

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
June 16, 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 (arrival 10:15 AM)
Shirley Johnson
Conrad Green
Greg Lynch, Superintendent
Monica Hunsaker, Assistant Superintendent of Finance
Stephanie Parker, Assistant Superintendent of Teaching and Learning
Tina Schulz, Executive Assistant

APPROVAL OF AGENDA

Carl noted Executive Session at end of the meeting will be held only if needed. Shirley Johnson moved to approve the agenda, as presented. Elizabeth Drew seconded the motion. Motion carried.

MINUTES

Katie Proteau moved to approve the minutes of the May 19, 2016, meeting, as presented. Elizabeth Drew seconded the motion. Motion carried.

EXECUTIVE SESSION

10:10 AM - Board Chair Carl Johnson announced that the Board would recess into Executive Session for approximately 60 minutes to review the performance of a public employee (pursuant to RCW 42.30.110).

11:37 AM – the Board recessed for a short break and returned to Regular Session at 11:43 AM.

ADMINISTRATIVE REPORTS

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

- Gratitude, sadness and happiness were expressed simultaneously to recognize Stephanie Parker's last board meeting as she prepares to retire at the end of June. Superintendent Lynch commended her stellar career and the Board presented her with a card.
- Thanks were extended to the Board members who attended the staff Retirement and Years of Service Celebration on May 20, 2016.
- Skills center work space discussions have been held with Port Angeles School District, which has indicated there would be available work space when the OESD building in Port Angeles sells. The Skills Center has the capabilities for the OESD to potentially provide professional development training in Port Angeles as the OESD is working toward providing trainings in two locations (Bremerton and Port Angeles).
- Superintendent Updates: John Polm (current Bremerton High School Principal) will replace Port Townsend Superintendent David Engle; Dave Bingham (current Assistant Principal at Crescent) will replace Crescent Superintendent Clayton Mork; Michelle Parkin will replace Cape Flattery Superintendent Kandy Ritter; and the North Shore School Board is considering candidates for a new superintendent and South Kitsap's Superintendent Michelle Reid is a candidate.

- A letter from OESD Board Chair and Superintendent Lynch was recently mailed to Board Chairs and Superintendents of South Kitsap, North Kitsap, and Central Kitsap School Districts with a reminder about early learning programs in their districts and a request to notify the OESD of anticipated changes so that the Early Learning programs can make appropriate adjustments for students and families.
- In partnership with Galaxy Theatre via the STEM program, Paramount Pictures has granted a premiere of the new Star Trek movie on July 20, 2016. More details yet to come.
- An ESSA Community Forum (Every Student Succeeds Act) is scheduled on August 2, 2016; 6:00-8:00 PM, hosted at the OESD in Bremerton. This two-hour event is for community members to find out more about ESSA.
- Potentially hosting a State Superintendent Candidates Forum at the OESD is under consideration – more information yet to come.
- OESD's August 18, 2016, Board meeting will include candidate interviews to fill position 6 (formerly vacated by Karen Sorger). Board members discussed beginning the meeting at 10:00 AM.
- Quileute Tribal School has recently contracted with OESD's science kit and data center services.

AESD Executive Board Report: The following was noted:

- Carl Johnson will attend the AESD Executive Board meeting in Spokane on June 28. Report to follow after that meeting.

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

- Budget Status report was provided in the packets. The General Fund ending balance was \$ 122,901.34 (adjusted amount considering the state's new accounting formula is \$6.469 million). Unemployment Fund ending balance was \$915,302; the Workers Compensation Fund balance was \$4,176,134; and the Compensated Absences fund was \$754,444.
- There will be a change in how the budget status report will be displayed (for clarity) beginning in 2016-2017.
- It is projected that the fund balance will decrease due to facilities work at the OESD during 2015-2016.
- Facilities Study Update: New construction at OESD Bremerton is underway. Estimating that construction will be done with the office space for Head Start by the end of June. Furniture and cubicles have been ordered. Staff desks will move around throughout the summer while other small construction projects are completed. By the end of August, staff members will be located in their spaces.

Teaching and Learning Services – Stephanie Parker highlighted the following:

- Reports and highlights were included in the Board's packet.
- Showed before and after photos of licensed early learning sites that have been improved with grant funds.
- Celebration of ECEAP (state funded preschool) quality rating. On a scale of 1-5, OESD programs exceeded all site standards meeting a 4 rating, which indicates "exceeds standards."
- **Student Services Program Highlight:** The following guests presented information about Student Support Services and shared some success stories (multiple grant-driven programs). Jeff Allen, High Risk Youth Program Director; Kristin Schutte, Student Services Director; Michelle Dower, Student Services Coordinator; and Alyson Rotter, 21st Century Program Manager. Superintendent Lynch commended all for their work with at-risk youth programs, crisis support, 21st Century, prevention, intervention, and linking students to support services beyond the school setting. Kristin Schutte reviewed the team of staff that work on the continuum of services and provided some statistics of students served this school year. The department also provides trainings and professional development throughout the year. Highlighted during 2015-2016 were programs on ACES (Adverse Childhood Experiences), Pathways, SUCCESS, Suicide prevention, Detention center. On the horizon, the OESD has received grant funds for a marijuana prevention education program, and a Youth Build Grant application is underway. The Youth Build grant aims to re-engage youth who have dropped out of school and helps them regain trade skills by providing an educational pathway and opportunities for gainful employment. Questions from the Board were answered.
- Stephanie Parker noted recent work toward appropriate funding of the detention centers.
- Kristin Schutte is the State lead for Student Support Services.

- Superintendent Lynch mentioned new legislation requiring truancy boards, noting that the OESD is working on coordination in the region and potential county-wide support to school districts. Recent data shows Washington ranks second in the nation for absenteeism. Discussion was held about how the new legislation will be carried out at the school level.
- Board members thanked Stephanie Parker for her impact on sharing information with the Board and thanked the staff members for sharing information about Student Services programs.
- Stephanie Parker shared some statistics on professional development sessions offered through the Teaching and Learning Department during 2015-2016, noting successful evaluations of each program. Included in her statistics: STEM, Early Learning, Special Education, Student Services, Clock Hours and Certification, TPEP.

BUSINESS

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

ECEAP Program Self-Assessment with Plan of Action for Review – Information was included in the Board packets for review. No action was required.

Head Start Annual Program Self-Assessment and Action Plan – A memorandum was included in the Board packet regarding this topic. Documents were provided at the Board meeting.

Donn Ring moved to approve the Head Start Annual Program Self-Assessment and Action Plan, as presented. Katie Proteau seconded the motion. Motion carried.

Head Start Grant Continuation Application – Information was included in the Board packet for review and approval as the deadline for signature is in July when no Board meeting would be held.

Katie Proteau moved to approve the Continuation Application of Head Start Grant, as presented. Shirley Johnson seconded the motion. Motion carried.

Presentation and First Reading of Policy 5411, Vacation Leave – Monica Hunsaker noted that the vacation policy was revised during 2015-16 already, and this policy revision reflects new changes based on the salary review conducted during 2015-2016.

Elizabeth Drew moved to approve the Presentation and First Reading of Policy 5411, Vacation Leave, as presented. Donn seconded the motion. Motion carried.

Budget Review 2016-2017 – Monica Hunsaker provided information in the packet and the budget was advertised. Highlights of the review to the Board:

- Department of Retirement Services (DRS) liability (newly required to include on the financial statement) and the challenge of accurately reflecting the number in the books versus reflecting actual numbers of the fund balance.
- Depreciation of assets is now clearly shown and the fund balance clearly indicates equity.
- Fund balances were summarized and fees associated with revenues were highlighted
- Target fund balance amount is fifteen percent.
- Contracts from OESD for school districts will now include one packaged bundle for all services rather than separate contracts for each service. Most OESD fees have not been increased in several years and after careful review, fees will need to incrementally catch up in certain programs over time. Superintendent Lynch noted diligence in ensuring a fee schedule that plans for future increases and expenditures in programs over multiple biennia.
- Dialogue about surplus dollars and future facilities planning and growth was held. The OESD, unlike a school district, does not have a funding stream for facilities and infrastructure.
- Grant funded programs are restricted and cannot provide for infrastructure.
- Grant writing and support by OESD staff in partnership with districts was also discussed.
- Salary and cost of living adjustments are incorporated into the budget.
- The budget document was shared at the May Superintendents' Advisory Council meeting.

Resolution 253 – Budget 2016-2017

Donn Ring moved to approve Resolution 253- Budget 2016-2017, as presented. Conrad Green seconded the motion. Motion carried.

2016-2017 Staff Salary Proposal - Monica Hunsaker noted the recent salary study review and highlighted changes for the Board. Five distinct salary schedules were presented. The 2016-17 schedules include a 1.8 percent cost of living adjustment. Some job titles were changed. Vacation leave and longevity pay was included in the new salary proposal to recruit and retain staff. A past performance audit of 2006 was discussed.

Conrad moved to approve the 2016-2017 Staff Salary Proposal including the longevity pay and vacation schedule, as presented. Elizabeth Drew 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 16TH day of **June, 2016**:

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	05/26/16	150841	REISSUE -0-
	06/03/16	150842-150912	\$ 135,334.43
	06/03/16	ACH	\$ 5,105.75
	06/17/16	150918-150987	\$ 207,958.79
	06/17/16	ACH	\$ 31,564.83
Payroll:	05/31/16	WIRE	\$ 606,783.00
	05/31/16	150817-150840	\$ 287,511.20
	05/31/16	701168-701179	\$ 2,933.25
	06/15/16	WIRE	\$ 57,978.22
	06/15/16	150913-150917	\$ 1,244.69
	06/15/16	701180-701194	\$ 4,974.13
	06/10/16	701195	REISSUE -0-
Workers Comp:	05/20/16	403272	\$ 10,000.00
	05/27/16	403273	\$ 28,000.00
	06/03/16	403274-403276	\$ 56,420.26
	06/10/16	403277	\$ 20,000.00
	06/17/16	403278-403279	\$ 18,685.00
Unemployment:	06/17/16	200318	\$ 760.33
Compensated Absences:			

Conrad Green 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 and noted potential upcoming resignations over the summer months:

EMPLOYMENT OF STAFF

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Kim Johnson	Admin Assistant Finance & Support	5/26/16
Lyndsey Kellum	Program Manager II Marijuana Prevention	6/20/16
Melissa Thetford	Student Assistance Professional Crescent	9/1/16
Kelly Fitzgerald	School Psychologist	9/1/16

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Jamie Morris	Academic Coach	6/3/16
Marlaina Simmons	Regional Coordinator Program Manager I	6/15/16
Linda Hagood	Speech Language Pathologist	6/15/16
Sara Zachariah	Orientation & Mobility Specialist	6/28/16
Brent Cawley	Fiscal Support Analyst II	6/30/16
Nicole Brandt	Fiscal Support Analyst I	6/30/16
Sherri Dobbins Jones	Student Assistance Professional	8/31/16

Retirement:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Cherie Thalheimer	Student Assistance Professional	6/28/16

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

The second **EXECUTIVE SESSION**, which was originally scheduled on the agenda was deemed unnecessary and was not held.

1:30 PM – The Board adjourned.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair