

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
October 22, 2018

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
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

APPROVAL OF AGENDA

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

MINUTES

Elizabeth Drew moved to approve the minutes of the September 20, 2018, meeting, as presented. Shirley Johnson seconded the motion. Motion carried.

ADMINISTRATIVE REPORTS

Board Presidents Meeting: Carl Johnson provided highlights from a meeting, first of its kind, with several Board Presidents from School Boards in the following districts: Bremerton, South Kitsap, North Mason, North Kitsap, Central Kitsap, Bainbridge Island, and OESD. Because it seemed worthwhile to attendees, other districts will be invited to future meetings. Next one potentially in January. An opportunity to get a sense of the challenges districts are facing. The purpose is solely a matter of understanding the dynamics of serving on a school board. Each shared their Board goals. They will take precautions so that they do not get involved in any specific agendas or operations of any district. Board members held discussion about the purpose and non-purpose of these meetings. Stephanie Parker noted a recent meeting she held with North Kitsap's Board President to offer assistance on how she can support the district.

Superintendent's Report:

Legislative, State & Region Items of Interest

- Meeting scheduled Oct. 29 with Representative Dolan, Vice Chair, House Ed, to discuss a school safety bill.
- OESD 114 legislative engagement session on Dec. 3, Legislators, Board Members, Superintendents, Professional Organizations and the State Superintendent are invited. Copies of the invite letters to School District Board Presidents and Legislators.

Legislative, State & Region Items of Interest (continued)

- Met with Superintendent Chris Reykdal on Oct. 15.
- NEWS – Network for Education Excellence. Now that McCleary is concluded what are the next steps?

Additional Regional Events and Information

- OSPI and 9 ESDs were awarded a 3 year, \$1M federal grant focusing on threat assessment beginning Oct 2018.
- CK Superintendent, David McVicker, announced his retirement in 2019. The search process begins immediately.
- AESD Accreditation and OESD Board Member participation. The 3rd year Accreditation panel is on Dec. 3. (1:00-4:00PM at OESD). Kingston High School, North Kitsap High School and Quilcene High School and Elementary School.
- Schools of Distinction 2018 winners: Port Angeles, Roosevelt Elementary (tentatively Dec. 13); South Kitsap, Manchester Elementary; Cape Flattery, Neah Bay; Central Kitsap, Silver Ridge and Woodlands Elementary and Fairview Middle School.
- Meeting with Amanda Gardner on Tuesday – 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, Stephanie and Liz for attending the OESD 114 School Safety breakfast on Mon. Sept. 24.
- Thanks to Liz, Cliff and Stephanie for attending the State MIC3 Meeting, at OESD on Oct. 2. JBLM Garrison Commander, Col. Lucas and 13th Coast Guard District Chief of Staff, Captain Boba joined us for the meeting.
- The national MIC3 meeting was in Cleveland last week.
- Thanks to Stephanie and Liz for attending the Sept. 25, 2018, North Mason School District Board Meeting including the James A. Taylor HS Accreditation presentation.
- Thanks to Cliff for attending the Oct. 16 Early Learning Policy Council meeting – next meeting is on November 20.
- Port Townsend School District started action for Dissolution and Reapportioning Director Districts - two at-large and three Director areas.
- WSSDA Regional Meeting at North Kitsap School District 10:00-1:00, Saturday, October 27.
- Our ESD along with participating School Districts were awarded another 1/10th of 1% Kitsap County Mental Health Grant. The grant begins Jan. 1, 2019, and concludes on Dec. 31, 2019.
- Contingent upon Katie's availability; thanks for helping with the 50th Anniversary video. An AESD 50th plan for an all-year celebration is coming soon. The celebration includes a short video from each ESD.
- The OESD third internal office Climate survey since 2014 was launched on Oct. 17; analysis follows.
- The second OESD internal compensation review and analysis since 2014 is ongoing with a tentative update to the OESD Board during the November Board of Directors meeting.
- AESD presentation during the Nov. WSSDA Conference - Friday, November 16, from 3:30 to 4:30.
- OESD Board policy update – our goal is to update/review all policies not later than June 2020.
- 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.
- **WSSDA Fall Conference**, Spokane Nov. 14-17, 2018. Travel arrangements for those attending are included in notebooks today.
- **AESA Conference in Colorado Springs (travel day Nov. 27)** Nov 28-December 1, 2018. Travel arrangements for those attending are included in notebooks today.

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

- **AESD Spring Conference 2019:** Skamania Lodge, Stevenson WA, April 11-13. **AESD Executive Board – School Safety Presentation.**

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

- Budget Status: The next Budget Status report will be presented in January.
- Upcoming local Bond/Levies: South Kitsap is running capital projects bond and levy measures, Port Townsend and Central Kitsap are running enrichment levies. These mark the first time school district measures in our region have been placed in front of voters under the new rules post-*McCleary*.
- School District budgets are in the closing process. An update will be provided at the next Board meeting. OESD's year-end will be delivered in January 2019. Board members were provided a brief reminder of new liabilities that are included on the books per requirements.
- Three districts (Cape Flattery, Quillayute Valley, and Queets-Clearwater) are still working on bargaining agreements for certificated staff. Some classified bargaining in the region remains unsettled. Administrators are on a July 1 contract, so their work year has already been underway prior to the certificated and classified bargaining. Some districts may make mid-year adjustments.

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

- Teaching and Learning Updates:
 - A Professional Educator Standards Board clock hours committee/work group is underway and could have implications for the 2019-20 school year. Monthly meetings are scheduled between now and February 2019.
 - ESD 112 has established an ESD University for paraeducators. OESD is also exploring the idea of providing an ESD university satellite campus for paraeducators, accredited through the Professional Educators Standards Board (PESB). This program started as a help to address the teacher shortage, especially in areas of special education and English Language Learning.
 - Sad news was shared. Former OESD Mathematics Coordinator Katy Absten recently passed away. And separately, Kristen Schutte and the Student Services staff provided support in North Mason School District today in response to a tragedy on Friday.
 - Meetings with school districts have been scheduled to work with OESD on school improvement services as part of Washington's Every Student Succeeds Act (ESSA) plan.
 - Professional Development delivery from content coordinators continues. *Hot Spot* flyers highlight the programs available through the OESD, including a science, robotics, and writing. The OESD is receiving positive feedback about the content and resources provided for teachers.
 - Potential location of a deaf and hard of hearing program in North Mason was discussed. More information to come as OESD looks to fill that need.
 - The Early Childhood Conference, *Connecting the Dots*, is scheduled on Nov. 16 & 17, 9:00 AM – 4:00 PM at OESD. Repeat content is offered on both days. Some legislators may be in attendance.
 - Superintendent Lynch noted Susan Lathrop's work on the school safety proviso group and statewide survey – first of its kind. He commended her efforts.
- 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 (September 2018) – Information was provided in the Board packet. Informational only – no action required.

Duration Application of Head Start Grant:

Cliff Huenergard moved to approve the Duration Application of Head Start Grant, as presented. Elizabeth Drew seconded the motion. Motion carried.

Presentation and First Reading of Revised Policies:

In response to a question about Policy 5011, Anti-Harassment, adding language about offensive graphics/photos/visual was suggested. Modifications will be made before the policy is presented for second reading and adoption.

Shirley Johnson moved to approve the Presentation and First Reading of Revised Policies (listed below), as presented with modification to Policy 5011. Stephanie Parker 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*

Deletion of Policy 5007, Personnel Policy Statement. Donn Ring moved to approve the Deletion of Policy 5007, Personnel Policy Statement, as presented. Elizabeth Drew seconded the motion. Motion carried.

VOUCHERS AND PAYROLL

Payroll information has been included 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 22nd day of October, 2018.

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	9/17/18	154932	\$ 119,379.98
	9/28/18	154933-154975	\$ 152,530.34
	9/28/18	154976	\$ 697.00
	9/28/18	ACH	\$ 17,560.37
	9/28/18	ACH	\$ 4,121.32
	10/15/18	ACH	\$ 1,128.26
	10/15/18	ACH	\$ 4,245.35
	10/15/18	155005-155099	\$ 216,605.96
Payroll:	9/14/18	154925-154931	\$ 4,542.55
	9/14/18	WIRE	\$ 38,408.80
	9/28/18	701982-702001	\$ 9,313.94
	9/28/18	154977-155002	\$ 330,305.41
	9/28/18	WIRE	\$ 726,735.68
	10/15/18	155003-155004	\$ 424.84
	10/15/18	702002-702024	\$ 6,769.54
	10/15/18	WIRE	\$ 12,342.13
Workers Comp:	9/12/18	403562	\$ 31,000.00
	9/20/18	403563	\$ 25,000.00
	9/28/18	403564-403567	\$ 81,986.94
	10/3/18	403568	\$ 10,000.00
	10/10/18	403569	\$ 40,000.00
	10/15/18	403570-403571	\$ 4,240.00
Unemployment:	9/28/18	200375	\$ 760.33
Compensated Absences:	9/28/18	600056-600057	\$ 190,063.98

Shirley Johnson moved to approve the Vouchers and Payroll, as presented. Stephanie Parker 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>
Hannah Knight	Student Evaluation Assistant	9/18/18

Resignation:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Lora Ray	Certified Occupational Therapy Assistant	9/28/18

A new administrative assistant has been hired to assist Kristin Schutte in Student Services and will also provide some support for Susan Zetty in Curriculum and Instruction.

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

Shirley Johnson noted that Cape Flattery is experiencing a teacher shortage and also noted that the district has received funding to move their school to higher ground for safety in the event of a tsunami.

STUDY SESSION

- **Assistant Superintendents: Division Goals for Teaching & Learning and Fiscal & Support, School Year 2018-2019** - Monica Hunsaker and Susan Jung Lathrop presented how their division goals nest under the Superintendents goals for 2018-2019, and provided examples & steps of work underway to reach these goals.
 - Assist district with Every Student Succeeds Act (ESSA) implementation
 - Implement Skyward Conversion Plan – data cooperative software (HR, fiscal, student), new program name is Qmlative or “Q”
 - Influence Key Actions at the AESD and OSPI levels – remain a valuable partner
 - Plan & coordinate as the lead ESD, as statewide system for school district safety and security support
 - Increase OESD regional and state presence via continuing legislative communications and presentations
 - Implement year 2 of the revised strategic plan and continue annual planning process involving Board of Directors including: Assist Superintendents and Executive Directors and Directors in reviewing division and department goals
 - Formalize Board and Superintendent Operating Principles (support as needed)
 - Expand services and revenue
 - Initiate and complete salary review – Make recommendations for salary adjustments for school year 2019-2020
 - Revise and update Board Policies – 1000 series, and continue to update all policies (provide a prioritized list)
 - Enhance internal and external communications to include standardized and routine satisfaction surveys and the OESD performance evaluation system part II.

- **OESD Board & Superintendent Operating Principles**
 - OESD Vision, Mission and Goals reviewed along with the Superintendent’s 2018-2019 Goals.
 - Examples of three resources that assist Boards hit the target on standard operating principles were presented: WSSDA School Board Standards, Boards of Distinction, and Washington Standards Based Superintendent Evaluations.
 - At the November Board meeting, discussion will begin to develop 2019-2090 Board goals.
 - A list of key governance documents were presented. Two processes yet to be developed for the OESD Board are the Operating Principles and a Capital Projects plan.
 - Examples of School Board operating principles and WSSDA Model Policy 1620 & Procedure 1620P (along with examples of procedures for two school districts) were reviewed to begin the process of developing OESD Board Operating Principles.
 - OESD has a current Operating Principles Policy 1620, and work on developing the procedure lies ahead.
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- **OESD Board & Superintendent Operating Principles** (continued)
 - 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.
 - Discussion was held about potentially gathering a smaller group that presents ideas and options to the rest of the Board. Board members will consider their ideas and bring them to the November Board meeting.

2:15 PM – The Board adjourned.

Reminder: The next scheduled Board Meeting, 12:00 PM on Tuesday, November 20, 2018.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair