

MINUTES  
BOARD OF DIRECTORS  
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114  
May 18, 2017

11:40 AM - Lunch was provided. 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  
Shirley Johnson  
Conrad Green (Excused)  
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

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

MINUTES

Elizabeth Drew moved to approve the minutes of the April 27, 2017, meeting, as presented. Shirley Johnson seconded the motion. Motion carried.

**ADMINISTRATIVE REPORTS**

**Superintendent's Report:**

- School Year 2017-2018 Board Meeting Schedule was provided in the packet.

The Superintendent report also included a handout. Some highlights include:

**Legislative Information and Action**

- This is the third week of the first 30-day extended legislative session. The 30-day extension ends May 23, 2017.
- OESD School District Superintendents' legislative letters, and other similar letters from ESDs throughout the state, are attracting attention to include an article in the Kitsap SUN.
- May 24, 2017, State Superintendent Reykdal is scheduled to announce an OSPI "hybrid" budget proposal.

12:05 PM - Special Recognition: Board members gathered in the foyer of the OESD to recognize retired staff member, Jacquelyn Szlosek, who was also recognized for serving the OESD for 25 years. Today's Board recognition was held because Jacquelyn is unable to attend the May 19, 2017, All Staff Years of Service and Retirement Celebration.

12:20 PM - the Board reconvened in the OESD Board Room.

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

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

- Thanks to Katie Proteau for attending the recent Early Learning Policy Council on May 16, 2017, and the Regional Safety and Security meeting on May 8, 2017.
  - OESD proposed a safety resolution for schools and other elected boards, tribal councils, county commissioners, city councils, higher education, fire and EMS boards. The proposal reflects a focus on school safety, an agreement to participate in region-wide meetings, and a commitment to work on a memorandum of agreement highlighting communication and coordination details.
  - Joint ESD Safety and Security letter to the State Superintendent and OSPI response was reviewed.
  - North Mason Active Shooter hoax and community after-action review was held on May 10, 2017 in Belfair.
  - Early Learning program recognition and an annual visit from the Seattle Office was noted.
  - Carl Johnson plans to attend the Early Learning Policy Council meeting on June 20, 2017.
- OESD Retirement/Years of Service Celebration is Friday, May 19, 2017, beginning with continental style breakfast at 8:00 AM. Board members who are able to attend will recognize staff for years of service and retirement.
- The new Washington STEM CEO, Caroline King, will visit OESD on Friday, May 19, 2017.
  - Students in OESD school districts recently received 52 Washington Opportunity scholarships totaling \$1.2 million. A press release was shared with the Board.
- Washington State School Directors' Association (WSSDA) Region 4 meeting is on Saturday May 20, 2017, at 10:00 AM–2:00 PM at the Bremerton School District Administration Office.
- AESD Accreditation will be held at ESD 113 in Olympia, May 22-23, 2017. Elizabeth Drew and Greg Lynch will participate. Susan Jung Lathrop participated in the North Mason Accreditation earlier this year.
- The Queets-Clearwater School Board selected a new Superintendent, Rick Rohlman. North Kitsap School Board selected their new Superintendent, Laurynn Evans.
  - An OESD New Superintendent's workshop is planned for July/August at OESD 114.
- OESD Leadership Team meeting is scheduled June 19, 10:00-11:30 AM. A topic of the meeting will be "Grants and Entrepreneurialism," and Board members are welcome to attend.
  - An update on current grant progress for School Year 2017-2018 and beyond was noted.
- Tonja Smith of North Kitsap School District, OESD Classified Employee of the Year, was recognized during the annual state-wide recognition on May 8, 2017, at OSPI by the State Superintendent.
- North Kitsap School District student, Isabelle Henry, received honorable mention during the annual OSPI Art Show for "Beauty Growing from the Wreckage," (Teacher: Eric Nieland).
  - OESD 114 Student art display has expanded inside the OESD office building.
- Effective next school year 2017-18, the Port Angeles Skills Center will no longer be offering Skills Center classes for students on the Olympic Peninsula.
- Crisis response support to school districts during the month of May and recognition of OESD Student Services staff was a highlight. Board members discussed a recent nationwide challenge with a popular movie about teen suicide. In addition, discussion was held about the 1/10<sup>th</sup> of 1% Grant coming to an end late 2017.
- AESD Update: Executive Director Network Integration, Program Evaluation, and AESD revenue and expenditures were topics of review and discussion.

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

- 2017-2018 Budget Update: slides were provided in the Board packet and reviewed during the meeting. A preview of the 2017-2018 Budget included projections of expenditures and revenues considering legislative uncertainty. Some discussion was held regarding potential percentage for a cost of living adjustment for OESD staff in 2017-2018. Retirement and healthcare cost increases were also reviewed along with utility and building improvement costs. Potential new grant revenues and declining or discontinuing grant revenues were also reviewed. A budget proposal will be presented at the June 15, 2017 OESD Board meeting.
- A Budget Status report was provided in the packets. The General Fund ending balance was \$179,902.51 (adjusted amount considering the state's new GASB accounting formula is \$6.405 million). Unemployment Fund ending balance was \$4.577 million; the Workers Compensation Fund balance was \$13.423 million; and the Compensated Absences fund was \$818,337.72.
- Workers Compensation Update was provided as a position has been posted.
- Port Angeles building is still currently for sale with no new interest to report.
- Classroom Technology Upgrade has been completed in the OESD classrooms upstairs.

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

- **TPEP and 5D Instructional Framework:** Districts using the CEL 5D+ 2.0 Instructional Framework will be changing to CEL 5D+ 3.0, effective July 1, 2017. Instead of 37 components, there are now 30 components. A one-hour webinar is available for information. More information can be found on the Office of the Superintendent of Public Instruction's (OSPI's) Teacher /Principal Evaluation Program (TPEP) website.
- **Truancy Boards:** OESD is in the process of completing Truancy Boards training for districts. We are working with districts to identify their needs related to Truancy Boards for school year 2017 -2018 and how the OESD can provide support. This may look like continuing to train school districts on Truancy Boards, or it could look like administering Truancy Boards for districts.
- **21st Century SUCCESS:** A National Research firm that collects data for 21st Century School programs across the Nation recently reached out to OSPI to recognize the data from OESD's 21st Century Schools programs that "rose to the top" for student outcomes. OSPI intends to schedule a time to come out and meet with OESD 21st Century staff as a case-study to further inquire about details of our program.

## BUSINESS

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

### **Continuation Application of Early Head Start Child Care Partnership Grant**

Donn Ring moved to approve the Continuation Application of Early Head Start Child Care Partnership Grant, as presented. Shirley Johnson seconded the motion. Motion carried.

### **Continuation Application of Head Start Grant**

Cliff Huenergard moved to approve the Continuation Application of Early Head Start Child Care Partnership Grant, as presented. Donn Ring seconded the motion. Motion carried.

### **Revise Head Start Budget (to include resurfacing of Discovery play area)**

The Discovery play area is located in South Kitsap as part of the teen parenting program. Shirley Johnson moved to approve the request to revise Head Start Budget (to include resurfacing of the Discovery play area), as presented. Elizabeth Drew seconded the motion. Motion carried.

### **Presentation and First Reading of Policy 5001, Hiring of Retired Employees**

Donn Ring moved to approve the Presentation and First Reading of Policy 5001, Hiring of Retired Employees, as presented. Katie Proteau seconded the motion. Motion carried.

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### **Presentation and First Reading of Policy 5240, Performance Evaluation**

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

**Deletion of Policies: 5241, Certificated Employee Evaluation; 5242, Provisional Employee Evaluation; 5243, ProTech and Classified Employee Evaluation; 5244, Evaluation of Administrators and Supervisors** Katie

Proteau moved to approve the Deletion of Policies: 5241, Certificated Employee Evaluation; 5242, Provisional Employee Evaluation; 5243, ProTech and Classified Employee Evaluation; 5244, Evaluation of Administrators and Supervisors, as presented. Elizabeth Drew seconded the motion. Motion carried.

**School Year 2017-2018 Board Meeting Schedule**

Shirley Johnson moved to approve the School Year 2017-2018 Board Meeting Schedule, as presented. Katie Proteau seconded the motion. Motion carried.

**Strategic Planning Mission, Vision, and Goals**

Elizabeth Drew moved to approve the Strategic Planning Mission, Vision, and Goals, as presented. Cliff Huenergard 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 18TH day of May, 2017:

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
General:	04/21/17	152601	\$ 84,416.02
	04/28/17	152628-152682	\$ 198,229.73
	04/28/17	ACH	\$ 32,951.43
	5/5/2017	ACH	\$ 3,837.00
	05/15/17	ACH	\$ 2,923.66
	05/15/17	152688-152754	\$ 176,851.34
Payroll:	04/28/17	WIRE	\$ 654,020.89
	04/28/17	152602-152627	\$ 300,991.06
	04/28/17	701419-701434	\$ 6,011.92
	05/15/17	WIRE	\$ 18,624.66
	05/15/17	152683-152687	\$ 725.16
	05/15/17	701435-701452	\$ 6,085.72
Workers Comp:	04/21/17	403373	\$ 30,000.00
	04/28/17	403374-403377	\$ 53,122.06
	05/05/17	403378	\$ 20,000.00
	05/12/17	403379	\$ 30,000.00
	05/15/17	403380-403382	\$ 19,333.12
	05/12/17	403383	\$ 20,000.00
Unemployment:	04/28/17	200342	\$ 4,347.62
	05/15/17	200343-200344	\$ 30,145.71
Compensated Absences:			

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

**PERSONNEL**

Sue Armstrong recommended the employment of the following:

**New Employees:**

<b>Employee</b>	<b>Position</b>	<b>Date</b>
Aubery Mora	Tutor Mentor	5/9/17
Katie Goeke	Teacher of the Visually Impaired	9/1/17
Jessica Lundblad	Teacher of the Visually Impaired	9/1/17

**Resignations:**

<b>Employee</b>	<b>Position</b>	<b>Date</b>
Laura Gemme	Health Nutrition Advocate	5/31/17
Linda Streur	Student Records Assistant Detention Center	5/31/17

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

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

Susan Jung Lathrop noted that if dollars are available, this application provides permission to apply for the funds. Shirley Johnson moved to approve the Application for Cost of Living (COLA) Grant Adjustment, Head Start Programs, as presented. Elizabeth Drew seconded the motion. Motion carried.

**EXECUTIVE SESSION**

1:50 PM – The Board recessed for a 5-minute break and reconvened at 1:55 PM.

1:55 PM - Board Chair Carl Johnson announced that the Board would recess into Executive Session. The meeting is expected to last approximately 45 minutes – to review the performance of a public employee (pursuant to RCW 42.30.110).

2:44 PM – the Board returned to Regular Session and immediately adjourned.

**Reminder:** The next scheduled Board Meeting at 10:00 AM on June 15, 2017.

Respectfully submitted,

Gregory J. Lynch  
Secretary to the Board

Carl Johnson  
Chair