

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
September 21, 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 12:03 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
Cliff Huenergard
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

Chair Carl Johnson announced an *Addendum to the Agenda, Price Reduction of the Port Angeles Building from \$69,500 to \$52,500*, to be added after item 11-A. Conrad Green moved to approve the agenda, as amended. Donn Ring seconded the motion. Motion carried.

MINUTES

Katie Proteau moved to approve the minutes of the August 17, 2017, meeting, as presented. Elizabeth Drew seconded the motion. Motion carried.

ADMINISTRATIVE REPORTS

Superintendent's Report:

Legislative Information and Action

- OESD 114 Legislative engagement 2017-2018: hosting Senator Rolfes on September 13, and Representative Caldier in October, and others to follow.

Additional Regional Events and Information

- OESD School Safety Events: Thanks were extended to each Board member for planning to attend the School Safety and Security networking breakfast on September 25 at the Kitsap Golf and Country Club.
- OESD and Olympic College are hosting a joint breakfast meeting for Board members, superintendents and a number of other community members on Friday, September 29, 8:00-9:30 AM at OESD. The purpose of the meeting is to discuss Career and College readiness. Breakfast is provided by Olympic College. The monthly Superintendents' Advisory Council meeting follows at 9:30 AM. OESD Board members are welcome to attend.

- OESD is offering the first Executive Assistant to School District Superintendent workshop on September 28 at OESD.
- A letter reminding every School Board member to cast their ballot for OESD Board Candidate Elections was sent directly to each Board member for every district in our region. A second letter was sent to the Board President and Superintendent in every district to remind each Board member to vote not later than October 16.
- Thanks were extended to Elizabeth Drew and Donn Ring for attending the Jefferson County School Districts joint Board meeting in Brinnon on September 14. The OESD provided a fiscal presentation and discussion focusing on HB 2242 and K-12 funding shortfalls.
- Thanks also went to Donn Ring for attending the region's Teacher of the Year (Gary Coyan) presentation at Chimacum School District on September 13.
- OESD is hosting the Interstate Compact on Education for Military Children (MIC3) state meeting on October 11, 9:00 AM -12 PM. Legislators and a number of other state officials will be in attendance. OESD Board members are welcome to attend.
- Sequim School District and Sequim Education Association Collective Bargaining was noted.
- WSSDA Region Director Area 4 meeting is in Port Angeles on October 14, 10:00 AM – 1:00 PM.
- A POW/MIA flag has been ordered for the agency to display annually on dates specified by the Governor.
- For your advanced planning School Year 2017-18:
 - WSSDA Conference, Bellevue, Nov. 16-19 (hotel rooms are reserved for those attending)
 - AESA Conference, San Antonio, Nov. 29 – Dec. 2 (hotels are reserved for those attending – flights pending)
 - AESD Conference, April 12-14, 2018, in Pasco, hosted by ESD 123
 - WASA Region Community recognition event is on April 16, 2018 at the Clearwater Resort.
 - OESD Retirement and Years of Service Event, May 18, 2018.

AESD Executive Board Report – Carl Johnson

- The AESD Executive Board meeting was held Monday, September 18 in Renton at Puget Sound ESD. ESDs will present their positions on budget at the spring conference and ESD Board members will vote at the conference. Thanks were extended to the Shoemakes for hosting a dinner for the group on Monday evening.
- A legislative report was provided.
- Lodging options for the AESD Conference were discussed.
- Superintendent Lynch reviewed cost for Executive Board meetings have been managed by WSSDA –which covers staff and meeting meals. The Executive Board will make a decision at a future meeting on how the funds are managed. Discussion was held about the budget and contributions of ESDs to the AESD, which is under evaluation for sustainment. Board members will vote on budget and dues for AESD in the spring.

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

- Noted meetings in Brinnon this past week to talk about HB 2242 and the changes for school districts. Potential impacts were presented. She noted that homeowners will pay more in taxes for schools in 2018. In 2019, it will depend upon home location. Some districts will see a decrease in 2019. The tax increases and decreases will pose a challenge with districts needing to run a levy and explain these changes to voters. Some districts will ask for less of a levy, but taxes will go up for them. Regionalization was discussed: purpose to equalize school districts and fix compensation. In 2018-19 regionalization will be phased in, and the regionalization factor is different depending upon the district.
- Discussions are happening around the region and the state to identify what needs fixing and to find solutions to meet the requirements of McCleary legislation.

- Sue Armstrong announced:
 - OESD welcomed new front desk staff member Heather Korten
 - Open enrollment is underway with a good showing of staff at open house informational sessions.
 - Premera Blue Cross will be new medical provider November 1.

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

- Kristin Schutte, Executive Director of Student Services, joined the meeting to review the Youth Build Grant – awarded to OESD, \$1,078,760 over the next 3.5 years (four months startup, followed by two implementation years). The grant will require hiring some staff for specified positions serving approximately 60 youth 17-21 years old to teach building skills. She reviewed partnerships, noting the education, construction training and community service work located in Bremerton. Goals include students earning a certificate or degree to obtain a job and retain employment. Some participants are school dropouts and the goal is to reengage them in school. Her division is also working on the 1/10th of 1% Grant dollars and anticipating a decreased amount of dollars for OESD this year. Within the next few weeks, the OESD will hear how much is awarded. Q&A followed.
- Early learning Update: OESD partnered with the AESD to run a pilot program. Based on a needs assessment, the focus will be to offer professional development to child care programs with a \$38k contribution. One of the outcomes of the pilot is to make recommendations to the state's Department of Early Learning on how to create support and streamline efforts with child care partners. OESD and ESD 171 in Wenatchee were selected to run the pilot.

BUSINESS

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

Second Reading and Adoption of Policy 5011, Sexual Harassment of Staff Prohibited. Donn Ring moved to approve the Second Reading and Adoption of Policy 5011, Sexual Harassment of Staff Prohibited, as presented. Shirley Johnson seconded the motion. Motion carried.

Second Reading and Adoption of Policy 5253, Maintaining Professional Staff-Student Boundaries. Cliff Huenergard moved to approve the Second Reading and Adoption of Policy 5253, Maintaining Professional Staff-Student Boundaries, as presented. Katie Proteau seconded the motion. Motion carried.

Second Reading and Adoption of Policy 5401, Sick Leave. Elizabeth Drew moved to approve the Second Reading and Adoption of Policy 5401, Sick Leave, as presented. Donn Ring seconded the motion. Motion carried.

Presentation and First Reading of Policy 5050, Contracts and Certification Requirements. Donn Ring moved to approve the Presentation and First Reading of Policy 5050, Contracts and Certification, as presented. Shirley Johnson seconded the motion. Motion carried.

Presentation and First Reading of Policy 5260, Certificated and Classified Personnel Records renamed Personnel Records. Sue Armstrong noted this policy was last revised in 1988. Katie Proteau moved to approve the Presentation and First Reading of Policy 5260, Personnel Records, as presented. Cliff Huenergard seconded the motion. Motion carried.

A brief discussion was held about how many public records requests are received by the OESD and how they are handled.

Addendum to the Agenda: Price Reduction of Port Angeles Building from \$69,500 to \$52,500. Monica Hunsaker noted that the OESD lease expires in December 2017, and that the land lease cost through the Port of Port Angeles is prohibiting buyers. An additional deterrent is the multiple available buildings for lease that are located closer to town. The expense of moving the OESD building or potentially demolishing the building were discussed. OESD has 60 days after the lease ends to clear the property. With no further discussion, Shirley Johnson moved to approve the price reduction of the Port Angeles Building from \$69,500 to \$52,500. Katie Proteau 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 21ST day of **September, 2017:**

FUND	DATE PAID	WARRANT #S	AMOUNT
General:	08/14/17	153210	REISSUE -0-
	08/23/17	153211	\$ 59,226.40
	08/24/17	153240	REISSUE -0-
	08/31/17	ACH	\$ 10,541.75
	08/31/17	153241-153284	\$ 75,510.45
	09/15/17	153286-153326	\$ 109,499.74
	09/15/17	153327-153334	\$ 26,000.77
	09/15/17	ACH	\$ 6,751.94
Payroll:	08/31/17	WIRE	\$ 627,029.54
	08/31/17	153212-153239	\$ 292,274.31
	08/31/17	701562-701580	\$ 6,611.66
	09/08/17	153285	REISSUE -0-
	09/15/17	WIRE	\$ 28,877.24
	09/15/17	153335-153341	\$ 2,597.62
	09/15/17	701581-701608	\$ 9,773.54
	Workers Comp:	08/18/17	403423
08/25/17		403424	\$ 30,000.00
08/31/17		403425-403427	\$ 2,734.31
09/01/17		403428	\$ 25,000.00
09/08/17		403429	\$ 10,000.00
09/15/17		403430-403432	\$ 57,186.90
Unemployment:	09/15/17	200350	\$ 7,340.75
Compensated Absences:	09/15/17	600049	\$ 200.00

Elizabeth Drew 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>
Tracey Wardean	Software Support Analyst I	9/11/17

Resignation:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Jon Daly	Student Assistance Professional	8/29/17
Lisa Ybarra	Educarer Coordinator Assistant	9/22/17

PERSONNEL (continued)

Leave of Absence:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Laura Hahn	Student Assistance Professional	10/2017 – 8/2018

Sue Armstrong reviewed new staff that will show on next month's personnel list.

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

1:18 PM – Board Chair Carl Johnson announced that the Board would recess for approximately seven minutes prior to the Study Session.

1:28 PM – STUDY SESSION: Assistant Superintendents - Division Goals for Teaching & Learning and Fiscal & Support, School Year 2017-2018

- Reviewed Board's goals for Board approval. Added, "Provide presence during the Early Learning Policy Council meetings." The next Policy Council meeting is October 17, 2017, and Katie Proteau plans to attend.
- Ideas shared by Board members: to review other states or other agencies' best practices to find out what are others doing; Professional Development for the Board; share a best practice idea during a regular OESD Board Meeting after attending WSSDA or AESA conferences; discuss programs that failed and why they failed; have regular reminders to measure progress on meeting Board goals. Superintendent goals are drive by Board goals.
- Assistant Superintendents Monica Hunsaker and Susan Jung Lathrop reviewed division goals, which are nested in the Superintendent's goals. A handout was provided in Board's packet. Throughout the year, each department director will visit a Board meeting to discuss and present goals and how those goals are being met.
- Some highlight topics: WSIPC software conversion; increasing ESD and legislative presence; influencing key actions at AESD and OSPI levels; implementing the revised strategic plan and installing an annual planning process involving the Board of Directors; revising and updating Board policies – 1000 series and continue updating all policies; support and enhance the Early Learning program; expand services and revenue (system for grants reviews and applications were discussed); formalizing Board and Superintendent operating principles; increasing support and finding new ways to value OESD staff; enhancing internal and external communication.
- Board members interactively discussed the alignment of goals.

Additional study sessions throughout 2017-18 will align the timing of goal-setting throughout the agency.

2:18 PM – the Board adjourned.

Reminder: The next scheduled Board Meeting at 12:00 PM on October 19, 2017.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair