

MINUTES  
BOARD OF DIRECTORS  
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114  
September 20, 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  
Donn Ring  
Shirley Johnson  
Cliff Huenergard (Excused)  
Stephanie Parker  
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  
Guest: Kelly Schulz

APPROVAL OF AGENDA

Donn Ring moved to approve the agenda, as presented. Katie Proteau seconded the motion. Motion carried.

MINUTES

Katie Proteau moved to approve the minutes of the August 16, 2018, meeting, as presented. Donn Ring seconded the motion. Motion carried.

12:03 PM - OATH OF OFFICE - OESD DIRECTOR DISTRICT 4

OESD Staff gathered in the foyer and Superintendent Greg Lynch administered the Oath of Office to Stephanie Parker, who will serve an unexpired term (Director District 4), after Conrad Green's resignation in June. Stephanie Parker, if interested in continuing service on the Board, will need to run in the November 2019 ESD Board election.

Special Recognition: While staff were gathered, Superintendent Lynch recognized Angela Wageman, Clock Hours/Certification Officer, who displayed professionalism and customer service throughout the busiest season in memorable history when certificated staff around the region received an unprecedented number of clock hour submissions in August and September in anticipation of a price increase. The chart below indicates volume.

<b>2018 CLOCK HOURS – BY THE NUMBERS</b>			
<b>Date</b>	<b># of Clock Hours Registered</b>	<b>%</b>	<b>Notes</b>
August 31 (1 day)	5,450	18% of monthly total	<i>220 educators registered clock hours on Aug. 31</i>
August (1 month)	31,225	30% of yearly total (YTD)	
January – August (8 months)	105,168	(100%, YTD)	
September 1 – 18	32,188	24% of yearly total (YTD)	

### 50th ANNIVERSARY OF ESDs HONORED

In honor of the 50<sup>th</sup> Anniversary of ESDs in Washington (1969-2019), a celebration banner was displayed and cake was served. While staff was gathered, a commemorative photo was taken. The banner and photo will be displayed in the OESD Bremerton building.

12:44 PM – Board Members returned to the Board Room after visiting with staff.

### **ADMINISTRATIVE REPORTS**

#### **Superintendent's Report:**

**AESD Executive Board – School Safety Presentation** – On September 18, 2018, Superintendent Lynch shared an update on school safety, ESSB 6032 and the \$722K Proviso with OSPI & ESDs, to the AESD Executive Board. He shared the series of slides and held discussion with the OESD Board today regarding school safety issues, the Regional School Safety Centers (RSSCs), legislation, and potential funding/apportionment/grant dollars.

As part of the legislative report, Kelly Schulz, 2015 graduate of Central Kitsap School District, was asked to share a little bit on lessons learned (Stanford student) worked this past year on a US Congressional Campaign. She also shared about her studies at Stanford and thanked the Board for their public service.

#### **Legislative, State & Region Items of Interest**

- Our ESD, along with several others, will be participating in both Senate and House school safety work sessions; dates scheduled soon. The purpose is to discuss school safety needs. We are in dialogue with Senator Wellman (Chair EL & K-12 Ed) and Representative Dolan (V-Chair House Ed).
- We are planning our first Regional legislative engagement session tentatively on Oct. 26 or Dec. 7. Legislators, Board Members, Superintendents, Professional Organizations and the State Superintendent will be invited.

#### **Additional Regional Events and Information**

- Board members are invited: Regional School Safety breakfast, Kitsap Golf and Country Club, Mon. Sept. 24, 7:30 AM.
- Board members are invited: State MIC3 Meeting, OESD on **Oct. 2, 9:00 AM -12:00 PM**. JBLM Garrison Commander, Col. Lucas and 13<sup>th</sup> Coast Guard District Chief of Staff, Captain Boba will be joining us for the meeting. 24 school district superintendents from districts across our state, serving the majority of the 27,000 military connected students, are also invited to attend.
- AESD Accreditation and OESD Board Member participation. The 3<sup>rd</sup> year Accreditation panel is on Dec. 3. (8:30AM –11:30AM at OESD). Schools participating are: Kingston High School, North Kitsap High School and Quilcene High School/Elementary School.
- You are invited: James A. Taylor High School Accreditation presentation Tues., Sept. 25 - 6:30 PM at the North Mason School District Board Room.
- 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.
- Port Angeles School District, Karen Doran, is our OESD Teacher of the Year. Karen was honored during a state recognition event in Seattle on Sept. 10 and an OESD presentation during the Port Angeles Board Meeting on Sept. 13.
- Our OESD website has a new look. In addition to improving both the look and functionality we also made accessibility modifications in an effort to become compliant with federal ADA standards.

**Additional Regional Events and Information** (continued)

- On Friday, Sept. 14, OESD, Executive Assistant Tina Schulz, planned and hosted the second annual professional development for school district Executive Assistants who support School Boards and Superintendents.
- Happy 50<sup>th</sup> Anniversary for Washington ESDs. Thanks to a number of our great staff for planning our OESD's 50<sup>th</sup> Birthday. An AESD 50<sup>th</sup> Anniversary plan for an all-year celebration is coming soon. Part of the celebration includes a short video from each ESD highlighting answers to four questions: What is your best ESD memory, what has the ESD meant to you, tell a story about an ESD memory that made you laugh, what has been a ESD proudest accomplishment or moment?
- OESD Board policy update. We have a new plan to continue updating policies with an expected completion time for 100% policy revision not later than June 2020. Details follow.
- Early Learning Policy Council: Thanks to Katie Proteau for attending the Sept. meeting. Cliff is scheduled for Oct. 16.

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

- Board meeting dates and other key events were provided in Board notebooks for planning purposes.
- **WSSDA Fall Conference**, Spokane November 14-17, 2018. We have registrations completed and hotel rooms reserved at the Davenport Grand Hotel. Flight arrangements pending. **Please let Tina know if your plans to attend/not attend have changed.**
- **AESA Conference in Colorado Springs Nov 28-December 1, 2018.** Registration is completed, hotel rooms reserved for those planning to attend. Flight arrangements pending. **Please let Tina know if your plans to attend/not attend have changed.**
- **AESD Spring Conference 2019:** Skamania Lodge, Stevenson WA, April 11-13. **AESD Executive Board – School Safety Presentation**

**OESD Goals School Year 2018-2019** - During the next Board Meeting on Oct. 22, we are planning a series of OESD Goals and alignment study sessions throughout this school year, starting with Assistant Superintendents followed by Department Directors.

**AESD Executive Board Report** – Carl Johnson

- Executive Board meeting was held on September 18, 2018. A presentation was provided on Federal Education Policy and bargaining update/overview from around the state. The general themes were shared about challenges with contracts and budgeting this past summer. Legislative Liaison Melissa Gombosky and AESD Executive Director Gene Sharrat also provided updates to the Group.
- The AESD website now includes a summary of the ESD story.
- At the WSSDA Conference in November, an ESD specific workshop will be offered.
- AESD Annual Conference will be held at Skamania Lodge – draft program and keynote speaker information was presented to the Executive Board.
- OESD Board members discussed opportunities to meet with School District Board members: WSSDA Regional Meeting on October 27, and also during caucus, or for an informal breakfast meeting at the WSSDA Conference in Spokane.

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

- **Budget Status:** The next Budget Status report will be presented in January.
- **Board Policy Revision Schedule:** A schedule of revisions was provided to the Board. A consultant has been hired to make the revisions (A former Human Resources Director at ESD 113 and also experienced with policy revisions for other ESDs).
- **OESD Salary Study:** A consultant has been hired to conduct a salary study this year. Local salaries for certificated and classified staff (post negotiations), are important considerations during the study.

- **School Employees Benefits Board (SEBB):** The OESD is anticipating School Employees Benefits Board (SEBB) plans to be provided next year (2020) as required by the Washington State Legislature’s decision made in 2017. For more information visit the following link: <https://www.hca.wa.gov/about-hca/school-employees-benefits-board-sebb-program>. ESDs are evaluating the anticipated fiscal impacts for school districts.

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

- Teaching and Learning Updates:
  - Safety Proviso: Working on a Kaiser-Permanente grant to explore feasibility of OESD becoming a licensed mental health provider. OESD also secured a Salish Behavioral Health Grant for a Student Assistance Prevention Coordinator position in Port Townsend. As part of the Safety Proviso work, the OESD is potentially looking to hire a consultant to assist with coordinating the services of the School Safety and Security Cooperative.
  - Exploring the possibility of opening a Deaf and Hard of Hearing preschool program for our region in partnership with North Mason School District. Washington State Center for Childhood Deafness and Hearing Loss would provide the teacher.
  - Climate Science grant: we continue to run professional learning with teachers and engage with our community partners. New ELA/MATH/SCIENCE fellows joined our network this year; Friday, September 21, is the kick-off.
  - Computer science grant: One meeting has been held with the ESDs; next step is to work with districts to identify how best to meet their needs with intent of the grant.
  - Results from the Early Learning Program Performance Summary Report (April 9-13, 2018) were shared.
- 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 (July/August 2018)** – Information was provided in the Board packet. Informational only – no action required.

**Head Start/Early Head Start Annual Self-Assessment and Action Plan** – The plan was included in Board packets for review. Elizabeth Drew moved to approve the Head Start/Early Head Start Annual Self-Assessment and Action Plan, as presented. Donn Ring seconded the motion. Motion carried.

**Donation of \$100 from private individual for YouthBuild Kitsap.**

Donn Ring moved to approve the acceptance of Donation of \$100 from private individual for YouthBuild Kitsap, as presented. Katie Proteau seconded the motion. Motion carried.

**VOUCHERS AND PAYROLL**

Payroll information has been included in the Board packet.

<b>FUND</b>	<b>DATE PAID</b>	<b>WARRANT #'S</b>	<b>AMOUNT</b>
General:	08/14/18	154814	\$ 302,210.76
	08/15/18	154815	\$ 238.10
	08/23/18	154816	\$ 155.00
	08/31/18	ACH	\$ 10,388.03
	08/31/18	154845-154877	\$ 127,019.41
	09/14/18	154917-154924	\$ 59,783.40
	09/14/18	ACH	\$ 2,961.70

Payroll:	08/15/18	WIRE	\$ 25,386.99
	08/15/18	154810-154813	\$ 697.81
	08/15/18	701931-701944	\$ 5,278.67
	08/31/18	WIRE	\$ 686,583.67
	08/31/18	154817-154844	\$333,408.98
	08/31/18	701945-701961	\$5,729.46
	09/14/18	154925-154931	\$ 4,542.55
	09/14/18	WIRE	\$ 38,409.80
	09/14/18	701962-701981	\$ 8,520.13
	Workers Comp:	08/15/18	403550
08/22/18		403551	\$ 44,000.00
08/31/18		403552-403556	\$ 62,254.83
08/29/18		403557	\$ 16,000.00
08/31/18		403558	\$ 45,340.64
09/06/18		403559	\$ 28,000.00
09/14/18		403560-403561	\$ 115,049.00
Unemployment:	08/23/18	200373-200374	\$ 32,471.41
Compensated Absences:			

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

**PERSONNEL**

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

**New Employees:**

<b><u>Employee</u></b>	<b><u>Position</u></b>	<b><u>Date</u></b>
Rosa Salvador	Home Visitor Early Learning	8/22/18
Ryan Ayers	Home Visitor Early Learning	8/22/18
Ashley Kitselman	Lead Teacher Early Learning	8/27/18
Starla Rodriguez	Home Visitor Early Learning	8/29/18
Kellen Costello	Workers' Comp Accounting Assistant	9/4/18
Brynn Graham	Clerical Assistant Early Learning	9/4/18

**Resignations:**

<b><u>Employee</u></b>	<b><u>Position</u></b>	<b><u>Date</u></b>
Angela Karr	Student Records/Classroom Assistant	9/7/18
Patti McNally	Youth Services Professional	9/14/18
Jennifer Sterling	Home Visitor Early Learning	9/21/18

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

2:26 PM – The Board adjourned.

**Reminder:** The next scheduled Board Meeting, 12:00 PM on October 22, 2018.

Respectfully submitted,

Gregory J. Lynch  
 Secretary to the Board

Carl Johnson  
 Chair