

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
August 20, 2015

REGULAR SESSION CALL TO ORDER

Chair Donn Ring called the meeting to order at 12:24 PM at the Olympic Educational Service District Office Board Room, 105 National Avenue North, Bremerton, WA 98312.

PLEDGE OF ALLEGIANCE

Chair Donn Ring led the Pledge of Allegiance.

ROLL CALL OF MEMBERS AND GUESTS

Donn Ring, Chair

Katie Proteau, Vice Chair

Karen Sorger

Elizabeth Drew

Carl Johnson

Shirley Johnson

Greg Lynch, Superintendent

Conrad Green, (Excused)

Carol Kovarnik, Assistant Superintendent for Financial, Technology, Instructional Resources, and Early Childhood

Monica Hunsaker, Assistant Superintendent of Finance and Support

Sue Armstrong, Human Resources Director

Sandy Gessner-Crabbtree, Instructional Services Director

Tina Schulz, Executive Assistant

Guests included:

Lorraine Olsen, Head Start/ECEAP Director

Kristen Sheridan, Director of Head Start/Early Head Start/ECEAP

Erin Schafer, Head Start Family Services Program Manager

Head Start/Early Head Start Policy Council Members: Kimberly Snell and Dianna Blair

APPROVAL OF AGENDA

Donn Ring proposed that the Board move *ITEM 106-A PERSONNEL* to be reviewed after the Executive Session. All Board members approved. None opposed. Motion carried.

MINUTES

Karen Sorger moved to approve the minutes of the June 18, 2015, meeting. Elizabeth Drew seconded the motion. Motion carried.

ADMINISTRATIVE REPORTS

Superintendent's Report: Superintendent Lynch highlighted the following:

- Introduced and welcomed: Monica Hunsaker - Assistant Superintendent of Finance and Support, Sue Armstrong - Human Resources Director, Kimberly Snell and Dianna Blair - Members of the Head Start/Early Head Start Policy Council, and Directors of Head Start/Early Head Start/ECEAP - Lorraine Olsen and Kristen Sheridan.
- OESD Board elections: Declarations of candidacy are available from OSPI beginning August 25, 2015. Between September 1-16, 2015, the forms are due to OSPI. Voting will take place October 1-16, 2015. OESD Positions 2, 4, and 6 are open for filing this year (Conrad Green, Katie Proteau, Karen Sorger), and verification is underway to confirm whether or not Shirley Johnson may need to file as she is fulfilling an unexpired term. Awaiting more information from OSPI.

- Three new superintendents in the region: Gary Neal – Sequim School District, Rick Thompson – Chimacum School District, Patricia Beathard – Brinnon School District. Each new superintendent has been matched with a mentor during their first year in their new role.
- Key upcoming events for the Board: A schedule was distributed and some events were highlighted - STEM Legislative breakfast on October 6, STEM Senior Leadership Team meeting on October 9, Interstate Military Compact meeting on October 2, the National MIC3 Conference in Seattle on November 5-7, and the School Safety and Security Kickoff event on October 13. Other dates/events were handed out and also posted on the Board webpage.
- Dr. Kareen Borders joined the Board meeting to share about the progress and activities of the Math Science Partnership Grant to focus on STEM teacher professional development. (\$600k over three years). Kickoff was held on June 22, 2015, at the Galaxy Theater in Gig Harbor. She reviewed the continued professional development opportunities in the region. Chair Donn Ring shared his experience attending one of the STEM events in the region. Collaborations were discussed and kudos went out to the OESD coordinators Jeff Ryan and Tamara Smith for their preparations and hard work.
- Board Director Elizabeth Drew was commended for her work with the Accreditation process in the state. Successful growth of requests from districts to participate in the Accreditation was discussed briefly.
- The Washington State Senate Committee on Early Learning & K-12 Education has requested to host a listening/walking tour in the OESD region to hear directly from parents, teachers, taxpayers, community members, and others about their concerns and ideas for meeting the state's constitutional obligation to fund education without reliance on local levies. The local session has been scheduled for October 8, 2015, 5:00-7:00 PM at the Bremerton Performing Arts Center.
- Reviewed and discussed the draft renewal of the AESD Interlocal Agreement. The current agreement was signed in 2004 and is under review for revision and renewal this fall/winter. ESD Boards will need to approve the agreement prior to superintendents signing the agreement.

Financial, Technology, and Instructional Resources – Carol Kovarnik highlighted the following:

- Employee benefits: discussed rate increases and the process of identifying new coverage through United Healthcare. The same level of benefits will be offered at a lower premium to staff. The OESD is in the process of implementation and communicating these changes with staff and will continue to offer Group Health plans, which are available at a 12% premium increase over last year.
- OESD Financial Statement: the OESD fiscal year ends in August. The state pension requirement to recognize pension responsibility on the financial statements was noted. This is a new change which will affect how the fund balance is presented. Not a requirement for school districts, but is required for ESDs.
- Five business manager positions are open in the region. Two districts have hired business managers that are new to the position and two districts have upcoming elections in November (Queets-Clearwater School District has a levy election and Sequim School District has a bond election on the ballot.
- With new programs and the growth of adding staff at the OESD (in Head Start and other programs), a review of short-term and long-term facility needs will be conducted in the coming months.
- Unemployment Cooperative rates have been sent out to districts resulting in the same rate or a reduction in rate for all.
- The OESD will be reposting an opening for a loss control position.
- ESD 112 offered to review our claims and a report is pending. Overall, claims are being handled well.

Teaching and Learning Services – Sandra Gessner-Crabtree highlighted the following:

- She presented the monthly Teaching and Learning matrix included in the board packet and sought questions.
- The OESD is currently training kindergarten teachers through the *WaKIDS* training.
- Bremerton Summer Institute participation is underway.

Early Learning Update

- Superintendent Lynch highlighted new Director of Early Learning Kristen Sheridan's experience, noting she came to the OESD from North Mason School District where she served as an elementary school principal.
- Lorraine Olsen re-introduced Policy Council members Kimberly Snell and Dianna Blair, and Erin Schafer, Head Start Family Services Program Manager.
- Superintendent Lynch highlighted the spring 2015 review of the Head Start/Early Learning prompting a shift of the program to the Office of Teaching and Learning. Conducted by Puget Sound ESD, the report was favorable about the success of the Head Start/Early Head Start/ECEAP program. Continued growth of the program and opportunities were discussed. Superintendent Lynch commended Lorraine Olsen and extended kudos to the entire Early Learning Department for their hard work and for the successes of the program(s).
- Erin Schafer provided newly required professional development for the OESD Board of Directors (also noted below as part of the action item under *Policy 5100 and 5110, Head Start Program Monitoring: Eligibility, Recruitment, Selection, Enrollment, and Attendance Procedures (revised) and required Professional Development*). She reviewed procedures for collecting eligibility documentation that must be maintained, requirement to meet with families in the program for enrollment, and requirements for treating families with respect and respecting privacy. Staff is also trained in these areas. She reviewed performance standards with the Board and discussed the standard procedures that are followed.
- Parents from the Policy Council shared about how the Head Start/Early Learning program has benefitted their lives and the lives of their children. Superintendent Lynch, the Board, and Lorraine Olsen expressed appreciation to Ms. Snell and Ms. Blair for their work on the Policy Council.

BUSINESS

Policy 5110, Head Start Program Monitoring: Head Start/ECEAP & Early Head Start Monthly Reports (June and July) – information was reviewed in the board packet.

Policy 5100 and 5110, Head Start Program Monitoring: Procedures and Planning Schedule including Community Needs Assessment

Carl Johnson moved to approve the 2015-16 Procedures and Program Planning Schedule including Community Needs Assessment, as presented. Katie Proteau seconded the motion. Motion carried.

Policy 5100 and 5110, Head Start Program Monitoring: Eligibility, Recruitment, Selection, Enrollment, and Attendance Procedures (revised) and required Professional Development

During the *Early Learning Update*, Erin Schafer provided required training/professional development for the OESD Board of Directors.

Karen Sorger moved to approve the Eligibility, Recruitment, Selection, Enrollment, and Attendance Procedures, as revised. Shirley Johnson seconded the motion. Motion carried.

1:46 PM – Head Start staff and Policy Council members departed the meeting.

2015-2016 Health Benefits – Carol Kovarnik reviewed the state funded employer contribution amounts and presented to the Board. Karen Sorger moved to approve the 2015-2016 Health Benefits, as presented. Elizabeth Drew seconded the motion. Motion carried.

BUDGET, VOUCHERS AND PAYROLL

Carol Kovarnik presented the budget status, vouchers, and payroll. She reviewed the fund balances included in the Board packet.

**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 20th day of **August, 2015**:

| FUND | DATE PAID | WARRANT #'S | AMOUNT |
|-----------------------|------------------|--------------------|---------------|
| General: | 07/02/15 | ACH | \$ 7,456.29 |
| | 07/02/15 | 148947-149023 | \$ 149,935.15 |
| | 07/17/15 | ACH | \$ 24,055.22 |
| | 07/17/15 | 149027-149100 | \$ 376,231.15 |
| | 08/07/15 | ACH | \$ 2,975.40 |
| | 08/07/15 | 149127-149218 | \$ 258,479.05 |
| | 08/21/15 | ACH | \$ 14,022.11 |
| Payroll: | 08/21/15 | 149221-149275 | \$ 192,147.10 |
| | 06/30/15 | WIRE | \$ 582,115.81 |
| | 06/30/15 | 148921-148946 | \$ 272,585.11 |
| | 06/30/15 | 700918-700930 | \$ 3,712.46 |
| | 07/15/15 | WIRE | \$ 23,569.14 |
| | 07/15/15 | 149024-149026 | \$ 499.46 |
| | 07/15/15 | 700931-700942 | \$ 3,675.74 |
| | 07/24/15 | 700943 | REISSUE - 0 |
| | 07/31/15 | WIRE | \$ 580,912.13 |
| | 07/31/15 | 149101-149126 | \$ 272,154.69 |
| | 07/31/15 | 700944-700952 | \$ 6,051.08 |
| | 08/14/15 | WIRE | \$ 28,114.66 |
| | 08/14/15 | 149219-149220 | \$ 534.16 |
| | 08/14/15 | 700953-700968 | \$ 6,056.88 |
| | Workers Comp: | 06/26/15 | 403130 |
| 07/02/15 | | 403131 | \$ 17,000.00 |
| 07/10/15 | | 403132 | \$ 21,000.00 |
| 07/17/15 | | 403133-403139 | \$ 111,661.49 |
| 07/24/15 | | 403140 | \$ 7,000.00 |
| 07/31/15 | | 403141 | \$ 15,000.00 |
| 08/07/15 | | 403142-403143 | \$ 245,011.47 |
| 08/14/15 | | 403144-403145 | \$ 18,800.00 |
| Unemployment: | 08/21/15 | 403146-403152 | \$ 76,021.82 |
| | 07/02/15 | 200297 | \$ 760.33 |
| Compensated Absences: | 08/21/15 | 200298-200299 | \$ 26,554.94 |
| | 08/07/15 | 600031 | \$ 300.00 |

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

EXECUTIVE SESSION

1:53 PM - Chair Donn Ring announced that the Board would recess into Executive Session to discuss the performance of an individual public employee pursuant to RCW 42.30.110)

2:46 PM - The Board adjourned form Executive Session and returned to Regular Session.

PERSONNEL

Superintendent Lynch recommended the employment of the following:

EMPLOYMENT OF STAFF

New Employees:

| <u>Employee</u> | <u>Position</u> | <u>Date</u> |
|---|---|--------------------|
| Shannon Richmond | Accounts Receivable Accounting Clerk | 6/17/15 |
| Lisa Cragg | Health Coordinator Assistant TTA | 6/22/15 |
| Barbara Buettgenbach | 21 st CCLC Academic Coach Summer Program | 6/22/15 |
| Allen, Steven | 21 st CCLC Academic Coach Summer Program | 6/22/15 |
| Cindy Purser | ERSEA Coordinator Assistant | 6/30/15 |
| Kristen Sheridan | Director of Early Learning | 7/1/15 |
| Bridgette Golden | Secretary, Teaching & Learning | 7/6/15 |
| Rhodes Lockwood | Child Care Partnership Program Manager I | 7/13/15 |
| Jennifer Sterling | Family Health Home Visitor | 7/14/15 |
| Brandi Murphy | 21 st CCLC Tutor Mentor | 7/23/15 |
| Monica Hunsaker (revised start date) | Assistant Superintendent | 8/1/15 |
| Kari Morgan | Student Services Support Analyst I | 8/10/15 |
| Hannah Crouse | Tutor Mentor | 8/10/15 |

Resignations:

| <u>Employee</u> | <u>Position</u> | <u>Date</u> |
|------------------------|--|--------------------|
| Laurie Wilkey | Student Services Support Analyst II | 7/2/15 |
| Luke Fletcher | Institutional Education Teacher | 7/10/15 |
| April Guarin | Assistant Teacher ECEAP | 7/11/15 |
| Paige MacEwan | Tutor Mentor | 8/6/15 |
| Marisol Schielke | Lead Teacher Advocate Head Start | 8/14/15 |
| Patrick Courchene | Fiscal Support Analyst I | 8/14/15 |
| John Pisacano | School Psychologist | 8/31/15 |
| Mary Coen | HS/EC Lead Teacher | 8/31/15 |
| Robin Williams | Infant/Early Childhood Education Program Manager I | 8/28/15 |

Retirement

| <u>Employee</u> | <u>Position</u> | <u>Date</u> |
|------------------------|-----------------------------|--------------------|
| Cindy Pennachi | Receptionist/Fingerprinting | 10/31/15 |

Promotions/Reclassifications/Lateral Moves/Terminations:

| <u>Employee</u> | <u>Position</u> | <u>Date</u> |
|------------------------|--|--------------------|
| Lee Stadshaug | From: Child Development Coordinator Assistant To: Child Development Program Manager I | 7/22/15 |

Contract

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|---|
| Renewal of Superintendent’s contract 2015 – 2018. |
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Carl Johnson moved to approve the employment, resignations, retirement, and promotions/reclassifications/lateral moves/terminations, as presented. Karen Sorger seconded the motion. Motion carried. Carol Kovarnik highlighted some staffing changes.

The Board acknowledged receipt of a letter of resignation from OESD Board Director Karen Sorger. Her last OESD Board meeting will be September 17, 2015.

Discussion was held to consider a change to the November OESD Board meeting schedule, but the proposed change could not be accommodated due to AESD Executive Board Meeting scheduled on November 19, 2015. The November Board meeting will be held on Monday, November 16.

2:55 PM - Chair Donn Ring adjourned the meeting.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Donn Ring
Chair