

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
June 21, 2018

REGULAR SESSION CALL TO ORDER

Chair Carl Johnson called the meeting to order at 10:00 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 (Excused)
Shirley Johnson
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

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 May 17, 2018, meeting, and the minutes of the June 14, 2018, special meeting, as presented. Shirley Johnson seconded the motion. Motion carried.

ADMINISTRATIVE REPORTS

Superintendent's Report:

Legislative, State & Region Items of Interest

- Senator Wellman (Mercer Island) Early Learning and K-12 Committee Chair, visited our ESD on June 4. Board members discussed the visit.
- ESDs finalized an OSPI safety grant for ~\$700,000.00. OESD will receive \$200K for partnership work with OSPI and all ESDs.

Additional Regional Events and Information

- Thanks to Carl Johnson and Katie Proteau for attending the meeting with Senator Wellman on June 4.
- The Early Learning Policy Council last met on June 19, 2018. The next meeting is on August 21, 2018, and a list of 2018-19 meeting dates will be available in August.
- Thanks to Carl Johnson, Katie Proteau, Elizabeth Drew and Cliff Huenergard for attending our annual Years of Service and Retirement Ceremony on Friday, May 18, 2018.
- Thanks to Elizabeth Drew and Katie Proteau for supporting the annual AESD Accreditation event on May 21 & 22, 2018, at ESD 113.

Additional Regional Events and Information (continued)

- Our annual new superintendent orientation is on August 2, 2018. The Port Angeles School District's new Superintendent is Marty Brewer, from Pioneer School District. The Quilcene new Superintendent is Francis (Frank) Redmon.
- Superintendent Lynch will be attending the annual State Safety Summit on August 6-7, 2018. The Summit is mandated by state legislation and includes state legislators.
- The Peninsula School District Superintendent, Rob Manahan, was recently hired as the new Snoqualmie Valley Superintendent. Although Peninsula School District is not inside our region, OESD 114 does provide a number of services and the Peninsula Superintendent periodically attends our monthly Superintendents' Advisory Council meetings. The Peninsula School Board is looking for an interim Superintendent for school year 2018-19.
- OESD 114 will sponsor a Regional School Safety and Security Breakfast on September 24, 7:30 AM – 9:00 AM at the Kitsap Golf and Country Club.
- You are invited to attend the annual state-level MIC3 Meeting at OESD 114 on October 2, 2018, 9:00 AM -12:00 PM.
- Board members discussed options for conducting interviews to appoint a replacement for OESD Director District 4 as Conrad Green's resignation is effective June 21, 2018. Two options for either holding the interviews at the August 16 Board meeting (starting at 10:00 AM) or screen candidates on August 16 and conduct interviews potentially September 20 or in October. Board member availability was discussed. Information will be provided to those interested in submitting an application. Board members concurred that applicant screening and interviews will be held at 10:00 AM on August 16, followed by the Regular Session of the Board where the selected candidate could be appointed and sworn in. Candidate availability & board flexibility for interviews was also discussed. Board members also discussed the potential for holding an interview via video conference. Succession planning for OESD was also reviewed.

Board Meeting Schedule/Events for School Year 2018-19:

- A list of 2018-19 Board meeting dates and other key events was provided in Board notebooks for planning purposes.
- **WSSDA Fall Conference**, Spokane November 14-17, 2018. Registrations are underway and hotel rooms reserved at the Davenport Grand Hotel. Please let Tina know if you do/do not plan to attend.
- **AESA Conference in Colorado Springs November 28-December 1, 2018**. Please let Tina know if you do/do not plan to attend. Registration is open.
- Cliff Huenergard presented a role-play of how Board members could provide information about the ESD as practice for potential visits to school districts or when visiting with anyone who might not know about ESDs. He noted how the ESDs transformed over the years and how ESDs leverage state core funding to expand services through grants and fees-for-service, and highlighted the agencies served by ESDs in addition to school districts. He will provide an outline to other Board members.

AESD Executive Board Report – Carl Johnson

- June 25-26, is the next AESD Executive Board Meeting in Spokane at ESD 101. No report until the next OESD Board meeting in August.

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 \$2.095 million (adjusted amount considering the state's new GASB accounting formula is \$7.860 million). Unemployment Fund ending balance was \$4.201 million; the Workers Compensation Fund balance was \$12.200 million; and the Compensated Absences fund was \$910,780.64.
- School district fund balances for 2017-18 are nearing completion.
- Human Resources - Summer hours and dress at OESD will begin on Monday, June 25 through the end of August.
- OESD hosted the Blood Mobile last month and several staff members participated.

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

- Next Generation Science Standards and Climate Science Education Grant. OESD anticipates receiving ~\$285,000 (from OSPI) for work with teachers and community based organizations to focus on this topic aimed at elementary and middle school teachers
- Special Services has shortages in psychologists, speech language pathologists, and occupational therapists. OESD will be contracting with agencies to fill the gap/need and may also include teletherapy. Details are in the works.
- Looking at a possible increase in monies for our Career Connected Learning Grant. This would likely go towards expanding work in Jefferson/Clallam counties (for career counseling, work experiences, apprenticeship, pre-apprenticeship programs.)
- Due to the recent Safety Proviso, the OESD will be receiving ~\$200,000 to conduct this work. Part of these monies will be used to hire staff to support the work.
- Head Start/Early Head Start/ECEAP/Coalition information and action items

Tina Schulz provided a brief review of the AESD Communications meeting held at Puget Sound ESD on Tuesday, June 19.

BUSINESS

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

Kitsap Interagency Coordinating Council Head Start/ECEAP Partnership: 2018 Update to the 2017 Comprehensive Community Assessment - Katie Proteau moved to approve the 2018 Update to the 2017 Comprehensive Community Assessment, as presented. Elizabeth Drew seconded the motion. Motion carried.

Approval of Criteria for EHS/HS/ECEAP Selection Criteria

Shirley Johnson moved to approve the Selection Criteria for EHS/HS/ECEAP, as presented. Cliff Huenergard seconded the motion. Motion carried.

Cost of Living Adjustment (COLA) Application for Head Start Programs

Cliff Huenergard moved to approve the Cost of Living Adjustment (COLA) Application for Head Start Programs, as presented. Katie Proteau seconded the motion. Motion carried.

Head Start Grant Continuing Application

Shirley Johnson moved to approve the Continuation Application of Head Start Grant, as presented. Elizabeth Drew seconded the motion. Motion carried.

Acceptance of Donation from Kitsap Builders Association of materials valued at \$2,200 Elizabeth Drew moved to approve the Donation from Kitsap Builders Association of materials valued at \$2,200, as presented. Shirley Johnson seconded the motion. Motion carried.

Presentation and First Reading of Policy 6512, Infection Control Program Sue Armstrong noted this policy has been renamed and renumbered from *Communicable Diseases, Policy 5380*. She highlighted the offer for OESD to pay the cost of OESD staff to receive the Hepatitis B vaccination. Shirley Johnson moved to approve the Presentation and First Reading of Policy 6512, Infection Control Program, as presented. Katie Proteau seconded the motion. Motion carried.

Budget Review and Hearing 2018-2019

Monica Hunsaker reviewed the 2018-2019 OESD budget document, fund balances and revenues. She noted how the OESD has successfully worked to reduce expenditures and increase revenues (fees) since 2016-2017. Several OESD programs did not increase fees for multiple years; therefore, fees are incrementally increasing. In 2018-2019, the OESD will conduct a salary review. Required medical insurance by Public Employee Benefits Board (PEBB) will begin in 2019-2020 for OESD and school district employees. Discussion was held about fiscal facts, variables and potential impacts.

General conversation was held about long term fiscal planning.

Resolution #258 – Budget 2018-2019

Conrad Green moved to approve Resolution #258 - Budget 2018-2019, as presented. Elizabeth Drew seconded the motion. Motion carried.

2018-2019 Staff Salary Proposal

Shirley Johnson moved to approve the 2018-2019 Staff Salary Proposal, as presented. Katie Proteau seconded the motion. Motion carried.

VOUCHERS AND PAYROLL

Payroll information has been included 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 21ST day of June, 2018:

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	05/18/18	154454	\$ 46,567.42
	05/31/18	ACH	\$ 27,480.54
	05/31/18	154484-154521	\$ 26,891.96
	06/15/18	ACH	\$ 4,397.89
	06/15/18	154527-154581	\$ 205,004.90
Payroll:	05/31/18	WIRE	\$ 687,904.42
	05/31/18	154455-154483	\$ 339,144.76
	05/31/18	701856-701868	\$ 3,363.99
	06/15/18	WIRE	\$ 35,102.77
	06/15/18	154522-154526	\$ 930.58
	06/15/18	701869-701886	\$ 5,700.77
Workers Comp:	05/18/18	403519	\$ 46,872.91
	05/25/18	403520	\$ 5,000.00
	06/06/18	403521	\$ 10,000.00
	06/15/18	403522-403527	\$ 100,363.07
Unemployment:	05/31/18	200368	\$ 7,340.75
	06/15/18	200369	\$ 760.33
Compensated Absences:	05/31/18	600054	\$ 200.00

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

EXECUTIVE SESSION

11:45 AM – Chair Carl Johnson announced the Board would recess into Executive Session to review the performance of a public employee (pursuant to RCW 42.30.110) after a five-minute break.

12:50 PM – the Board returned to Regular Session. Elizabeth Drew departed.

ACKNOWLEDGEMENT OF BOARD MEMBER RESIGNATION

(Conrad Green, Director District 4) – Cake was served and the Board members expressed appreciation for his service.

PERSONNEL

Sue Armstrong reviewed some staffing changes, noting there have been two additions since the Board packet was mailed last week. Employment of the following was recommended:

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Cassidy Abbott	Youth Services Professional	6/13/18
Tracy Quigley	Home Visitor Early Learning	6/25/18
Katherine Mills	Network Support Tech I	7/2/18
Jamie Quarrell	Certified Occupational Therapy Assistant	9/4/18
Lora Ray	Certified Occupational Therapy Assistant	9/4/18
Margaret Belanger	Certified Occupational Therapy Assistant	9/4/18
Jamie Tuttle	Assistant Teacher Early Learning	9/4/18

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Natalia Mayes	Assistant Director, Early Learning	5/31/18
Laura Hahn	Student Assistance Professional	6/14/18
Tisha Oliveto	Lead Teacher Early Learning	6/15/18
Glinda Mabalay	Home Visitor Early Learning	7/5/18
Sheree Bonsell	Accounting Clerk	7/16/18
Cecilia Reaume	Student Assistance Professional	8/20/18
Kelly Fitzgerald	School Psychologist	8/28/18

Renewal of Superintendent’s Contract

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

12:57 PM – The Board adjourned.

Reminder: The next scheduled Board Meeting at 10:00 AM on August 16, 2018, to allow time to conduct Board Director Interviews for Director District 4.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair