

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
August 18, 2016

REGULAR SESSION CALL TO ORDER

Chair Carl Johnson called the meeting to order at 10:07 AM 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 (excused)

Greg Lynch, Superintendent

Monica Hunsaker, Assistant Superintendent of Finance

Susan Jung Lathrop, Assistant Superintendent of Teaching and Learning

Sue Armstrong, Human Resources Director

Tina Schulz, Executive Assistant

Candidates who attended during interviews: Jeromy Hicks and Cliff Huenergard

Erik Johnson, Data and Technology Services Director

Carl Miller, Network Services Director

APPROVAL OF AGENDA

Donn Ring moved to approve the agenda, as presented. Elizabeth Drew seconded the motion. Motion carried.

MINUTES

Katie Proteau moved to approve the minutes of the June 16, 2016, meeting, as presented. Donn Ring seconded the motion. Motion carried.

EXECUTIVE SESSION

10:09 AM - Board Chair Carl Johnson announced that the Board would recess into Executive Session for approximately 20 minutes to discuss the candidate qualifications (pursuant to RCW 42.30.110).

10:37 AM – the Board returned to Regular Session.

OESD BOARD OF DIRECTOR DISTRICT 6 CANDIDATE INTERVIEWS

10:37-11:08 AM – Board members interviewed Director District 6 Candidate Cliff Huenergard, who is recently retired from North Mason School District as Special Services Director after serving 29 years in education with a specialty in school psychology. His experience includes prior work at South Kitsap School District, Great Falls Public Schools as a school psychologist, and Milwaukee Public Schools as a school psychometrist. He also noted some detective experience and work with policy and budgets within the school district realm. Mr. Huenergard expressed interest in the Board position as a volunteer, noting that this opportunity connects well with his prior knowledge and experiences and would allow continuation of work with students through the OESD. He discussed meeting the needs of a diverse population and shared about his hobbies as well as ideas about education, the assessment system and the need for fully funding education. He touched on the importance of data in decision making and the value of communication as the Board works to reach consensus. Conflict resolution skills, advocating for ESDs with the Legislature, and some ideas of how he would make a difference on the Board were shared. Board members discussed what serving on the Board means to them in response to a question from Mr. Huenergard.

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11:08-11:13 AM – The Board transitioned between candidate interviews.

11:13-11:47 AM – Board members interviewed Director District 6 Candidate Jeromy Hicks. Mr. Hicks reviewed his history and experience serving on several boards (including Rotary, Homeowners Association, Northwest Region Emergency Medical Services/EMS Board) and noted that the EMS Board mimics OESD boundaries. Through the Mason County portion of the EMS Board he has been involved in various school district initiatives and events including the school safety board. Mr. Hicks described how the OESD mission interests him, noting that school districts look to ESDs to provide services that districts are unable to provide or financially support on their own. He noted how the diversity of fire services parallels with educational services in the region. After discussing why he is interested in serving on the OESD Board of Directors and discussing his goals and continued education/training in the fire service, Mr. Hicks also shared a bit about his hobbies and how he would change education if he were given the opportunity. He also shared thoughts and ideas on school funding and potential sharing of programs and consolidating services in the region. Skills that would add to the board were highlighted, including experience with financial oversight, risk anticipation, collaboration, thinking outside the box, and involvement with North Mason schools as he is an involved parent with children in school. He discussed his ability to come to a consensus on a board through compromise, collaboration and decisions based on facts. Examples of his experience with problem solving and how he could make a difference on the OESD Board through interacting with the Legislature were shared.

EXECUTIVE SESSION

11:48 AM - Board Chair Carl Johnson announced that the Board would recess into Executive Session for approximately 25 minutes to discuss the candidate qualifications (pursuant to RCW 42.30.110).

12:10 PM – The Board returned to Regular Session.

OESD BOARD OF DIRECTOR DISTRICT 6 NOMINATIONS AND VOTING

Elizabeth Drew nominated Cliff Huenergard as the OESD Board Director District 6. Donn Ring seconded the nomination. Board Members Voted: Six members voted in favor, none opposed. Motion Carried.

Board members discussed the potential of moving forward with the Oath of Office at today's meeting. All members were in agreement on moving forward with the Oath of Office today. Paperwork was prepared for each candidate in the case of potential Oath of Office.

12:13 PM – The Board recessed for refreshments and to tour the newly re-organized and renovated OESD facility.

12:48 PM – The Board returned to Regular Session

OATH OF OFFICE

Superintendent Greg Lynch administered the Oath of Office to Cliff Huenergard as the OESD Board Director District 6.

ADMINISTRATIVE REPORTS

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

- Thanks were extended to Board members who were able to attend the STEM event on July 20 at the Galaxy Theatres in Gig Harbor and a short summary of the event and the premiere of the new Star Trek movie was provided. Kudos to the Teaching and Learning division were expressed.
- Senator Christine Rolfes and Senator Sherry Appleton gathered with Superintendents in July to discuss McCleary legislation. Other meetings in the near future are scheduled on this topic.
- On August 2, an Every Student Succeeds Act (ESSA) public event by the Office of the Superintendent of Public Instruction (OSPI) was hosted here at OESD 114 and was well attended.
- A workshop was held in early August for new superintendents in the region here at the OESD. Superintendents of Port Townsend, Cape Flattery, Bainbridge Island, Sequim and North Mason were in attendance.

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Superintendent's Report (continued):

- Port Townsend is seeking assistance on potentially changing district area boundaries and board representation areas. In order to move forward, the District would need a constituency vote and a letter from OSPI.
- The OESD has received request to host an OSPI superintendent candidate forum and the OESD is currently seeking ideas on potential partnership with another entity. More details to come.
- A School Safety and Security networking breakfast is scheduled for September 26, 2016, at 7:30-9:00 AM, at the Silverdale Beach Hotel. Attendees will include leadership from school districts, law enforcement, fire, and mental health experts.
- An Interstate Military Compact meeting is scheduled on October 13, 2016.
- The STEM Legislative Breakfast will be held October 24, 2016, 7:30 AM and tentatively at OESD.
- A list of key events for 2016-2017 was provided to the Board in their packets.
- Gratitude was extended to Monica Hunsaker and recognition extended to Victor Williams for work on the OESD facility moving and renovations over the summer months.

AESD Executive Board Report:

- Chair Carl Johnson noted his attendance on June 28, 2016, at the WASA Summer Conference and also the AESD Executive Board meeting in Spokane. He summarized the meetings for the Board.

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

- Technology Update: Network Services Director Carl Miller and Data and Technology Services Director Erik Johnson presented an overview of the Network Services Department's work and the services provided to school districts and other agencies through grants and fee-for-service contracts. A list of summer projects and staffing was reviewed. Superintendent Lynch acknowledged the work of Carl Miller and the Network Services staff. Mr. Miller noted work underway on the *Laserfiche* project to scan and upload documents for electronic filing in addition to the summer renovation, including the tasks of moving computers and phones at the OESD.
- Budget Status report was provided in the packets. The General Fund ending balance was \$ 333,715 (adjusted amount considering the state's new accounting formula is approximately \$6.679 million). Unemployment Fund ending balance was \$4,876,070; the Workers Compensation Fund balance was \$13,499,816; and the Compensated Absences fund was \$803,704. Ms. Hunsaker noted that some of the fund balance will be used to pay for the facility upgrades that are underway.
- Policy Update: the process of reviewing and systematically updating all OESD policies is underway. Each Board meeting will include some policies to bring them up to date. Policy numbers were re-aligned with Washington State School Directors' Association (WSSDA) numbers in 2015-16.
- Facilities Update: Ms. Hunsaker noted that the OESD is in communication with the Port of Port Angeles as some interest in the Port Angeles building has been received. OESD staff located at the Port Angeles building will be placed at the Port Angeles Skills Center, which has available space. The OESD is also working to hire a Director of Workers Compensation and an additional Workers Comp. Adjuster to no avail. One particular challenge is that the position requires a certification that takes three years to earn. In coordination with other ESDs, a partnership may help with future plans for the program. New construction at OESD Bremerton is underway and by the end of August, staff members will be located in their spaces.
- 2016-2017 Health Benefits Review: Information was provided in the Board packet noting the healthcare plans for staff and the premiums. A Benefits Fair is scheduled on September 7, 2016, 10:00 AM-5:00 PM at OESD. The medical allocation remains the same as last year for staff although the medical premiums have increased making it difficult to see an increase in paychecks even with the cost of living adjustment applied.
- Two district finance leaders have resigned recently at North Kitsap and Sequim. Both positions are posted. Monica Hunsaker has been filling in for North Kitsap and Steve McIntire has been filling in at Sequim to provide support through the OESD.

Superintendent Lynch welcomed Susan Jung Lathrop to her first OESD Board meeting as the new Assistant Superintendent of Teaching and Learning.

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

- Reports and highlights were included in the Board's packet.
- Ms. Lathrop noted that school districts are preparing to begin school and the Teaching and Learning trainings at the OESD are underway.
- Bremerton School District has received a Department of Defense Education Activity (DoDEA) grant with assistance from OESD. The five-year grant planning is underway with a focus on science.
- STEM Coordinator Kim Weaver from St. Louis, MO, will join the OESD on September 26, 2016. She brings experience in K-12 science and engineering standards.
- Head Start and Early Learning materials and action items included in the Business section of today's agenda were reviewed.
- A decreased (66%) attendance in early learning was noted on the reports and stems from parent choice, summer schedule, and center closures during the summer months.
- Formation of truancy boards by school districts is a requirement of new legislation. OESD has been working with County leadership in the region and with OSPI to find more information on answered questions including how the new mandate will be resourced.

BUSINESS

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

Head Start, Early Head Start & Early Childhood Education and Assistance Program: Assessment and Child outcomes report 2015 - 2016 – Information was included in the Board packets for review.

Head Start Program Monitoring: Procedures and Planning Schedule including Community Needs Assessment – Information was included in the Board packet for review.

Elizabeth Drew moved to approve the Procedures and Planning Schedule including Community Needs Assessment, as presented. Katie Proteau seconded the motion. Motion carried.

Second Reading and Adoption of Policy 5411, Vacation Leave – Monica Hunsaker noted that the vacation policy revision reflects new changes based on the salary review conducted during 2015-2016.

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

Presentation and First Reading of Policy 5401, Sick Leave - Sue Armstrong noted the research done in revising the OESD policies. She noted changes in the sick leave policy, noting one change will be made in the last sentence and will be brought to the Board for the second reading. The change includes language for acceptance of sick leave balance earned by working at a school district when moving positions to work at the OESD.

Katie Proteau moved to approve the Presentation and First Reading of Policy 5401, Sick Leave, as presented with one change noted above. Elizabeth Drew seconded the motion. Motion carried.

Presentation and First Reading of Policy 5402, Emergency Leave – information was provided in the Board packet.

Donn Ring moved to approve the Presentation and First Reading of Policy 5402, Emergency Leave, as presented. Shirley Johnson seconded the motion. Motion carried.

Presentation and First Reading of Policy 5410, Holidays – Sue Armstrong noted that due to new legislation, the policy was revised.

Elizabeth Drew moved to approve the Presentation and First Reading of Policy 5410, Holidays, as presented. Katie Proteau seconded the motion. Motion carried.

Resolution 254 Warrant Cancellation - Timing of warrant cancellations is out of the ordinary routine due to the recent closing of the OESD account at Bank of America.

Shirley Johnson moved to approve Resolution 254 Warrant Cancellation, as presented. Katie Proteau seconded the motion. Motion carried.

VOUCHERS AND PAYROLL

Monica Hunsaker presented the 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 18TH day of August, 2016:**

| FUND | DATE PAID | WARRANT #'S | AMOUNT | |
|-------------|------------------|--------------------|---------------|--------------|
| General: | 06/20/16 | 150988 | REISSUE -0- | |
| | 07/01/16 | ACH | \$ 1,882.65 | |
| | 07/01/16 | 151014-151069 | \$ 156,897.78 | |
| | 07/15/16 | ACH | \$ 19,706.87 | |
| | 07/15/16 | 151079-151163 | \$ 251,789.25 | |
| | 07/22/16 | 151164 | \$ 210,503.83 | |
| | 08/05/16 | ACH | \$ 4,197.78 | |
| | 08/05/16 | 151190-151278 | \$ 425,557.78 | |
| | 08/19/16 | ACH | \$ 13,289.55 | |
| | 08/19/16 | 151285-151346 | \$ 225,919.59 | |
| Payroll: | 06/14/16 | 701196 | REISSUE -0- | |
| | 06/30/16 | WIRE | \$ 618,321.49 | |
| | 06/30/16 | 150989-151013 | \$ 285,888.89 | |
| | 06/30/16 | 701197-701212 | \$ 5,039.14 | |
| | 07/15/16 | WIRE | \$ 38,900.52 | |
| | 07/15/16 | 151070-151078 | \$ 7,515.42 | |
| | 07/15/16 | 701213-701228 | \$ 5,682.40 | |
| | 07/29/16 | WIRE | \$ 587,000.41 | |
| | 07/29/16 | 151165-151189 | \$ 273,595.68 | |
| | 07/29/16 | 701229-701238 | \$ 3,511.26 | |
| | 08/15/16 | WIRE | \$ 15,532.97 | |
| | 08/15/16 | 151279-151284 | \$ 620.87 | |
| | 08/15/16 | 701239-701248 | \$ 3,714.26 | |
| | Workers Comp: | 06/17/16 | 403280 | \$ 20,000.00 |
| | | 06/24/16 | 403281 | \$ 20,000.00 |
| 07/01/16 | | 403282-403286 | \$ 83,663.69 | |
| 07/08/16 | | 403287 | \$ 15,000.00 | |
| 07/15/16 | | 403288-403292 | \$ 40,347.17 | |
| 07/22/16 | | 403293 | \$ 30,000.00 | |
| 07/29/16 | | 403294 | \$ 31,000.00 | |
| 08/05/16 | | 403295-403298 | \$ 356,067.41 | |
| 08/12/16 | | 403299 | \$ 15,000.00 | |
| | 08/19/16 | 403300-403301 | \$ 175.40 | |

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|---------------|----------|--------|-----------|
| Unemployment: | 07/15/16 | 200319 | \$ 760.33 |
|---------------|----------|--------|-----------|

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|-----------------------|----------|---------------|----|-----------|
| | 08/05/16 | 200320 | \$ | 4,129.18 |
| | 08/19/16 | 200321-200323 | | 59,769.57 |
| Compensated Absences: | 07/01/16 | 600040 | \$ | 10,911.20 |
| | 08/05/16 | 600041 | \$ | 300.00 |

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

PERSONNEL

Monica Hunsaker recommended the employment of the following:

EMPLOYMENT OF STAFF

New Employees:

| <u>Employee</u> | <u>Position</u> | <u>Date</u> |
|------------------------|--|--------------------|
| Rebecca Mallillin | Accounting Clerk | 6/29/16 |
| Brooke Davis | Secretary Early Childhood | 7/11/16 |
| Sharon McDowell | Secretary Early Head Start | 7/11/16 |
| Isabella Manley | Tutor Mentor | 7/11/16 |
| Michelle Scarr | Academic Coach Summer Program | 7/11/16 |
| Gretchen Dru | Academic Coach Summer Program | 7/11/16 |
| Steven Allen | Academic Coach Summer Program | 7/11/16 |
| Echo Keogh | Coordinator Assistant Early Head Start | 8/1/16 |
| Jeffrey Atkins | General Laborer | 8/4/16 |
| David Towler | Network Support Tech I | 8/16/16 |
| Jeff Ambro | Youth Services Professional Clallam | 8/16/16 |
| Millie Sum | Lead Teacher Family Advocate | 8/18/16 |
| Carol McClung | Fiscal Support Analyst | 8/22/16 |
| Malorie Woods | Student Assistance Professional South Kitsap | 8/29/16 |
| Shawnee Hathaway-Ochs | Student Assistant Professional Kingston High Sch | 8/29/16 |
| Naomi Gormanson | Lead Teacher ECEAP Manchester | 9/1/16 |
| Christine Berberich | Assistant Teacher | 9/1/16 |
| Sean Carrick | Institutional Ed Teacher, Clallam Detention | 9/1/16 |
| Olivia Eubanks | Assistant Teacher, Olalla | 9/1/16 |
| Kim Weaver | STEM Coordinator | 9/26/16 |

Resignation:

| <u>Employee</u> | <u>Position</u> | <u>Date</u> |
|------------------------|-----------------------------|--------------------|
| Stephanie Hack | Secretary | 8/31/16 |
| Stephanie McDonald | Youth Services Professional | 6/27/16 |
| Darence Shine | Youth Services Counselor | 8/12/16 |
| Moira Prendergast | Lead Teacher Advocate | 8/5/16 |

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

Other: A short discussion about the necessity of details included in the Head Start and Early Learning packets for the Board followed. Superintendent Lynch stated that more review of which materials are required to bring forward to the Board is needed. Board members also discussed the electronic availability of their meeting packets and the potential to opt out of the hard copy mailing.

In response to a question about Early Learning, Superintendent Lynch noted that staffing would adjust if lower enrollment occurred or if the OESD is committed, a bill would be encumbered. More details to come.

Board members commended new administrative staff and their work.

EXECUTIVE SESSION

2:15 PM - Board Chair Carl Johnson announced that the Board would recess into Executive Session to review the performance of a public employee (pursuant to RCW 42.30.110).

3:11 PM - the Board returned to Regular Session and immediately adjourned.

Shirley Johnson announced that Makah Days will be held on August 26- 28, 2016 and invited the Board members to attend.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair