

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
September 15, 2016

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 (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 (excused)

Conrad Green

Cliff Huenergard

Greg Lynch, Superintendent

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:

Kristin Schutte, Executive Director Student Services

Erin Quinn, Program Manager 21st Century Community Learning Center

Alyson Rotter, Program Manager 21st Century Community Learning Center

APPROVAL OF AGENDA

Donn Ring moved to approve the agenda, as presented. Katie Proteau seconded the motion. Motion carried.

MINUTES

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

BOARD PHOTOS

Group photos of the Board were postponed.

ADMINISTRATIVE REPORTS

Superintendent's Report: The Superintendent report included a handout highlighting the following:

- September 8, 2016, during the regular Port Angeles School Board meeting, the OESD 114 Regional Teacher of the Year, John Gallagher, was recognized. From the OESD, Superintendent Greg Lynch, Assistant Superintendent Susan Jung Lathrop, and Board Member Shirley Johnson attended.
- State Competition to select the State Teacher of the Year from all nine ESD Regional winners is being held in Seattle on September 19, 2016.
- September 16, 2016, OESD Superintendent, Assistant Superintendents and Executive Directors meet with our South Kitsap School District counterparts at South Kitsap to discuss OESD services and support.
- September 21, 2016, 6:00-8:00 PM, the Quilcene School Board will recognize Quilcene High School for its recent award from the National Education Policy Center as a school of opportunity. Superintendent Lynch will attend along with available OESD Board members.

Superintendent's Report (continued):

- September 23, 2016, 12:30-2:00 PM, a meeting with Senator Christine Rolfes will be held with Superintendents Greg Lynch, Dana Rosenbach (North Mason), Patty Page (North Kitsap), David McVicker (Central Kitsap) and OESD Assistant Superintendent Monica Hunsaker to discuss state finance/*McCleary*. A presentation will be provided. Other legislators will be scheduled for similar discussions. Purpose: to inform legislators around pending fiscal decisions during the next legislative session.
- September 26, 2016, 7:30-9:00 AM, a School Safety and Security Breakfast meeting will be held at the Silverdale Beach Hotel with superintendents, law enforcement, Emergency Medical Services (EMS) and mental health executives. OESD Board members are invited to attend.
- September 27, 2016, at 1:00 PM in Sequim and in Port Angeles at 4:00 PM and 7:00 PM, the WSSDA Executive Director and WSSDA Regional Representative Cindy Kelly, extended an invite to attend a Trust Lands Presentation. Superintendent Lynch plans on attending at least one meeting and Board members are invited. Board members briefly discussed these events.
- September 30, 2016, 9:00 AM-12:00 PM, Alan Burke, former WSSDA Executive Director, now consultant to the Governor, will join the Superintendents Advisory Council (SAC) meeting. The purpose of his visit is to gather information from Superintendents about *McCleary*. School District Business Managers and OESD Board members are also invited.
- October 24, 2016, 7:30-9:30 AM, the West Sound STEM Network Legislative Breakfast will be held. Josh Brown (former Kitsap County Commissioner), ED, Puget Sound Regional Council, will discuss state/ regional economy and job market outlook with STEM emphasis. A number of area legislators are attending along with other executives from the Network. The tentative location is OESD 114 and OESD Board members are invited.
- Final travel arrangements for the WSSDA and AESA conferences are underway.
- At future Board meetings, some school district related news articles from around the region will be shared on a regular basis.

AESD Executive Board Report:

- Chair Carl Johnson noted the AESD Executive Board Meeting will be held on Monday, September 19, 2016. He will attend along with Superintendent Greg Lynch and provide a report at the next Board meeting.

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

- Travel Rates (per diem) for staff were updated and provided in the Board packet. Mileage remains unchanged.
- Workers Compensation: An update on hiring a director of the Workers' Compensation Trust was provided. The OESD is potentially planning to partner with ESD 113 to provide services. Claims would be administered at ESD 113 for OESD 114
- Provided an update on safety and security guidelines in the OESD 114 facility. Visitors would be required to check-in at the front desk and staff members will wear a badge. A safety committee has been formed to discuss emergency preparedness and to work on a comprehensive safety plan.
- A Benefits Fair was held at the OESD for employees. Several vendors provided information on benefits.
- 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.
- Reviewed the structure of OESD's Teaching and Learning department and highlighted the 21st Century After School *SUCCESS Program. Erin Quinn provided a presentation on the grant-funded program (in its 4th year of a 5-year grant). Student Services staff (Erin Quinn, Alyson Rotter, and Kristin Schutte) responded to Board member questions. Kristin Schutte discussed the sustainability of the programs and grant opportunities.
- *SUCCESS = Schools Using Creative Concepts in Education for Successful Students
- Head Start and Early Learning materials and action items included in the Business section of today's agenda were reviewed.

BUSINESS

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

Resolution 255: Increase to General Expense Fund – Monica Hunsaker noted this action is needed to increase the balance of the depository bank account and does not increase expenses.

Elizabeth Drew moved to Approve Resolution 255, Increase to General Expense Fund, as presented. Cliff Huenergard seconded the motion. Motion carried.

Second Reading and Adoption of Policy 5401, Sick Leave - Sue Armstrong noted that one change was made in the last sentence since the first reading on August 18, 2016. The change includes language for acceptance of sick leave balance earned by working at a school district when moving positions to work at the OESD.

Katie Proteau moved to approve the Second Reading and Adoption of Policy 5401, Sick Leave, as presented. Donn Ring seconded the motion. Motion carried.

Second Reading and Adoption of Policy 5402, Emergency Leave – information was provided in the Board packet. In response to a question from Cliff Huenergard, Sue Armstrong noted that a timeline could be included in procedure.

Donn Ring moved to approve the Second Reading and Adoption of Policy 5402, Emergency Leave, as presented. Conrad Green seconded the motion. Motion carried.

Second Reading and Adoption of Policy 5410, Holidays – Elizabeth Drew moved to approve the Second Reading and Adoption of Policy 5410, Holidays, as presented. Katie Proteau seconded the motion. Motion carried.

Presentation and First Reading of Policy 5000, Personnel, Employee Recruitment, Employee Job Descriptions – Sue Armstrong noted that the title of the policy has also been changed to *Staff Recruitment, Selection and Assignment*. This policy now includes combined content of other 5000 series policies below (5008 and 5230) that will proposed for deletion.

Conrad Green moved to approve the Presentation and First Reading of Policy 5000, Personnel, Employee Recruitment, Employee Job Descriptions, as corrected with new title of *Staff Recruitment, Selection and Assignment*. Cliff Huenergard seconded the motion. Motion carried.

Presentation and First Reading of Policy 5310, Compensation – Sue Armstrong noted new language in the policy.

Donn Ring moved to approve the Presentation and First Reading of Policy 5310, Compensation, as presented with one change noted above. Katie Proteau seconded the motion. Motion carried.

Deletion of Policy 5008, Selection of Personnel and Deletion of Policy 5230, Assignment, Reassignment and Transfers

Conrad Green moved to approve the Deletion of Policy 5008, Selection of Personnel, and Deletion of Policy 5230, Assignment, Reassignment and Transfers as presented. Donn Ring seconded the motion. Motion carried.

Acceptance of Gift: Donation from The Suquamish Foundation of \$1040

Elizabeth Drew moved to approve the Donation from The Suquamish Foundation, as presented. Conrad Green seconded the motion. Motion carried.

VOUCHERS AND PAYROLL

Monica Hunsaker presented the vouchers and payroll. Payroll guess has been included as an estimate in the Board packet.

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 **September, 2016:**

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	08/25/16	151347-151348	\$ 210,674.50
	09/02/16	151375-151423	\$ 142,419.29
	09/15/16	151433-151488	\$ 149,702.57
	09/15/16	ACH	\$ 3,084.93
Payroll:	08/31/16	WIRE	\$ 598,472.90
	08/31/16	151349-151374	\$ 274,464.46
	08/31/16	701249-701258	\$ 5,350.19
	09/15/16	WIRE	\$ 53,090.68
	09/15/16	151424-151432	\$ 4,940.59
	09/15/16	701259-701278	\$ 14,806.77
	09/15/16	701263-701264	VOID
	09/15/16	701279-701280	\$ 2,304.87
Workers Comp:	08/19/16	403302	\$ 23,893.49
	08/26/16	403303	\$ 30,000.00
	09/02/16	403304-403305	\$ 18,005.97
	09/15/16	403306-403307	\$ 116,987.47
Unemployment: Compensated Absences:			

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

EXECUTIVE SESSION

1:00 PM - Board Chair Carl Johnson announced that the Board would recess into Executive Session for approximately 5-10 minutes – to review the performance of a public employee (pursuant to RCW 42.30.110).

1:20 PM – the Board recessed from Executive Session and took a 5-minute break.

1:25 PM – the Board returned to Regular Session.

PERSONNEL

Sue Armstrong recommended the employment of the following:

EMPLOYMENT OF STAFF

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Adazna Nathan	Tutor Mentor	TBD
Sara Faughn	Site Coordinator Assistant Head Start	8/17/16
Tisha Oliveto	Lead Teacher Advocate	9/1/16
Christy Walser	Software Support Analyst II	9/1/16
Julie Taylor	Teacher of the Visually Impaired	9/1/16

New Employees (continued):

Lani Caldwell	Assistant Teacher Head Start	9/1/16
Sandra James	Occupational Therapy Assistant	9/6/16
Yvonne Peko	Site Coordinator 21 st CCLC	9/9/16
Jennifer Milton	Site Coordinator 21 st CCLC	9/9/16
Jessica Evenson	Youth Services Professional	9/19/16

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Shivon Kadrmas	Coordinator Assistant Head Start	8/16/16
Victoria Johnson	Administrative Assistant I, STEM	8/25/16

Contract:

Renewal of Superintendent’s contract 2016 – 2019
--

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

1:28 PM - SPECIAL SESSION: 2016-2017 Future Goals and Planning

Superintendent Lynch reviewed goals and strategic planning for the future year, and Board members participated in discussion. The most recent OESD 114 strategic plan expired in 2014 and needs to be reviewed and extended into the future. The discussion included sharing of perspectives and potential opportunities. Highlights and ideas:

- Greater OESD Board presence in the region and on the Olympic Peninsula. Ideas of how this could be accomplished were shared.
- Highlights of school district related articles in the region to be collected and shared.
- Plan and schedule OESD Board member visits to School District Board meetings.
- Support the increase and quality of customer service to school districts in the region.
- Reach out beyond government agencies for support or partnerships. Outreach into private/commercial businesses. Are there any statutory restrictions?
- Support innovative ideas for increasing revenue to support programs.
- Remain open and engaged to hear ideas that could be implemented and share those ideas.
- Goal – set guidelines on how to update the strategic plan of 2009-2014 looking forward into the 21st Century.
- Goal – increase school district board member participation in voting for ESD Board members during elections.
- Potential ideas of facilitating the OESD strategic planning were discussed.
- Discussed next steps and potential study session at October 20, 2016, Board meeting.
- Superintendent ideas on the way forward: take action and provide leadership to formulate the goals, ultimately reach some measurable objectives. At a future board meeting before the end of the year, add an agenda item for facilitating a strategic planning study session. Discuss how do we inspire teachers? Set short term goals and vision of the future.
- Articulate the values, vision, and mission as the process begins. Also review strengths, weaknesses, opportunities, and threats.

2:30 PM - the Board adjourned.

Respectfully submitted,

Gregory J. Lynch
 Secretary to the Board

Carl Johnson
 Chair