

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
November 14, 2016

BOARD GROUP PHOTO

Prior to convening the meeting, Board members moved to another area of the building to take a new group photo.

REGULAR SESSION CALL TO ORDER

Chair Carl Johnson called the meeting to order at 12:20 PM in the Board Room of the Olympic Educational Service District (OESD), 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

Cliff Huenergard

Greg Lynch, Superintendent

Patti Woolf, Former Consultant

Monica Hunsaker, Assistant Superintendent of Finance

Susan Jung Lathrop, Assistant Superintendent of Teaching and Learning

Sue Armstrong, Human Resources Director

Tina Schulz, Executive Assistant

Guests:

Erin Schafer, Early Learning Family Services Program Manager

Kristen Sheridan, Early Learning Director

APPROVAL OF AGENDA

Chair Carl Johnson announced two Addendums to the agenda (which will follow Item #45-I): Addendum 1-A, *Acceptance of Gift from Kitsap Strong* and Addendum 2-A, *donation from Thelma Channon, Sotheby's International Realty*. Donn Ring moved to approve the agenda as amended. Shirley Johnson seconded the motion. Motion carried.

MINUTES

Elizabeth Drew moved to approve the minutes of the October 20, 2016, meeting, as presented. Donn Ring seconded the motion. Motion carried.

ADMINISTRATIVE REPORTS

Superintendent's Report: The Superintendent report included a handout. Some highlights include:

- Introduction of former consultant Patti Woolf. Appreciation was extended to Ms. Woolf for her assistance with significant hires at the OESD and her professional history was shared.
- The State Superintendent of Public Instruction race is still not finalized with a difference of approximately 32,500 votes between candidates Chris Reykdal and Erin Jones.
- An AESD joint meeting with Oregon counterparts was held at Multnomah ESD in Portland and was attended by Superintendent Lynch on November 9, 2016. Next steps include a plan outlining additional engagement between Washington and Oregon ESDs.

Superintendent's Report (continued):

- Final travel arrangements for the 2016 WSSDA & AESA conferences were briefly discussed.
- A Board's Night Out dinner has been scheduled at 6:30 PM on Thursday, November 17, as part of the WSSDA Conference itinerary.
- A regional news summary will be available during monthly OESD Board meetings.
- OESD and District Superintendents began presenting school funding presentations, one legislator at a time, during October-December 2016.
- A STEM legislative breakfast was held at the Silverdale Beach Hotel on October 24, 7:30-9:30 AM, with more than fifty attendees and included a keynote presentation from Josh Brown who talked about jobs and economic development in our state and region; emphasis on STEM. Board members who attended commented on how worthwhile the event was.
- Superintendent Lynch attended a North Kitsap School Board meeting on November 10. OESD's Michelle Dower provided a presentation at the meeting regarding Student Services Support programs.
- OESD 114 Fiscal support and close-out of last school year's finances was provided to North Kitsap by Monica Hunsaker.
- On November 14, 2016, 5:45-6:30 PM, as part of the 1/10th of 1% Kitsap County grant, OESD is hosting the screening of the film "Resilience" to include a discussion about the impacts of adverse childhood experiences (ACEs) around brain development.
- Superintendent Lynch will provide an OESD 114 safety presentation at the December 8, 2016, State Safety Summit.
- On December 9, 2016, the OESD will host legislator engagement as part of the Superintendents' Advisory Council meeting. School Board members are invited.
- At the December 13, 2016, ESD Superintendents' meeting, the Department of Early Learning Director, Ross Hunter, will join the group.
- Superintendent Lynch will present Crescent School District's *Schools of Distinction* award banner and plaque at its regular board meeting on December 15, 2016. OESD Board members are invited.
- Planning is underway for a Regional Board Meeting for the Jefferson County school districts (Port Townsend, Chimacum, Brinnon, and Quilcene) located at Quilcene School District. Date is yet to be determined.
- Department of Natural Resources timber harvest remains a discussion topic, especially on the Olympic Peninsula.
- Interstate Compact on Education for Military Children (MIC3) legislative initiative 2017 is pursuing a Washington Interscholastic Activities Association (WIAA) rules change.
- Shirley Johnson noted that the Regional WSSDA meeting held at Neah Bay in October was well attended.

AESD Executive Board Report:

- Chair Carl Johnson noted the AESD meeting last Wednesday with the Oregon ESDs. He was unable to attend with Superintendent Lynch. An AESD Executive Board meeting will be held in Spokane prior to the WSSDA conference on November 15, 2016.

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

- Districts are wrapping up their year-end financial reports and submitting them to the Office of the Superintendent of Public Instruction (OSPI). OESD year-end reporting is delayed and will be prepared mid-December due to the new Governmental Accounting Standards Board (GASB) reporting requirements on retirement. Year-end will be available at the next Board meeting in January.
- Two districts have business manager positions open and are seeking applicants, including North Kitsap, and Crescent SD. Currently we are assisting at Sequim, North Kitsap and Quilcene.
- OESD 114 is working with ESD 113 on a draft agreement to provide partnership services on Workers Compensation. A transition could potentially occur in December.
- The sale of the Port Angeles building has not yet received any interested buyers. Board members discussed the challenges and potential options of selling the building, which sits on Port of Port Angeles property.
- No Budget Status report this month.

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

- Reports and highlights were included in the Board’s packet.
- As part of the NASA Grant, OESD hired Kim Weaver to provide trainings. In the beginning stages of the grant, the emphasis is on Career and Technical Education (CTE). Trainings have been held for CTE teachers. Trainings for CTE Directors are being held in Port Angeles.
- A meeting with Gay Neal and County Commission and Citizen Advisory Committee was recently held as a mid-year check-in about the 1/10th of 1% grant. Taxpayers allocated funds to OESD of approximately \$700k to provide services under the grant paying for behavioral health counseling in thirteen districts. Sustainability was discussed at the meeting with a potential of school districts to possibly pay for the services.
- Head Start and Early Learning materials and action items included in the Business section of today’s agenda were reviewed.

BUSINESS

Head Start/ECEAP/Early Head Start Annual Board Training

Early Learning Family Services Program Manager Erin Schafer and Early Learning Director Kristen Sheridan joined the meeting to provide an annual training for the Board. Kristen Sheridan shared the happenings in the Early Learning Department. An annual training is required for governing bodies that align with Head Start requirements. Erin Schafer ensures that the Head Start Policy Council meets regularly. The OESD also plays an important governance role. A handout was provided with key overview information on the Early Learning Department and decisions that need to be made by the Board. The OESD Board’s role was reviewed along with required annual documents. Superintendent Lynch recognized the leadership of Kristen Sheridan and the continuity of Erin Schafer’s work throughout recent changes in the department. He discussed the new demands for Early Learning growth and the limited space in districts. He also noted that some ESD 112 (Vancouver) facilities are financed to grow infrastructure for early learning space. Board members thanked the Early Learning Department for their hard work. Policy Council dates were shared with the Board and members were invited.

Head Start Program Monitoring (Policy 2500): Head Start/ECEAP & Early Head Start Monthly Reports (October 2016) – Information was provided in the Board packet. Informational only – no action required.

Head Start/ECEAP/Early Head Start 2016-2017 Strategic Plan – Information was provided in the Board packet. Katie Proteau moved to approve the Head Start/ECEAP/Early Head Start 2016-2017 Strategic Plan, as presented. Cliff Huenergard seconded the motion. Motion carried.

Head Start/ECEAP/Early Head Start Work Plans – Information was provided in the Board packet. Informational only – no action required.

Presentation and First Reading of Policy 6801, Capital Assets/Theft-Sensitive Assets -- Monica Hunsaker noted this new policy, considered essential by WSSDA, addresses inventorying of theft sensitive items. Donn Ring moved to approve the Presentation and First Reading of Policy 6801, Capital Assets/Theft-Sensitive Assets, as presented. Shirley Johnson seconded the motion. Motion carried.

Presentation and First Reading of Policy 6881, Surplus Property – Monica Hunsaker noted that this is a revision to an existing policy that specifies details on surplus of property and to ensure compliance with the law. Elizabeth Drew moved to approve the Presentation and First Reading of Policy 6881, Surplus Property, as presented. Katie Proteau seconded the motion. Motion carried.

Open Public Meetings Act Training (OPMA) – OPMA training is required for new Board members and for current Board members every four years. Materials were included in the Board packet for review. Superintendent Lynch noted the importance of the training to maintain compliance with the law. Board members discussed guidelines on using email to communicate with other Board members.

ADDENDUM #1-A - Acceptance of Gift: Donation from Kitsap Strong – Information was provided in the Board packet. Donn Ring moved to approve the Donation from Kitsap Strong, as presented. Cliff Huenergard seconded the motion. Motion carried.

ADDENDUM #2-A Acceptance of Gift: Donation from Thelma Channon, Sotheby’s International Realty

Information was provided in the Board packet. Shirley Johnson moved to approve the Donation from Thelma Channon, Sotheby’s International Realty, as presented. Katie Proteau seconded the motion. Motion carried.

Carl Johnson noted that the first Policy Council meeting for Early Learning is tomorrow, November 15, 2016. Board members suggested they begin to show attendance at Policy Council meetings in January. Elizabeth Drew expressed interest in attending the January meeting and Board Members plan to continue discussion on attendance at future meetings.

VOUCHERS AND PAYROLL

Monica Hunsaker presented the vouchers and payroll. She noted that the Business Office is continuing its work on closing out the year. Payroll guess has been included as an estimate in the Board packet.

**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 14TH day of November, 2016:

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	10/25/16	151661	\$ 117,023.88
	10/31/16	ACH	\$ 25,792.49
	10/31/16	151691-151756	\$ 166,059.65
	11/15/16	151761-151826	\$ 186,286.36
Payroll:	10/31/16	WIRE	\$ 666,066.64
	10/31/16	151662-151690	\$ 297,220.10
	10/31/16	701296-701298	\$ 1,603.28
	11/15/16	WIRE	\$ 27,658.55
	11/15/16	151757-151760	\$ 693.63
	11/15/16	701299-701304	\$ 867.79
	Workers Comp:	10/21/16	403316
	10/31/16	403317-403319	\$ 7,765.16
	11/04/16	403320	\$ 15,000.00
	11/10/16	403321-403323	\$ 46,503.27
Unemployment:	10/31/16	200325	\$ 2,538.61
	11/15/16	200326-200327	\$ 49,255.83
Compensated Absences:	10/31/16	600045	\$ 14,591.56

Katie Proteau moved to approve the Vouchers and Payroll, as presented. Shirley Johnson seconded the motion. Motion carried.

EXECUTIVE SESSION

1:30 PM - Board Chair Carl Johnson announced that the Board would recess into Executive Session for approximately 10 minutes – to review the performance of a public employee (pursuant to RCW 42.30.110).

1:56 PM – the Board returned to Regular Session.

Board Chair Carl Johnson proposed to have future board agendas include a note at 11:40 AM for pre-meeting lunch service so that future meetings can begin on time at 12:00 noon. Board members concurred.

PERSONNEL

Sue Armstrong recommended the employment of the following:

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Chris Loutzenheiser	Lead Teacher Health Advocate	10/21/16
Jamie Burlison	Academic Coach Assistant 21 st CCLC	10/28/16
Summer Beasley	Teacher of the Visually Impaired	10/31/16
Patti McNally	Youth Services Professional Trainee	11/8/16
Clancy Wolf	Elementary Science Coordinator, Special Projects	11/14/16

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Jacelynn Clifton	Tutor Mentor	10/20/16
Cami Olsen-Roth	Tutor Mentor	11/17/16

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

1:59 PM - SPECIAL SESSION: 2016-2017 Future Goals and Planning

Superintendent Lynch and the Board continued review and discussion of goals and strategic planning for the future year. The most recent OESD 114 strategic plan expired in 2014. Highlights of the study session:

- Reviewed Board strategic planning sub-committee purpose and involvement. Board members discussed facilitation of the process. The sub-committee would hold one meeting on November 28, 2016, during the Department Leadership Meeting. Elizabeth Drew, Cliff Huenergard, and Donn Ring indicated interest in attending.
- Reviewed key elements of the 2009-2016 strategic plan: beliefs, vision, mission and goals. A review of the staff climate survey will be held in January. In addition, the OESD is working to collect input from school districts served by the OESD and evaluate feedback as work continues on developing a strategic plan. Key questions about the current strategic plan: what can we keep, what can we change, and why would we want to change it?
- Reviewed strategic planning next steps and shared ideas about the process.

Next steps:

- November - review staff survey data by sub-committee at the Department Leadership Meeting
- January – review staff survey data and current beliefs
- February - finalize beliefs and values, followed by review of current mission and vision statements
- March - finalize and review goals, with a goal by summer to have a new strategic plan

2:22 PM - the Board adjourned.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Carl Johnson
Chair