

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
November 16, 2015

REGULAR SESSION CALL TO ORDER

Chair Donn Ring called the meeting to order at 12:28 PM at the Olympic Educational Service District, 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

Elizabeth Drew

Carl Johnson

Shirley Johnson

Conrad Green

Greg Lynch, Superintendent

Monica Hunsaker, Assistant Superintendent of Finance

Stephanie Parker, Assistant Superintendent of Teaching and Learning

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

Sue Armstrong, Human Resources Director

Tina Schulz, Executive Assistant

Kristen Sheridan, Director of Early Learning

Natalia Mayes, Assistant Director Head Start/ECEAP

APPROVAL OF AGENDA

Chair Donn Ring moved to shift Item 34A, *AESD Draft Interlocal Agreement*, to be held after Item 36A, *Policy 5110, Head Start Program Monitoring: Certification of Health and Safety Screening*. Carl Johnson moved to approve the agenda, as revised. Shirley Johnson seconded the motion. Motion carried.

MINUTES

Katie Proteau moved to approve the minutes of the October 15, 2015, meeting. Shirley Johnson seconded the motion. Motion carried.

ADMINISTRATIVE REPORTS

Superintendent's Report: Superintendent Lynch noted the following:

- Board elections have been completed for ESDs and all Board members have been notified. Congratulations were shared. Board members will take the Oath of Office in January 2016. The voter return was approximately 25% of voting school board members in the region. Opportunities for outreach with districts in the region for ESD board members were discussed.
- Superintendent news: Superintendent of Bainbridge Island School District Faith Chapel is retiring. Superintendent of Sequim School District Gary Neal was originally hired as interim and has been officially named superintendent. As of July 1, 2016, Michelle Parkin of Cape Flattery replaces Kandy Ritter as Superintendent.
- OESD Superintendent Greg Lynch hosted the Military Interstate Children's Compact Commission (MIC3) annual conference on November 5-7, 2015, in Seattle. State Superintendent of Public Instruction Randy Dorn and Senator Christine Rolfes greeted attendees from all over the United States.
- On Wednesday, November 18, 2015, Superintendent Lynch will visit Olympia to meet with Legislative Representative Michelle Caldier to discuss the legislative agenda, and on Friday, November 20, 2015, he will meet with Representative Hans Dunshee regarding SB 5252 on school safety and security. In addition, he will meet with Representative Jesse Young later in the month.
- December 11, 2015, is the next Superintendents' Advisory Council meeting at 9:00 AM located at the OESD. Board members are invited and the platform will include a legislative agenda.

- OESD is working on a potential science foundation grant and an emerging opportunity with a marijuana and substance abuse prevention program in the region provided through a Department of Health grant. An additional staff member would need to be hired. More to follow.
- An events calendar was provided in the Board packet
- An OESD Salary Study is in final stages of review by consultant Lee Goeke. Job descriptions will also be evaluated because same titles in other ESDs may not indicate the same job duties. Information is expected to plan for potential adjustments in the 2016-2017 budget.
- Facilities Study: Due to rapid growth and lack of storage space, the OESD is surveying the property to identify clear boundaries. A homeless camp was also located. The OESD is looking to potentially expand the building. In the meantime, improvements to the old instructional materials space are under consideration to make more permanent offices. Some staff members' work spaces will be shuffled. Short term and long term space needs are under review. A notification will soon be provided to other agencies that lease space in the OESD building. Some staff will also be placed in the modular building (storage will be moved). Superintendent Lynch thanked Carol Kovarnik for her work on this project.
- The teacher shortage is acute in the State of Washington, especially in special education and mathematics. Eastern Washington is experiencing a severe shortage and finding substitutes is also challenging throughout the state. On Wednesday, November 18, 2015, Superintendent Lynch will meet with Olympic College President David Mitchell to discuss a region-wide approach to solutions. Human Resources services will be offered through OESD to help recruit and retain teaching staff. Board members discussed these challenges.
- Dinner Reservations for the Board's Night Out at the Washington State School Directors' Association (WSSDA) Conference were discussed. The WSSDA Annual Conference is held in Bellevue, November 19-22, 2015.
- OESD security was noted: No WiFi password is required for guests in the building. Lockboxes will be placed on the outdoor electrical outlets.

AESD Executive Board Report: Director Carl Johnson noted the following:

- Discussion about the AESD Draft Interlocal Agreement will be held under the Business portion of the meeting.

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

- Budget Status report was provided in the packets.
- Network services at Chimacum School District are continuing and some network services are being provided at Chief Kitsap Academy in Suquamish.
- All districts have completed year end financials.
- An October enrollment summary was included in the packet. A majority of districts in the region show an increased enrollment since last year due to all day kindergarten. This does not necessarily mean there are more students, but now districts are allowed to claim a full FTE for kindergarten students.
- Ending fund balances for districts were provided and fund balances were summarized. All financial reports have been submitted to OSPI from the OESD.
- OESD is still completing its own financials. An October draft was included in packets. Reports provided at January's Board meeting will include the actual fund balance, which is indicating an increase from 2014 to 2015.

Teaching and Learning Services – Stephanie Parker and Kristen Sheridan highlighted the following:

- Reports were included in the Board's packet and today's topic will focus on early learning.
- Kristen Sheridan presented a short video summarizing what's happening in early learning, which is available on the OESD website. She discussed the website updates for the Department of Early Learning.
- Superintendent Lynch noted the implementation of applications available through Google, which can be utilized throughout the region and taught through professional development classes.
- Superintendent Lynch commended Natalia Mayes on her work since her arrival at the OESD in February 2015.
- Kristen Sheridan provided an Early Childhood Education Assistance Program (ECEAP) update: Because the ECEAP program is under-enrolled, staff is working hard to recruit. Full enrollment was necessary to receive funding, so the program had to reduce the number of slots available by 24. Implications were reviewed: ECEAP needed to close a site and reduce another site by 6 slots. No reduction in force was required and staff worked hard to make the adjustments to meet contractual obligations with the Department of Early Learning. The Hidden Creek site was closed. By November 20, 2015, the program will reach full enrollment. Kristen Sheridan answered questions from Board members. With no loss in program support, students from the Hidden Creek site will transition and be transported to another site with minimal impact.

- Payment from Washington Department of Early Learning was withheld until the ECEAP program was at full enrollment, hence the adjustment of reducing slots. Outreach was discussed.
- Kristen Sheridan summarized the Health and Safety process. Some of the new providers need to make adjustments to meet criteria of the Department of Early Learning. She described the process and the deadlines for meeting the criteria, which poses a timeline dilemma: OESD must have documents signed by January 10, 2016. Board Chair Donn Ring must sign the paperwork once ready. With no Board meeting in December and not until January 21, 2016, Board members discussed the possibility of approving Chair Donn Ring to provide his electronic signature once the documentation is ready (action item noted below).

BUSINESS

Policy 5110, Head Start Program Monitoring: Head Start/ECEAP & Early Head Start Monthly Reports (October) – Information was provided in the Board packet.

Policy 5110, Head Start Program Monitoring: Certification of Health and Safety Screening: Board members held discussion during the Teaching and Learning Services update (above) on the status of the Certification of Health and Safety Screening. Because the Board does not formally meet prior to the deadline, Board members discussed making arrangements for Chair Donn Ring to sign the documents electronically once the screenings are completed. Katie Proteau moved to approve the Approve the Certification of Health and Safety Screening process, as presented and authorized Chair Donn Ring to sign electronically once documents are final. Carl Johnson seconded the motion. Motion carried.

AESD Draft Interlocal Agreement – Information was reviewed and provided in the Board packet. Board members discussed proposed language that includes potential mediation plus an arbitration process, which would strengthen the current Interlocal Agreement and resolve any potential conflicts without litigation. Proposed language was summarized and Board members held discussion. Superintendent Lynch and Carl Johnson will bring the proposed language forward to the AESD Executive Board and ESD Superintendents. Once reviewed, a finalized Interlocal Agreement would need to be presented to ESD Boards for approval at a later date. Carl Johnson moved to approve the proposal of the AESD Draft Interlocal Agreement or an additional addendum to the Agreement, with modified language to include a process of mediation and arbitration as a dispute resolution process. Katie Proteau seconded the motion. Motion carried.

Second Reading and Adoption of Policy 3120, Nondiscrimination: Sue Armstrong noted the last update of Policy 3120 occurred in 2007 and legislation has brought this item to the forefront. Human Resources policies are a focus of the Washington Risk Management Pool. Katie Proteau moved to approve the Second Reading and Adoption of Policy 3120, Nondiscrimination, as presented. Elizabeth Drew seconded the motion. Motion carried.

Second Reading and Adoption of Policy 5030, Nondiscrimination for Students: Sue Armstrong opened for questions. Board members discussed the policy changes, noting awareness of transgender policies that are under consideration in school districts. Carl Johnson moved to approve the Second Reading and Adoption of Policy 5030, Nondiscrimination for Students, as presented. Shirley Johnson seconded the motion. Motion carried.

OESD Policies – Re-numbering to align with WSSDA Model Policies: Sue Armstrong provided a memorandum in the Board packet describing the re-alignment of the OESD policies numbering system. A grid will be prepared showing translation of the old numbers and the new numbers for each policy. Elizabeth Drew moved to approve the Re-numbering of OESD Policies to align with WSSDA Model Policies, as presented. 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. The Vouchers and Payroll amounts were lower than is typical due to the Board meeting scheduled earlier in the month.

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 21st day of **January, 2016:**

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
General:	11/13/15	ACH	\$ 6,637.12
	11/17/15	ACH	\$ 42,433.00
Payroll:	11/13/15	WIRE	\$ 38,221.75
	11/13/15	149770-149772	\$ 1,017.98
	11/13/15	701024-701036	\$ 3,389.50
Workers Comp:	11/13/15	403179	\$ 19,000.00
	11/17/15	403180-403188	\$ 69,600.70
Unemployment:			
Compensated Absences:			

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

PERSONNEL

Superintendent Lynch recommended the employment of the following:

EMPLOYMENT OF STAFF

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Cassandra Cabato	Academic Coach Assistant	10/15/15
Rhonda Phipps	Assistant Teacher	10/20/15
Melanie Bryan	Student Assistance Professional	10/28/15

Carl Johnson moved to approve the employment of staff, as presented. Shirley Johnson seconded the motion. Motion carried.

Board members expressed what a great privilege it has been to work with Carol Kovarnik as she transitions into retirement. Carol Kovarnik shared some words expressing gratitude for the great opportunities provided here at the OESD.

2:09 PM – the Board adjourned

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Donn Ring
Chair