

MINUTES  
BOARD OF DIRECTORS  
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114  
October 15, 2015

REGULAR SESSION CALL TO ORDER

Vice-Chair Katie Proteau called the meeting to order at 12:22 PM at the Olympic Educational Service District, 105 National Avenue North, Bremerton, WA 98312.

PLEDGE OF ALLEGIANCE

Vice-Chair Katie Proteau led the Pledge of Allegiance.

ROLL CALL OF MEMBERS AND GUESTS

Donn Ring, Chair (Excused)  
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  
Sue Armstrong, Human Resources Director  
Tina Schulz, Executive Assistant

APPROVAL OF AGENDA

Katie Proteau proposed holding an Executive Session at the end of today's meeting to review the performance of a public employee (pursuant to RCW 42.30.110). Elizabeth Drew moved to approve the agenda, as amended. Shirley Johnson seconded the motion. Motion carried.

MINUTES

Carl Johnson moved to approve the minutes of the September 17, 2015, meeting. Elizabeth Drew seconded the motion. Motion carried.

**ADMINISTRATIVE REPORTS**

**Superintendent's Report:** Superintendent Lynch noted the following:

- OESD 114 Superintendent Goals School Year 2015-2016 – reviewed previous presentation of goals and discussed any potential additions or modifications for the next review in January 2016.
- The 2014-2015 Accountability Report brochure/tri-fold was distributed to the Board. The printed report provides highlights of each department and will involve more detail on the OESD website. One suggestion - add the ESD "elevator speech" on the next version.
- OESD salary study has begun. Results are expected in January 2016 to prepare for next year's budgeting.
- OESD facilities study has begun. OESD space will be reviewed for potential capital improvements.
- Many districts in the region have Department of Defense Education Activities (DoDEA) grants and OESD is providing a fee-for-service on some components to assist districts with the grant stipulations.
- Thanks to Elizabeth Drew for attending the September Superintendents' Advisory Council meeting. *McCleary v. State* was a primary topic. A collaborative letter was signed by all superintendents in the region and sent to Senator Christine Rolfes to support legislation.
- OESD hosted the third of seven in a series of Washington State Senate Listening Tours at the Bremerton Performing Arts Center on October 8. Over 450 attendees joined the event. Several senators and representatives from educational organizations served on a panel to address questions related to *McCleary v. State*.

- The Military Interstate Children’s Compact Commission (MIC3) state committee meeting was held on October 2. As State Commissioner, Greg Lynch hosted at the OESD Board Room. Board members are invited to the MIC3 national conference on November 5-7, 2015. A reception will be held at the Marriott Seattle Waterfront on November 5 at 5:30-7:30 PM. Senator Rolfes will be recognized for her efforts on the MIC3 Compact at the event.
- The School Safety and Security Cooperative Kickoff event was held this week, October 13, 2015. Several emergency responder community partners participated. Board members who attended the event provided feedback. 10 of 15 local districts are currently members of the Cooperative. The need for this type of collaboration continues to grow.
- A STEM Legislative Breakfast was held October 6, 2015, at the OESD. Several legislators and representatives met to discuss the advancements in STEM programs and funding. Chief Executive Officer of WA STEM, Patrick D’Amelio, was also in attendance.
- Cape Flattery Superintendent Kandy Ritter will retire at the end of the 2015-2016 school year. The new superintendent, Michelle Parkin, has been hired to begin in January 2016 and provide transition time for the position.
- Board members are invited to attend the Superintendents’ Advisory Council meeting on Friday, December 11, 2015, 9:00 AM. Legislators will also be invited.
- School District Levy & Bond Elections – Monica Hunsaker reviewed upcoming measures noting that Sequim and Queets-Clearwater will have measures on the November ballots. In February 2016, Crescent, Brinnon, Quilcene, Central Kitsap, and North Mason will have measures on the ballots. Districts anticipating potential capital measures include Central Kitsap, Bremerton, Port Townsend, and South Kitsap.
- Greg Lynch reviewed 2015 School Election Conference information provided by Piper Jaffray & Co. He discussed survey data and the anticipated voter sentiments during state elections based upon the data. Board members discussed the variables related to school elections.

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

- AESD Executive Board – Terms for Officers: Carl Johnson noted that the AESD Executive Board is comprised of the ESD Superintendents and one member from each ESD Board. Two items from the last ESD Executive Board meeting will require review and approval by each ESD Board: The AESD Constitution (changes related to Election of Officers), and the AESD Interlocal Agreement (last revised in 2004). Major changes in the Constitution include the inclusion of three officers, President, Vice President and President Emeritus. Deleted language includes specification that the president and vice president would reside on two opposite sides of the mountains. Current language provides that these two positions can be from any ESD in Washington. Officers will hold two year terms instead of one. Other changes were highlighted and the OESD Board members discussed the changes. Carl Johnson also discussed the updated Interlocal Agreement for the AESD with the Board, noting the importance of the agreement, which was last approved in 2004. Board members discussed potential feedback on the draft language and talked about the potential inclusion of mediation language in the Interlocal Agreement if any conflict were to arise without resolution. Board members favored bringing up the topic at the next AESD Executive Board meeting prior to approving a final AESD Interlocal Agreement.

2:10 PM – Vice Chair Katie Proteau announced that the Board would recess for approximately ten minutes.

2:20 PM – The Board returned to Regular Session.

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

- Budget Status report was provided in the packets. 2014-2015 budget is in the closing process, so numbers will adjust after final calculations are posted.
- Potential government shutdown was discussed as legislative decisions are still being watched. Several months would continue as normal with the OESD budget while the government finalized its decision.
- OESD Data Processing has added Central Kitsap School District to its cooperative. CKSD will now be using Skyward/WESPaC Student programming instead of PowerSchool.
- Instructional Resources/Science Kit Cooperative is working together with office of Teaching and Learning to align with next generation standards and ensure needs are met.

**Teaching and Learning Services** – Stephanie Parker and Sandra Gessner-Crabtree highlighted the following:

- Reports were included in the Board’s packet.
- The most recent Teaching & Learning Consortium meeting included 19 attendees who provided good feedback to help plan and adjust services.
- A calendar of events was included in Board packets to show what professional development is offered by OESD.
- Math, Science, English Language Arts professional development workshops have been well attended. The workshops assist with Common Core standards.
- A STEM update was also provided in the Board’s packet.
- Google Apps for education were noted as increased use in districts is noticeable. Teaching & Learning Directors attended a Google training to find out ways the OESD can support districts that are using the technology.
- Discussed offerings and trainings happening in Head Start/ECEAP (pre-natal through pre-kindergarten). Natalia Mayes, Head Start/ECEAP Assistant Director, attended the Board meeting to answer any questions regarding Head Start and Early Learning program information provided in the Board packet. Head Start is currently working to increase enrollment in the programs through outreach. Low enrollment was noted in ECEAP programs statewide, possibly due to capacity with facilities being limited in some districts because of expansion of full day kindergarten programs. Natalia noted that the Head Start related policy changes proposed at today’s meeting were last updated in 2013.

#### **BUSINESS**

**AESD Constitution** – Information was reviewed and provided in the board packet. Carl Johnson moved to approve the AESD Constitution, as presented. Elizabeth Drew seconded the motion. Motion carried.

#### **AESD Draft Interlocal Agreement** –

Information was reviewed and provided in the board packet. Board members provided feedback for Superintendent Lynch and the Board’s AESD Executive Board Representative to provide at the next AESD Executive Board Meeting. Carl Johnson moved to approve the AESD Draft Interlocal Agreement, to include further discussion about mediation language. Shirley Johnson seconded the motion. Motion carried.

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

#### **Policy 5110, Head Start Program Monitoring: Program Strategic Plan**

Elizabeth Drew moved to approve the Head Start Program Strategic Plan, as presented. Carl Johnson seconded the motion. Motion carried.

#### **Policy 5100, Head Start/ECEAP/Early Head Start Work Plans**

Carl Johnson moved to approve the Head Start/ECEAP/Early Head Start Work Plan, as presented. Shirley Johnson seconded the motion. Motion carried.

#### **Presentation and First Reading of Policy 3120, Nondiscrimination**

Human Resources Director Sue Armstrong noted that Policy 3120 was last updated in 2007, and legislation has brought this item to the forefront. Human Resources policies are a focus of the Washington Risk Management Pool. She noted other policy updates are underway. Shirley Johnson moved to approve the Presentation and First Reading of Policy 3120, Nondiscrimination, as presented. Elizabeth Drew seconded the motion. Motion carried.

#### **Presentation and First Reading of Policy 5030, Nondiscrimination for Students**

Human Resources Director Sue Armstrong provided information about this new policy in the Board’s packet. Carl Johnson moved to approve the Presentation and First Reading of Policy 5030, Nondiscrimination for Students, as presented. Shirley Johnson seconded the motion. Motion carried.

**Travel Rates (Per Diem), effective October 1, 2015** (Monica Hunsaker) provided information about the revised per diem rates in the board packet, which follows the GSA guidelines. Mileage remains the same, but per diem increased. Carl Johnson moved to approve the Travel Rates (Per Diem), effective October 1, 2015, and allowing staff to change the per diem annually with Board notification (vote not needed annually), as presented. Conrad Green seconded the motion. Motion carried.

**BUDGET, VOUCHERS AND PAYROLL**

Monica Hunsaker presented the budget status, vouchers, and payroll. She reviewed the fund balances included in the Board packet and praised the Payroll office staff who worked hard on fall payroll changes.

**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 15th day of **October, 2015**:

<b>FUND</b>	<b>DATE PAID</b>	<b>WARRANT #'S</b>	<b>AMOUNT</b>
General:	10/02/15	ACH	\$ 1,002.31
	10/02/15	149451-149538	\$ 267,176.98
	10/16/15	ACH	\$ 31,816.57
	10/16/15	ACH	\$ 90.25
	10/16/15	149544-149603	\$ 126,930.03
Payroll:	09/30/15	WIRE	\$ 590,238.80
	09/30/15	149425-149450	\$ 281,705.01
	09/30/15	700997-701005	\$ 5,310.84
	10/15/15	WIRE	\$ 20,310.00
	10/15/15	149539-149543	\$ 578.41
	10/15/15	701006-701017	\$ 3,025.88
Workers Comp:	09/25/15	403164	\$ 6,000.00
	10/02/15	403165	\$ 8,000.00
	10/09/15	403166	\$ 7,000.00
	10/16/15	403167-403174	\$ 54,838.68
Unemployment: Compensated Absences:	10/16/15	200302	\$ 4,897.40
	10/02/15	600032-600033	\$ 185,507.32

Shirley Johnson moved to approve the Budget, Vouchers, and Payroll, as presented. Elizabeth Drew seconded the motion. Motion carried.

**PERSONNEL**

Sue Armstrong summarized some anticipated changes in staffing; noting the long-time OESD receptionist Cindy Pennachi will retire on October 30, 2015. Board members are invited to a staff celebration on Friday, October 30 at 12:00 noon at the OESD. Stephanie Hack will transition to Human Resources and will support the front desk reception area in addition to other duties. Superintendent Lynch commended Sue Armstrong in her new position as the Human Resources Director. He recommended the employment of the following:

**EMPLOYMENT OF STAFF**

**New Employees:**

<b>Employee</b>	<b>Position</b>	<b>Date</b>
Joann Porter	Student Services Support Analyst I	10/5/15
Candace Lester	Child Development Coordinator Assistant	10/12/15
Susan Owens	Infant & Toddler Educarer	10/12/15

**Resignations:**

<b>Employee</b>	<b>Position</b>	<b>Date</b>
Elisabeth Ramsey	Site Coordinator 21 <sup>st</sup> CCLC	10/01/2015

Elizabeth Drew moved to approve the employment and resignations, as presented. Shirley Johnson seconded the motion. Motion carried.

2:56 PM – Vice-Chair Katie Proteau 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).

3:04 PM – The Board returned to Regular session and immediately adjourned.

Respectfully submitted,

Gregory J. Lynch  
Secretary to the Board

Katie Proteau  
Vice-Chair