

MINUTES  
BOARD OF DIRECTORS  
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114  
North Olympic Peninsula Skills Center – Haller Room  
905 West 9th Street  
Port Angeles, WA 98363

Thursday, August 21, 2014  
12:00 PM

**Recognition - Board Member Resignation:** In May 2014, Board Chair Jay Garrett resigned from the OESD Board and in his honor, a special thank you and recognition was planned for today's meeting in Port Angeles. The Board thanked Jay for his service and held a short celebration by sharing words of appreciation. Jay and Mary Garrett were both in attendance. Jay thanked the Board and extended best wishes in future endeavors.

CALL TO ORDER

Chair Karen Sorger called the meeting to order at 12:40 PM at the North Olympic Peninsula Skills Center – Haller Room, 905 West 9th Street, Port Angeles, WA 98363.

ROLL CALL OF MEMBERS AND GUESTS

Karen Sorger, Chair  
Katie Proteau, Vice Chair  
Elizabeth Drew (excused)  
Carl Johnson  
Jean Wasson  
Donn Ring  
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

GUESTS

Jay Garrett, former Board Chair  
Mary Garrett

MINUTES

Donn Ring moved to approve the minutes of the **June 30, 2014**, regular meeting. Carl Johnson seconded the motion. Motion carried.

Katie Proteau moved to approve the minutes of the **July 7, 2014**, special meeting. Carl Johnson seconded the motion. Motion carried.

REPORTS

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

- Delivered an information guide for Board members, including conference calendars for the year.
- Discussed efficiency with supplies and preparation of board packets, noting the importance of evaluating current practices and reviewing for future potential adjustments to the process.
- Reviewed progress of the big kickoff event of the Safety and Security Cooperative at the OESD on October 20, 2014. First responders in Kitsap, Clallum and Jefferson Counties plus all school district superintendents and school boards will be invited via joint letter from OESD Board Chair Karen Sorger and Superintendent Lynch. The purpose of the Cooperative is to discuss concerns and issues of safety and security in Region 114. ESD 105 has successfully created a safety and security partnership with agencies in Yakima County, and our kickoff event will feature speakers from ESD 105 and Yakima County. Some school districts in the OESD region have not yet joined the Cooperative, but all school districts are invited to attend the kickoff at 10:00 AM – 1:30 PM on October 20, 2014 at the OESD building. Superintendent Lynch will send more details to the OESD Board as the events develop.

- The Association of Educational Service Districts (AESD) Annual Conference will be hosted by the OESD in April 2015. Planning is underway and more information will be provided at the September board meeting.
- Open Public Meetings Act (OPMA) training is a requirement for the Board and training must be on record. OPMA training will be an agenda item at the September 2014 OESD Board meeting.
- OESD Board members are invited to attend the next Interstate Military Compact meeting (MIC3), which will be held on September 17, 2014, 10:00 AM at the OESD Board Room. Discussion will be about preparation for the legislative session and preparing the legislative report. Legislators will be in attendance.

Chair Karen Sorger proposed to amend today's meeting agenda and include the Oath of Office if the Board decides to appoint the candidate who is interviewing for the vacated position of District 7 today. Carl Johnson moved to approve the amendment to the agenda. Jean Wasson seconded the motion. Board vote was unanimous in favor. Motion passed.

The Board held discussion about the options, considerations and representation of all districts in the Olympic region with regard to Board member composition.

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

- North Mason School District has hired a new business manager with a great amount of experience including recent work with the Department of Social and Health Services.
- The OESD Business office is actively completing the year-end processes, which are busy with budgets and payroll.
- Head Start enrollment is included in the Board packet.
- The Head Start grant application of \$3.4 million has been funded, and at the Board's next meeting in September, the Early Head Start application of \$762,000 to serve 52 infants and toddlers will be presented for approval.
- The Head Start outcomes report is included in the Board packet. Class average goals were exceeded and the OESD has received a positive response from kindergarten teachers.
- North Kitsap School District has hired a fiscal support analyst from the OESD, which presents an opening at the OESD.
- Fiscal Support Analysts at the OESD have expressed appreciation for the recent job reclassification on the salary schedule.
- OESD analysts have been assisting Quillayute Valley School District to convert to a new fiscal system and will soon be converting North Kitsap to a new fiscal system.
- Data and Technology Services Director Erik Johnson recently met with Suquamish Tribal Education Department leaders, who have contracted with OESD for data processing and instructional resources.
- The summer teen-parent program was briefly discussed
- The following Head Start reports were distributed: **Reports for July and August:** Head Start/ECEAP/Early Head Start Overview, Enrollment Overview, Attendance Report, Policy Council Budget, Policy Council Minutes, BMO Credit Card Report, and CACFP Counts. Also for August, the OESD 114 Head Start, Early Head Start & Early Childhood Education & Assistance Program: Assessment and Child Outcomes Report 2013-2014 was presented.

**Instructional & Support Services:** Assistant Superintendent Stephanie Parker shared the following:

- A draft of services was provided to the Board in their packets
- As Stephanie Parker's position shifts into a larger percentage of work with Washington State Teacher/Principal Evaluation Project (TPEP) and the regional TPEP, the OESD has been reorganizing the Teaching and Learning division. The OESD has welcomed two directors who will be filling specific roles: Instructional Services Director Sandra Gessner-Crabtree, and Professional Learning & Assessment Director/Teaching & Learning Karen Borders.
- Seven schools in the region have been categorized into the Adequate Yearly Progress (AYP) status for needing improvement. More information is yet to come and the OESD will provide services to those schools.

Chairperson Karen Sorger commended Stephanie Parker's work and excused her from the remainder of the meeting.

**BUSINESS**

**Head Start/ECEAP Procedures and Planning Schedule Approval:** Assistant Superintendent Carol Kovarnik presented the Head Start/ECEAP Procedures and Planning Schedule for approval. Superintendent Lynch recommended that the Board approve the Head Start /ECEAP Procedures and Planning Schedule as required by Policy 5110. Carl Johnson moved to approve the Head Start /ECEAP Procedures and Planning Schedule, as presented. Katie Proteau seconded the motion. Motion carried.

**2014-2015 Health Benefits:** Superintendent Lynch recommended Board approval of the proposed 2014-2015 Health Benefits. Assistant Superintendent Carol Kovarnik presented the information, noting that each year the employer contribution requires Board approval, noting that the approval also includes the amount to be paid to the Healthcare Authority. \$768 per employee is the amount budgeted for 2014-2015. Jean Wasson moved to approve the 2014-2015 Health Benefits, as presented. Carl Johnson seconded the motion. Motion carried.

**BUDGET, VOUCHERS AND PAYROLL**

Carol Kovarnik presented the budget status, vouchers, and payroll. Donn Ring moved to approve the budget status, vouchers, and payroll as presented. Katie Proteau seconded the motion. Motion carried.

**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  
**21st day of AUGUST, 2014:**

<b>FUND</b>	<b>DATE PAID</b>	<b>WARRANT #'S</b>	<b>AMOUNT</b>
General:	07/03/14	ACH	\$ 897.01
	07/03/14	146854-146928	\$ 86,447.47
General:	07/11/14	146935	REISSUE-0.00
(continued)	07/18/14	ACH	\$ 19,311.75
	07/18/14	146936-147027	\$ 285,405.26
	08/01/14	ACH	\$ 1,098.00
	08/01/14	147055-147129	\$ 38,291.74
	08/08/14	147130	REISSUE-0.00
	08/13/14	147137	REISSUE-0.00
	08/22/14	ACH	\$ 10,779.57
	08/22/14	147138-147208	\$ 207,892.71
Payroll:	06/30/14	WIRE TRANSFER	\$ 555,990.35
	06/30/14	146827-146853	\$ 256,551.80
	06/30/14	700719-700727	\$ 2,927.02
	07/08/14	700728	REISSUE-0.00
	07/15/14	WIRE TRANSFER	\$ 11,535.47
	07/15/14	146929-146934	\$ 1,052.71
	07/15/14	700729-700738	\$ 2,414.90
	07/31/14	WIRE TRANSFER	\$ 573,449.06

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	07/31/14	147028-147054	\$ 259,449.69
	07/31/14	700739	\$ 1,047.80
	08/15/14	WIRE TRANSFER	\$ 21,074.29
	08/15/14	147131-147136	\$ 1,102.12
	08/15/14	700740-700753	\$ 8,628.78
Workers Comp:	06/27/14	402991	\$ 7,000.00
	07/03/14	402992	\$ 15,000.00
	07/11/14	402993	\$ 18,000.00
	07/18/14	402994-403001	\$ 65,256.89
	07/18/14	403002	\$ 12,000.00
	07/25/14	403003	\$ 11,000.00
	08/01/14	403004	\$ 15,000.00
	08/08/14	403005-403006	\$ 270,479.08
	08/15/14	403007	\$ 47,000.00
	08/22/14	403008-403014	\$ 82,706.95
Unemployment:	07/18/14	200278	\$ 760.33
	08/01/14	200279	\$ 7,340.75
	08/22/14	200280-200281	\$ 42,139.27
Compensated Absences:	07/18/14	600022	\$ 85,568.63
	08/01/14	600023	\$ 300.00

At 1:12 PM Carol Kovarnik was excused from the meeting. Chairperson Karen Sorger announced that the Board would take a short recess for ten minutes beginning at 1:15 PM after discussing board interview questions.

The Board resumed the Regular Session at 1:25 PM.

OESD BOARD OF DIRECTORS DISTRICT 7 CANDIDATE INTERVIEWS

Board members briefly discussed interview questions. Chairperson Karen Sorger introduced candidate Shirley Johnson and welcomed her to the interview. In response to several questions from the Board, Ms. Johnson shared her background of serving on a school board and talked about her experiences in the Clallum Bay and Neah Bay areas, noting her work with the Makah Tribe and recognizing growth in the area throughout the years. Ms. Johnson noted that her father also served on a school board and she discussed the importance of students having a goal to reach. Additional experience she noted included serving on two small-school committees with the Washington State School Directors' Association (WSSDA) and serving on a

caucus with the National School Board Association (NSBA). She noted that Neah Bay has currently achieved a nearly one-hundred percent graduation rate due to local leadership and parental support. She also talked about the cultural and technological impacts in the region, including loss of native language, cultural experiences and history of education in the area. In response to questions from each Board member, Ms. Johnson indicated high interest in the mission of the OESD. Roles on the Board, fairness, equity and excellence in schools were also interview topics. Meeting basic education costs was discussed as a priority for public education.

Ms. Johnson noted her skills and experiences working toward consensus as a Board member and added that she is willing to share thoughts openly and to look at both sides of an issue before making a decision. She provided an example of working through a difficult situation by facing it and resolving it through mediation. When asked, Ms. Johnson noted that she is quite comfortable advocating for schools with legislators and that she looks forward to the challenges of serving on the OESD board. Chairperson Karen Sorger asked and it was agreeable to Ms. Johnson to wait while the Board recesses into Executive Session.

**EXECUTIVE SESSION:** At 2:02 PM Chairperson Karen Sorger adjourned the Regular Session and moved into Executive Session to discuss the candidate qualifications. The Executive Session is expected to last approximately five minutes.

At 2:07 PM Chairperson Karen Sorger adjourned the Executive Session and returned to the Regular Session.

**OESD BOARD OF DIRECTORS DISTRICT 7 NOMINATIONS AND VOTING**

Carl Johnson nominated Shirley Johnson as the OESD Board Director District 7. Donn Ring seconded the nomination. Board Members Voted: Five members voted in favor, none opposed. Motion Carried

**OATH OF OFFICE**

Superintendent Greg Lynch administered the Oath of Office to Shirley Johnson as the OESD Board Director District 7.

Board members each shared a little about themselves to get acquainted.

**EXECUTIVE SESSION:** At 2:19 PM Chairperson Karen Sorger adjourned the Regular Session and moved into Executive Session to discuss the performance of an individual public employee. The Executive Session is expected to last approximately 10 minutes.

At 2:31 PM Chairperson Karen Sorger adjourned the Executive Session and returned to the Regular Session.

**PERSONNEL**

Superintendent Lynch recommended the employment of the following:

**New Employees:**

Jamie Morris	Academic Coach, Summer Staff	7/7/14
Miriam Ransom	Academic Coach Summer Staff	7/7/14
Steven Allen	Academic Coach Summer Staff	7/7/14
Gretchen Dru	Academic Coach Summer Staff	7/7/14
Makinzi Bass	Tutor Mentor	7/7/14
Mary Osborn	Academic Coach Assistant	7/21/14

**Resignations:**

Daniel Aksdal	Maintenance/Custodian	7/21/14
Avalon Chinn	Tutor Mentor	8/5/14
Makinzi Bass	Tutor Mentor	8/7/14
Christy Walser	Fiscal support Analyst II	8/15/14
Heather Tonder	Speech & Language Pathologist	8/31/14

**Contract:** Renewal of Superintendent's contract 2014 – 2017.

**Retirement:**

None at this time.

**Promotions/Lateral Moves/Terminations:**

None at this time.

**Reduction In Force:**

None at this time.

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Carl Johnson moved to accept the employments and resignations as presented. Katie Proteau seconded the motion. Motion carried.

Chairperson Karen Sorger adjourned the meeting at 2:36 PM.

Chairperson of the Board\_\_\_\_\_

Secretary to the Board\_\_\_\_\_