

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
November 13, 2017

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 (Excused)
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. Shirley Johnson seconded the motion. Motion carried.

MINUTES

Shirley Johnson moved to approve the minutes of the October 19, 2017, meeting, as presented. Elizabeth Drew seconded the motion. Motion carried.

ADMINISTRATIVE REPORTS

Superintendent's Report:

Legislative Information and Action

- Representative Caldier visited the OESD on October 23, and on Monday, December 11, at 1:30 PM, Representatives MacEwen and Griffey plan to visit for a K-12 budget meeting.
- School District Superintendents in our region are finalizing our legislative platform for the upcoming legislative session.

Additional Regional Events and Information

- Cliff Huenergard plans to attend the next Early Learning Policy Council meeting on November 21. The next Council meeting is on December 19, 2017.
- Thanks were extended to Elizabeth Drew, Cliff Huenergard, and Carl Johnson for attending the last Superintendents meeting on November 3. Human Resources, Business administrators, and all WASA OESD Region members were invited to attend. Topics of discussion: HB 2242 & McCleary. Board members commented on the meaningful and informative presenters.
- The next Jefferson County Joint School Board and Superintendents meeting is scheduled on December 4, 4:30 PM, Chimacum High School, Dinner will be provided. ESD updates, including HB 2242, will be provided.

- State Superintendent Chris Reykdal will be joining us for the next Superintendents’ Advisory Council meeting on December 8, 9:00 AM – 12:00 PM. Board members are invited to attend.
- Congratulations to Donn Ring for his 45+ years of ESD service. A special article was published in the Fall edition of the AESD Dispatch publication.
- The 2017 Schools of Distinction awards were announced last week; OESD winners: Cape Flattery – Neah Bay and Clallam Schools, Port Angeles – Roosevelt Elementary, Crescent, and Central Kitsap – Woodlands, Fairview, Silver Ridge. OESD recognitions scheduled: November 22 - Cape Flattery School Board Meeting 6:00 PM, tentatively December 7 - Port Angeles (changed to January 4, 7:00 PM), and December 14 – Crescent School Board Meeting 7:00 PM (Representative Mike Chapman will swear-in Board Members)
- Crescent School District is recognized as a Board of Distinction for the second consecutive year.
- The AESD will be presenting during the WSSDA Conference on Friday November 16. “Nine ESDs, One Network: supporting Washington’s schools and Communities.”
- OESD is offering, for the first time as a fee-for-service, newsletter publication services for the Quilcene School District.
- Sequim School District will be transitioning to new/interim Assistant Superintendent Teaching & Learning and Business Manager positions. Stephanie Parker, former OESD Assistant Superintendent of Teaching & Learning, will be assisting Sequim a few days/week until a new Assistant Superintendent is hired.
- Pending Board approval today, OESD is hiring two new Worker’s Compensation (WC) Directors. The two new Directors will start the process of reestablishing our WC office in Bremerton and terminating our WC support agreement with ESD 113 by August 2018.
- For advanced planning School Year 2017-18:
 - WSSDA Conference, Bellevue, November 16-19, 2017. Board’s night out Nov 17 5:45 at Daniels Broiler Restaurant.
 - AESA Conference, San Antonio, November 29 – December 2, 2017.
 - Jefferson County Joint School Board Meeting – Chimacum High School on Dec. 4, 2017, 4:30 PM.
 - WSSDA-WASA Annual Legislative Conference January 28-29, 2018. Registration begins on November 9.
 - AESD Conference, April 12-14, 2018, in Pasco, hosted by ESD 123.
 - WASA Region Community recognition event April 16, 2018, Clearwater Resort.
 - OESD Retirement and Years of Service Event, May 18, 2018.

AESD Executive Board Report – Carl Johnson

- Discussed upcoming conferences (WSSDA, AESA, Legislative Conference)
- Next AESD Executive Board meeting is Thursday, November 16, in Bellevue.
- Congratulations were extended to re-elected Board members Donn Ring, Shirley Johnson, Elizabeth Drew, Cliff Huenergard, and Carl Johnson)
- Board members thanked Shirley Johnson for assembling the AESD basket donation on the Board’s behalf. Each Board member personally contributed.

Financial, Technology, and Human Resources –Monica Hunsaker

- Presented a PowerPoint summarizing the Workers’ Compensation Trust. In February 2017, ESD 113 began to process the OESD 114 claims. To meet the needs of OESD’s Workers’ Compensation Trust member districts, two new directors have been selected, pending Board approval, to bring the services back in-house. The two directors, overall, bring experience in safety & health background and claims adjudication. And, overall cost will not increase to administer the program. Cost and full time equivalent (FTE) staffing comparison information was provided to the Board. By moving the program back to OESD, the FTE decreases. In addition, as the program grows, an opportunity to intersect the School Safety & Security program opens.

Financial, Technology, and Human Resources (continued)

- Grant update: A grid displaying the newly secured or in-process grants (dollar amounts and length of grant) was provided for the Board. Highlights included a reduced amount for the 1/10th of 1% Behavioral Health grant, an increase in the BEST Grant, newly secured AESD Early Learning Pilot and the YouthBuild Grant. The Department of Vocational Rehabilitation (DVR) Grant is on hold.

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

- December 7, 2017, a Third Year Accreditation will be held at OESD 8:30AM-2:00 PM for four South Kitsap schools.
- Today's study session includes a presentation on 2017-2018 department goals by Executive Director of Student Services Kristin Schutte and Executive Director of Curriculum, Instruction & Assessment Sandra Gessner Crabtree.

BUSINESS

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

Second Reading and Adoption of revised Policy 1000, renamed Legal Status and Operation. Elizabeth Drew moved to approve the Second Reading and Adoption of Policy 1000, (renamed) Legal Status and Operation, as presented. Cliff Huenergard seconded the motion. Motion carried.

Second Reading and Adoption of revised Policy 1105, Director Districts, renamed and renumbered to Policy 1040, Director District Boundaries. Cliff Huenergard moved to approve the Second Reading and Adoption of revised Policy 1105, Director Districts, renamed and renumbered to Policy 1040, Director District Boundaries, as presented. Elizabeth Drew seconded the motion. Motion carried.

Second Reading and Adoption of revised Policy 1110, Election of Directors, renamed and renumbered to Policy 1030, Election of Directors and Director Districts. Shirley Johnson moved to approve the Second Reading and Adoption of revised Policy 1110, Election of Directors, renamed and renumbered to Policy 1030, as presented. Conrad Green seconded the motion. Motion carried.

Board members reviewed the boundary map of OESD Board districts, and the policy numbering system.

Second Reading and Adoption of Policy 5400, Leave of Absence. Elizabeth Drew moved to approve the Second Reading and Adoption of Policy 5400, Leave of Absence, as presented. Shirley Johnson seconded the motion. Motion carried.

Second Reading and Adoption of Policy 5403, Bereavement Leave (postponed). Conrad Green suggested revised language in the Bereavement Leave Policy, specifically to address an occasion when a death occurs and five days of leave is not adequate. He suggested that the Board and/or Superintendent retain authority of extending bereavement depending upon extenuating circumstances. Board discussion followed. Superintendent Lynch recommended postponing the second reading and adoption until the next Board meeting in January 2018 to allow time for the administration to provide some additional analysis and options for the Board's consideration. The second reading also includes clarification of language about more than one death from a single occurrence.

Conrad Green moved to table the Second Reading and Adoption of Policy 5403, Bereavement Leave until January 2018. Cliff Huenergard seconded the motion. With no further discussion, motion carried.

Presentation and First Reading of revised Policy 5009, Employment of Minors. Sue Armstrong noted the changes simplifying the policy with succinct language. Conrad Green moved to approve the Presentation and First Reading of revised Policy 5009, Employment of Minors, as presented. Elizabeth Drew seconded the motion. Motion carried.

Approve sale of building located at 2530 W. 19th Street, Port Angeles; and approve Superintendent Lynch to negotiate a final selling price of not less than \$10,000 and execute (sign) sale agreement in accordance with Board policy. Monica Hunsaker noted that the building lease expires November 30, 2017. With the latest price reduction, the OESD received no offers. OESD items will be removed. Superintendent Lynch has been working with the Port of Port Angeles on negotiating sale price. On November 6, 2017, the Port offered a potential price of \$15,000,

BUSINESS (continued)

which is under consideration. Dollars would go into the General Fund, facilities budget.

Cliff Huenergard moved to approve sale of building located at 2530 W. 19th Street, Port Angeles; and approve Superintendent Lynch to negotiate a final selling price of not less than \$10,000 and execute (sign) sale agreement in accordance with Board policy. 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 13TH day of November, 2017:

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
General:	10/20/17	153485	\$ 69,078.94
	10/31/17	153511-153550	\$ 48,717.70
	10/31/17	ACH	\$ 30,144.74
Payroll:	10/31/17	WIRE	\$ 670,377.79
	10/31/17	153486-153510	\$ 320,439.20
	10/31/17	701648-701661	\$ 4,262.00
Workers Comp:	10/20/17	403441	\$ 28,000.00
	10/27/17	403442	\$ 165,000.00
	10/31/17	403443-403446	\$ 116,240.42
	11/03/17	403447	\$ 18,000.00
	11/10/17	403448	\$ 66,000.00
Unemployment:			
Compensated Absences:			

Conrad Green 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:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Dan Foster	Director Workers' Comp Safety & Health	11/15/17
Nicole Roel	Director Workers' Comp Claims Administration	11/27/17

Termination:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Chris Loutzenheiser	Lead Teacher, Early Learning	11/3/17

Reduction in Force:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Sharon McDowell	Administrative Assistant I Early Learning	12/31/17

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

1:02 PM – Board Chair Carl Johnson announced that the Board would recess for approximately five minutes prior to the Study Session.

1:07 PM – STUDY SESSION

- **Student Services and Curriculum, Instruction & Assessment Goals, School Year 2017-2018:**
 - Sandra Gessner-Crabtree, Director of Curriculum, Instruction, and Assessment (CIA), and Kristin Schutte, Executive Director of Student Services, presented the following information to the Board.
 - **CIA Department Mission:** *“The Teaching and Learning Division will become an indispensable asset to both the districts and funders we serve.”* The CIA department provides aligned professional learning for teachers, principals, and district administration in the core content areas (Mathematics, Science, English Language Arts (ELA)). Department Goals for 2017-2018 were presented. Services provided and allocated funding of approximately \$1.6 million from *iGrants* and Apportionment were reviewed. Ms. Gessner-Crabtree presented a department organizational chart and summarized roles of each staff member along with the impact of how many teachers and students are served through science, math and ELA programs provided by the OESD. The Science, Technology, Engineering and Math (STEM) and Elementary Science programs and learning opportunities were summarized along with numbers of students served. The *STEM Hotspot* was introduced to highlight monthly STEM opportunities. Challenges with funding, grants that are ending (and associated staffing adjustments), capacity to provide services without a sustainable funding source, and communications challenges, were discussed in tandem for both the CIA Department and the Student Services Department.
 - Also noted:
 - Benefits of social media and the planning, policy, and services to support staff and students.
 - Innovative programs underway - valuable to our districts, other ESDs, and OSPI.
 - **Student Services Mission:** *“Through a strength-based, trauma informed lens, we provide services that positively impact the learning and well-being of children and youth within our schools and communities.”* Reviewed items included: operating budget of approximately \$3-3.5 million obtained through grants, fee-for-service and cooperatives, and Apportionment funding. Ms. Schutte presented a department organizational chart along with roles of each staff member. An overview of Program outcomes was reviewed: SUCCESS 21st Century Afterschool Program, Student Assistance (substance abuse, mental health prevention, intervention), Pathways (youth workforce development), and Education Advocate/YouthWorks (dropout re-engagement and juvenile detention transition).
- **Strategic Planning – Board Goals: School Years 2017-2018 & 2018-2019:** Board Chair Carl Johnson and Superintendent Lynch reviewed the strategic planning process and plans for school year 2018-2019 goal setting. After reviewing the Board goals for 2017-2018, members discussed progress of goals and adjustments, along with the need for OESD Board members to coordinate messages to share with school districts as OESD Board members encounter visiting opportunities. The Board pondered an idea of placing an item on future agendas to share “best practices.” The Board also discussed linking Board goals with the OESD P.R.I.D.E. goals. Homework, to consider 2018-2019 goals, was sent with each Board member for discussion at the next meeting in January 2018.

2:16 PM – the Board adjourned.

Reminder: The next scheduled Board Meeting at 12:00 PM on Thursday, January 18, 2018.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair