

MINUTES  
BOARD OF DIRECTORS  
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114  
April 20, 2015

REGULAR SESSION CALL TO ORDER

Chair Donn Ring called the meeting to order at 12:15 PM at the Olympic Educational Service District Board Room, 105 National Avenue North, Bremerton, WA 98312.

ROLL CALL OF MEMBERS AND GUESTS

Donn Ring, Chair

Katie Proteau, Vice Chair

Karen Sorger

Elizabeth Drew

Carl Johnson, Excused

Shirley Johnson

OESD Region 4, Vacant

Greg Lynch, Superintendent

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

Stephanie Parker, Assistant Superintendent for Teaching and Learning

Tina Schulz, Executive Assistant

PLEDGE OF ALLEGIANCE

Chair Donn Ring led the Pledge of Allegiance.

MINUTES

Karen Sorger moved to approve the minutes of the March 19, 2015, meeting with one correction to duplicate Pledge of Allegiance. Shirley Johnson seconded the motion. Motion carried.

REPORTS

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

- Audit Exit conference was held at 11:00 AM today. No findings were reported and he commended the OESD Business Office, Carol Kovarnik, Mary Cook and all staff who contributed to a clean audit.
- The first OESD Employee Recognition event will be held at 3:30-4:45 PM on May 29, 2015. Years of Service Awards and Retirement recognitions will be the highlight of the event.
- A potential Board candidate for OESD Region 4 could be interviewed at the May Board meeting. The May 21, 2015, meeting will begin at 10:00 AM to allow time for interviews and an executive session to discuss the candidate qualifications. In addition the executive session will include a superintendent evaluation.
- The annual WASA Awards Dinner is on Monday, April 27, 2015, 6:00 PM. Approximately 70 attendees thus far.
- The OESD Human Resources Director position has been posted.
- Superintendent changes in the OESD region for school year 2015-2016: Rick Thompson will be the new Chimacum School District Superintendent and Sequim School District will have a new superintendent as Kelly Shea moves to the East Valley School District in Spokane.
- Board members are invited on June 3<sup>rd</sup> 10:00-1:00, to a School Safety & Security Training held at the OESD featuring Mary Schoenfeldt from the Department of Emergency Management in Everett. She provided support to Marysville Pilchuck High School after the tragic school shooting last fall. The training's focus is on mental health and recovery after such an event.
- On July 1, 2015, the Department of Early Learning will be part of the Teaching and Learning Department instead of the Business and Finance Department. An announcement went out to all staff. The department will be transitioning over the summer.
- On June 22, 2015, at 8:30 AM -12:30 PM the Olympic STEM Pathways Partnership kickoff event will be held at the Galaxy Theatre in Gig Harbor. Forty teachers in the region will be receiving math science grant funds.

Others invited to the event: State Superintendent of Public Instruction Randy Dorn, State Senators Maria Cantwell and Patty Murray, and other STEM supporters.

- “What is an ESD” document was shared during the Board meeting to highlight information Board members can share about the work of ESDs in Washington.
- South Kitsap School District was approved as a separate data center, resulting in \$200,000 revenue reduction at the OESD Data Center. The OESD will be decreasing staffing through attrition.
- The OESD trifold listing services offered to districts was discussed. A joint letter to the superintendents signed by Board Chair Donn Ring and Superintendent Greg Lynch will be prepared in the coming months to highlight the OESD 114 services to districts.
- A Washington Education Association strike was noted as potentially planned to begin as soon as Wednesday, April 22. Educators are planning rolling strikes in protest of the Legislature’s decisions regarding class size and compensation.

**SPECIAL RECOGNITION:** Superintendent Lynch and the Board welcomed retiring employee Alf Anderson, who has worked as a custodian for approximately eight years at the OESD after working for Bremerton School District for thirty years. His expertise on Hamm Radio service at Bremerton School District was discussed. Mr. Anderson talked about his work, which concludes 50 years of service to the school systems. His last day at the OESD will be April 24, 2015. Board members and Superintendent Lynch expressed appreciation for Mr. Anderson’s service.

**Financial, Technology, Instructional Resources, and Early Childhood:** Assistant Superintendent Carol Kovarnik shared the following:

- OESD closed out the bond refinance transaction on April 16.
- The year-end fund balance was projected.
- Some upcoming changes of superintendents and business managers in the region were noted: Monica Hunsaker will join the OESD as the Assistant Superintendent Finance & Support (coming from Central Kitsap), Paula Bailey will join Central Kitsap School District at the Executive Director of Business and Operations (coming from North Kitsap), and there will be an opening at North Kitsap. The Manager of Fiscal Services at Port Townsend, Sara Bonneville, will be moving to Seattle School District.
- At the April 24, 2015, Superintendents’ Advisory Council meeting, a reduction in workers comp rates will be presented for approval. There is a strong fund balance with good claims experience causing a base rate reduction of 20 percent.
- Two student support analyst positions have been eliminated by attrition in the OESD Data Service Center.
- To respond to technology needs at OESD school districts, Network Services trainings have been conducted by Carl Miller and Erik Johnson.

**Teaching and Learning Services:** Assistant Superintendent Stephanie Parker shared the following:

- Updated the Teaching & Learning initiatives and opportunities for the Teaching and Learning Division, and opportunities specific to the Teacher/Principal Evaluation Project (TPEP).
- In preparation for next year, TPEP work ahead includes a state plan for professional learning opportunities.
- Student support services staff are shifting time toward work on the School Safety and Security Cooperative. Administrators are re-balancing programs. Jeff Allen will oversee the Pathways to Success Program.
- In the Special Services Department, fee structures for next year are under review.
- Currently, all other initiatives and programs are meeting requirements and outstanding service is being provided.
- STEM and MSP grants were discussed.
- The recent tour of Naval Base Kitsap at the AESD Conference and its relevance to STEM education was noted.
- Math, Science and English Language Arts programs have had success with attracting teachers and administrators to the quality trainings. Teams from each district have been able to return to their districts and provide information and trainings.
- Commended the great work of the Teaching and Learning staff.

1:04 PM - the Board took a 10-minute break to visit the Regional Literacy Team meeting in OESD Conference Rooms 203 and 204.

1:14 PM the Board re-convened and called the meeting back to order.

**BUSINESS**

**Debrief 2015 AESD Conference:**

- Board members discussed the conference which was held on April 16-18, 2015, hosted by OESD 114 at the Suquamish Clearwater Resort.
- Discussed a post-conference evaluation to collect feedback from the attendees.
- The New Board Orientation was beneficial.
- Business and T&L meetings were held the day prior to the conference at the same location.
- All presentations were well received and attendees were fully engaged.
- Thank you notes will be mailed out to hotel staff, superintendents, school districts that provided student entertainment, vendors/sponsors, speakers, OESD staff, and to the military for providing tours.
- Greg commended the Board for its guidance during the conference planning and implementation.
- ESD 105 was also commended for their work to promote next year’s conference.
- The topic of “diversity” was well received and well represented by the conference content.

**2015-2016 AESD Interlocal Agreement:** Superintendent Lynch noted a copy of the current interlocal agreement for the AESD (signed in 2004), included in the board packet. The ESD Superintendents are currently reviewing the agreement and drafting a new interlocal agreement that will refresh the document. The anticipated date for the new agreement will be potentially in August or September 2015. Katie Proteau discussed the history and importance of the agreement.

**2015-2016 Staffing:** Superintendent Lynch recommended that the Board authorize the Superintendent to implement a reduction in force in any or all of the impacted programs as deemed necessary. Katie Proteau moved to authorize the Superintendent to implement a reduction in force in any or all of the impacted programs as deemed necessary. Karen Sorger seconded the motion. Motion carried.

**Acceptance of Gift: Jeffrey C. Rademaker donation to the KATS Program.**

Superintendent Lynch shared that a donation has been made to the Kitsap Alternative Transition School of \$100 from **Jeffrey C. Rademaker**. Superintendent Lynch recommended acceptance of the \$100 donation from **Jeffrey C. Rademaker**. Karen Sorger moved to accept the donation. Shirley Johnson seconded the motion. Motion carried.

**Early Head Start Grant Application Approval – Startup Funding:**

Superintendent Lynch recommended that the Board approve the Early Head Start grant application as required by Policy 5110 and Policy 5130. Elizabeth Drew moved to approve the Early Head Start Grant Application. Katie Proteau seconded the motion. Motion carried.

**PERSONNEL**

Superintendent Lynch recommended the employment of the following:

**New Employees:**

None at this time

**Resignations:**

<b><u>Employee</u></b>	<b><u>Position</u></b>	<b><u>Date</u></b>
Alf Anderson	Custodian	4/24/15
Eric Blossey	Student Services Support Analyst I	4/24/15

**Promotions/Reclassifications/Lateral Moves/Terminations:**

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Elizabeth Michaelson	From: Fiscal Support Analyst I To: Fiscal Support Analyst II	5/1/15

Karen Sorger moved to accept the employment, resignations, and reduction in force, as presented. Shirley Johnson seconded the motion. Motion carried.

**BUDGET, VOUCHERS AND PAYROLL**

Carol Kovarnik presented the budget status, vouchers, and payroll. She reviewed the fund balances included 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 **20th** day of **APRIL, 2015**:

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
General:	04/03/15	ACH	\$ 687.01
	04/03/15	148454-148494	\$ 85,966.92
	04/17/15	148495-148549	\$ 249,809.51
	04/17/15	ACH	\$ 34,435.07
Payroll:	03/31/15	WIRE	\$ 589,034.86
	03/31/15	148427-148453	\$ 276,442.55
	03/31/15	700841-700851	\$ 2,652.92
	04/15/15	WIRE	\$ 34,354.25
	04/15/15	148550-148555	\$ 1,005.01
	04/15/15	700852-700866	\$ 4,862.00
Workers Comp:	03/27/15	403097	\$ 9,000.00
	04/03/15	403098	\$ 16,000.00
	04/10/15	403099	\$ 24,000.00
	04/17/15	403100-403107	\$ 77,795.48
Unemployment: Compensated	04/03/15	200292	\$ 14,681.48
Absences:	04/03/15	600029	\$ 28,546.19

Karen Sorger moved to approve the budget status, vouchers, and payroll as presented. Shirley Johnson seconded the motion. Motion carried.

2:01 PM - Chair Donn Ring adjourned the Regular Session.

Respectfully submitted,

Gregory J. Lynch  
 Secretary to the Board

Donn Ring  
 Chair