

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
November 20, 2018

11:40 AM – Prior to the meeting, the originally planned photos were postponed. Lunch was served 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
Cliff Huenergard
Stephanie Parker
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
Guest: Fred Corn, Salary Review Consultant (via ZOOM video conference)

APPROVAL OF AGENDA

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

MINUTES

Cliff Huenergard moved to approve the minutes of the October 22, 2018, meeting, as presented. Shirley Johnson seconded the motion. Motion carried.

ADMINISTRATIVE REPORTS

AESD Executive Board Report: Carl Johnson provided highlights from the AESD Executive Board meeting held on November 14, 2018, in Spokane. Subject matter centered on legislative focus of ESDs and a presentation by Gene Sharrat, AESD Executive Director, who is retiring. The replacement process is underway via a selection committee. Mr. Sharrat's agenda included a video (available summer 2019) that can be used as a promotion for school accreditation. At least 25 schools need to participate annually for a break-even budget. Carl Johnson shared some statistics with the Board about past participation numbers. Three primary focus items for the legislative agenda were also shared: work integrations/career connected coordinators, school safety and mental health support centers, and early learning coordinators.

Superintendent's Report:

Legislative, State & Region Items of Interest

- A copy of the 2017-18 Accountability Report brochure was provided to the Board.
- Work continues with OSPI and Representative Dolan, Vice Chair, House Education Committee, to draft a school safety bill.

Legislative, State & Region Items of Interest (continued)

- OESD 114 legislative engagement session on Dec. 3, 9:00-12 Noon at OESD. Legislators, Board Members, Superintendents, Professional Organizations and the State Superintendent are invited.

Additional Regional Events and Information

- AESD Accreditation and OESD Board Member participation. Thanks to Elizabeth Drew for participating. The third year Accreditation panel is on Dec. 3. (1:00-4:00PM at OESD). Participating schools are: Kingston High School, North Kitsap High School and Quilcene High School/Elementary School.
- The Jefferson County School Board meeting is scheduled on Dec. 5, 5:00 PM at the Port Ludlow Beach Club. Thanks in advance to Donn Ring, Elizabeth Drew and Stephanie Parker for attending.
- OESD reorganization: Human Resources Director search begins - Custodial services and Workers' Compensation reorganization is underway.
- OESD Vehicles: The Ford Escape must be replaced and the 2012 Equinox engine is being rebuilt. Currently working on dealership bids for a new vehicle.
- Central Kitsap Superintendent Search begins immediately. The new Superintendent will begin work on July 1, 2019.
- Schools of Distinction 2018 winners: Port Angeles-Roosevelt Elementary (tentatively presenting at the Port Angeles Board Meeting on Dec. 13), South Kitsap-Manchester Elementary, Cape Flattery-Neah Bay, Central Kitsap-Silver Ridge and Woodlands elementary schools, and Fairview Middle School.
- Meetings continue with Amanda Gardner on K-8 Charter School in Bremerton. Sponsor, Catalyst Public Schools. The model includes small group instruction, project based learning and focusing on social-emotional learning.
- Thanks to Carl Johnson, Elizabeth Drew, Katie Proteau, and Stephanie Parker for attending the annual WSSDA Conference in Spokane and attending the AESD Breakout session on Friday, Nov. 16.
- Thanks to Cliff Huenergard for attending the Oct. 16 Early Learning Policy Council meeting. The next meeting is on November 20. Carl Johnson is signed up to attend the December 18 meeting, and Stephanie is signed up for the meeting on January 28, 2019.
- Port Townsend School District started action for Dissolution and Reapportioning Director Districts - two at-large and three Director areas.
- Thanks to Elizabeth Drew and Stephanie Parker for attending the WSSDA Regional Meeting at North Kitsap School District 10:00-1:00, Saturday, October 27.
- Thanks to Katie Proteau for helping with the 50th Anniversary video on Dec. 6, at 2:00 PM.
- The OESD third internal office Climate survey since 2014 was launched on Oct. 17; analysis follows.
- OESD Christmas Holiday Party, December 12, 2018, 2:00-4:00 PM

Board Meeting Schedule/Events for School Year 18-19:

- Board meeting dates and other key events provided in your Board notebooks for your planning purposes.
- **AESA Conference in Colorado Springs (travel day Nov. 27) Nov 28-December 1, 2018.** Travel arrangements for those attending are included in your notebooks today.
- **Legislative Conference, Olympia, Feb. 10-11, 2019.** Board members will let Tina Schulz know if they plan to attend by November 28 so that hotel reservations and registration can be submitted.
- **AESD Spring Conference 2019:** Skamania Lodge, Stevenson WA, April 11-13. Board members will let Tina Schulz know if they plan to attend.

WSSDA Conference Debrief: Board members who attended the WSSDA Conference in Spokane, November 14-17, 2018, briefed the Board with highlights about their experiences and sessions attended.

Superintendent's Report: (continued)

- **Salary Review – Consultant Fred Corn via ZOOM Video Conference:** Mr. Corn, of Educational Management Solutions (EMS), shared a PowerPoint presentation outlining the process and criteria of the study as positions are evaluated. Beginning December 3, 2018, a team from EMS will hold sessions at OESD with supervisors and selected staff to discuss jobs that are part of the study. New draft job descriptions will then be presented to the OESD as part of the process of evaluating for appropriate, objective, competitive, aligned compensation. Mr. Corn answered questions from the Board and shared information about Jobs Plus software that is used to evaluate the information, noting that it is good to have a market review every three to four years. The evaluation is not based upon an individual's education, experience, and skill, but about building a pay structure that meets the defined position. The process will not change the organizational chart, but will help identify what is functionally represented by the organizational chart. Alignment with human resources laws is also imperative to the process. During the market analysis, and as appropriate, organizations inside and outside of education will be considered.

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

- Budget Status: The next Budget Status report will be presented in January.
- Update on school district budgets - closing process is complete.
- Port Angeles and Bremerton currently need assistance with financial services. The OESD will assist with their financial needs.
- A set of slides provided an overview of revenues and expenditures along with projections for the next year and the considerations that will play a role in the next budget year/two years: competitive compensation, state healthcare cost, retirement rates, fee increases to customers, and long range facilities needs.
- Comparisons of school district salaries in the region were shared and potential OESD positions that may be reorganized were discussed. Also reviewed were the potential impacts of School Employees Benefit Board (SEBB) costs in 2020 if implemented.
- Quillayute Valley, Queets-Clearwater, and Cape Flattery have settled collective bargaining contracts with their respective Education Associations.
- Sue Armstrong reviewed the Salary Review timeline for presentation of results to the Board in spring 2019.
- OESD will be closed during the week between Christmas and New Year's. Hours are posted on the website.
- OESD smoking policy is under review, which will change current protocol. Board members were consulted for guidance about potential options and designated area(s) as the current smoking shelter has deteriorated and has created safety issues.

Teaching and Learning Services - Susan Jung Lathrop highlighted the following:

- Teaching and Learning Updates:
 - Noted the 3rd Year Accreditation process, which will be held at OESD on December 3, 2018, 1:00-4:00 PM. Accreditation Panels for 2019 will be held at ESD 113 on May 20-21, 2019.
 - Student services secured a grant of \$90k from Kaiser Permanente to study feasibility of OESD becoming a licensed mental health provider. Phase 2 of the grant award is dependent on the successful completion of phase 1.
 - The deaf and hard of hearing preschool program is opening at Armin Jahr Elementary in Bremerton – anticipating four students. Memorandum of understandings are being routed for districts who will be sending children. The program was initially planned at North Mason, and will now be available in Bremerton instead.
 - Early Childhood Conference was a success. Guest keynote speaker focused on neuroscience research.
 - The 310 page preliminary report of the school district safety survey data was just unveiled by a consultant, secured through grant dollars to assist with data collection and analysis. This is the first comprehensive statewide safety survey of its kind.
- Head Start/Early Head Start/ECEAP/Coalition information presented below.

BUSINESS

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

Second Reading and Adoption of Revised Policies:

Policy 5011 includes modifications made after the first reading on October 22, 2018. Shirley Johnson moved to approve the Second Reading and Adoption of Revised Policies (listed below), as presented with language modification to Policy 5011, Anti-Harassment. Katie Proteau seconded the motion. Motion carried.

- 5001, *Hiring of Retired School Employees*
- 5002, *Attendance and Punctuality*
- 5010, *Nondiscrimination*
- 5011, *Anti-Harassment (Renamed from Sexual Harassment of Staff Prohibited)*
- 5201, *Drug Free Workplace*
- 5406, *Leave Sharing*

Presentation and First Reading of Revised Policies: After Sue Armstrong and Monica Hunsaker reviewed the purposes of the changes, Elizabeth Drew moved to Approve the Presentation and First Reading of Revised Policies (listed below), as presented. Stephanie Parker seconded the motion. Motion carried.

- 5000, *Recruitment, Selection, and Employment, (Renamed from Recruitment Selection, and Assignment)*
- 5006, *Employment Conduct and Civility (Renamed from Employee Conduct and Responsibilities)*
- 5050, *Employment Contracts – Certificated and Administrative (Renamed from Contracts and Certifications Requirements)*
- 5190, *Employee Benefits (Renamed from Employee Financial Benefits Including Insurance Benefits)*
- 5222, *Job Sharing*
- 5231, *Hours of Work and Overtime*
- 6210, *Purchasing*
- 6214, *Staff Travel*

Deletion of Policies: Sue Armstrong noted reasons why these policies are presented for deletion. Stephanie Parker moved to Approve the Deletion of Policies (listed below), as presented. Katie Proteau seconded the motion. Motion carried.

- 5009, *Employment of Minors*
- 5015, *Civility*
- 5381, *Use and Maintenance of Automated External Defibrillators*

Acceptance of Donation from Private Individual Leslie Daug: Katie Proteau moved to approve the Acceptance of Donation from Private Individual Leslie Daug, as presented. Stephanie Parker seconded the motion. Motion carried.

VOUCHERS AND PAYROLL

Payroll information has been included in the Board packet.

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	10/15/18	155100	VOID & REISSUE
	10/18/18	155101	\$ 154,105.64
	10/31/18	ACH	\$ 32,765.10
	10/31/18	155102-155155	\$ 237,117.68
	10/31/18	ACH	\$ 767.27
	11/15/2018	155182-155220	\$ 73,499.21
	11/15/18	155221-155222	\$ 10,077.45
	11/15/18	ACH	\$ 1,517.73

Payroll:	10/31/18	155156-155181	\$ 338,166.44
	10/31/18	WIRE	\$ 718,132.96
	11/15/18	WIRE	\$ 28,194.21
	11/15/18	702044-702069	\$ 9,140.86
Workers Comp:	10/18/18	403572	\$ 36,000.00
	10/25/18	403573	\$ 20,000.00
	10/31/18	403574-403577	\$ 95,967.30
	10/31/18	403578	\$ 32,000.00
	10/31/18	403579-403580	VOID & REISSUE
	11/7/18	403581	\$ 48,000.00
	11/15/18	403582-403584	\$ 31,710.56
Unemployment:	10/31/18	200376	\$ 760.33
	11/15/18	200377-200378	\$ 32,631.50
Compensated Absences:			

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

PERSONNEL

Sue Armstrong reviewed staffing changes. Employment of the following was recommended:

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Kelly Eastman	Administrative Assistant I – Student Services	10/22/18
Joan Baker	Assistant Teacher Early Learning	11/5/18
Colleen Kerr	Assistant Teacher Early Learning	11/9/18
Grace Belleau	Assistant Teacher Early Learning	11/26/18

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Shonda Trent	Software Support Analyst I	11/26/18

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

2:14 PM – Board Chair Carl Johnson announced that the Board would take a break for approximately five minutes.

2:21 PM – The Board returned to Regular Session and discussed their time available beyond 3:00PM, if needed, to extend time for the Study Session.

STUDY SESSION

- **Early Learning: Department Goals for School Year 2018-2019:** Early Learning Director Kristen Sheridan shared some highlights about the department mission and goals, which nest under the OESD P.R.I.D.E. Goals. Enrollment and numbers of participants in partnerships, Early Childhood Education and Assistance Program (ECEAP), Coalition, and Head Start & Early Head Start programs were shared. Recent expansions in these programs were noted and the current organizational chart was displayed. Changes in structure over this past year, revenues, expenditures, grant management, and state funding were reviewed. A new dual language pilot program is underway. A year-at-a-glance overview included data on school readiness along with other accomplishments that include, staff development, several successful audits, conversion of slots, and more. Department vision followed.

STUDY SESSION (continued)

- **Head Start/ECEAP/Early Head Start Annual Board Training:** Ms. Sheridan provided a handout and reviewed information on child outcomes, governance and oversight, and eligibility and enrollment responsibilities to fulfill the Board’s annual training.
- **Strategic Planning – Board Goals: School Years 2019-2020:** Board President, Carl Johnson, and Superintendent Lynch provided a brief overview of the Board’s current goals. President Johnson asked Board members to give some thought to potential 2019-2020 goals for a follow up discussion on January 17, 2019. Desired outcomes and goal characteristics were reviewed. Current goals were displayed and discussion was held about possible revisions. A suggestion to form a Board sub-committee was adopted and volunteers included Carl Johnson, Elizabeth Drew and Cliff Huenergard. Further discussion included a meeting in December with the sub-committee and Superintendent Lynch to prepare for the January Board Meeting.
- **OESD Board & Superintendent Operating Principles (continued):** Information was provided in the Board packet for continued discussion. A small Board and Superintendent sub-committee including Stephanie Parker and Katie Proteau will meet in December and consider options to present to the rest of the Board. Between now and January, a timeline will be produced for the completion process.
 - Next steps: consider the discussion and materials presented at today’s meeting; schedule another study session to explore what the Board expects from the Superintendent and what the Superintendent expects from the Board; and as a Board-Superintendent Team, draft a procedure for Policy 1620 by June 2019.

3:30 PM – The Board adjourned.

Reminder: The next scheduled Board Meeting, 12:00 PM on Thursday, January 17, 2019.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair