

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
June 15, 2017

REGULAR SESSION CALL TO ORDER

Chair Carl Johnson called the meeting to order at 10:05 AM 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 (arrived 10:15 AM)
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

APPROVAL OF AGENDA

Katie Proteau moved to approve the agenda, as presented. Donn Ring seconded the motion. Motion carried.

MINUTES

Elizabeth Drew moved to approve the minutes of the May 18, 2017, meeting, as presented. Donn Ring seconded the motion. Motion carried.

Superintendent Lynch noted the Washington School Information Processing Cooperative (WSIPC) celebrates its 50th Anniversary year of providing service to school districts. A commemorative engraved crystal and poster depicting the history of the organization is on display at the OESD.

RECOGNITION – RETIREMENT AND YEARS OF SERVICE

At 10:10 AM Board members and staff gathered in the OESD foyer to recognize Tiffany Skidmore, who was unable to attend the May 19, 2017, Retirement and Years of Service Celebration. Ms. Skidmore was recognized for ten years of service to the OESD.

In addition, Board member Donn Ring was recognized for serving on the OESD Board of Directors for 45 years. He was appointed to the Board in 1972. Mr. Ring shared some historical stories with staff.

Superintendent Lynch also recognized Early Learning Administrative Assistant Jo Fisher for her tremendous talent and extra efforts to decorate and participate in event planning within our agency on many occasions.

10:25 AM – Board members reconvened in the Board Room and Chair Carl Johnson announced that the Board would recess into Executive Session for approximately one hour to review the performance of a public employee (pursuant to RCW 42.30.110).

11:34 AM – The Board recessed (lunch service) for approximately 15-minutes.

11:50 AM – The Board returned to Regular Session.

ADMINISTRATIVE REPORTS

Superintendent's Report:

- Information on registration for the 2017 WSSDA and AESA Annual Conferences was provided in the packet.
- The Superintendent report also included a handout. Some highlights include:

Legislative Information and Action

- Midway through the second 30-day legislative extension with no apparent progress.
- Both the House and the Senate are back in Olympia this week and have scheduled official floor action as well as committee meetings.

Additional Regional Events and Information.

- Thank you to Carl Johnson, Elizabeth Drew, and Katie Proteau for attending our annual Retirement/Years of Service recognition event at the end of May. Staff survey feedback was provided for Board review.
- Thank you, Katie Proteau, for attending the Early Learning Policy Council meeting on May 16.
- Thank you, Shirley Johnson and Katie Proteau, for attending the WSSDA Regional Conference on May 20 at Bremerton School District.
- The Next Early Learning Policy Council meeting is on June 20 at 5:30 PM. Carl Johnson plans to attend.
- Board members are welcome to join the OESD Leadership Team meeting on Monday, June 19 at 10:00 AM. The discussion will be around expanding services and installing a grant management system.
- OESD will host and facilitate a North Kitsap School District Board-Superintendent Workshop on August 5.
- OESD hosts the next Safety and Security Networking breakfast on September 25, 7:30 AM, location to be determined. Board members are invited to join the meeting. Legislators will be invited.
- OESD hosts the Military Interstate Children's Compact Commission (MIC3) state meeting on October 11, 9:00 AM -12 PM. Legislators and a number of other state officials will be in attendance. Board members are invited to attend.
- WA STEM terminated its contract with OESD, effective at the end of June 2017. The termination was not anticipated. The impacts were discussed along with potential solutions.
- OESD is currently working on the Request for Proposals (RFP) for the Kitsap County 1/10 of 1% behavioral health grant.
- The next AESD Executive Board and Superintendents Meeting is in Spokane on June 27.
- OESD Board elections for the fall; declarations will be prepared in August and filing begins September 1–16. Below is the accurate list of ESD 114 Board positions that will be up for election this fall:
 - Position 1, Elizabeth Drew
 - Position 3, Carl Johnson
 - Position 5, Donn Ring
 - Position 7, Shirley Johnson
 - Position 6, Cliff Huenergard (fulfilling unexpired term of previous member Karen Sorger)
- For Board member advanced planning (School Year 2017-18):
 - WSSDA Conference, Bellevue, November 16-19, 2017.
 - AESA Conference, San Antonio, November 29 – December 2, 2017.
 - WASA Region Community recognition event April 16, 2018, Clearwater Resort.
 - OESD Retirement and Years of Service event, May 18, 2018.

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 \$-32,839.11 (adjusted amount considering the state's new GASB accounting formula is \$6.192 million). Unemployment Fund ending balance was \$4.57 million; the Workers Compensation Fund balance was \$13.07 million; and the Compensated Absences fund was \$844,404.91.

Teaching and Learning Services - Susan Jung Lathrop's report and highlights were included in the Board's packet. Joined by Elementary Science Coordinator Clancy Wolf, Ms. Lathrop noted OESD involvement with science and the Department of Defense Education Activity (DoDEA) Grant.

- **DoDEA:** Dr. Wolf provided a short summary about the OESD Science Cooperative and his work with Bremerton School District to increase student achievement in science, funded by the DoDEA Grant. The five-year program also provides updated elementary science kits for all districts in the region and professional development for teachers. Data comparisons of fall 2016 to spring 2017 have indicated that teacher confidence in science subjects has notably increased. A question/answer time followed with Board members, who expressed appreciation to Dr. Wolf for his work.
- **Diversity/Equity:** Susan Jung Lathrop provided a brief update on racial equity and how it affects students and teachers. The OESD is working to understand its definition and noted professional development around the region to create awareness. *Training the Trainers* sessions are under consideration so that the OESD staff can provide professional development to districts.

BUSINESS

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

Second Reading and Adoption of Policy 5001, Hiring of Retired Employees

Conrad Green moved to approve the Second Reading and Adoption of Policy 5001, Hiring of Retired Employees, as presented. Cliff Huenergard seconded the motion. Motion carried.

Second Reading and Adoption of Policy 5240, Performance Evaluation

Katie Proteau moved to approve the Second Reading and Adoption of Policy 5240, Performance Evaluation, as presented. Shirley Johnson seconded the motion. Motion carried.

Presentation and First Reading of New Policy 5015, Civility

Sue Armstrong noted the importance of a Civility policy for any organization to promote customer service and positive relationships, noting a goal of reviewing this policy with staff annually. Board members discussed the policy.

Conrad Green moved to approve the Presentation and First Reading of New Policy 5015, Civility, as presented. Elizabeth Drew seconded the motion. Motion carried.

Budget Review and Hearing 2017-2018 – Monica Hunsaker reviewed the budget and the estimate of fund balances and revenues, which includes some OESD fee-for-service increases. The status of grants was reviewed: Marijuana Prevention & Education and WA STEM grants are ending soon; the 21st Century grant ends in 2018-19; the 1/10th of 1% Grant is reducing; NASA grant is reducing. The Budget document now includes the OESD staff salary proposal information and one motion for the budget (to include staff salary proposals) will occur next year (2018-19 budget) as the process evolves. With unknowns of the legislative budget economic forecast, the OESD must consider what to do if state does not finish its budget by June 30. Communication with the Board will continue throughout the process as a solution develops. School districts are also affected. A 2% cost of living adjustment (COLA) and salary schedules were reviewed. Certificated salary schedule includes 2016-17 numbers because the certificated schedule is tied to the state and we do not yet have the state's budget.

Resolution 256 – Budget 2017-2018

Donn Ring moved to approve Resolution 256- Budget 2017-2018, as presented. Conrad Green seconded the motion. Motion carried.

2017-2018 Staff Salary Proposal

Conrad Green moved to approve the 2017-2018 Staff Salary Proposal, as presented. Elizabeth Drew 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**

FUND	DATE PAID	WARRANT #'S	AMOUNT	
General:	05/19/17	152755	\$ 87,638.96	
	05/31/17	ACH	\$ 33,163.74	
	05/31/17	152783-152846	\$ 222,103.36	
	06/15/17	ACH	\$ 2,744.90	
Payroll:	06/15/17	152854-152931	\$ 157,891.03	
	05/31/17	WIRE	\$ 664,459.18	
	05/31/17	152756-152782	\$ 300,208.76	
	05/31/17	152847	\$ 5.40	
	05/31/17	WIRE	\$ 47.29	
	05/31/17	701453-701471	\$ 7,124.52	
	05/31/17	701472	\$ 265.24	
	05/31/17	701458	VOID	
	06/15/17	WIRE	\$ 27,946.01	
	06/15/17	152848-152853	\$ 7,291.82	
	06/15/17	701473-701494	\$ 7,549.41	
	Workers Comp:	05/19/17	403384-403385	\$ 393,035.30
		05/26/17	403386	\$ 45,000.00
05/31/17		403387-403392	\$ 63,953.74	
06/02/17		403393	\$ 40,000.00	
06/09/17		403394	\$ 20,000.00	
06/15/17		403395-403396	\$ 23,082.77	
Unemployment:	06/15/17	200345	\$ 760.33	
Compensated Absences:				

Cliff Huenergard to approve the Vouchers and Payroll, as presented. Conrad Green 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>
Pamela Hursey-King	Occupational Therapist	9/1/17

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Jennifer Milton	Site Coordinator 21 st CCLC	5/22/17
Stephanie Codorniz	Academic Coach 21 st CCLC	6/1/17
William Collins	Tutor Mentor 21 st CCLC	6/1/17
Alison Hicks	Infant & Toddler Coordinator Assistant	6/30/17
Sarah Peery	Occupational Therapist	8/31/17

Reduction in Funding:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Amanda Marley-Clarke	Administrative Assistant	6/30/17

Sue Armstrong noted that staff members whose temporary positions will end due to the ending of the Youth Marijuana Prevention & Education Grant are Lyndsey Kellum and Vicki MacKenzie.

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

Renewal of Superintendent's Contract (included in the personnel agenda): Katie Proteau moved to approve the Renewal of Superintendent's Contract, as presented. Conrad Green seconded the motion. Motion carried.

1:21- PM – the Board adjourned.

Reminder: The next scheduled Board Meeting at 12:00 PM on August 17, 2017.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair