

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
February 16, 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 12:00 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 (excused)
Cliff Huenergard
Greg Lynch, Superintendent
Monica Hunsaker, Assistant Superintendent of Finance
Susan Jung Lathrop, Assistant Superintendent of Teaching and Learning (excused)
Sandra Gessner-Crabtree, Executive Director of Curriculum, Instruction & Assessment
Sue Armstrong, Human Resources Director
Tina Schulz, Executive Assistant

APPROVAL OF AGENDA

Cliff Huenergard moved to approve the agenda as amended. Elizabeth Drew seconded the motion. Motion carried.

MINUTES

Shirley Johnson moved to approve the minutes of the January 19, 2017, meeting, as presented. Elizabeth Drew seconded the motion. Motion carried.

ADMINISTRATIVE REPORTS

Superintendent's Report: The Superintendent report included a handout. Some highlights include:

- 2017 AESD Conference Update – registration is underway and the Board previewed the new Association of Educational Service Districts (AESD) website.
- Strategic Planning: A sub-committee (Cliff Huenergard, Elizabeth Drew, Donn Ring) attended a department leadership meeting during discussion about OESD strengths, weaknesses, opportunities, and threats along with values and beliefs. In March, a few department leaders will join the Board for a study session. In April, the Board will hold an additional study session to discuss mission, vision, and goals. Superintendent Lynch showed a draft OESD vision statement to review before April. The March Board Meeting will begin at 11:30 AM with a study session. The April Board Meeting will begin with a study session at 11:00 AM.
- **Legislative Information and Action**
 1. Thanks to Shirley, Liz and Katie for attending the recent WSSDA-WASA-WASBO Legislative Conference in Olympia. A hand-out was provided that addresses OESD 114 legislative engagement including AESD legislative priorities and the Conference Hot Topics list.

Superintendent's Legislative Information and Action Report (continued):

2. A handout about recently introduced Senate Bill 5673 and House Bill 1886 was provided and summarized. The main focus of these bills is to shift a number of State Board of Education responsibilities (SBE) to the Office of the Superintendent of Public Instruction (OSPI) and includes changes to the number and boundaries of ESDs. ESD Superintendents agreed that conversation with each ESD Board is necessary and sent the below message, in part, to the OSPI Superintendent:
We support a more coherent governance structure and ask that a comprehensive review (early learning through higher education) and a structure that aligns and is consistent with the K-12 governance intent of the state constitution.
We recognize that the current governance and regulatory structure may not be ideal and is the product of many years of legislative and executive action that have dispersed authorities in less than a coherent manner.
Board members discussed and provided feedback and concerns about the bills, noting that the SBE/ESD system provides checks and balance governance. The Governor appoints five members on the state board. More analysis and information is needed to determine how ESDs would receive information and communication. The Board noted concern about how all of the duties from SBE would get shifted to OSPI and discussed implications of potential consolidation or re-boundary of ESDs.

Additional Regional Events and Information

3. Thanks were extended to Shirley Johnson for attending the January 26, Crescent School Board "Schools of Distinction" and grand opening of a new physical education work-out room; OESD Superintendent and Assistant Superintendent Teaching & Learning were also in attendance.
4. January 18 and February 9: OESD Superintendent and Assistant Superintendent Teaching & Learning recognized Quilcene High School, North Kitsap and Kingston High Schools for earning AESD Accreditation.
5. Thanks were extended to Elizabeth Drew for attending the Early Learning Policy Council and Health Advisory Meeting on January 23. Katie Proteau will be attending the same meeting on February 21. On March 21 Cliff Huenergard plans to attend.
6. The Queets Clearwater School District Superintendent, Scott Carter, accepted a Superintendent position in Montana, effective July 1, 2017. The OESD Superintendent will attend the Queets School Board Meeting on February 27.
7. North Kitsap School Board is scheduled to hire a new Superintendent on March 23, 2017.
8. Port Angeles, South Kitsap, Sequim, Quillayute Valley, Chimacum and Bainbridge Island all passed their levy elections on Tuesday, February 14. South Kitsap's bond election was not successful.
9. An AESD Accreditation Panel will be held at OESD 113, on May 22 and 23, 8:00 AM – 3:45 PM. Elizabeth Drew volunteered to participate. Our AESD is looking for additional Board Member volunteers.
10. OESD 114 Strategic planning update: Appreciation was expressed to Elizabeth Drew and Cliff Huenergard for their time today as plans continue.
11. AESD Conference Registration is open and details are in the Board Packet. Each ESD typically sponsors a basket for Conference prize drawings.
12. The OESD 114 Art Show Reception is on March 6, 7:00 PM
13. The WASA Awards are April 17, 6:00 PM at the Clearwater Resort
14. OESD 114 Retirement/Years of Service Celebration is on Friday, May 19, 8:30 AM

AESD Executive Board Report:

- Chair Carl Johnson noted the AESD Executive Board meeting was held on February 13 during the Legislative Conference in Olympia at ESD 113. He noted that Executive Director of OSPI/AESD Network Initiatives Gene Sharratt provided a presentation and highlighted the new AESD website and a five year strategy to connect OSPI and ESDs to identify opportunity gaps and to continue an aligned system. Contractual service agreements were reviewed along with a recap of the Legislative Conference/session highlights. OESD Board members discussed the Legislative Conference. What will and will not be funded was the primary discussion. Breakout discussions on setting goals for the AESD were held at the conference. Some topics included: developing strategic relationships, growing the AESD network and increasing services, telling the AESD story and ensuring publicly elected School Boards know about ESDs through involvement of ESD Board members by attending school district board meetings and sharing how board members of ESDs are elected. ESDs are non-voting members of the Washington State School Directors' Association. A consolidated report about the meeting will be shared when it is received. A review of which districts in our ESD region are represented and which services we provide to those districts will be provided as a matrix at the next Board meeting.

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 \$ -366,709.24 (adjusted amount considering the state's new GASB accounting formula is \$5.8 million). Unemployment Fund ending balance was \$4.57 million; the Workers Compensation Fund balance was \$3.89 million; and the Compensated Absences fund was \$480,810.84.
- Several Maintenance and Operation levies were held in the area (South Kitsap, Port Angeles, Sequim, Bainbridge Island, and Chimacum). The South Kitsap bond failed and Bainbridge also passed a technology levy.
- North Kitsap hired a new Finance Director.
- Some business and finance support from the OESD is being provided to Sequim, Cape Flattery, Quilcene, and Queets school districts. Payroll support is underway in Quillayute Valley and North Kitsap.

Teaching and Learning Services – Susan Jung Lathrop's report and highlights were included in the Board's packet and a report was provided by Sandra Gessner-Crabtree, OESD's Executive Director, Curriculum, Instruction & Assessment.

- Beginning Education Support (BEST) Grant: Sandra Gessner-Crabtree, provided highlights on the OESD educator support team and mentor support to new-to-profession teachers at Port Townsend (2 new teachers), Bremerton (26 new teachers), and Cape Flattery (3 new teachers). Ms. Gessner-Crabtree's work was recently recognized by OSPI resulting in a BEST grant funding increase. With a statistic of approximately 20% of new teachers leaving the profession within their first few years, this work provides a meaningful service. Ms. Gessner-Crabtree serves as an induction coach and then districts and our ESD provide a continuum of support and professional learning to meet the needs of new teachers. Originally funded for \$30k from OSPI, and now fully funded at \$77.5k, the BEST grant will provide mentors and tutors in the participating districts. Superintendent Lynch noted the importance of the work to help recruit and retain teachers. Kudos were extended to Sandy Gessner-Crabtree for her success with the program.
- Other Teaching and Learning Updates: English Language Arts (ELA), Science, and Math Fellows provided support this year through training on deeper content in their respective fields. This is in addition to the content leadership teams in ELA, Math and Science that teachers attend. Science Kits Cooperative is renewing and revising to continue to meet the Next Generation Science Standards. Science, Technology, Engineering and Math (STEM) programs are running strong with the Math Science Partnership (MSP) and National Aeronautics and Space Administration (NASA) grants and the West Sound STEM Network. Student and School Success program services have helped South Kitsap's Cedar Heights Middle School be removed from the state's *school improvement* list. In addition to responding to threats and crisis support needs in districts, the Student Services department sponsored a statewide Institutional Education meeting, offers trainings on Adverse Childhood Experiences (ACEs) and Resiliency, and is now providing Truancy Board trainings for districts in the region. Our Special Education Director, Jennifer Acuna, recently held training for educators working with students with significant communication needs.

BUSINESS

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

Second Reading and Adoption of Policy 5280, Separation from Employment - Sue Armstrong noted that other policies have been combined to refine and correct this policy. Shirley Johnson moved to approve the Second Reading and Adoption of Policy 5280, Separation from Employment, as presented. Cliff Huenergard seconded the motion. Motion carried.

Second Reading and Adoption of Policy 5404, Family, Maternity, and Military Caregiver Leave - Sue Armstrong noted these policy changes are important due to new laws. Elizabeth Drew moved to approve the Second Reading and Adoption of Policy 5404, Family, Maternity, and Military Caregiver Leave, as presented. Shirley Johnson seconded the motion. Motion carried.

VOUCHERS AND PAYROLL

Monica Hunsaker presented the 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 16th day of February, 2017

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
General:	01/20/17	152127	\$ 48,255.00
	01/31/17	152156-152224	\$ 244,212.39
	01/31/17	ACH	\$ 17,754.03
	02/15/17	152230-152293	\$ 168,300.59
	02/15/17	ACH	\$ 4,516.65
Payroll:	01/31/17	WIRE	\$ 657,208.91
	01/31/17	152128-152155	\$ 302,130.17
	01/31/17	701334-701341	\$ 2,376.08
	02/15/17	WIRE	\$ 24,241.27
	02/15/17	152225-152229	\$ 793.60
	02/15/17	701342-701358	\$ 4,538.84
Workers Comp:	01/20/17	403343-403344	\$ 38,411.03
	01/27/17	403345	\$ 15,000.00
	01/31/17	403346	\$ 164.51
	02/03/17	403347	\$ 40,000.00
	02/10/17	403348	\$ 20,000.00
	02/15/17	403349-403350	\$ 58,091.03
Unemployment:	01/31/17	200336	\$ 760.33
	02/15/17	200337-200338	\$ 51,563.47
Compensated Absences:	02/15/17	600047	\$ 200.00

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

PERSONNEL

Sue Armstrong recommended the employment of the following:

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Kelly Bonsell	Site Coordinator 21 st CCLC	1/19/17

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Jeff Luxton	Accounting Clerk	2/9/17
Shawn Bourdeau	Network Services	2/9/17

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

Ms. Armstrong also noted that OESD is hosting a second annual Open House to provide information to those wanting to become teachers. The Open House dates/locations are: April 13, 2017, 4:30-6:30 PM at OESD Bremerton, and April 20, 2017, 4:00-6:00 PM at Sequim High School Cafeteria.

The OESD Wellness Committee activities are underway with a new healthy vending machine (no cost to OESD) and a healthy heart potluck offered on Valentine's Day for staff.

The OESD Evaluation Committee has been working on streamlining employment evaluations triggering some future policy updates.

1:08 PM - the Board adjourned.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair