

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
October 19, 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
Donn Ring
Shirley Johnson
Conrad Green (Excused)
Cliff Huenergard
Greg Lynch, Superintendent
Monica Hunsaker, Assistant Superintendent of Finance (Excused)
Susan Jung Lathrop, Assistant Superintendent of Teaching and Learning
Sue Armstrong, Director Human Resources
Tina Schulz, Executive Assistant

APPROVAL OF AGENDA

Shirley Johnson moved to approve the agenda, as presented. Donn Ring seconded the motion. Motion carried.

MINUTES

Elizabeth Drew moved to approve the minutes of the September 21, 2017, meeting, as presented. Shirley Johnson seconded the motion. Motion carried.

ADMINISTRATIVE REPORTS

Superintendent's Report:

Legislative Information and Action

- OESD 114 Legislative engagement 2017-2018: Representative Caldier is scheduled to meet on October 23. In the process of scheduling Representatives Griffey and MacEwen.
- HB 2242: Major areas that must be resolved: salary schedule and staff seniority (staff mix), use of local levy enrichment dollars, and regionalization.

Additional Regional Events and Information

- Thanks to Shirley Johnson, Katie Proteau, Conrad Green and Carl Johnson for attending our OESD School Safety and Security breakfast on September 25 at the Kitsap Golf and Country Club.
- Thanks to Elizabeth Drew for attending OESD and Olympic College joint breakfast meeting for Board Members, Superintendents and a number of other community members on September 29. The purpose of the meeting was to discuss Career and College readiness. We will be hosting a similar meeting on January 26, 8:00 AM at OESD 114.

Additional Regional Events and Information (continued)

- OESD offered the first Executive Assistants to School District Superintendents - workshop on September 28 at OESD. The event was well attended and the group would like to schedule similar workshops in the future. OESD Executive Assistant Tina Schulz planned and facilitated this workshop.
- Thanks to Elizabeth Drew for attending the WSSDA Region 4 meeting in Port Angeles on Saturday, October 14. We had an opportunity to discuss several OESD initiatives. An OESD informational handout was provided to the meeting attendees.
- Thanks to Katie Proteau for attending the Early Learning Policy Council meeting on October 17. The next two Council meetings are on November 21 and December 19, 2017. Dinner provided at 5:00, meeting begins 5:30. Cliff Huenergard plans to attend on November 21.
- Thanks to Katie Proteau for attending our Interstate Compact on Educational Opportunities for Military Children (MIC3) on October 11, 2017. The MIC3 National Meeting is October 25-27 in Providence, RI.
- Board members are welcome to join our next Superintendents' Advisory Council meeting, Friday, November 3, at 9:00 AM-12 noon. Human Resources, Business administrators and all WASA Region Members are invited. Guest presenters include WASA, Dan Steele & legal counsel, Buzz Porter on HB 2242 & McCleary legislation.
- At the November WSSDA Conference, the AESD is hosting a breakout session to discuss the role of ESDs including the AESD Strategic Plan. Tentatively scheduled on Friday, November 17, at 3:45-4:45.
- The State Board of Education (SBE) and the Professional Education Standards Board (PESB) are in a leadership transition. Executive Directors departing; PESB - Jennifer Wallace and SBE - Ben Rarick. PESB's Acting Executive Director is Alexandra Manuel. Interim SBE Executive Director (90 days) is Deb Merle (Governor's Senior Policy Advisor K-12 Ed). WASA Executive Director, Bill Keim, retires summer 2018.
- School district superintendent searches are ongoing for Port Angeles and South Kitsap.
- Sequim School District is transitioning to new/interim positions: Assistant Superintendent Teaching & Learning and Business Manager. Earlier this week, the Sequim School Board approved a new Sequim Education Association contract.
- Update on sale of OESD's Port Angeles office building: Lease expires at the end of November. No offers received for a sale. The Port would potentially pay OESD \$10,000 in lieu of salvage.
- Board members discussed travel plans for upcoming conferences.
- For advanced planning School Year 2017-18:
 - WSSDA Conference, Bellevue, November 16-19, 2017.
 - AESA Conference, San Antonio, November 29 – December 2, 2017.
 - Jefferson County Joint School Board Meeting – Chimacum High School on December 4, 2017, at 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

- Board members discussed some history of the AESD and the role of the AESD Executive Board and ESD Board members to bring unity to Washington's nine ESDs and to serve as an interface with the Legislature.
- The AESD will host a breakout session at the WSSDA Conference in November, where the Draft Strategic Plan will be a topic.

AESD Executive Board Report

- Board members reviewed and discussed the Draft AESD Strategic Plan (Vision, Mission, Goals), included in the Board packet.

Financial, Technology, and Human Resources – On behalf of Monica Hunsaker, Sue Armstrong highlighted the following:

- Per diem rates were presented. Mileage remains at \$.535/per mile. Meals remain the same, but some lodging rates have changed slightly. Per diem for meals and lodging vary by location. A chart was provided in the Board packet.
- OESD staff participated in The Great Shakeout earthquake drill this morning at 10:19 AM and gathered afterward to debrief with all staff.
- Building stucco has been patched to resolve an issue with leaks during the past year.
 - OESD is currently interviewing for a Workers' Compensations Director position. The position is currently contracted through ESD 113.
 - Annual policy review for all OESD staff has been distributed through *Safe Schools*.

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

- An official review of the Early Learning program is anticipated this year.
- Third-Year Accreditation Reviews will be hosted at OESD on December 7, 2017.
- OESD STEM Coordinator Kim Weaver provided a preview of the ZOOM online meeting program. The new software is now widely used by OSPI, ESDs, and other organizations to allow participation in meetings for those who are unable to attend meetings face-to-face. Features of the program were highlighted. She also provided an overview of STEM offerings to the districts in our region.

BUSINESS

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

Head Start/Early Head Start Annual Self-Assessment and Action Plan

Katie Proteau moved to approve the Head Start/Early Head Start Annual Self-Assessment and Action Plan, as presented. Donn Ring seconded the motion. Motion carried.

Second Reading and Adoption of Policy 5050, Contracts and Certification Requirements. Donn Ring moved to approve the Second Reading and Adoption of Policy 5050, Contracts and Certification, as presented. Elizabeth Drew seconded the motion. Motion carried.

Second Reading and Adoption of Policy 5260, Certificated and Classified Personnel Records renamed Personnel Records. Cliff Huenergard moved to approve the Second Reading and Adoption of Policy 5260, Personnel Records, as presented. Katie Proteau seconded the motion. Motion carried.

Presentation and First Reading of revised Policy 1000, renamed Legal Status and Operation. A memorandum was included in the Board packet summarizing the policy 1000 series changes. Elizabeth Drew moved to approve the Presentation and First Reading of Policy 1000, (renamed) Legal Status and Operation, as presented. Shirley Johnson seconded the motion. Motion carried.

Presentation and First Reading of revised Policy 1105, Director Districts renamed and renumbered to Policy 1040, Director District Boundaries. Katie Proteau moved to approve the Presentation and First Reading of revised Policy 1105, Director Districts, renamed and renumbered to Policy 1040, Director District Boundaries, as presented. Elizabeth Drew seconded the motion. Motion carried.

Presentation and First Reading of revised Policy 1110, Election of Directors, renamed and renumbered to Policy 1030, Election of Directors and Director Districts. Donn Ring moved to approve the Presentation and First Reading of revised Policy 1110, Election of Directors, renamed and renumbered to Policy 1030, as presented. Cliff Huenergard seconded the motion. Motion carried.

BUSINESS (continued)

Deletion of Policies: 1010, Organization; 1001, Educational Service Districts Created by Legislature; 1113, Term of Office; 1114, Filling Vacancies on the Board. The contents of these policies were consolidated into the other policies in the 1000 series. Shirley Johnson moved to approve the Deletion of Policies: 1010, Organization; 1001, Educational Service Districts Created by Legislature; 1113, Term of Office; 1114, Filling Vacancies on the Board, as presented. Elizabeth Drew seconded the motion. Motion carried.

Presentation and First Reading of Policy 5400, Leave of Absence. Procedures have also been revised to provide guidelines in the event a staff member requests short-term non-medical leave without pay. Donn Ring moved to approve the Presentation and First Reading of Policy 5400, Leave of Absence, as presented. Katie Proteau seconded the motion. Motion carried.

Presentation and First Reading of Policy 5403, Bereavement Leave. Applicable language in the procedure has been included in the policy and deleted. Board members discussed the need for clarification of language about more than one death from a single occurrence. Shirley Johnson moved to approve the Presentation and First Reading of Policy 5403, Bereavement Leave, as revised. Elizabeth Drew seconded the motion. Motion carried.

Price Reduction of Port Angeles Building from \$52,500 to \$37,500. Discussion was held about options for the building. Cliff Huenergard moved to approve the Price Reduction of Port Angeles Building from \$52,500 to \$37,500, as presented. Katie Proteau seconded the motion. Motion carried.

Letter of Support to Freeman School District.

Elizabeth Drew moved to approve the Letter of Support to Freeman School District, as presented. Donn ring 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 19TH day of **October, 2017**:

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	09/22/17	153342	\$ 63,956.78
	09/29/17	ACH	\$ 18,260.53
	09/29/17	153370-153415	\$ 153,325.13
	10/13/17	ACH	\$ 5,237.13
	10/13/17	153420-153484	\$ 242,613.38
Payroll:	09/29/17	WIRE	\$ 667,237.85
	09/29/17	153343-153369	\$ 317,498.95
	09/29/17	701609	\$ 207.26
	09/29/17	701610-701628	\$ 8,506.34
	10/13/17	WIRE	\$ 12,568.91
	10/13/17	153416-153419	\$ 334.13
	10/13/17	701629-701647	\$ 5,164.92
Workers Comp:	09/22/17	403433	\$ 23,000.00
	09/29/17	403434-403438	\$ 61,538.58
	10/06/17	403439	\$ 25,000.00
	10/13/17	403440	\$ 41,115.51

VOUCHERS and PAYROLL (continued)

Unemployment:	<u>10/13/17</u>	<u>200351</u>	<u>\$ 1,520.66</u>
Compensated Absences:	<u>09/29/17</u>	<u>600050-600051</u>	<u>\$ 226,848.53</u>

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

The next budget status report will be available in November.

PERSONNEL

Sue Armstrong recommended the employment of the following:

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Heather Korten	Accounting Clerk	9/18/17
Frank Allen	Academic Coach Assistant	9/18/17
Michelle Scarr	Academic Coach	9/18/17
Lauren Hollkamp	Tutor Mentor	9/18/17

Resignation:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Alyson Rotter	Manager II, Student Services	10/20/17

Susan Jung Lathrop noted the new position for Alyson Rotter through Kitsap Strong and the Graduate Kitsap Mason program. Staff member Erin Quinn will soon be working with the YouthBuild program as she transitions from the 21st Century SUCCESS program.

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

2:00 PM – Board Chair Carl Johnson announced that the Board would recess for approximately five minutes prior to the Study Session.

2:05 PM – STUDY SESSION: Early Learning Goals, School Year 2017-2018

- Kristen Sheridan, Early Learning Director, joined the meeting to review the Early Learning Department Goals and how they align with the OESD Board Goals. The Early Learning Mission: *Through caring relationships with families, respect for diversity and community partnerships, we nurture school readiness by promoting supportive learning environments, comprehensive health and well-being and the empowerment of children and families.*
Some highlights:
 - A handout was provided about the nesting of Early Learning Goals with P.R.I.D.E: Provide and Promote; Recruit and Retain; Increase; Demonstrate; and Enhance. Programs include: Head Start & Early Head Start, Early Head Start Child Care Partnerships, and Early Childhood Educational Assistance Program (ECEAP).
 - History of the program’s growth since inception in 1992 was shared. Currently, over seventy staff members are serving the OESD Early Learning Department.
 - 2016-2017 year-at-a-glance overview was discussed and outcome data were reviewed.
 - New and future fee-for-service opportunities were reviewed along with financial cuts to the program over the past eighteen months.

STUDY SESSION (continued)

Head Start/ECEAP/Early Head Start Annual Board Training

- Early Learning website and the policy/procedures specific to the Early Learning program were reviewed.
- A handout was provided about program governance, management responsibilities, and shared decision making procedures.
- Early Learning Policy Council/OESD 114 - Training on Eligibility was conducted along with a highlight of procedures for Head Start Monitoring.

Board members extended kudos and appreciation to Kristen Sheridan for her work and the work of the Early Learning staff.

Shirley Johnson offered to coordinate an auction item with collected personal funds from each Board member for the WSSDA Annual Conference.

3:08 PM – the Board adjourned.

Reminder: The next scheduled Board Meeting at 12:00 PM on **Monday**, November 13, 2017, due to conference travel for the Board.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair