

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
April 21, 2016

REGULAR SESSION CALL TO ORDER

Chair Carl Johnson called the meeting to order at 12:17 PM in the Board Room of the Olympic Educational Service District, 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
Greg Lynch, Superintendent
Monica Hunsaker, Assistant Superintendent of Finance
Stephanie Parker, Assistant Superintendent of Teaching and Learning
Kareen Borders, Director of Professional Learning and Assessment
Sue Armstrong, Human Resources Director
Tina Schulz, Executive Assistant

APPROVAL OF AGENDA

Donn Ring moved to approve the agenda, as amended, with an addition of an Executive Session to review the performance of one or more public employees (pursuant to RCW 42.30.110) prior to adjournment. No action will be taken. Shirley Johnson seconded the motion. Motion carried.

MINUTES

Katie Proteau moved to approve the minutes of the March 24, 2016, meeting, as presented. Elizabeth Drew seconded the motion. Motion carried.

A question was posed to determine when the Minutes of the Special Session of February 12, 2016, were approved by the Board. These minutes were approved at the Regular Session on February 18, 2016.

ADMINISTRATIVE REPORTS

Superintendent's Report: The Superintendent report included the following:

- Thanks were extended to Board members who attended the WASA Awards Dinner on Monday, April 18, which was attended by over 100 people in our region – the best attendance ever for our local WASA Awards event. Also, appreciation was expressed to those who attended the professional development on Threat Assessment held April 14 and 15. There was a good attendance from mental health experts, law enforcement, and district representatives.
- A response is underway for a public records request received from Naomi Evans requesting information on Threat Assessment and Adverse Childhood Experiences (ACEs). Some concern exists within these topics and cost to our agency for fulfilling requests was discussed.
- The next WSSDA Regional meeting is scheduled in Port Townsend on April 23 at 10:00 AM.
- On May 11, Superintendent Lynch will host (as the Washington state Commissioner) a Military Interstate Children's Compact Commission (MIC3) meeting, 10:00-12:30. The MIC3 role is to help ease transition of military connected students who change schools from state-to-state. Legislative representatives and state officials will be in attendance as well as PTA leadership for the region and state. Washington Interscholastic

Activities Association (WIAA) Executive Director Mike Colbrese and retired Air Force Commander Brian Newberry will also be participating. The issue to resolve is athletic in nature.

- A STEM Legislative Breakfast is scheduled for May 13 at 7:30 AM. Invites are to legislators in the region, the naval shipyard commander, Washington STEM executive director, and superintendents in the region, among others.
- On May 20, the OESD Staff Years of Service and Retirement Recognition & Celebration will begin at 8:30 AM in coordination with the Department of Early Learning's all-staff event that day.
- On April 29, 9:00 AM, Jennifer Wallace from the Professional Educator Standards Board (PESB) will be in attendance at the monthly Superintendents' Advisory Council Meeting to address teacher shortage. Mike Merringer of Kitsap Juvenile Detention facility will also be in attendance.
- The May 27 Superintendents' Advisory Council meeting will host Executive Director of the State Board of Education. The meeting begins at 9:00 AM at the OESD.
- **OESD Future Review:** Superintendent Lynch provided an update on changes occurring at the OESD, which includes a positive cultural shift. One example is the process of combining contracts into one for districts that receive more than one OESD services. *Laserfiche* will serve as a tool to assist with the processing of contracts electronically. Processes are being simplified to bring efficiencies and coherence agency-wide as changes occur. He discussed how changes will occur and when, noting several significant changes in the past thirty months. In anticipation of future leadership retirements, preparations can begin at the appropriate time for fulfilling those key leader positions. Facility update was provided and discussed (captured below). Revenues continue to increase (grants were reviewed). Human Resources Open House hosted by OESD will be held on April 21 at OESD and another in Sequim on April 28 for those interested in obtaining teacher certification. Due to teacher shortages being severe, this may help some who are interested in teaching or substitute teaching. Taking care of OESD staff is also a priority during these changes. The mission and purpose of the Staff Committee is now more inclusive, wellness and benefits committees are underway, employee recognition is a new annual event, and improving our website/communications and work space are all in the works.
- **Salary Study Update:** Goals were reviewed – to sustain competitive salary and benefits, recruit and retain the best qualified people. At the Board's next meeting, any changes in conjunction with the budget will be discussed before the budget is finalized.
- **Facilities Study Update:** Monica Hunsaker noted that the Business Office staff has been moving and Network Services staff has moved. Currently moving is the Student Services Department staff. Other highlights:
 - The largest number of staff moves will occur in August.
 - Bid is posted on the website and advertising in the newspaper for the project. Bids are due by May 11, 2016.
 - Port Angeles building will potentially be declared as alienated property as required by OSPI. At the March Board meeting, potential sale was discussed and the price would potentially be \$88,000 for the building. At the next meeting on May 19, 2016, the OESD will hold a public hearing on the property disposition although it is not required, but good practice. The Board will be asked for approval to list the Port Angeles building at the \$88,000 price. The current lease expires on November 30, 2017. The OESD is required to take the lowest bid unless there is an unfavorable reference or other extenuating circumstance. Technology, wiring, HVAC, and lighting are all part of the project.
- **School Year 2016-2017 Board Meeting Schedule Draft** was provided in the Board packet for review. Board members discussed April 2017 dates considering the AESD Conference and also the WASA Awards dinner. April 27, 2017, was the preferred date for the Board meeting next April. The 2016-2017 meeting schedule will be brought to the Board for approval at its May meeting.

AESD Executive Board Report: The following was noted:

- AESD Executive Committee received an update from legislators and nothing new was funded due to *McCleary*. The committee also approved its election format and elected a new AESD President Rick Anthony, ESD 113 Board member, for a two year term. There has been an effort to hold a joint meeting with the Oregon and Washington statewide ESD associations scheduled on Wednesday, November 9, 2016, in Portland, OR.

- AESD Annual Conference Debrief – a basket was provided by the OESD and Board member personal funds were shared to provide the basket coordinated by Katie Proteau.

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

- Budget Status report was provided in the packets. The General Fund ending balance was \$ -138,758 (adjusted amount considering the state's new accounting formula is \$6.2 million). Unemployment Fund ending balance was \$4,877,948; the Workers Compensation Fund balance was \$13,403,467; and the Compensated Absences fund was \$723,100. Ms. Hunsaker discussed the positive features of the budget processes that are now electronic and the *Laserfiche* electronic document filing system that is in the works. Kay Pauley, OESD Internal Accountant, is retiring on April 29.

1:29 -1:33 PM – Board Chair Carl Johnson announced that the Board would recess for a short break (approximately 5 minutes)

Teaching and Learning Services – Stephanie Parker highlighted the following:

- Reports were included in the Board's packet.
- Enhanced professional development services including a professional development session on educator evaluator services for principals was held regionally and OESD is in the process of tailoring this for districts.
- Grant writing is underway for some districts to apply for Department of Defense Education Activity (DoDEA) funds.
- Special Services provided fourteen professionals and three contractors currently resourcing sixteen districts and tribal schools, plus four districts outside of the OESD region.
- Student Services has grant writing and pending grants underway: Student Assistance and Youth Marijuana Prevention, Behavioral health 1/10th of 1% grant, Department of Vocational Rehabilitation grant, Youthworks grant, and Pathways to Success grant.
- TPEP is in its first full year of implementation and Susan Lathrop will assume this role as Stephanie Parker retires at the end of June.
- Clock hours and Certification Specialist Don Jacobs is also retiring at the end of June. Angela Wageman will replace Don Jacobs and has been cross-training with Don for clock hours, registration, etc.
- Early Learning – highlights are included in the monthly report (below) and some approvals were also brought forth (below).
- STEM (Science, Technology, Engineering and Mathematics): Dr. Kareen Borders presented the Board with an update on STEM happenings. Board members shared interactive feedback as STEM education unfolds to graduation for today's children. OESD is the backbone of the West Sound STEM Network (one of ten networks in the state). The first year of the Olympic Stem Pathways Partnership and activities involved were discussed. Dr. Borders noted an increase in applications for scholarships from 37 to 132 for the Washington State Opportunity Scholarship for students who want to pursue an education in STEM. Last year, every student who applied received a scholarship. All districts' superintendents in the region are invited to attend the STEM Legislative Breakfast on May 13, 2016. The recently obtained NASA grant was discussed (one of ten nationwide grant recipients in partnership with University of Washington, \$450k over 5 years). All of the STEM programming at the OESD is in service of meeting the Washington State Learning Standards. STEM early learning programming is in the works to create opportunities for younger students. Recently submitted was a letter of commitment co-written by Kristen Sheridan, Director of Early Learning, and STEM Director Dr. Kareen Borders. The OESD is exploring a kickoff event in July for a preview of what is yet to come. The new Star Trek movie will be part of the kickoff event on July 20 (two days prior to the movie's public release).

AESD Promotional Video: Board members previewed a new AESD video that helps explain what an ESD does. Board members provided feedback to send to the AESD. This video will be show at the WSSDA Regional Workshop on Saturday, April 23, and is a good primer for those who know little to nothing about ESDs.

BUSINESS

Head Start Program Monitoring (Policy 2500): Head Start/ECEAP & Early Head Start Monthly Reports (March 2016) – Information was provided in the Board packet.

Approval of Procedures and Criteria for Recruitment for Head Start Programs – any changes require board approval and a memorandum describing the changes was included in the packet. Elizabeth Drew moved to approve the Procedures and Criteria for Recruitment for Head Start Programs, as presented. Conrad Green seconded the motion. Motion carried.

Approval of Conversion of Head Start Home Based slots to Early Head Start – a memorandum was included in the packet describing the conversion. Katie Proteau moved to Approve the Conversion of Head Start Home Base slots to Early Head Start, as presented. Donn Ring seconded the motion. Motion carried.

Second Reading and Adoption of Policy 5610, Classified Personnel – Intermittent Employment

Elizabeth Drew moved to approve the Second Reading and Adoption of Policy 5610, Classified Personnel – Intermittent Employment, as presented. Shirley Johnson seconded the motion. Motion carried.

Second Reading and Adoption of Policy 5411, Vacation Leave

Donn Ring moved to approve the Second Reading and Adoption of Policy 5411, Vacation Leave, as presented. Katie Proteau seconded the motion. Motion carried.

VOUCHERS AND PAYROLL

Monica Hunsaker presented the vouchers and payroll. She reviewed the fund balances included in the Board packet. Payroll guess has been included as an estimate for the board in the board packets.

**OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
 BLANKET CERTIFICATION AND APPROVAL
 FOR PAYMENT OF VOUCHERS**

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 **April, 2016**:

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
General:	04/08/16	ACH	\$ 13,659.06
	04/08/16	150467-150570	\$ 304,871.71
	04/15/16	150575	\$ 76,410.03
	04/22/16	ACH	\$ 29,101.67
	04/22/16	ACH	\$ 1,383.00
	04/22/16	150576-150628	\$ 205,124.52
Payroll:	03/31/16	WIRE	\$ 602,867.08
	03/31/16	150442-150466	\$ 286,173.44
	03/31/16	701130-701137	\$ 3,053.69
	04/15/16	WIRE	\$ 33,559.68
	04/15/16	150571-150574	\$ 980.34
	04/15/16	701138-701146	\$ 2,318.28
Workers Comp:	03/25/16	403245	\$ 30,000.00
	04/01/16	403246	\$ 27,000.00
	04/08/16	403247	\$ 14,000.00
	04/15/16	403248	\$ 25,000.00
	04/22/16	403249-403258	\$ 64,747.33

Unemployment:	04/22/16	200313-200314	\$ 12,230.26
Compensated Absences:	04/08/16	600038	\$ 5,731.29
	04/22/16	600039	\$ 300.00

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

PERSONNEL

Sue Armstrong recommended the employment of the following:

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Victoria Johnson	Secretary, STEM Program	4/4/16
Marianne Adiao	Assistant Teacher ECEAP	4/4/16

Resignation:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Joanna Sherrett	Lead Teacher Head Start	3/23/16
Lisa Manzer	Infant and Toddler Teacher	6/16/16
Carrie Schmitz	Coordinator Assistant Head Start	6/30/16

Retirement:

<u>Employee</u>	<u>Position</u>	<u>Revised Date</u>
Donna Wagner	Administrative Assistant Head Start	6/21/16

Shirley Johnson moved to approve the employment of staff, as presented. Elizabeth Drew seconded the motion. Motion carried.

2016-2017 Staffing

Sue Armstrong shared the annual memorandum as preparation in the case of any potential reduction in force decisions. Katie Proteau moved to approve the 2016-2017 Staffing, as presented. Shirley Johnson seconded the motion. Motion carried.

Announcements:

- Shirley Johnson announced that at a recent National School Board Association Meeting, the Native American Caucus welcomed a new member from Alaska.
- Donn Ring noted he is proud and impressed by Stephanie Parker, who was honored for her accomplishments at the WASA Awards dinner on April 18.
- Sue Armstrong shared a flyer inviting all Board members to the Open House events for exploring options about obtaining teacher certification scheduled on April 21, 5:30-7:30 PM at OESD and on April 28, 4:00-6:00 PM at Sequim High School. The OESD is spreading the word and information is available on the OESD website.

2:37 PM - Chair Carl Johnson announced that the Board would recess into Executive Session to review the performance of one or more public employees (pursuant to RCW 42.30.110). No action will be taken.

2:45 PM – The Board returned to regular session and immediately adjourned.

Respectfully submitted,

Gregory J. Lynch
 Secretary to the Board

Carl Johnson
 Chair