have been scheduled on March 22, 2018, 5:00-6:30 PM at OESD Bremerton, and on March 27, 2018, 4:00-5:30 PM in Sequim. Also, effective January 1, 2018, a new law requires the agency to provide every hourly employee sick leave. Still many questions remain about the new sick leave law, and the OESD continues to monitor the information.

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

- A new computer science grant allows the OESD to offer robotics classes and computer science classes for K-12 teachers.
- Of the two OESD proposals for the AESD Conference (Trauma Informed Schools and AESD Early Learning Pilot), the Early Learning Pilot was accepted. Due to the early learning audit, Director of Early Learning Kristen Sheridan will remain at OESD.
- Early Learning Policy Council schedule was reviewed and an Early Learning Art Show was announced – held at Givens Community Center on March 29.
- **Special Services Department Goals, School Year 2017-2018 (Jennifer Acuña, Director of Special Services):** Ms. Acuña provided information on the OESD Special Education Cooperative. The department mission and components were reviewed (special services, cooperative, school nurse corps). Goals include increasing professional development and services to districts. Budget, grants, funding, and staffing were reviewed. Currently serving 27 districts and 2,437 students with 20 staff members and one contractor. Staff travel many miles to provide these services: school psychology, speech and language pathology, audiology, and other customized special services to meet the needs of a district. Also noted were challenges with finding enough specialized highly skilled staff and balancing increasing district needs for specific services with inadequate funding. Future needs: increased funding, development of a behavior program, provide more professional development, and increased regional awareness of Universal Design for Learning and Multi-tiered Systems of Support (special education and general education teachers).

BUSINESS

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

Presentation and First Reading of Policy 5401, Sick Leave. Sue Armstrong noted revisions to include new law covering sick leave for all employees.

Donn Ring moved to approve the Presentation and First Reading of Policy 5401, Sick Leave, as presented. Cliff Huenergard 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 15TH day of February, 2018:

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
General:	01/19/18	153904-153907	\$ 68,313.45
	01/31/18	ACH	\$ 20,294.14
	01/31/18	153908-153958	\$ 227,604.26
	02/15/18	ACH	\$ 3,253.47
	02/15/18	153985-154037	\$ 104,031.35

Payroll:	01/31/18	WIRE	\$ 687,228.73
	01/31/18	153959-153984	\$ 330,550.66
	01/31/18	701734-701737	\$ 577.75
	02/15/18	WIRE	\$ 34,562.30
	02/15/18	154038-154042	\$ 705.65
	02/15/18	701738-701744	\$ 1,065.38
Workers Comp:	01/19/18	403473	\$ 9,909.97
	01/26/18	403474	\$ 35,000.00
	01/31/18	403475-403477	\$ 2,461.42
	02/02/18	403478	\$ 53,000.00
	02/09/18	403479-403480	\$ 394,348.46
Unemployment:	02/15/18	200359-200360	\$ 69,896.60
Compensated Absences:			

Donn Ring moved to approve the Vouchers and Payroll, as presented. Katie Proteau 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>
Natalie Woodford	Tutor Mentor	1/29/18
Adrian Vazquez	Tutor Mentor	1/29/18
Leah Gilland	Student Assistance Professional	2/1/18
Miranda Bailey	Accounting Clerk	2/12/18

Resignation:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Mikayla Schlage	Tutor Mentor	12/15/17

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

1:38 PM – the Board adjourned.

Reminder: The next scheduled Board Meeting at 12:00 PM on **Tuesday, March 27, 2018.**

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair