ESD 112 Board of Directors’ Meeting Minutes
Tuesday, January 24, 2017
ESD 112, 2500 NE 65th Avenue, Vancouver, Washington, 98661

1. CALL TO ORDER AND ROLL CALL

The ESD 112 Board of Directors’ regular business meeting was called to order by President Trish Kellogg at 3:03 p.m. on January 24, 2017, with a quorum of seven members present.

1.1 Roll call of members present: Trish Kellogg, President; Dr. Richard Graham, Vice President; Ann Campbell; De Stickel; Marilyn Koenninger; Steve Wrightson; and Rainer Houser.

1.2 Staff present: Gavin Hottman, Assistant Superintendent Chief Business Officer; Marnie Allen, Assistant Superintendent of Human Resources and Legal Services; Mike Nerland, Assistant Superintendent of Teaching and Learning; Jodi Wall, Executive Director of Early Care and Education; Loy Dale, Assistant Superintendent of School and Agency Operations; Lori Oberheide, Assistant Superintendent of Communications and Public Engagement; Kirk Pawlowski, Director of Construction Services Group; Debbie Tschirgi, Digital Learning Services Director; Vickei Hrdina, STEM Director; Kathy Whitlock, Executive Director of Student and School Success; Jeff Boydston, Senior Insurance Adjuster – Risk Cooperative Stacia Bolger, Workers Compensation Claims Manager; Shauna Mettler, Assistant Fiscal Officer II; Jodi Wall, Executive Director of Early Care and Education; and Terri Tangalin-Piedra, Administrative Assistant to the Board of Directors.

1.3 Superintendent present: Tim Merlino

2. INTRODUCTION AND WELCOME GUESTS

2.1 Introduction and Welcome Guests

2.1.1 President Trish Kellogg introduced and welcomed Kirk Pawlowski, Director of Construction Services Group; Debbie Tschirgi, Digital Learning Services Director; Vickei Hrdina, STEM Director; Kathy Whitlock, Executive Director of Student and School Success; Jeff Boydston, Senior Insurance Adjuster – Risk Cooperative Stacia Bolger, Workers Compensation Claims Manager; and Shauna Mettler, Assistant Fiscal Officer II.

3. CONSENT AGENDA

3.1 Board Meeting Minutes

3.1.1 Board of Directors’ Business Meeting – December 13, 2016

3.2 Personnel Final Reports

3.2.1 ESA & Specialized Services: 2016-17 Supplemental Contracts
3.2.2 Student and School Success: 2016-17 Supplemental Contracts

A detailed list of employees, assignments, FTEs, and compensation has been made available to the board.
3.3 Accounts Payable
3.3.1 Amendments to the Board Minutes for Actual Expenditures – December 2016
3.3.2 ESD 112 Budget Status Reports – November/December 2016
3.3.3 ESD 112 Monthly Object Summary Reports – November/December 2016
3.3.4 ESD 112 Monthly AP Report – December 2016
3.3.5 Release of Warrants – December 2016
3.3.6 Southwest Washington Child Care Consortium (SWCCC) Budget Status Reports - November/December 2016
3.3.7 Southwest Washington Child Care Consortium (SWCCC) AP Report – December 2016
3.3.8 Release of Warrants for Southwest Washington Child Care Consortium – December 2016

Vouchers are audited and certified by the auditing officer as required by RCW 42.24.180, and those expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a listing made available to the board.

3.4 Early Head Start Fiscal Reports
3.4.1 Early Head Start Budget Status Reports – November/December 2016
3.4.2 Early Head Start Program Credit Card Transactions as of December 2016

ACTION: A motion was made by Ann Campbell, seconded by Marilyn Koenninger, to approve consent agenda items listed above.
Motion carried.

4. REPORTS AND DISCUSSION

4.1 Early Head Start Program Report: Jodi Wall, Executive Director of Early Care and Education, reviewed the monthly Early Head Start report. They still have not received notification on the Early Head Start Child Care Partnership Grant. They are working with the Office of Head Start to make sure they are adhering to the new background check and compliance standards.

4.2 Construction Services Group Cost Study: Kirk Pawlowski, Director of Construction Services Group, reviewed and provided an update on the K-12 Capital Facilities Cost Study prepared for the Washington State Office of the Superintendent of Public Instruction. The presentation was shared with the Senate Ways and Means Committee.

4.3 3-D Printer/ED Tech – STEM: Debbie Tschirgi, Digital Learning Services Director, Vickei Hrdina, STEM Director, and Kathy Whitlock, Executive Director of Student and School Success, provided an overview on 3-D printer technology and reviewed survey results regarding 3-D printer usage from 41 school districts. The STEM Program is offering a “Makerspace” workshop for students and school districts February 8 and 15 at ESD 112. The STEM Program will also be building a STEM classroom that will include a 3-D printer.

4.4 Insurance Program Report: Jeff Boydston, Senior Insurance Adjuster; Stacia Bolger, Workers Compensation Claims Manager; and Shaun Mettler, Assistant Fiscal Officer II provided an update on the Insurance Program’s successes and opportunities. They reviewed the Southwest Washington Risk Management Insurance Cooperative, Worker’s Compensation Trust, and Unemployment Pool.
4.5 **Superintendent’s Report:** Superintendent Tim Merlino briefed the Board on the following:

4.5.1 **Governor Declaration:** The Washington State Governor declared a state of emergency due to weather for 28 counties. The districts in our region are required to provide 1027 instructional hours and they are reviewing options of how they may make up snow days.

4.5.2 **Early Learning:** Mike Nerland, *Assistant Superintendent of Teaching and Learning*, and the Early Learning Team met with school districts in the Longview area to discuss offering SWCC services.

4.5.3 **State Audit:** The state auditors arrived for their annual audit. The entrance interview is tentatively scheduled to take place the first week of February.

4.5.4 **Regional Committee:** The board received an application from a candidate seeking to fill the Regional Committee District 2 position. The board will consider appointment at the February board meeting.

4.6 **Employee Recognition:** Lori Oberheide, *Assistant Superintendent of Communications and Public Engagement*, shared a presentation highlighting employees who received acknowledgements and appreciation of work accomplished. The presentation showcased the following staff members and events:

4.6.1 **GO ESD Snow Photo Gallery:** Snow photos submitted by employees featured on GoESD112 website.

4.6.2 **School of Distinction:** Recognized Mark Morris High School and Rose Valley Elementary for School of Distinction.

4.6.3 **STEM Grant Recipient:** ESD 112 received $30,000 grant from Washington STEM for the next 18 months to improve math lessons for existing science curriculum in preschool classrooms and create booklets of math activities for families and placards that will be placed in local businesses encouraging families to find and practice math in the world.

4.6.4 **Captain Strong Elementary:** The fire department visited Captain Strong Elementary in Battle Ground.

4.6.5 **Spirit of Giving:** Reviewed a thank you note from a grateful family for the gifts they received for the holiday season. ESD Connects coordinated a giving campaign where ESD employees “adopted” 15 families and provided gifts for the holiday. They also collected hats, underwear, gloves, and socks to donate to the Winter Hospitality Overflow Program.

4.6.6 **Savannah Conference:** Photos of Steve Wrightson, Darlene Stickel, Trish Kellogg, and Marnie Allen, *Assistant Superintendent for Human Resources and Legal Services*, from the AESA Annual Conference in Savannah, GA were featured.

5. **PROPOSALS FOR ACTION**

5.1 **ACTION:** A motion was made by Darlene Stickel, seconded by Marilyn Koenninger, to approve review and re-adoption of Board Policies and administrative regulations for 2017.

*Motion carried.*

5.2 **ACTION:** A motion was made by Ann Campbell, seconded by Richard Graham, to approve Board Resolution R.17.01 – In the Matter Approving Out of Endorsement Assignment for Richard Jorgusen as presented.

*Motion passed.*
5.3 ACTION: A motion was made by Ann Campbell, seconded by Richard Graham, to approve Board Resolution R.17.02 – In the Matter Approving Out of Endorsement Assignment for Allison Milhorn as presented. 
Motion passed.

5.4 ACTION: A motion was made by Ann Campbell, seconded by Richard Graham, to approve Board Resolution R.17.03 – In the Matter Approving Out of Endorsement Assignment for David Nelson as presented. 
Motion passed.

5.5 ACTION: A motion was made by Richard Graham, seconded by Marilyn Koenninger, to approve cancelling the May 23, 2017 Board of Directors’ Business Meeting and schedule a Special Board Meeting on May 24, 2017 at 3:00 p.m. at ESD 112. 
Motion passed.

6. ANNUAL BOARD REORGANIZATION

6.1 Board members were reminded to sign their ESD 112 Experience/Affiliation Statement and Annual Disclosure Statement.

6.2 Election of Officers 2017

ACTION: A motion was made by Darlene Stickel, seconded by Rainer Houser, to cast a unanimous vote for Richard Graham to serve as President of the Board of Directors. 
Motion passed.

ACTION: A motion was made by Rainer Houser, seconded by Darlene Stickel, to cast a unanimous vote for Ann Campbell to serve as Vice President of the Board of Directors. 
Motion passed.

6.3 President Richard Graham made the following appointments of Board Representatives for 2016:
6.3.1 Rainer Houser will serve as ESD 112 Representative to the AESD Executive Council.
6.3.2 Ann Campbell will serve as ESD 112 Legislative Representative.
6.3.3 Darlene Stickel will serve as ESD 112 Representative to the Early Head Start/ECEAP Policy Council.
6.3.4 Marilyn Koenninger will serve as ESD 112 Representative to the Children’s Northwest Board of Directors.

6.4 Conflict of Interest and Affiliation Declaration forms were submitted by members for 2017.

7. PUBLIC AND BOARD COMMENTS

7.1 Correspondence file reviewed by the board.

8. CALENDAR ITEMS

8.1 February 2, 2017 – Poetry Out Loud – ESD 112
8.3 February 16, 2017 – Third Year Accreditation Review – ESD 112
9. INTRODUCTIONS AND WELCOME GUESTS

Jodi Wall introduced the following Policy Council Members who joined the board meeting to participate in the Early Head Start Policy Council Meeting: Kristi Baker, CNW Executive Director; Tina Vessey, Early Learning Family Support Manager; Laura Singleton, Bilingual Secretary; Ann Miszczak, Chairperson – ECEAP; Mallory Hayford, Secretary – EHS/ECEAP; Veronica Carrillo, Voting Member – EHS; Katherine Khalifa, Alternate Member – ECEAP; Dustin Miszczak, Family Member – ECEAP; and Sharon Linn, Vancouver Housing.

10. EARLY HEAD START POLICY COUNCIL TRAINING

Jodi Wall, Tina Vessey, Early Learning Family Support Manager, and Kristi Baker, CNW Executive Director provided a comprehensive training outlining the Early Head Start (EHS) and Early Childhood Education and Assistance Program (ECEAP) Policy Council Governance, and reviewed roles and responsibilities related to EHS/ECEAP.

11. ADJOURNMENT

11.1 Adjournment at 6:58 p.m.

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Dr. Richard Graham, President       Tim Merlino, Superintendent
ESD 112 Board of Directors             Educational Service District 112