

MINUTES  
BOARD OF DIRECTORS  
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114  
March 16, 2017

STUDY SESSION – Strategic Planning

At 11:30 AM, Superintendent Lynch and the Board of Directors held a study session to discuss the strategic planning process that is underway. Thanks were extended to Board members Cliff Huenergard and Elizabeth Drew for their sub-committee work on strategic planning. Superintendent Lynch re-capped the history of strategic planning at the OESD. The current strategic plan expired in 2014 and was extended until a new plan could be put in place. Kristin Schutte (Executive Director of Student Services), Jennifer Acuña (Director of Special Education) and Kristen Sheridan (Director of Early Learning) joined the discussion to provide a glimpse of OESD beliefs driving the new plan. The process began during summer 2016 with a review of an environmental scan and a strategic inventory (internal: strengths, weaknesses, and external: opportunities and threats). Five potential belief themes were identified as follows: A role model for outstanding customer service for the people and organizations we serve; an indispensable resource to address gaps and needs; provider of timely, relevant, professional learning; accessible, equitable and relevant learning opportunities to meet the needs of all students (prenatal to post-secondary); recruit and retain staff who value cooperation and innovation, promote our beliefs and are supported by leadership through fair treatment and clear, continuous communications. Providing a regular and meaningful feedback loop in the future was also part of the discussion. Services and opportunities of the OESD to stakeholders were discussed.

Next steps in the process include finalizing a draft for the mission, vision and goals with the superintendent and sub-committee during April and May 2017. Another Board study session will be held on April 27, 2017, at 10:30 AM. During May through August, the OESD will set objectives and the action plan.

At 12:30 PM, the Board recessed for lunch service. No business was conducted.

REGULAR SESSION CALL TO ORDER

Chair Carl Johnson called the meeting to order at 12:45 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 (excused)  
Shirley Johnson  
Conrad Green  
Cliff Huenergard  
Greg Lynch, Superintendent  
Monica Hunsaker, Assistant Superintendent of Finance (excused)  
Susan Jung Lathrop, Assistant Superintendent of Teaching and Learning  
Kristen Sheridan, Director of Early Learning  
Kristin Schutte, Executive Director of Student Services  
Jennifer Acuña, Director Special Services  
Sue Armstrong, Director Human Resources  
Tina Schulz, Executive Assistant

APPROVAL OF AGENDA

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

## MINUTES

Conrad Green moved to approve the minutes of the February 16, 2017, meeting, as presented. Shirley Johnson seconded the motion. Motion carried.

### **ADMINISTRATIVE REPORTS**

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

#### **Legislative Information and Action**

1. 50% of the Legislative session is completed with consideration of more than 2000 bills reduced to approximately 660 bills. Funding challenges are next on the agenda.
2. The levy cliff delay bill was passed; lots of pros and some cons. District superintendents worked collectively to provide additional details to our legislators ahead of the bill passage.

#### **Additional Regional Events and Information**

3. OESD's annual state audit has begun. The lead auditor provided some questions today about OESD fiscal practice. An entrance audit meeting is scheduled for next week.
4. Tonja Smith, Office Manager, North Kitsap School District (NKSD), is our OESD 114 Classified Employee of the Year. Board members are welcome to attend a recognition event during an upcoming NKSD Board Meeting. Details will be shared around the date, time and location when they are available.
5. Thanks to Katie Proteau for attending the Early Learning Policy Council and Health Advisory Meeting in February. Cliff Huenergard will be attending the same meeting on March 21. On April 18, 2017, no Board Members are available to attend. May 16, 2017, Katie Proteau will plan to attend.
6. OESD 114 hosted a Regional Safety and Security networking breakfast on February 27 at the Silverdale Beach Hotel (Best Western). The event was well attended, especially by First Responder leadership throughout our Region. Thanks to Carl Johnson for his attendance. Another breakfast meeting is scheduled in May.
7. The Queets Clearwater Board accepted Superintendent Scott Carter's resignation. The OESD Superintendent attended two Board meetings in Queets within the last three weeks; a Board meeting in February and a study session last week.
8. NKSD School Board is scheduled to make a superintendent hiring announcement this week.
9. AESD Accreditation Panel is scheduled at ESD 113, May 22 and 23, 8:00 AM–3:45 PM. Elizabeth Drew will participate.
10. AESD Conference Registration is complete. Details were provided in the Board Packet. The conference is scheduled on April 20-22 in Lynnwood, WA. Board members discussed plans for the conference. Attendees from OESD include Superintendent Greg Lynch, Donn Ring, Katie Proteau, Elizabeth Drew, Carl Johnson, and Cliff Huenergard, Assistant Superintendents Susan Lathrop and Monica Hunsaker.
11. OESD 114 held the Annual Art Show Reception on March 6, which was a well-attended event. Thanks to Carl Johnson and Katie Proteau for participating.
12. The WASA Awards Dinner is scheduled on April 17, at 6:00 PM at the Clearwater Resort. Board members are invited to join the evening for an opportunity to see and talk with a number of leaders and community members throughout the region.
13. OESD 114 Retirement/Years of Service celebration is scheduled on May 19, 8:30 AM. Board members are encouraged to attend. As during the two previous years, Board members will help recognize a number of our staff during this celebration.
14. No significant progress is reported on the sale of the Port Angeles office building. Details are included in the Assistant Superintendent's financial report.
15. The OESD is in the process of obtaining a quote to fix the leak in the Board Room and will expand the quote to repair and refinish additional portions of the outside wall for the entire building.
16. ESD Board Elections – Five current Board members will need to run in the next ESD Board election scheduled fall of 2017. Four member positions are scheduled for the election and one is fulfilling an unexpired term and must run in the fall election.

### **Superintendent's Report (continued):**

17. Some conversation was held regarding the changes underway at the Office of the Superintendent of Public Instruction (OSPI) and with the State Board of Education. How those changes might affect the ESDs in the State of Washington was also part of the discussion.

### **AESD Executive Board Report:**

- Chair Carl Johnson noted the AESD Conference includes donated baskets/items by Board members at each ESD (personal donation). Board members discussed coordination of a donation and Katie Proteau offered to facilitate this year's donation.

### **Financial, Technology, and Instructional Resources** – Superintendent Lynch highlighted the following:

- A Budget Status report was provided in the packets. The General Fund ending balance was \$ -250,313.78 (adjusted amount considering the state's new GASB accounting formula is \$5.97 million). Unemployment Fund ending balance was \$4.54 million; the Workers Compensation Fund balance was \$13.35 million; and the Compensated Absences fund was \$518,631.85.
- Update on Sale of the Port Angeles Building – an action item is included in the Board packet to adjust the sales price on the building in hopes to generate the sale before the lease expires at the end of 2017.
- The state audit is underway.

### **Teaching and Learning Services** – Susan Jung Lathrop's report and highlights were included in the Board's packet.

- Special Services Department update - Jennifer Acuña, Director Special Services, presented information about the work of special services staff and the Special Education Cooperative, which began in 2011-2012. Currently, the cooperative serves all fifteen districts in the region plus contracts with additional districts services. She reviewed staffing and the services needed in districts. The needs are growing for speech and language pathologists, school psychologists, teachers for the visual and hearing impaired, school nursing, occupational therapists, and other specialists that serve many other learning disabilities. Scheduling the various needs in varying populations creates a scheduling challenge that the OESD works diligently to meet. Challenges in remaining competitive in compensation for specialists like orientation and mobility specialists were discussed. Funding challenges and potential changes in regulations related to the state's Department of Early Learning were reviewed.
- Head Start/Early Head Start/ECEAP/Coalition – items are included in the business section of the agenda.

## **BUSINESS**

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

**Head Start Program Monitoring (Policy 2500 and 2510): Certification of Health and Safety Screening for March 2017, and Signing of April and May 2017 Assurances by the Board Chair after completion.**

Elizabeth Drew moved approval of the Certification of Health and Safety Screening for March 2017, and Signing of April and May 2017 Assurances by the Board Chair after completion, as presented. Katie Proteau seconded the motion. Motion carried.

**Non-Federal Share Waiver for Early Head Start Child Care Partnership Grant.** – Information was provided in the packet. Cliff Huenergard moved to approve the Non-Federal Share Waiver for Early Head Start Child Care Partnership Grant, as presented. Conrad Green seconded the motion. Motion carried.

**Presentation and First Reading of Policy 6002, Cellular Phones.** Sue Armstrong noted that this policy was new in 2009 and the current revision clarifies details of current stipend needs for staff.

Conrad Green moved to approve the Presentation and First Reading of Policy 6002, Cellular Phones, as presented. Shirley Johnson seconded the motion. Motion carried.

**Presentation and First Reading of Policy 4210, Regulations of Dangerous Weapons on OESD 114 Premises.** Sue Armstrong noted that this is a new policy. There has not been a previous weapons policy in place. Superintendent Lynch noted that the OESD considered school district policies because OESD shares a campus with Bremerton School District and the West Sound Technical Skills Center. Conrad Green moved to approve the Presentation and First Reading of Policy 4210, Regulations of Dangerous Weapons on OESD 114 Premises, as presented. Katie Proteau seconded the motion. Motion carried.

**Presentation and First Reading of Policy 5201, Drug Free Workplace.** Sue Armstrong noted that this policy revision was brought forward to include prescription drugs and medication while on the job. Katie Proteau moved to approve the Presentation and First Reading of Policy 5201, Drug Free Workplace, as presented. Elizabeth Drew seconded the motion. Motion carried.

**Sale of Port Angeles Building – Price Reduction** - information was provided in the packet. Conrad Green moved to approve the Sale of Port Angeles Building – Price Reduction, as presented. Shirley Johnson seconded the motion. Motion carried.

**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 **March, 2017**:

<b>FUND</b>	<b>DATE PAID</b>	<b>WARRANT #S</b>	<b>AMOUNT</b>
General:	02/22/17	152294	\$ 47,930.99
	02/28/17	ACH	\$ 31,673.96
	02/28/17	152295-152322	\$ 43,461.75
	03/15/17	152357-152431	\$ 277,945.91
	03/15/17	ACH	\$ 1,520.06
Payroll:	02/28/17	WIRE	\$ 650,826.79
	02/28/17	152323-152349	\$ 298,120.14
	02/28/17	701359-701370	\$ 4,954.43
	03/15/17	WIRE	\$ 25,731.01
	03/15/17	152350-152356	\$ 801.73
	03/15/17	701371-701386	\$ 4,374.87
Workers Comp:	02/17/17	403351	\$ 321,017.44
	02/24/17	403352	\$ 15,000.00
	02/28/17	403353-403354	\$ 21,150.99
	03/03/17	403355	\$ 20,000.00
	03/10/17	403356-403360	\$ 74,514.72
Unemployment:	02/28/17	200339	\$ 760.33
	03/15/17	200340	\$ 2,959.54
Compensated Absences:			

Conrad Green moved to approve the Vouchers and Payroll, as presented. Katie Proteau 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>
Mikayla Schlage	Tutor Mentor	2/22/17
Roberta Carlile	Accounting Clerk	3/9/17
Shonda McKibbin	Accounting Clerk	3/13/17
Cathie Seevers	Director – Fiscal Officer	7/1/17

**Resignations:**

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Desiree Coleman	Tutor Mentor	3/6/17
Rachael Gackle	Assistant Teacher Head Start	3/16/17

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

**Reminder:** The next scheduled Board Meeting begins with a Study Session at 10:30 AM on APRIL 27.

Shirley Johnson noted that there has been a recent issue at Cape Flattery regarding public information requests from an individual who is challenging school districts for settlement money. General discussion followed about the concerns.

2:06 PM - the Board adjourned.

Respectfully submitted,

Gregory J. Lynch  
Secretary to the Board

Carl Johnson  
Chair