

MINUTES  
BOARD OF DIRECTORS  
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114  
March 24, 2016

Audit Exit Conference: at 11:30 AM, prior to the Board meeting, a quorum of the Board attended the Audit Exit Conference. No action was taken.

REGULAR SESSION CALL TO ORDER

Chair Carl Johnson called the meeting to order at 12:15 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 (Excused)  
Shirley Johnson  
Conrad Green  
Greg Lynch, Superintendent  
Monica Hunsaker, Assistant Superintendent of Finance  
Stephanie Parker, Assistant Superintendent of Teaching and Learning  
Sue Armstrong, Human Resources Director  
Kristen Sheridan, Director of Early Learning  
Tina Schulz, Executive Assistant  
Karen Sorger, guest and former Board member

APPROVAL OF AGENDA

Chair Carl Johnson noted an addendum to the Board Agenda to include Item 76-A, for the Board to approve the signing (by the Board Chair and Superintendent) of congratulatory letters for districts in the region that successfully passed an election in January 2016. Shirley Johnson moved to approve the agenda, as amended. Katie Proteau seconded the motion. Motion carried.

MINUTES

Elizabeth Drew moved to approve the minutes of the February 18, 2016, meeting, as presented. Katie Proteau seconded the motion. Motion carried.

**ADMINISTRATIVE REPORTS**

**Superintendent's Report:** The Superintendent reporting included:

- Shirley Johnson announcing that Neah Bay High School won state basketball championship and noted celebrations in Neah Bay.
- Welcome to Karen Sorger, former Board member, as a guest at the meeting.
- Upcoming Key Events were shared with the Board.
- Current candidacy for the OSPI Superintendent position were noted.
- Significant changes in ESD Superintendents will occur at the beginning of July 2016: ESD 189 has selected Superintendent Larry Francios from North Shore School District, ESD 105 has selected Superintendent Kevin Chase from Grandview School District, and ESD 123 has selected Darcy Weisner who currently serves ESD 123 as Assistant Superintendent of Instructional Support and was the former Superintendent of Clarkston School District. A new Executive Director of Network Integration will be named soon. This position is currently held by Ian Grabenhorst.

**Superintendent's Report** (continued):

- ESD Assistant Superintendents will also change at Puget Sound ESD, ESD 189, ESD 171, and at ESD 112, Mike Nerland has been selected (formerly Superintendent of Camas School District). Here at OESD, the new Assistant Superintendent of Teaching and Learning will be Susan Lathrop.
- Board members were invited to the monthly Superintendents' Advisory Council meeting on March 25. State Board of Education Liaison Peter Maier will be presenting on statewide issues.
- The WSSDA Regional Meeting will be held in Port Townsend on Saturday, April 23. Greg Lynch will be providing a presentation.
- The OESD is working with the Department of Defense Education Activity (DoDEA) on grant participation to bring in grant dollars to districts that qualify in the region.
- Board members are invited to the School Safety and Security Cooperative convening session on April 14 and 15, with fire chiefs, law enforcement, mental health experts, and district leaders. Following the convening session is Threat Assessment training.
- Central Kitsap School District is in the process of converting to the OESD hosted student data services.
- School District Superintendents retiring: Crescent School District Superintendent Clayton Mork, Port Townsend Superintendent David Engle, and Cape Flattery Superintendent Kandy Ritter will be retiring at the end of June 2016. In addition, Peninsula Superintendent Chuck Cuzzetto and Bainbridge Island Superintendent Faith Chapel are also retiring. Superintendent searches will be underway at Crescent and Port Townsend.
- OESD 114 Regional Classified Employee of the Year is Dara Sellars of Central Kitsap School District. Greg Lynch is scheduled to present her award at the Central Kitsap Board meeting on April 13. Also noted, there has been a decline in submissions for the regional award and engagement with board members to highlight success is encouraged.
- **Salary schedule study concluded:** Recommendations from Lee Goeke were presented at the February 18 Board meeting. Most salaries were competitive and some were not. The budget will be presented for Board approval in June to include the recruiting and retaining the best staff with compensation and other benefits such as vacation, longevity pay, and cost of living adjustments. The current proposal for cost of living adjustments in regional school districts is 1.8%. A few OESD positions are being adjusted based on recommendations of Lee Goeke's study.
- Assistant Superintendent Monica Hunsaker shared the process for changes in the salary schedules: Assistant Superintendents met with department leaders to discuss budget changes and to discuss affordability within existing resources and without changing fees. Some movement will be made to specific positions as recommended by Lee Goeke. Consultant Lee Goeke recommended a phase-in approach to bring specific salaries into alignment within the competitive range. Vacation policy has been revised for Board approval as well and another update to the policy will be brought in June to recommend additional vacation leave benefits provided
- **Facilities Study update:** With the expected agency growth in the next 3-5 years by approximately thirty staff members, modifications to the OESD building are necessary. Site reviews are underway to develop the public bid. The permitting process includes bid documents going out the week of April 10 and closing the week of May 13. On May 19, the award of bid will be proposed to the Board for approval. Construction could begin at the end of May or the first week of June. Moving back into newly renovated spaces will begin after work is complete July 29th. Certain departments are stair-stepping their work space moves and others are moving spaces right away. Business office and Network services are moving in the next two weeks. Some staff will move more than once. Bid alternates were listed to gain pricing information and decisions on those items will be based upon affordability.
- **Port Angeles office building:** The realtor in Port Angeles has completed a site review and The Port of Port Angeles is okay with a potential sale. After the appraisal is completed, information will be brought to the Board for a decision about options for moving forward. The Port of Port Angeles would also need to officially approve the sale to fit within its parameters. OESD owns the building and leases the land, which expires November 2017. Port Angeles School District could potentially offer some space to the OESD staff members who work locally to Port Angeles. Solutions are still being considered.

**AESD Executive Board Report:** The following was noted:

- AESD Annual Conference travel information for the April 7-9, 2016, conference was provided and Board members discussed the travel arrangements.
- AESD Constitution changes will be presented at the next AESD Executive Board meeting as part of the annual conference.
- Nomination for AESD President Elect is Rick Anthony from ESD 113 and the nomination for Vice-President Elect is Rob Beem from ESD 121.
- WASA Awards Dinner: Board members who would like to attend may RSVP to Tina Schulz. This year's awards dinner to recognize and honor those selected by their local school district, will be held on April 18, at 6:00 PM at the Suquamish Clearwater Resort, Salmon Ballroom.

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

- Budget Status report was provided in the packets. The General Fund ending balance was \$ 195,611.42 (adjusted amount considering the state's new accounting formula is \$6.5 million). Upcoming OESD construction will be funded by the OESD fund balance. Unemployment Fund ending balance was \$915,302.00; the Workers Compensation Fund balance was \$4.1 million; and the Compensated Absences fund was \$714,015.27.
- Science Kit Cooperative – North Kitsap School District has joined the cooperative as a new member and contracts are going out to districts in the next two weeks.
- Laserfiche – A new OESD program instituting electronic document storage and electronic contract routing is in the process of beta testing. Laserfiche will help eliminate storage costs. Documents will be scanned and digitally archived, and then paper copies will be destroyed. Contracts are being bundled for each district so that all OESD services are combined into one contract to provide efficiency for school districts.

**Teaching and Learning Services** – Stephanie Parker highlighted the following:

- Reports were included in the Board's packet.
- As follow up to the Science Kit Cooperative (noted by Monica Hunsaker above), the Office of Teaching and Learning is providing support so that the program works well to align with the next generation science standards.
- STEM (Science, Technology, Engineering and Mathematics): Dr. Kareen Borders will present the Board with an update at the April 21 Board meeting.
- Student Services: Grant writing is underway for the 1/10<sup>th</sup> of 1 percent grant in addition to grants for youth and school safety programs. The Westsound STEM Showcase will be hosted at Kitsap Mall on April 30.
- TPEP: The State Teacher and Principal Evaluation Program is currently in its implementation year. OESD has worked as the state's lead for the future of TPEP. Contract work has been coordinated with OSPI and all ESDs will benefit. There still exists confusion about the system and support will be needed longer term.
- Clock hours and certification – Don Jacobs is retiring and has been cross-training the new staff member.
- P-3 programs: P-3 programs are merging with Head Start and Early Head Start programs. ESDs received a grant from the Bill and Melinda Gates Foundation on early numeracy and implementation is underway in the early learning department.
- Kristen Sheridan (Director of Early Learning) joined the meeting to review the documents brought to the Board for approval in the business section below. Assurances are part of the five year grant awarded to the OESD. New providers are being added regularly and the process for the Board approval must fit within the timeline parameters of the grant. She also noted the value of the details provided by the community assessment presented for board approval and invited questions. Board members discussed the information provided.
- National speaker and expert on the Common Core Dr. Sandra Alberti will be at the OESD on March 30.

**BUSINESS**

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

**Head Start Program Monitoring (Policy 2500 and 2510): Certification of Health and Safety Screening for March 2016, and Signing of April and May 2016 Assurances by the Board Chair after completion:** Director or Early Learning Kristen Sheridan noted that due to the timing of these required documents in coordination with Board meetings, a Board Chair signature approval would be beneficial to the process. Board members were provided with the information in the packet. Katie Proteau moved to approve the Certification of Health and Safety Screening for March 2016, and Signing of April and May 2016 Assurances by the Board Chair after completion, as presented. Shirley Johnson seconded the motion. Motion carried.

**Kitsap Interagency Coordinating Council Head Start/ECEAP Partnership: 2016 Update to the 2014 Comprehensive Community Assessment:** Director or Early Learning Kristen Sheridan shared meaningful details of the assessment with the Board. Elizabeth Drew moved to approve the Kitsap Interagency Coordinating Council Head Start/ECEAP Partnership: 2016 Update to the 2014 Comprehensive Community Assessment, as presented. Shirley Johnson seconded the motion. Motion carried.

**Presentation and First Reading of Policy 5610, Classified Personnel – Intermittent Employment**  
 Sue Armstrong noted that the policy renumbering process is underway and new policy numbers will now be used. This Policy 5610 update creates consistency with substitute pay.

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

**Presentation and First Reading of Policy 5411, Vacation Leave**  
 Human Resources Director Sue Armstrong noted that the revisions allow staff to take leave within their first six months of hire as earned. The revisions also include accrual changes and new specifics on taking leave upon resignation. This policy may be revised if vacation accrual changes as part of the salary study recommendations currently underway. Elizabeth Drew moved to approve the Presentation and First Reading of Policy 5411, Vacation Leave, as presented. Katie Proteau seconded the motion. Motion carried.

**Addendum to the Agenda of Item 76-A: OESD letters to school districts which held successful levy and bond measures:** Conrad Green moved approval of signing letters and mailing to districts which held successful levy and bond measures by the Board Chair and Superintendent. Shirley Johnson 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.

<b>FUND</b>	<b>DATE PAID</b>	<b>WARRANT #'S</b>	<b>AMOUNT</b>
General:	03/04/16	ACH	\$ 1,635.82
	03/04/16	150324-150380	\$ 158,850.50
	03/18/16	ACH	\$ 23,135.83
	03/18/16	150384-150441	\$ 124,496.94
Payroll:	02/29/16	WIRE	\$ 601,133.09
	02/29/16	150299-150323	\$ 280,813.26
	02/29/16	701109-701114	\$ 1,312.73
	03/15/16	WIRE	\$ 50,331.41
	03/15/16	150381-150383	\$ 832.78
	03/15/16	701115-701129	\$ 3,247.27

Workers Comp:	02/26/16	403231	\$ 9,000.00
	03/04/16	403232-403234	\$ 20,222.56
	03/11/16	403235	\$ 39,000.00
	03/10/16	403236	REISSUE -0-
	03/18/16	403237-403244	\$ 111,521.12
Unemployment:	03/18/16	200312	\$ 760.33
Compensated Absences:	03/18/16	600037	\$ 15,400.94

Conrad Green 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:

**EMPLOYMENT OF STAFF**

**New Employees:**

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Cameron Olsen-Roth	Tutor Mentor	2/16/16
Cindi Robinson	Student Services Support Analyst II	3/1/16
Peggy Vandeen	Student Services Support Analyst I	3/1/16
Glinda Mabalay	Home Visitor Head Start	3/7/16
Lisa Ybarra	Infant Toddler Educarer	3/24/16
Vickie MacKenzie	Prevention Educator assigned to Marijuana Prevention Education project	3/28/16
Angela Wageman	Professional Development Certification Officer	6/17/16
Susan Lathrop	Assistant Superintendent Teaching & Learning	7/1/16

**Resignation:**

<u>Employee</u>	<u>Position</u>	<u>Date</u>
DeeAnn Nelson	Network Support Technician II	3/11/16
Michelle Edgin	Child Development Coordinator Assistant	3/16/16
Angela Marcos-Krasowski	Site Coordinator 21 <sup>st</sup> CCLC	6/3/16

**Retirement:**

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Lorraine Olsen	Director Head Start/ECEAP	3/4/16
Kay Pauley	Internal Accountant	6/30/16
Donna Wagner	Administrative Assistant Head Start	6/30/16

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

**Announcement:**

Human Resources Director Sue Armstrong shared a flyer inviting all to the Open House event for exploring options about obtaining teacher certification 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 getting the word out and information is available on the OESD website.

1:45 PM – The Board adjourned.

Respectfully submitted,

Gregory J. Lynch  
 Secretary to the Board

Carl Johnson  
 Chair