

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
March 27, 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 12:00 PM in Conference Room 202 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 (Arrived 12:40)
Shirley Johnson (Arrived 12:11 PM)
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

Guests: Erik Johnson, Data & Technology Director
Carl Miller, Network Services Director
Mark Winney, Network Support Tech II
Nicole Roel, Director, Workers' Compensation Claims

APPROVAL OF AGENDA

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

MINUTES

Cliff Huenergard moved to approve the minutes of the February 15, 2018, meeting, as presented. Conrad Green seconded the motion. Motion carried.

ADMINISTRATIVE REPORTS

Superintendent's Report:

Legislative Information and Action

- All school safety related bills did not pass during this legislative session. There is a school safety budget proviso for \$722K. The money will be managed by OSPI via a grant program.
- Still sorting through the changes to legislative bill 2242. We have more questions than answers. We will cover a few new legislative highlights later in our Board meeting.

Additional Regional Events and Information

- Thanks to Cliff Huenergard for attending the Early Learning Policy Council meeting on March 20, 2018. The next meeting is on April 17, 2018, at 5:00 PM. Carl Johnson is scheduled to attend. The May meeting is scheduled on May 15, 2018. Katie Proteau plans to attend.
- Thanks to Carl Johnson and Katie Proteau for attending OESD 114 Annual Regional High School Art show and recognition event on March 5, 2018. More than 70 art pieces were entered.

Additional Regional Events and Information (continued)

- As part of the Early Learning Department's audit/review, Washington's Department of Early Learning (DEL) requested one or more Board members meet with DEL and OESD Administrators on April 10, 2018. We are seeking Board member availability if interested in joining this meeting.
- Thanks to Elizabeth Drew (May 21 & 22) and Katie Proteau (May 22) for volunteering to support the annual AESD Accreditation event on May 21 and 22 at ESD 113.
- School district superintendent searches update: The Port Angeles School District's new Superintendent is Marty Brewer from Pioneer School District. The Quilcene School District search continues and the Board is expected to make a decision before the end of April.
- This year's OESD Classified Employee of the year is Carla Yenko, from Olympic High School at Central Kitsap School District (CKSD). A presentation is tentatively scheduled during the CKSD Board Meeting on April 25, 2018, at 6:30 PM. The state presentation is tentatively scheduled on May 10, in Olympia (time is yet to be determined).
- Mark Winney, currently an OESD Network Support Tech II, will take on the role of Data and Technology Services Director for Olympic ESD as Erik Johnson retires at the end of June.
- Nicole Roel was introduced to the Board. She began her work at OESD in November 2017 as Director of Workers' Compensation - Claims.

Board Meeting Schedule for next October & November:

- October meeting is scheduled on **Tuesday, October 16, 2018**, due to the MIC3 Conference.
- November meeting is scheduled on **Tuesday, November 20, 2018**, due to Veterans Day and the WSSDA Conference. Please note: this is on the Tuesday of Thanksgiving week.

Future Events:

- **AESD** annual conference, April 12-14, in Pasco (Greg Lynch and Carl Johnson planning to attend).
- **WASA Awards** - Regional Community recognition event Monday, April 16, 6:00 PM, Clearwater Resort. Board members please RSVP directly to Tina Schulz if planning to attend the dinner.
- **OESD Retirement and Years of Service Event**, May 18, 2018, at OESD 114 (8:00 AM continental breakfast, 8:30 program begins).
- **WSSDA Spring Meeting** at Crescent on Saturday, May 5 10:00-1:00.
- **WSSDA Annual Fall Conference** in Spokane November 14-17. Registration is available so that we can reserve hotel rooms. Please let Tina know if you plan to attend.

AESD Executive Board Report – Carl Johnson

- The AESD Conference basket was on display for the annual conference drawing. Board members personally donate to provide the basket.

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

- During the April OESD Board meeting, she will present a preview/brief of the potential OESD budget for 2018-19. She noted increase/decrease trends in the budget allocations. She also reviewed anticipated impacts of new legislation on school district budgets and local levies, specifically related to SB 6362 and HB 2242. Topics included regionalization, levies, teacher salary, and other specified funding areas. Board members discussed and asked questions.
- The Audit Entrance Conference occurred today at 11:00 AM prior to the Board meeting. Discussion about a possible finding was noted with concern to the Governmental Accounting Standards Board (GASB) healthcare reporting. All ESDs and more than one hundred other agencies/organizations will likely show the same finding if it occurs. A new accounting system is underway at OESD and the reporting will change as of September 1, 2018, to remedy the issues and simplify the reporting process. Potential impacts of an audit finding were noted.

Financial, Technology, and Human Resources (continued)

- **Budget Status:** The Budget Status report was provided in the Board’s packets. The General Fund ending balance was \$1.323 million (adjusted amount considering the state’s new GASB accounting formula is \$7.088 million). Unemployment Fund ending balance was \$4.576 million; the Workers Compensation Fund balance was \$12.494 million; and the Compensated Absences fund was \$821,947.93.
- Sue Armstrong noted two Open House events (exploring paths to certification). One was held on March 22, 2018, 5:00-6:30 PM at OESD Bremerton, and the second one is today, March 27, 2018, 4:00-5:30 PM in Sequim. Washington Teacher of the Year Mandy Manning will soon hold a meet and greet in Chimacum along with OESD Teacher of the Year Gary Cohen. Also, OESD’s Executive Director of Curriculum and Instruction Sandra Gessner-Crabtree, has been hired by Port Townsend School District. OESD interviews are underway to fill her position.

Teaching and Learning Services - Susan Jung Lathrop’s report and highlights were included in the Board’s packet.

- Washington School Improvement Framework was reviewed. She noted schools identified for improvement in the OESD region. Schools falling below a 67% threshold graduation rate are automatically identified for school improvement, even for alternative schools that are supporting at-risk students.
- Through the Professional Educators Standards Board (PESB) OESD will pilot a course on social emotional learning. OESD is first in the state to pilot a micro-credential course.
- Computer science robotics teachers can be seen working with robotics today at the OESD.
- Hamilton Elementary in Port Angeles has been nationally honored with the 2018 Vision in Action: The Whole Child Award through the Association for Supervision and Curriculum Development (ASCD).
- Kim Weaver, OESD’s STEM Coordinator, was selected to serve on a peer review panel for Next Generation Science Standards (NGSS). She is one of 13 selected out of 300 applicants from 39 states.
- Reminder: Thursday, March 29, 5:00 PM at Givens Community Center – Early Learning Art Show.
- Early Learning Board packets/reports have been reduced in size to save paper. Information is now compressed into succinct highlights for the Board while still maintaining complete information.

BUSINESS

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

Second Reading and Adoption of Policy 5401, Sick Leave.

Revisions bring this policy into compliance with the law for employees earning sick leave. Donn Ring moved to approve the Second Reading and Adoption of Policy 5401, Sick Leave, as presented. Katie Proteau seconded the motion. Motion carried.

School Year 2018-2019 Board Meeting Schedule – Katie Proteau moved to approve the School Year 2018-2019 Board Meeting Schedule, as presented. Shirley Johnson 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 27TH day of **March, 2018:**

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
General:	02/15/18	154043	\$ 70,529.24
	02/28/18	ACH	\$ 30,422.40
	02/28/18	154069-154113	\$ 156,589.29

General

(continued):	03/09/18	154114	\$ 179.78
	03/15/18	ACH	\$ 7,047.17
	03/15/18	154119-154162	\$ 151,730.04
Payroll:	02/28/18	WIRE	\$ 688,112.32
	02/28/18	154044-154068	\$ 331,804.54
	02/28/18	701745-701764	\$ 5,800.43
	03/15/18	WIRE	\$ 24,982.97
	03/15/18	154115-154118	\$ 607.37
	03/15/18	701765-701782	\$ 2,730.60
Workers Comp:	02/16/18	403481-403482	\$ 77,558.47
	02/23/18	403483	\$ 52,000.00
	02/28/18	403484-403486	\$ 85,560.53
	03/02/18	403487	\$ 37,000.00
	03/09/18	403488-403491	\$ 39,771.67
Unemployment:	02/28/18	200361	\$ 7,340.75
Compensated Absences:	02/28/18	600053	\$ 200.00

Cliff Huenergard 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:

Employee	Position	Date
Holly Sontz	Infant & Toddler Coordinator Assistant	3/12/18
Samantha Heimlich	Accounting Clerk	3/19/18
Eden Hackett	Tutor Mentor	3/19/18
Danielle Walsh	Academic Coach Assistant	3/19/18

Resignations:

Employee	Position	Date
Rebekah Gogue	Lead Teacher Family Advocate	3/9/18
Sandy Gessner-Crabtree	Executive Director Curriculum, Instruction, Assessment	6/30/18
Catherine Whiting	Occupational Therapist	8/31/18

New Administrator:

Employee	Position	Date
Mark Winney	Director, Data & Technology Services	7/1/18

Retirement:

Employee	Position	Date
Erik Johnson	Data & Technology Director	6/29/18*

*Revised Date

Cliff Huenergard moved to approve the personnel changes, as presented. Donn Ring seconded the motion. Motion carried.

STUDY SESSION - 2017-2018 Goals: Network Services, Data & Technology Center, Human Resources

Monica Hunsaker introduced Erik Johnson, Mark, Winney, Carl Miller and Sue Armstrong. Directors reviewed their department's mission, services, staffing, budget, department goals for 2017-2018, and challenges.

- **Highlights for Human Resources:** new employee evaluation system, policy updates for employees, onboarding of new staff at OESD, and upcoming salary review. Sue Armstrong noted plans to potentially retire in a year.
- **Highlights for Western Regional Information Services Center (WRISC):** centralized data center support to districts, training services provided for the region, direct support to districts as needed, currently migrating all districts in the region to the new Skyward software release. Erik Johnson noted he retires at the end of June, 2018.
- **Highlights for Network Services:** currently supports school districts, ports, and fire departments (on site and remote support provided), assists with technology planning, provides professional development, seeks new opportunities; provides school assessment/testing support for districts, Laserfiche document imaging and contracts processing, re-host services for email, Windows 10 upgrades, professional development offerings for OESD, district staff and the curriculum and instruction team.

1:56 PM – the Board adjourned.

Reminder: The next scheduled Board Meeting at 12:00 PM on April 19, 2018.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair