

MINUTES  
BOARD OF DIRECTORS  
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114  
May 17, 2018

11:00 AM – AUDIT EXIT CONFERENCE – Board members present: Carl Johnson, Elizabeth Drew, Cliff Huenergard. Other attendees: Superintendent Greg Lynch, Assistant Superintendent Monica Hunsaker, Business Office Director Mary Cook, Assistant Superintendent of Teaching and Learning Susan Lathrop, and Human Resources Director Sue Armstrong. Auditors present: Audit Lead Renata Sorna, Audit Manager Carol Ehlinger, Assistant Director of Local Audit Mark Rapozo.

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 (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  
Susan Zetty, Incoming Director of Curriculum and Instruction (July 1, 2018)  
Tina Schulz, Executive Assistant

GUESTS:

Felicity Ennis  
Ken Ames

APPROVAL OF AGENDA

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

MINUTES

Shirley Johnson moved to approve the minutes of the April 19, 2018, meeting, as presented. Cliff Huenergard seconded the motion. Motion carried.

GUEST INTRODUCTIONS:

Ken Ames noted his interested in the happenings of the OESD. He has served on the Board of Directors at South Kitsap and North Kitsap School Districts in addition to the State Board of Education. He lives in the Poulsbo area and is retired from the Puget Sound Naval Shipyard. Mr. Ames spoke with the Board about his interests in our local educational systems.

Felicity Ennis addressed the Board regarding support needs for her son. Superintendent Lynch suggested he would provide the right connections for her to seek the right assistance. She provided her contact information for follow up.

## ADMINISTRATIVE REPORTS

### Superintendent's Report:

#### Legislative, State & Region Items of Interest

- Senator Wellman (Mercer Island), Early Learning and K-12 Committee Chair, will visit our ESD on June 4, 2018.
- Other safety related legislator engagements include: Representatives Santos & Senn, Frockt, and Padden.
- ESDs are finalizing an OSPI safety grant for ~\$700,000.00 in the next two weeks. OESD is projected to receive \$200K for partnership work with OSPI and all ESDs.

#### Additional Regional Events and Information

- Thanks to Katie Proteau for attending the Early Learning Policy Council meeting on May 15, 2018. The next meeting is on June 19, 2018, at 5:00 PM.
- On April 26, 2018 at Hamilton Elementary School, Port Angeles School District, Superintendent Lynch recognized the district, school and staff during a Port Angeles School Board Meeting, for receiving a national “Whole Child” ASCD award.
- Thanks to Carl Johnson and Elizabeth Drew for attending our Board-Superintendent professional development with Buzz Porter on April 27, 2018. The topic continued to explore legislative decisions around “McCleary” and the fiscal planning and collective bargaining impacts.
- On May 4, 2018, in Yakima at ESD 105, Superintendent Lynch attended a Regional School Safety meeting. Martin Mueller, Assistant Superintendent OSPI, Kevin Chase, ESD 105 Superintendent, school district superintendents, law enforcement and EMS leaders, risk management representatives and mental health professionals, discussed a number of safety issues.
- Thanks to Elizabeth Drew and Shirley Johnson for attending the WSSDA Regional Meeting at the Crescent School District on Saturday, May 5, 2018. OESD provided an update of our Region’s initiatives.
- The annual WASA Superintendents’ professional development conference in Chelan was on May 6-8, 2018. It was exceptionally well attended and the largest attendance in decades. Our State Superintendent joined us for comments and discussion. Legislative decisions around “McCleary” and the associated collective bargaining impacts were the main topics.
- OESD Classified Employee of the year Carla Yenko from Central Kitsap School District was *named as our state’s Classified Employee of the year* during a state recognition ceremony in Olympia on May 10, 2018. Superintendent Lynch presented the OESD Region’s award to Carla during a CKSD School Board Meeting on April 25, 2018.
- Thanks to Carl Johnson, Elizabeth Drew, Katie Proteau and Conrad Green for attending our OESD School Safety and Security Breakfast on May 14, 2018. Freeman School District Superintendent Randy Russell provided a heart wrenching summary about the tragic school shooting in the Freeman School District.
- Contingent on Board member availability, thanks in advance for attending our annual Years of Service and Retirement Ceremony on Friday, May 18, 2018; breakfast at 8:00 AM.
- Thanks to Elizabeth Drew and Katie Proteau for supporting the annual AESD Accreditation event on May 21 & 22, 2018, at ESD 113. Superintendent Lynch, Elizabeth Drew and Katie Proteau will participate in the Accreditation process.
- The Port Angeles School District’s new Superintendent is Marty Brewer from Pioneer School District. The new Quilcene School District Superintendent is Francis Redmon. OESD will host our annual new superintendent orientation in July or August.

**Additional Regional Events and Information (continued)**

- Superintendent Lynch read a letter of gratitude to Freeman School District Board of Directors and Superintendent Dr. Randy Russell for his presentation at the School Safety and Security Networking Breakfast on May 14, 2018. Board members discussed the value of the Adverse Childhood Experiences (ACEs) programs.
- The Washington School Information Processing Cooperative (WSIPC) system recently underwent an unexpected shut down. OESD's data and technology staff did an extraordinary job working through the process and provided stellar customer service.

**Board Meeting Schedule for next October & November:**

- October meeting is scheduled on **Tuesday, October 16, 2018**, due to the National MIC3 Conference.
- November meeting on **Tuesday, November 20, 2018**, due to Veterans Day and the WSSDA Conference. Please note: this meeting is on the Tuesday of Thanksgiving week.
- **WSSDA Fall Conference** in Spokane November 14-17, 2018. Please let Tina know if you plan to attend.

**AESD Executive Board Report – Carl Johnson**

- No report until the next 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 \$2.004 million (adjusted amount considering the state's new GASB accounting formula is \$7.768 million). Unemployment Fund ending balance was \$4.23 million; the Workers Compensation Fund balance was \$12.533 million; and the Compensated Absences fund was \$882,691.89.
- The annual State Audit Exit Conference occurred today at 11:00 AM.
- Human Resources will bring salary proposals to the Board in June. A salary review is planned for next year.

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

- Susan Zetty was introduced as the incoming OESD Curriculum, Instruction and Assessment Director as of July 1, 2018. Some information was shared about her experience and background.
- Paraeducator Training: Potential opportunities are available in collaboration with the Professional Educator Standards Board (PESB) grant. One other ESD currently has training modules they are willing to share.
- 21<sup>st</sup> Century: Unfortunately, the 21<sup>st</sup> Century grant will end this year affecting employment of 26 staff members. Due to changes in criteria, the Bremerton School District and OESD together made the decision after much consideration.
- Parts of the Early Learning Review/Audit information have begun to arrive. Board members will be kept apprised of scores and other information. In South Kitsap, potential changes in boundaries may affect the early learning program in the district. Partnerships are under review as well, which could affect continuation of contracts with some community partners. Planning for capacity and solutions are under review.

**BUSINESS**

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

**Continuation Application for Early Head Start Child Care Partnership Grant.** Elizabeth Drew moved to approve the Continuation Application for Early Head Start Child Care Partnership Grant, as presented. Katie Proteau seconded the motion. Motion carried.

**Head Start Home Based Slots Conversion to Early Head Start Home Based Slots.** Katie Proteau moved to approve the Head Start Home Based Slots Conversion to Early Head Start Home Based Slots, as presented. Shirley Johnson seconded the motion. Motion carried.

**ECEAP Annual Program Self-Assessment and Action Plan Draft** – Because parent surveys are still being collected, a draft was presented in the Board packet and the final document will include updated numbers. The deadline is June 15, prior to the next Board meeting, hence Board approval.

Cliff Huenergard moved to approve ECEAP Annual Program Self-Assessment and Action Plan, as presented. Elizabeth Drew seconded the motion. Motion carried.

**VOUCHERS AND PAYROLL**

Actual Payroll 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 17TH day of **May, 2018**:

<b>FUND</b>	<b>DATE PAID</b>	<b>WARRANT #'S</b>	<b>AMOUNT</b>
General:	04/18/18	154312-154313	REISSUE
	04/30/18	ACH	\$ 34,570.07
	04/30/18	154340-154385	\$ 221,870.20
	05/15/18	ACH	\$ 1,556.27
	05/15/18	154390-154453	\$ 297,664.50
Payroll:	04/30/18	WIRE	\$ 710,231.63
	04/30/18	154314-154339	\$ 342,162.18
	04/30/18	701818-701834	\$ 2,662.62
	05/15/18	WIRE	\$ 26,796.78
	05/15/18	154386-154389	\$ 708.16
	05/15/18	701835-701855	\$ 5,145.44
Workers Comp:	04/20/18	403505	\$ 31,000.00
	04/27/18	403506-403510	\$ 88,931.41
	05/04/18	403511-403515	\$ 430,654.33
	05/11/18	403516-403518	\$ 46,593.30
Unemployment:	04/30/18	200365	\$ 401,664.63
	05/15/18	200366-200367	\$ 51,738.95
Compensated Absences:			

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

**PERSONNEL**

Sue Armstrong reviewed some staffing changes and recommended the employment of the following:

**New Employees:**

<b><u>Employee</u></b>	<b><u>Position</u></b>	<b><u>Date</u></b>
Alex Skavlem	Orientation & Mobility Specialist	9/4/18

PERSONNEL (continued)

**Resignations:**

<b><u>Employee</u></b>	<b><u>Position</u></b>	<b><u>Date</u></b>
Adazria Nathan	Tutor Mentor	8/13/17
Jamie Burlison	Academic Coach Assistant	1/31/18
Christine Berberich	Assistant Teacher Early Learning	4/13/18
Holly Dains	Academic Coach Assistant	4/26/18
Teri Lee	Administrative Assistant I	5/15/18
Chealse Hickman	Health Nutrition Advocate	6/13/18
Julie Taylor	Teacher of the Visually Impaired	8/31/18

Sue Armstrong offered more information if Board members have questions regarding resignation letters. In the Special Education department, more hires are expected.

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

**OTHER**

Conrad Green submitted his resignation to the Board of Directors (District 4: North Kitsap, Central Kitsap) effective June 30, 2018. A letter has been acknowledged by the Board. He noted the value of OESD service to the community and its school districts. Over the summer, the Board will search for a new Board member to fill the vacancy.

Carl Johnson noted a role-play activity for OESD Board members to prepare for future visits to School Board meetings in the region.

The Board thanked Mr. Ames for Attending.

12:55 PM – Chair Carl Johnson announced that the Board would recess for approximately 5 minutes and reconvene into Executive Session to review the performance of a public employee (pursuant to RCW 42.30.110).

1:00 PM – The Board convened for Executive Session.

1:23 PM – The Board returned to Regular Session and immediately adjourned.

**Reminder:** The next scheduled Board Meeting at 10:00 AM on June 21, 2018. A special session has also been scheduled for June 14, 2018, 10:00 AM.

Respectfully submitted,

Gregory J. Lynch  
Secretary to the Board

Carl Johnson  
Chair