

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
October 20, 2016

REGULAR SESSION CALL TO ORDER

Chair Carl Johnson called the meeting to order at 12:12 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
Shirley Johnson
Conrad Green (arrived 12:15 PM)
Cliff Huenergard (excused)
Greg Lynch, Superintendent
Monica Hunsaker, Assistant Superintendent of Finance
Susan Jung Lathrop, Assistant Superintendent of Teaching and Learning
Sue Armstrong, Human Resources Director
Tina Schulz, Executive Assistant

APPROVAL OF AGENDA

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

MINUTES

Donn Ring moved to approve the minutes of the September 15, 2016, meeting, as presented. Elizabeth Drew seconded the motion. Motion carried.

ADMINISTRATIVE REPORTS

Superintendent's Report: The Superintendent report included a handout highlighting the following:

- The OESD Region's Teacher of the Year presentation was held at a Port Angeles School Board Meeting on September 8, 2016. Superintendent Lynch attended the Washington State Teacher of the Year Ceremony on September 19, 2016, in Seattle.
- Final travel arrangements for the WSSDA & AESA conferences have been made and itineraries provided to those attending. Board dinners were discussed. Airport shuttle information will be provided at the November Board meeting.
- The Trust Lands presentation in Sequim/Port Angeles on September 27, 2016, was attended by OESD Board members Elizabeth Drew, Katie Proteau, and Donn Ring. Background on harvesting trust land for school district funding, which has become a topic in the forefront with Washington State School Directors' Association (WSSDA) as the state plans ahead on future funding of schools, was reviewed.
- The Schools of Distinction Award presentation for Central Kitsap School District was held at the CKSD Board Meeting on October 12, 2016. Three elementary schools were recognized. Recognition at Crescent Schools is yet to come.
- Planning is underway for a regional Board Meeting for Jefferson County school districts (Port Townsend, Chimacum, Brinnon and Quilcene), which will be hosted at Quilcene – date to be determined.
- A reminder that Olympic ESD's next Board Meeting is scheduled on Monday, November 14, 2016.

Superintendent's Report (continued):

- A successful and well attended Interstate Compact on Education for Military Children (MIC3) was held at OESD on October 13, 2016. Attendees included legislators, superintendents, Washington Interscholastic Activities Association (WIAA) executives, other state officials, and Admiral Mayes, Commander Navy Region NW. The October 13 discussion will lead to a legislative change proposal that will assist military connected students around athletic eligibility.
 - The annual National MIC3 Conference is scheduled October 26-28, 2016, in Orlando, Florida.
- A STEM legislative breakfast is planned at the Silverdale Beach Hotel on October 24, 7:30-9:30 AM, with an expected fifty attendees to include Josh Brown as the keynote to talk about jobs and economic development in our state and region; emphasis on STEM.
- OESD and District Superintendents begin a series of school funding presentations, one legislator at a time, beginning on Monday, October 24, 10:30 AM at OESD.
- The School Safety and Security Cooperative (kickoff) Meeting is October 25, 2016, 10:00 AM-1:00 PM.
- On November 14, 2016, 5:45-6:30 PM, as part of the 1/10th of 1% Kitsap County grant, OESD is hosting the screening of the film "Resilience" to include a discussion about the impacts of adverse childhood experiences (ACEs) around brain development.
- You are invited to our annual legislator engagement session on December 9, 2016, 9:00-11:00 AM at OESD. An invite has been extended to all superintendents and school board members in our region.
 - Please see the school district superintendent legislative priorities letter to each of our 12 local legislators along with an invitation to this event.
- OESD Office Hours Modified: Currently the OESD has office presence as early as 6:30 AM to 5:00 PM, with the option of up to a one hour lunch for staff. The Office Hours will formally be re-published as 8:00 AM to 4:30 PM. Current published Office Hours are 8:00 AM to 5:00 PM.
- Some school district related news articles from around the region were shared.

AESD Executive Board Report:

- Chair Carl Johnson noted the AESD Executive Board Meeting was held on Monday, September 19, 2016. He sought feedback from other meeting attendees on the process of school district board members voting for ESD board members. Only about twenty percent actually submit a vote for ESD board members. Some ESD board members visit school boards in their region to discuss the process and receive input on ESDs prior to ballots being mailed. Board members discussed the next election. Carl Johnson and Greg Lynch attended an AESD Executive Board dinner hosted at Jim Shoemaker's home after the meeting on September 19.

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

- District enrollment shows an overall increase of 293 full-time equivalent (FTE) students with a total of 46,881.77 FTE in our region. North Kitsap shows a decrease of approximately 97.09 students from last year and 265 below budgeted. Bremerton school district also has reduced FTE of 94.23 from last year, but is up from budget by 80.31 FTE. Central Kitsap and South Kitsap show increased enrollment in 16-17 compared to 15-16. Board members discussed how enrollment affects staffing.
- Maintenance and Operations Levies are planned at Port Angeles, Quillayute Valley, Sequim, and South Kitsap. Bonds initiatives are planned for South Kitsap.
- OESD is currently providing two days per week of finance support at North Kitsap in addition to one day a week of financial services at Sequim. Quillayute Valley is receiving assistance with payroll services. During December, OESD will provide payroll services at Bainbridge Island. There has been an increase in financial services support needs when compared to past years. The OESD also serves a small number of non-educational agencies for network services and there has been some expansion in the tribal school areas. Statutory requirements spell out the services ESDs can and cannot provide.
- A partnership with ESD 113 is still in the planning stages for the Workers Compensation Trust.
- An OESD safety plan is in the works and all staff has been provided badges to wear when in the OESD facility. Department of Emergency Management staff training and safety protocol will be put into place. Signing-in at the front desk will be required for all visitors. Board member badges will be located at the front desk when they arrive for meetings.
- No Budget Status report this month.

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

- Reports and highlights were included in the Board’s packet.
- OESD Student Services has been supporting schools in our region to those experiencing recent traumas.
- Truancy Board Updates (HB 2449): With new requirements, ESDs will be able to secure some funding to provide trainings to the region on truancy boards. Eight districts have signed up to participate in the trainings thus far. Trainings to ESD staff begin on December 5, 2016. A Truancy Board should be up and running at each of the participating districts by fall of 2017.
- A new Clock Hours and Registration system is being reviewed. OESD is considering new technology called PD Enroller, which combines both systems for tracking clock hours and for registrations. The PD Enroller seems to be more intuitive and meets the needs of an ESD. It is currently in use at three other ESDs and also at the Office of the Superintendent of Public Instruction (OSPI).
- OESD will host a screening on November 14, 2016, 5:45 PM, of a film called *Resilience, The Biology of Stress & The Science of Hope*. Board members were invited and a flyer was shared.
- Head Start and Early Learning materials and action items included in the Business section of today’s agenda were reviewed.

BUSINESS

Head Start Program Monitoring (Policy 2500): Head Start/ECEAP & Early Head Start Monthly Reports (September 2016) – Information was provided in the Board packet. Informational only – no action required.

Head Start/ECEAP/Early Head Start Program Information Report (PIR) Summary and Comparison – Information was provided in the Board packet. Informational only – no action required.

Head Start/ECEAP/Early Head Start 2015-2016 Strategic Plan, End of Year Report – Information was provided in the Board packet. Informational only – no action required.

Head Start/ECEAP/Early Head Start Work Plans – Information was provided in the Board packet. Informational only – no action required.

Second Reading and Adoption of Policy 5000, Staff Recruitment, Selection and Assignment – Sue Armstrong noted that there have been no changes since first reading of the policy in September.

Elizabeth Drew moved to approve the Second Reading and Adoption of Policy 5000, *Staff Recruitment, Selection and Assignment*, as presented. Donn Ring seconded the motion. Motion carried.

Second Reading and Adoption of Policy 5310, Compensation – Sue Armstrong noted that there have been no changes since first reading of the policy in September.

Donn Ring moved to approve the Second Reading and Adoption of Policy 5310, *Compensation*, as presented. Shirley Johnson seconded the motion. Motion carried.

Deletion of Policy 5311, Merit Salary Plan – Sue Armstrong noted that language from the policy will now be included in a new procedure.

Elizabeth Drew moved to approve the Deletion of Policy 5311, *Merit Salary Plan*, as presented. Donn Ring seconded the motion. Motion carried.

VOUCHERS AND PAYROLL

Monica Hunsaker presented the vouchers and payroll. She noted that the Business Office is currently working on closing out the year. 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 20TH day of **October, 2016**:

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	09/23/16	151489	\$ 284,316.19
	09/30/16	ACH	\$ 18,418.96
	09/30/16	151517-151584	\$ 163,421.31
	10/07/16	ACH	\$ 1,156.41
	10/07/16	151590-151611	\$ 66,795.42
	10/14/16	151618-151660	\$ 61,839.91
Payroll:	10/14/16	ACH	\$ 11,145.62
	09/30/16	WIRE	\$ 647,569.76
	09/30/16	151490-151516	\$ 285,929.78
	09/30/16	701281-701284	\$ 1,010.00
	09/30/16	WIRE	\$ 874.16
	09/30/16	151585-151589	\$ 203.56
	10/14/16	WIRE	\$ 20,277.42
	10/14/16	151612-151615	\$ 572.49
	10/14/16	151616-151617	\$ 0.34
	10/14/16	WIRE	\$ 2.72
	10/14/16	701285-701294	\$ 1,653.25
	10/14/16	701295	REISSUE -0-
	Workers Comp:	09/16/16	403308
09/23/16		403309	\$ 28,000.00
09/30/16		403310	\$ 15,000.00
10/07/16		403311-403312	\$ 25,361.88
10/14/16		403313-403315	\$ 19,092.74
Unemployment:	09/30/16	200324	\$ 760.33
Compensated Absences:	09/30/16	600042-600044	\$ 245,363.71

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

PERSONNEL

Sue Armstrong recommended the employment of the following:

New Employees:

Employee	Position	Date
Lenora Bradley	Academic Coach Assistant	9/19/16

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

1:23 PM – Board Chair Carl Johnson announced that the Board would recess for approximately five minutes.

1:30 PM - SPECIAL SESSION: 2016-2017 Future Goals and Planning

Superintendent Lynch and the Board continued review and discussion of goals and strategic planning for the future year. The most recent OESD 114 strategic plan expired in 2014. Some highlights of the discussion:

- Initiating deliberate communications with the local tribes to enhance connections with local school districts was added to the goals.
- The WSSDA Standards for School Boards was reviewed simply as a framework reference for ESDs while recognizing that ESD Boards are different than school boards. In reviewing WSSDA's five core principals, Board members discussed the potential of establishing ESD board standards. Board members discussed the role of the ESD board, how applicable the standards set in WSSDA's school board of distinction application would be for ESD Boards, and the benefits of establishing ESD Board Standards.
- Presence and improving links with schools on the Olympic Peninsula were also discussed.
- A letter from Quilcene School District thanking Superintendent Lynch and the Board for its support was shared. Board members briefly noted how important it is to know what are the needs of each district and provide support where needed.
- Because the OESD Board only meets once per month, it was suggested that perhaps two ESD board members could work with Superintendent Lynch, in addition to Board meeting time, to craft the strategic planning efforts and make suggestions/recommendations to the rest of the Board.
- The Board discussed how feedback from districts served by OESD is collected and also the history of how the previous strategic planning was done.

Next steps:

- November - review staff survey data
- January - review current beliefs
- February - finalize beliefs and values, followed by review of current mission and vision statements
- March - finalize and review goals, with a goal by summer to have a new strategic plan

2:13 PM - the Board adjourned.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair