

MINUTES  
BOARD OF DIRECTORS  
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114  
January 18, 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 12:10 PM in Conference Rooms 132 A&B 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.

OATH OF OFFICE (*Elizabeth Drew, Carl R. Johnson, Donn Ring*)

OESD staff gathered. Superintendent Lynch administered the Oath of Office to re-elected Board members, Elizabeth Drew, Carl R. Johnson, and Donn Ring, who were re-elected in the November 2017 election. Also re-elected in the November 2017 election, and because they could not attend today's Board meeting, Cliff Huenergard was sworn-in on January 17, 2018, and Shirley Johnson was sworn-in on January 11, 2018.

ESD BOARD APPRECIATION (*Greg Lynch*)

In recognition of Board Appreciation Month as declared in the Governor's Proclamation, Superintendent Lynch presented a special reminiscent slide show to honor Board members for their dedicated service and countless hours of volunteer time.

12:34 PM – Board members returned to the Board Room to resume the meeting.

ROLL CALL OF MEMBERS AND GUESTS

Carl Johnson, Chair  
Elizabeth Drew, Vice Chair  
Katie Proteau  
Donn Ring  
Shirley Johnson (Excused)  
Conrad Green  
Cliff Huenergard (Excused)  
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

Carl Johnson noted a revision to the Personnel Agenda, ITEM 66-A. Katie Proteau moved to approve the agenda, as revised. Elizabeth Drew seconded the motion. Motion carried.

MINUTES

Elizabeth Drew moved to approve the minutes of the November 13, 2018, meeting, as presented. Katie Proteau seconded the motion. Motion carried.

**ADMINISTRATIVE REPORTS**

**Superintendent's Report:**

**Legislative Information and Action**

- Representative Griffey visited on December 11, 2017, to discuss HB 2242.
- SD Superintendents finalized their legislative platform; copy attached.

**Additional Regional Events and Information**

- Board Members are invited to our School Board Member and Superintendent meeting on Friday, January 26 at 8:15AM at OESD 114, to discuss Post-Secondary opportunities.
- Thanks to Shirley for attending the Schools of Distinction presentation for Neah Bay and Clallam High Schools on Thanksgiving Eve, November 22.
- Thanks to Carl Johnson, Elizabeth Drew, Katie Proteau, Shirley Johnson and Cliff Huenergard for attending the annual AESA Conference, Nov. 30-Dec. 2.
- Thanks to Donn Ring for joining us during the Jefferson County Joint School Board-Superintendents meeting on Dec. 4.
- Thanks to Elizabeth Drew and Carl Johnson for participating in the South Kitsap School District Accreditation process on Dec. 7.
- Thanks to Elizabeth Drew and Katie Proteau for joining us during our Dec. 8 Superintendents' Advisory Council Meeting with State Superintendent Chris Reykdal.
- Thanks to Carl Johnson for attending the Central Kitsap School District, Schools of Distinction presentation on Dec. 13 honoring Fairview Middle, Silver Ridge and Woodlands Elementary Schools.
- Thanks to Carl Johnson for attending the Early Learning Policy Council meeting in December - The next Council meeting is on Jan. 22.
- Thanks to Carl Johnson, Katie Proteau and Elizabeth Drew for attending our annual OESD Holiday party on Dec. 13.
- Thanks to Cliff Huenergard and Elizabeth Drew for joining us during the North Mason School Board Meeting and Accreditation presentation on Dec. 21.
- Thanks to Shirley Johnson for joining us for the Crescent Schools of Distinction, Boards of Distinction, HB 2242 and Board-Superintendent roles and responsibilities Study Session on Dec. 14.
- Thanks to Shirley for attending the Port Angeles Schools of Distinction ceremony on Jan. 4.
- Our OESD is offering for the first time, as a fee for service, newsletter publication services for the Quilcene School District.
- OESD Superintendent, assistant superintendents, select OESD administrators, and a small number of School District superintendents continue to meet one-on-one with new OSPI assistant superintendents. The meetings are at OESD 114.
- School District Superintendent searches are underway. South Kitsap extended Karst Brandsma as an interim for next school year. Port Angeles search is ongoing. Quilcene initiated a search last evening, Jan. 17. OESD Superintendent along with Assistant Superintendent Susan Lathrop and Special Services Director Jennifer Acuña, attended the Quilcene Study Session and participated in the superintendent search discussion.
- Congratulations to Susan Lathrop and the Teaching and Learning division for securing a \$140K work force development grant.
- Starting in February, OESD is planning full business and operations support to the Sequim School District.
- A video excerpt of testimony to the House Education Committee in Olympia on Tuesday, January 16, regarding Regional School Safety Centers HB 2543 was shown and discussed. Also, Superintendent Lynch reviewed progress of potential legislation to fund school safety centers.

**Additional Regional Events and Information** (continued)

- For advanced planning School Year 2017-18:
  - WSSDA-WASA Annual Legislative Conference January 28-29, 2018.
  - AESD Conference, April 12-14, 2018, in Pasco, hosted by ESD 123.
  - WASA Region Community recognition event April 16, 2018, Clearwater Resort.
  - OESD Retirement and Years of Service Event, May 18, 2018.

**AESD Executive Board Report** – Carl Johnson

- No AESD Executive Board Report until the next meeting on February 7.
- Attended the Early Learning Policy Council in December. The next Policy Council meeting is on Monday, January 22.

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

- Noted surplus sale in the OESD Bremerton portable this Saturday, January 20. Board policy requires a follow up report on surplused items.
- Keys to the sold OESD building in Port Angeles have been provided to the Port of Port Angeles. OESD items were moved out of the building. The building was sold to the Port for \$15k.
- News about a potential Federal Government shutdown has been swirling in the news. Pending further information, OESD continues to monitor the situation so that any potential affect to OESD staff could be determined.
- **2016-2017 Year-end Financial Statement and 2017-2018 Budget Status:** The Budget Status report was provided in the Board's packets. The General Fund ending balance was \$ 7.51 million (adjusted amount considering the state's new GASB accounting formula is \$1.754 million). Unemployment Fund ending balance was \$4.6 million; the Workers Compensation Fund balance was \$13.02 million; and the Compensated Absences fund was \$674,824. New requirements to add health care to the books were noted. Overall, the fund balance showed growth in 2016-17.
- **2017-2018 District Enrollment and 2016-2017 Financial Year-end Update.** Information was provided in the board packet and reviewed. How districts project enrollment and budgets based upon enrollment were discussed. Overall in the region, enrollment has decreased. Some reasons for enrollment decrease were discussed such as birth rates, online enrollment, and choice to attend another school district. Fund balances of each school district are tracked by OESD to watch for any potential areas of concern. Increases, decreases and trends in enrollment and fund balances were noted.
- Sue Armstrong announced that 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 provide every hourly employee sick leave. Still many questions remain, 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.

- OESD submitted two proposals for the AESD Conference in April. Proposed subjects are: Trauma Informed Schools and AESD Early Learning Pilot.
- Early Learning Assistant Director Natalya Mayes soon travels to Washington D.C. to participate on a national Head Start panel to discuss OESD's work with Early Learning programs. OESD's program has been recognized as a successful example for others nationally.
- Discussed paraeducator requirements and the need for continuing education credits. OESD is monitoring HB 1115 and the subcommittee's pending recommendations on this topic.

**BUSINESS**

**Annual Reorganization/Election of Officers:** Chair Carl Johnson initiated the process to reorganize the Board according to Board Policy 1210. Carl Johnson called for nominations. Katie Proteau nominated Carl Johnson to continue as Chair. Donn Ring seconded the motion. Katie Proteau nominated Elizabeth Drew to continue as Vice Chair. Donn Ring seconded the motion. Donn Ring nominated Elizabeth Drew to continue as Legislative Representative. Katie Proteau seconded the motion. Donn Ring nominated Carl Johnson to continue as AESD Executive Committee Representative. Katie Proteau seconded the motion. Hearing no further nominations. Donn Ring moved to close nominations. Katie Proteau seconded the motion. Voice vote was called. Motions carried unanimously.

- Chairperson: Carl Johnson
- Vice Chair: Elizabeth Drew
- Legislative Representative: Elizabeth Drew
- AESD Executive Committee: Carl Johnson

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

**Head Start Program Monitoring (Policy 2510): Policy Council By Laws**  
 Elizabeth Drew moved to approve the Policy Council By Laws, as presented. Donn Ring seconded the motion. Motion carried.

**Head Start/ECEAP/Early Head Start 2017-2018 Strategic Plan**  
 Katie Proteau moved to approve the Head Start/ECEAP/Early Head Start 2017-2018 Strategic Plan, as presented. Conrad Green seconded the motion. Motion carried.

**Head Start/ECEAP/Early Head Start Self-Assessment Timeline 2017-2018**  
 Donn Ring moved to approve the Head Start/ECEAP/Early Head Start Self-Assessment Timeline 2017-2018, as presented. Elizabeth Drew seconded the motion. Motion carried.

**Second Reading and Adoption of Policy 5403, Bereavement Leave**  
 Conrad Green moved to approve the Second Reading and Adoption of Policy 5403, as presented. Donn Ring seconded the motion. Motion carried.

**Second Reading and Adoption of revised Policy 5009, Employment of Minors.** Conrad Green moved to approve the Presentation and First Reading of revised Policy 5009, Employment of Minors, as presented. Donn Ring 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 18TH day of January, 2018:

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
General:	11/15/17	ACH	\$ 4,116.32
	11/15/17	153556-153626	\$ 254,013.47
	11/17/17	153627-153628	\$ 790.06
	11/30/17	ACH	40,084.45
	11/30/17	153654-153702	\$ 257,550.56
	12/15/2017	ACH	\$ 3,110.57
	12/15/17	153708-153778	\$ 141,990.29
	12/22/17	153779	\$ 94,124.35
	12/28/17	ACH	\$ 27,472.24

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	12/28/17	153806-153843	\$ 121,949.10
	01/12/18	ACH	\$ 4,818.88
	01/12/18	153848-153900	\$ 189,123.51
Payroll:	11/15/17	WIRE	\$ 25,761.17
	11/15/17	153551-153555	\$ 695.56
	11/15/17	701662-701677	\$ 4,587.15
	11/30/17	WIRE	\$ 664,709.69
	11/30/17	153629-153653	\$ 320,618.13
	11/30/17	701678-701688	\$ 4,130.27
	12/15/17	WIRE	\$ 20,934.91
	12/15/17	153703-153707	\$ 741.15
	12/15/17	701689-701700	\$ 3,175.49
	12/28/17	WIRE	\$ 682,309.08
	12/28/17	153780-153805	\$ 330,972.44
	12/28/17	701701-701709	\$ 2,596.71
	01/12/18	WIRE	\$ 15,044.37
	01/12/18	153844	VOID
	01/12/18	153845-153846	\$ 84.20
	01/12/18	153847	VOID
	01/12/18	153901-153903	\$ 361.07
	01/12/18	701710-701717	VOID
	01/12/18	701718-701725	VOID
	01/12/18	701726-701733	\$ 1,303.96
Workers Comp:	11/15/17	403449-403450	\$ 15,175.56
	11/17/17	403451-403452	\$ 304,386.66
	11/22/17	403453	\$ 10,000.00
	11/30/17	403454-403459	\$ 79,603.93
	12/01/17	403460	\$ 50,000.00
	12/08/17	403461	\$ 25,000.00
	12/15/17	403462-403465	\$ 73,527.22
	12/22/17	403466-403469	\$ 60,350.45
	12/28/17	403470	\$ 31,000.00
	01/05/18	403471	\$ 31,000.00
	01/12/18	403472	\$ 46,000.00
Unemployment:	11/15/17	200352	\$ 2,706.45
	11/17/17	200353-200354	\$ 44,942.05
	11/30/17	200355	\$ 12,725.00
	12/15/17	200356	\$ 760.33
	12/28/17	200357	\$ 7,340.75
	01/12/18	200358	\$ 760.33
Compensated Absences:	12/28/17	600052	\$ 200.00

Katie Proteau moved to approve the Vouchers and Payroll, as presented. Elizabeth Drew 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>
Alissa Shaw	Student Assistance Professional Trainee	11/27/17
Jennifer Dibert	Youth Services Professional YouthBuild	12/1/17
James Vincent	Job Development Construction Crew YouthBuild	12/1/17
Angela Marcos-Krasowski	Program Manager A 21 <sup>st</sup> CCLC	12/13/17
Colleen Kragen	Safety & Health Specialist	1/2/18
Leticia Sparkman	Network Support Tech II	1/8/18

**Resignations:**

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Aubery Mora	Tutor Mentor	12/14/17
Ocean Kane	Tutor Mentor	12/14/17
Kim Johnson	Administrative Coordinator to Assistant Superintendent	12/15/17
Michael Shockey	Network Support Tech II	1/5/18
Melissa Steiner	Health Coordinator Assistant	1/19/18

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

1:41 PM – **STUDY SESSION**

- **Business and Finance Goals, School Year 2017-2018** – Monica Hunsaker was joined by Fiscal Officer Cathie Seevers and Business Manager Mary Cook. A presentation was included in the Board’s packet. Ms. Cook and Ms. Seevers presented department mission and information on services provided to the OESD, school districts, and other agencies. Department goals & challenges, sources of funding, and staff responsibilities were reviewed. Fiscal services include financial oversight of fifteen school districts, staff training, year-end financial reviews, and oversight of the Workers’ Compensation Trust. Board members expressed appreciation for their work.
- **Board Goals 2018-2019 – Superintendent Lynch**  
Board members reviewed how the Board’s 2017-2018 Goals link with OESD Pride Goals, noting the status and purpose of each goal as they begin to prepare for setting goals for 2018-2019. They discussed ideas of how to further outreach to districts.
  - Ensure quality support to school districts
  - Provide Early Learning Policy Council presence
  - Increase presence on the Olympic Peninsula
  - Sign superintendent to a new contract
  - Provide presence at events
  - Attend local, state and national professional development
  - Continue work on operating principles

2:37 PM – Carl Johnson announced that the Board would recess into Executive Session after a five minute break to review the performance of a public employee (pursuant to RCW 42.30.110).

3:00 PM – The Board recessed from Executive Session and immediately adjourned.

**Reminder:** The next scheduled Board Meeting at 12:00 PM on Thursday, February 15, 2018.

Respectfully submitted,

Gregory J. Lynch  
Secretary to the Board

Carl Johnson  
Chair