

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
January 19, 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
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, Human Resources Director
Tina Schulz, Executive Assistant

APPROVAL OF AGENDA

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

ESD BOARD APPRECIATION – In recognition of Board Appreciation Month as declared in the Governor's Proclamation, Superintendent Lynch extended appreciation to OESD Board members thanking them for their dedicated service and countless hours of volunteer time. Cake was served.

MINUTES

Katie Proteau moved to approve the minutes of the November 14, 2016, meeting, as presented. Donn Ring seconded the motion. Motion carried.

ADMINISTRATIVE REPORTS

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

- Noted conference events during November and December, 2016, and appreciation for the Board travel plans
- Highlighted the AESD flyer that summarizes the programs and services of ESDs in the State of Washington.
- Informed the Board on latest events and meetings in conjunction with the Legislature and Governor's budget proposal and what that means to ESDs and school districts.
- OESD Website Refresh – the new website template was displayed and new features highlighted.
- Strategic Planning: the Climate Survey 2016 data and results were reviewed and three priority focus areas were identified for the coming year: received recognition or praise, my opinions seem to count, and someone talked to me about my progress. Board members and Superintendent Lynch discussed the survey and the work underway to improve the evaluation process. A suggestion was made, for the next time a climate survey is conducted, to ask staff if "I took the survey in 2013 and also in 2016." Interactive discussions scheduled for staff with Superintendent Lynch are underway in addition to department leaders' discussions amongst their own staff. Another climate survey will be conducted every 2-3 years.

Superintendent's Report (continued):

- Thanks to Carl Johnson, Elizabeth Drew and Katie Proteau for attending our OESD regional legislative engagement on December 9, 2016. The forum included school district Board Members and Superintendents, legislators, Washington State School Directors' Association (WSSDA) and Washington Association of School Administrators (WASA) Executive Directors and the State Superintendent Elect, Chris Reykdal.
- In addition to our Region's STEM legislative breakfast, OESD legislative engagement also included presentations to legislators focusing on *McCleary* and culminating in a recent Kitsap Sun article. Special thanks were extended to Monica Hunsaker and three school district Superintendents, Dana Rosenbach (North Mason), Patty Page (North Kitsap) and David McVicker (Central Kitsap), who spent time creating and delivering multiple presentations.
- Governor's Legislative Task Force failed to deliver a final recommendation and plan to address *McCleary*. There is a split along party lines where the Democrats provided a partisan recommendation and the Republicans provided a partisan "guiding principles" document.
- January 19, 2017, at 8:00 AM, OESD Superintendent Lynch appeared before the House Education Committee to testify on House Bill 1023 that would change Washington Interscholastic Activities Association (WIAA) varsity athletic eligibility for military connected students.
- WSSDA/WASA/Washington Association of School Business Officials (WASBO) Legislative Conference is scheduled in Olympia on February 12-13, 2017, at South Puget Sound Community College. Registration opens at 11:30 AM and the program begins at 1:00 PM.

Additional regional events and action include the following:

- January 18, 2017, at 6:00 PM, OESD Superintendent Lynch and Assistant Superintendent of Teaching and Learning Susan Lathrop awarded Quilcene High School its AESD Accreditation plaque.
- South Kitsap School District School Board offered interim Superintendent Karst Brandsma a one year extension. Mr. Brandsma accepted and will remain the interim superintendent for next school year 2017-2018.
- North Kitsap School District School Board initiated its Superintendent search as Patty Page plans to retire. The Board plans to hire a new Superintendent by March 23, 2017.
- January 26, 2017, at 7:00 PM, OESD Board & Superintendent will award Crescent School District its *Schools of Distinction* award during the regular Board Meeting.
- February 9, 2017, at 6:00 PM, OESD Board & Superintendent will present North Kitsap and Kingston High Schools with AESD Accreditation.
- The AESD Accreditation Panel will be held at ESD 113 on May 22 and 23, 2017, at 8:00 AM – 3:45 PM. Elizabeth Drew volunteered to participate. Our AESD is looking for additional Board Member volunteers.
- OESD 114 Strategic planning update: Thanks to Donn Ring, Elizabeth Drew and Cliff Huenergard who attended our OESD Leadership Meeting and participated in our discussion about OESD *beliefs*. Next steps include conversation with the Board sub-committee and Superintendent about Vision, Mission and Goals.
- January 23, 2017, 10:00 AM-3:00 PM in Olympia, OESD Superintendent will be representing ESD Superintendents at a *Civic Learning* opportunity. Governor Inslee will be in attendance. The session will explore how civil learning can be expanded in Washington.

AESD Executive Board Report:

- Chair Carl Johnson noted the AESD Executive Board meeting was held in Spokane prior to the WSSDA conference on November 15, 2016. The next meeting will be moved in February during the Legislative Conference to Olympia.

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

- **2015-2016 Year-end Financial Statement and 2016-2017 Budget Status:** Budget Status report was provided in the packets. The General Fund ending balance was \$ 514K (adjusted amount considering the state's new GASB accounting formula is \$6.7 million). Unemployment Fund ending balance was \$4.8 million; the Workers Compensation Fund balance was \$13.3 million; and the Compensated Absences fund was \$623K.

- OESD is now working on next year's budget for 2017-2018 and running scenarios based upon the Governor's budget proposal. Districts will need to build multiple budgets in anticipation of legislative changes. For ESDs, Cost of Living Adjustments (COLA) and retirement benefits await legislative changes. Year-end financials were submitted in mid-December. Revenue sources are largest from the Federal Government and smallest from the state. Instructional support remains the largest expenditure.
- **2016-2017 District Enrollment and 2015-2016 Financial Year-end Update.** Information was provided in the board packet and reviewed. How districts project enrollment and budgets based upon enrollment were discussed. It was noted that All Day Kindergarten has played a large role in the enrollment changes. Demographics of the area were discussed. Based upon changes in birth rate, military student populations, industry, etc. Fund balances of each school district are tracked by the ESD to watch for areas of concern. Increases, decreases and trends in enrollment and fund balances were noted.
- **Other updates:** The Port Angeles office is closing January 31, 2017. Staff was relocated to the Skills Center in Port Angeles. The OESD property is still for sale and will remain with limited utilities. The way forward will be discussed in the coming months. Two staff members were laid off. Fiscal Officer Steve McIntire has announced his retirement. Also the Workers' Compensation services have moved to ESD 113 in Tumwater as of January 23, 2017. A new Director position for workers compensation will be posted in the future.
- With a new Presidential Administration and in consideration of planning forward with Federal Grants, Board members and Superintendent Lynch discussed in general terms of potential impact on the agency.

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

- Reports and highlights were included in the Board's packet.
- No Child Left Behind (NCLB) legislation is being replaced by Every Student Succeeds Act (ESSA). The submission of Washington State's ESSA plan has been postponed until September 2017, as determined by the new state Superintendent of Public Instruction. Until legislation and decisions are submitted in September, school districts remain in limbo.
- Sandra Gessner-Crabtree, OESD's Executive Director, Curriculum, Instruction & Assessment has been invited to the next Board Meeting in February to provide highlights on the educator support team and mentor support to new teachers at Port Townsend, Bremerton, and Cape Flattery. Ms. Gessner-Crabtree's work was recently recognized 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 service provides a meaningful service.
- OESD is shifting the Science Kits Center to the Curriculum & Instruction area of the OESD to provide agency alignment. The Science Kits were previously supervised by the Business Office and Data Center.
- A new Clock Hour and Registration system began in December (with ESD 112) with the *pdEnroller* system. Positive feedback on usability, efficiency, and ease of use with the program has been received. Kudos to Angela Wageman (former teacher) for her terrific work with the new system. An online payment system is also now available with *pdEnroller*.
- Community Truancy Board (CTB): In January, participating districts received training at OESD. OESD is working closely with seven districts to implement at CTB before the end of the school year. A question remains whether or not it will be a funded mandate.
- Superintendent Lynch noted that realignment of truancy requirements with size of a school district is part of the legislative discussion on HB 1170.

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 for Chair and AESD Representative. Katie Proteau nominated Elizabeth Drew to continue with Vice Chair and Legislative Representative roles. With no further nominations, voice vote was called. Motion carried unanimously.

- Chairperson: Carl Johnson
- Vice Chair: Elizabeth Drew
- Legislative Representative: Elizabeth Drew
- AESD Executive Committee and Washington State ESD Coordinating Board: Carl Johnson

Regional Committee Appointments: RCW 28A.315.105 creates the Regional Committee on School District Reorganization. Each ESD is to establish a committee with the same number of members as the ESD Board. Members are to be appointed to a four-year term by the ESD Board. Superintendent Lynch recommended that the Board Re-appoint Keith Canton, District 1; William D. Hahn, District 3; Mary Keyes, District 5, to serve as representatives to the Regional Committee on School District Reorganization. Kathy Murphy-Carey, District 7, has declined to continue service and therefore, District 7 remains vacant at this time. Donn Ring moved to Re-appoint Keith Canton, District 1; William D. Hahn, District 3; Mary Keyes, District 5, to serve as representatives to the Regional Committee on School District Reorganization. Kathy Murphy-Carey, District 7, has declined to continue service and therefore, District 7 remains vacant at this time. Elizabeth Drew seconded the motion. With no further discussion, the Motion carried. Regional Committee Duties are centered on boundary changes. OESD Board's role is to appoint the committee members and a request was made to bring forth anyone interested from Port Angeles area District 7.

Head Start Program Monitoring (Policy 2500): Head Start/ECEAP & Early Head Start Monthly Reports (November and December 2016) – Information was provided in the Board packet. Informational only – no action required.

Head Start Program Monitoring (Policy 2510): Carry-over Request for Early Head Start Child Care Partnership (CCP) – Information was provided in the Board packet. Review only – no action required.

Head Start Program Monitoring (Policy 2510): Policy Council By Laws --

Cliff Huenergard moved to approve the Policy Council bylaws, as presented. Katie Proteau seconded the motion. Motion carried.

Second Reading and Adoption of Policy 6801, Capital Assets/Theft-Sensitive Assets -- Monica Hunsaker noted this new policy, considered essential by WSSDA, addresses inventorying of theft sensitive items. Katie Proteau moved to approve the Second Reading and Adoption of Policy 6801, Capital Assets/Theft-Sensitive Assets, as presented. Donn Ring seconded the motion. Motion carried.

Second Reading and Adoption of Policy 6881, Surplus Property – Monica Hunsaker noted that this is a revision to an existing policy that specifies details on surplus of property and to ensure compliance with the law. Elizabeth Drew moved to approve the Second Reading and Adoption of Policy 6881, Surplus Property, as presented. Shirley Johnson seconded the motion. Motion carried.

Presentation and First Reading of Policy 5280, Separation from Employment - Sue Armstrong noted that other policies have been combined to refine and correct this policy. Donn Ring moved to approve the Presentation and First Reading of Policy 5280, Separation from Employment, as presented. Katie Proteau seconded the motion. Motion carried.

Presentation and First Reading of Policy 5404, Family, Maternity, and Military Caregiver Leave - Sue Armstrong noted these policy changes are important due to new laws. She also shared that the trend is to create concise policies and to include more detail in the accompanying procedure. Cliff Huenergard moved to approve the Presentation and First Reading of Policy 5404, Family, Maternity, and Military Caregiver Leave, as presented. Shirley Johnson seconded the motion. Motion carried.

Deletion of Policies: 5281, Employee Suspension; 5282, Termination; 5283, Retirement; 5284, Reduction in Force; and 5405, Maternity Leave - Sue Armstrong noted key elements have been included in policies above. Donn Ring moved to approve the Deletion of Policies: 5281, Employee Suspension; 5282, Termination; 5283, Retirement; 5284, Reduction in Force; and 5405, Maternity Leave, as presented. Elizabeth Drew 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 19TH day of **January, 2017**:

FUND	DATE PAID	WARRANT #S	AMOUNT
General:	11/22/16	151827	\$ 141,509.99
	11/22/16	151828	\$ 340.40
	11/30/16	ACH	\$ 37,689.21
	11/30/16	151858-151907	\$ 140,758.55
	12/15/16	151914-151995	\$ 209,397.68
	12/21/16	ACH	\$ 100.00
	12/29/16	152023-152062	\$ 130,178.77
	12/29/16	ACH	\$ 34,052.36
	01/13/17	152069-152126	\$ 99,048.48
	01/13/17	ACH	\$ 728.64
Payroll:	11/30/16	WIRE	\$ 664,058.94
	11/30/16	151829-151857	\$ 324,395.35
	11/30/16	701305-701312	\$ 2,753.91
	12/15/16	WIRE	\$ 25,360.08
	12/15/16	151908-151913	\$ 847.17
	12/15/16	701313-701318	\$ 1,243.29
	12/20/16	151843	VOID
	12/29/16	WIRE	\$ 679,715.65
	12/29/16	151996-152022	\$ 305,301.24
	12/29/16	701319-701322	\$ 1,035.32
	01/13/17	WIRE	\$ 30,201.51
	01/13/17	152063-152068	\$ 6,253.60
	01/13/17	701323-701333	\$ 3,133.86
Workers Comp:	11/16/16	403324-403325	\$ 349,025.01
	11/23/16	403326	\$ 5,000.00
	11/23/16	403327-403328	\$ 180.01
	12/02/16	403329	\$ 17,000.00
	12/09/16	403330	\$ 15,000.00
	12/15/16	403331-403335	\$ 80,839.91
	12/23/16	403336-403337	\$ 31,680.00
	01/06/17	403338	\$ 16,000.00
	01/13/17	403339-403342	\$ 35,704.68
Unemployment:	12/15/16	200328-200334	\$ 270,188.21
	01/13/17	200335	\$ 7,340.75
Compensated Absences:	01/13/17	600046	\$ 200.00

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

Chair Carl Johnson noted the Early Learning Policy Council meeting date changed from January 17 to Monday, January 23, and Liz Drew plans to attend. He asked if other Board members were interested in attending the next meeting on February 21. Katie Proteau offered to attend on February 21 in Room 202 at 5:30 PM.

EXECUTIVE SESSION

1:32 PM – The Board recessed for a five minute break and reconvened at 1:37 PM.

1:37 PM - Board Chair Carl Johnson announced that the Board would recess into Executive Session for approximately 10 minutes – to review the performance of a public employee (pursuant to RCW 42.30.110).

1:53 PM – the Board returned to Regular Session.

PERSONNEL

Sue Armstrong recommended the employment of the following:

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Deborah Jonasson	Assistant Teacher Head Start	11/16/16
Rebekah Gogue	Assistant Teacher	11/16/16
An-Deiss Savage	Site Coordinator Assistant	11/16/16
Rachael Gackle	Assistant Teacher Head Start	11/29/16
Amanda Marley-Clarke	Administrative Assistant for STEM	12/5/16
Desiree Coleman	Tutor Mentor 21 st CCLC	12/5/16
Emilee Perry	Tutor Mentor	12/5/16
Gina Hill	Clerical Assistant	12/19/16
Jennifer Swanson	Assistant Teacher	1/24/17

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Millie Sum	Lead Teacher Family Advocate	11/22/16
Nanette Ciganik	Assistant Teacher	11/30/16
Chrysthel Songco	Tutor Mentor	12/15/16
Shannon Richmond	Accounting Clerk	1/20/17

Retirement:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Jackie Szlosek	Software Support Analyst	12/29/16
Steve McIntire	Fiscal Officer	6/30/17

Termination

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Yvonne Peko	Site Coordinator 21 st CCLC	11/28/16

End of Temporary Assignment

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Michele Hargraves	Administrative Assistant I	1/31/17

Reduction In Force

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Terri Sugg	Workers' Comp Claims Adjuster II	1/31/17

After some discussion, Shirley Johnson moved to approve the personnel changes, as presented. Donn Ring seconded the motion. Motion carried.

1:56 PM - the Board adjourned.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair