

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
May 19, 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
Sue Armstrong, Human Resources Director
Tina Schulz, Executive Assistant

APPROVAL OF AGENDA

Board Chair Carl Johnson announced the addition of an Addendum to the agenda (which will follow Item #105-A) *Approval of Conversion of Head Start Home Based slots to Early Head Start*. Katie Proteau moved to approve the agenda, as amended. Elizabeth Drew seconded the motion. Motion carried.

MINUTES

One correction was noted in the minutes of April 21, 2016. The AESD combined meeting with Oregon's equivalent to the AESD, will be held in Portland, Oregon, not Portland, Washington. Donn Ring moved to approve the minutes of the April 21, 2016, meeting, as presented. Shirley Johnson seconded the motion. Motion carried.

HEARING ON THE SURPLUS AND SALE OF PORT ANGELES BUILDING – Board Chair Carl Johnson opened the Hearing for public comments. Hearing none, Superintendent Lynch noted the surplus process. A hearing is not required for the ESD, but with abundance of caution, the Board welcomed any comments.

EXECUTIVE SESSION

12:21 PM, Board Chair Carl Johnson announced that the Board would recess into Executive Session for approximately five minutes to review the performance of a public employee (pursuant to RCW 42.30.110).

12:25PM – the Board returned to Regular Session.

ADMINISTRATIVE REPORTS

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

- Thanked Board members for attendance at several agency events during the past month: WASA Awards Dinner, April Superintendents' Advisory Council Meeting, School Safety Threat Assessment Training, Open House for Certification, STEM Legislative Breakfast.
- The second annual All Staff Celebration/Years of Service & Retirement Recognition will be held Friday, May 20, 2016, and Board members are welcome to join the event.
- Visited Quilcene School Board meeting on May 18. Superintendent Wally Lis is recovering from an injury and guidance from the OESD was requested by the District. For 30 days, Principal Gary Stebbins has been appointed to be the acting superintendent.

- Draft Letter to districts with early learning sites was reviewed by the Board (North Kitsap, South Kitsap, Central Kitsap). Verification of space availability for early learning programs is requested in September of each year so that appropriate planning and staffing adjustments can take place in a timely manner for continued service to families. More to follow.
- **Salary Study Update:** Budget preparation is underway and information was reviewed before the budget is finalized for the Board's review and approval in June. Some leadership positions will be re-titled and re-aligned as part of the recommendations from Consultant Lee Goeke and to align with ESD goals and State Education Reform initiatives while providing continued quality district support.
- Resumes/biographical information of two potential candidates to fill Karen Sorger's vacated OESD Board Director position 6 were provided to the Board for review. Board members discussed potentially interviewing the candidates in June and potentially conducting a swearing-in at the August Board meeting if a candidate is selected. Chair Carl Johnson suggested beginning the meeting at 10:00 AM on June 16, 2016, to interview candidates and also conduct the Superintendent's annual evaluation. On June 16, the Board meeting will begin at 10:00 AM with candidate interviews.
- Washington Achievement Awards from OPSI were reviewed. Trophies and banners from OSPI were distributed to districts at a ceremony in Yakima, Washington on Tuesday, May 10, 2016. Schools that received the award in the OESD Region were: David Wolfle Elementary (North Kitsap), Franklin Elementary (Port Angeles), Hamilton Elementary (Port Angeles), Naval Avenue Elementary (Bremerton), Neah Bay Elementary (Cape Flattery), Ollala Elementary (South Kitsap), PineCrest Elementary (Central Kitsap), Stevens Middle School (Port Angeles), Vinland Elementary (North Kitsap). For those districts that have not yet received the banner and trophy, the OESD will be making arrangements for delivery. Already scheduled is a visit to South Kitsap School District's Board meeting on June 15.
- The 2016 Olympic ESD 114 People's Choice Winner of the 43rd Annual Regional High School Art Show, "the Goddess" by Lena Musselman of Kingston High School (North Kitsap), was displayed for the Board to view and will be placed at the front entrance of the OESD for one year.
- Elizabeth Drew and Superintendent Lynch are participating in the Accreditation Panels in Olympia on May 24 and 25, 2016.
- A letter written by Robert Parker (received by Superintendent Lynch) was reviewed by the Board in regards to a recent public records request about Threat Assessment trainings.
- Professional Educator Standards Board information on the teacher shortage was reviewed by Chair Carl Johnson.

AESD Executive Board Report: The following was noted:

- AESD Promotional Video was previewed at the April 21, 2016, Board meeting. Members discussed feedback on the video to provide to the AESD. A feedback survey of attendees at the WSSDA Regional Meeting in May was reviewed by the Board. The survey data will be combined and provided to the AESD.
- The STEM Legislative Breakfast on Friday, May 13, was attended by Carl Johnson and Katie Proteau and appreciation was expressed for the quality of the information provided at the event.

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

- Budget Status report was provided in the packets. The General Fund ending balance was \$ 163,901.08 (adjusted amount considering the state's new accounting formula is \$6.5 million). Unemployment Fund ending balance was \$4,885,421; the Workers Compensation Fund balance was \$13,578,204; and the Compensated Absences fund was \$729,960.62.
- Facilities Study Update: A memorandum was included in the packet to review an update on facilities progress.
- Central Kitsap School District will not be participating in the student data system through the OESD at this time.
- At OESD, some staffing changes have occurred with retirements and relocation of positions from the Port Angeles Office.
- Rates for the Unemployment Cooperative have been sent to superintendents to review and approve and Workers Compensation Cooperative will decrease for next year (2016-2017).
- Port Angeles building surplus and real estate contract will be presented to the Board for approval today. If the property sells soon, there is pre-planned space in Port Angeles to house OESD staff members at the Skills Center in Port Angeles. Professional development opportunities could also potentially be offered in Port Angeles.

Teaching and Learning Services – Stephanie Parker highlighted the following:

- Reports and highlights were included in the Board's packet.
- Stephanie Parker has regularly been in contact with Susan Lathrop who will replace Stephanie at the OESD as of July 1, 2016.
- Special Services Director Jennifer Acuña submitted a grant to the Department of Vocational Rehabilitation, which could help students age 16-21 with special needs on transition into the workplace.
- Teacher Principal Evaluation Project (TPEP) – as the responsible state lead on the Washington TPEP system, Susan Lathrop will continue in that role after Stephanie Parker's retirement.
- High Risk Youth Program Director Jeff Allen has been serving on a state committee that is working on institutional funding at the state level for institutional education programs. Current funding does not sufficiently support the programs for juvenile detention centers and requests have been submitted for more adequate funding.
- Head Start documents that follow under Business section were reviewed and questions were welcomed. Board members discussed the requirements of the Head Start system and shared comments on how to improve the flow of business.

BUSINESS

Head Start Program Monitoring (Policy 2500): Head Start/ECEAP & Early Head Start Monthly Reports (April 2016) – Information was provided in the Board packet. In response to a question from a board member about expenditures for travel in the reports (St. Petersburg), Stephanie Parker followed up and found that there were multiple transactions due to hotel errors, which have been accounted for and reconciled with accounting.

Cost of Living Adjustment (COLA) Application for Head Start Programs – A memorandum was included in the Board packets regarding this application and it was noted that the increase is retroactive funding for the current year. Donn Ring moved to approve the Cost of Living Adjustment (COLA) Application for Head Start Programs, as presented. Elizabeth Drew seconded the motion. Motion carried.

Continuation of Early Head Start Partnership Grant – A memorandum was included in the Board packet regarding this topic.

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

Supplemental Funds Application for Head Start - A memorandum was included in the Board packet regarding this topic.

Shirley Johnson moved to Approve the Continuation of Early Head Start Partnership Grant, as presented. Elizabeth Drew seconded the motion. Motion carried.

Resolution 251 for the Approval of Surplus of the Port Angeles Building – Supporting documents were provided in the Board packet for review. An approval letter from the Office of the Superintendent of Public Instruction (OSPI) was included.

Donn Ring moved to approve Resolution 251 for the Approval of Surplus of the Port Angeles Building, as presented. Katie Proteau seconded the motion. Motion carried.

Contract with Torres Real Estate to List the Port Angeles Building for Sale - Supporting documents were provided in the Board packet for review.

Elizabeth Drew moved to approve the Contract with Torres Real Estate to List the Port Angeles Building for Sale, as presented. Shirley Johnson seconded the motion. Motion carried.

Award of Bid for Tenant Improvement at OESD Bremerton Facility - Supporting documents were provided in the Board packet for review. Three bids were received and reviewed and included some potential bid alternates for optional items of construction. Construction and space reorganization in the building was discussed. Coultas General Contracting received the Award of Bid in the amount of \$102,068.

Conrad Green moved to approve the Award of Bid for Tenant Improvement at OESD Bremerton Facility to the lowest responsible bidder, Coultas General Contracting, as presented with alternates 2, 3, and 5. Shirley Johnson seconded the motion. Motion carried.

Resolution 252 Warrant Cancellation - Conrad Green moved to approve Resolution 252, Warrant Cancellation, as presented. Elizabeth Drew seconded the motion. Motion carried.

School Year 2016-2017 Board Meeting Schedule - Katie Proteau moved to approve the School Year 2016-2017 Board Meeting Schedule, as presented. Conrad Green seconded the motion. Motion carried.

ADDENDUM: Approval of Conversion of Head Start Home Based slots to Early Head Start
Donn Ring moved to approve the Conversion of Head Start Home Based slots to Early Head Start, 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 Olypmic Educational Service District 114, Kitsap County, Washington, do hereby certify that the following disbursements are approved this 19TH day of **May, 2016**:

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
General:	04/22/16	150629	REISSUE -0-
	05/06/16	ACH	\$ 2,876.92
	05/06/16	150654-150726	\$ 127,353.26
	05/05/16	150727	REISSUE -0-
	05/20/16	ACH	\$ 38,094.09
	05/20/16	150731-150816	\$ 262,220.35
Payroll:	04/20/16	WIRE	REISSUE -0-
	04/20/16	701147	REISSUE -0-
	04/29/16	WIRE	\$ 607,578.17
	04/29/16	150630-150653	\$ 290,496.08
	04/29/16	701148-701154	\$ 2,120.76
	05/13/16	WIRE	\$ 25,837.87
	05/13/16	150728-150730	\$ 749.28
Workers Comp:	05/13/16	701155-701167	\$ 3,214.31
	04/29/16	403259	\$ 32,000.00
	05/06/16	403260	\$ 295,494.07
	05/06/16	403261	\$ 15,000.00
	05/13/16	403262	\$ 12,000.00
Unemployment:	05/20/16	403263-403271	\$ 51,980.38
	05/06/16	200315	\$ 12,000.00
	05/20/16	200316-200317	\$ 47,726.77
Compensated Absences:			

Elizabeth Drew moved to approve the Vouchers and Payroll, as presented. Donn Ring 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>
William Collins	Tutor Mentor	4/18/16
Isabella Manley	Tutor Mentor	4/18/16
Michele Hargraves	Secretary Workers' Compensation	4/26/16
Gloria Hiten	Orientation & Mobility Specialist	5/9/16
Kim Johnson	Administrative Assistant Finance & Support	5/26/16

Resignation:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Karen Casey	Financial Management/WCT Accounting Assistant	5/17/16
Melissa Kolda	Lead Teacher Head Start	6/14/16

Expired Contract

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Stewart Royaltey	Institutional Education Teacher	6/30/16

Termination

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Melanie Bryan	Student Assistance Professional	5/13/16

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

Announcements:

- Sue Armstrong noted the following:
 - The two Open House events held in April to provide information on obtaining teacher certification were successful. Approximately eighty attendees attended the Bremerton location and approximately forty attended the Sequim location. Positive feedback was received.
 - The OESD Benefits Committee is reviewing some new options and considering some voluntary options for employees.
 - A Wellness Committee is underway at OESD with a positive response to events and information.

1:55 PM – The Board adjourned.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair