

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
February 19, 2015

CALL TO ORDER

Chair Donn Ring called the meeting to order at 12:30 PM at the Olympic Educational Service District Board Room, 105 National Avenue North, Bremerton, WA 98312, and led the Pledge of Allegiance.

ROLL CALL OF MEMBERS AND GUESTS

Donn Ring, Chair
Katie Proteau, Vice Chair
Karen Sorger, Excused
Elizabeth Drew
Carl Johnson
Jean Wasson, Absent
Shirley Johnson
Greg Lynch, Superintendent
Carol Kovarnik, Assistant Superintendent for Financial, Technology, Instructional Resources, and Early Childhood
Stephanie Parker, Assistant Superintendent for Teaching and Learning
Jon Gores, D.A. Davidson & Co.
Tina Schulz, Executive Assistant

PLEDGE OF ALLEGIANCE

Chair Donn Ring led the Pledge of Allegiance.

MINUTES

Carl Johnson moved to approve the minutes of the January 15, 2015, meeting. Katie Proteau seconded the motion. Motion carried.

REPORTS

Superintendent's Report: Superintendent Lynch shared the following:

- The search for applicants for the OESD Assistant Superintendent, Business and Finance is nearing the final stages. Applicant screening begins on February 23, 2015, interviews are scheduled for March 2, 2015.
- Senate Bill 5252 and House Bill 1974 (Creating a pilot program to implement regional school safety and security centers.) unanimously passed without resistance. If the Bill passes, the OESD could receive potentially \$330 thousand biennially to start effort in the region. Currently, the School Safety and Security Cooperative at OESD 14 is fee-for-service. The current Cooperative has two more regional meetings scheduled this year: one regarding infrastructure assessment and the second addresses behavioral mental health issues and best preparing for traumatic incidents. ESDs included in the pilot program would be: 101, 105, 114, and 189.
- On Wednesday, February 18, 2015, Quilcene Elementary and Quilcene High Schools were presented with the 2014 Schools of Distinction award by Superintendent Lynch and Donn Ring at a Quilcene School Board meeting.
- Superintendent Lynch will visit the Port Angeles School Board at its study session regarding the Juvenile Detention Center on February 26, 2015. The deadline for schools to decide whether or not they will participate in the program is March 1, 2015.
- Bremerton High School was recently recognized by the Office of the Superintendent of Public Instruction (OSPI) for the Career Guidance Award of Excellence.
- OESD Business Office staff member Cindy McClung passed away in early February and she will be sorely missed.
- Twenty five to thirty school district superintendent openings are anticipated across the state. There is potential of changes in the OESD region this next year.
- The WASA/WSSDA/WASBO Legislative Conference is coming on March 1-2, 2015. Katie Proteau and Donn Ring will be attending with Superintendent Lynch.

- The annual Audit Entrance Conference was held today. Superintendent Lynch and Board Chair Donn Ring attended.
- On Monday, February 9, 2015, Superintendent Lynch and Student Services Director Kristin Schutte presented and update about the 1/10th of 1% Grant to the Kitsap County Board of Commissioners.
- The AESD Conference is approaching on April 16-18, 2015. Board member plans for attending are requested so that hotel and registrations can be arranged. In addition, ideas for the Board dinner on Thursday, April 16 were discussed with plans to invite keynote speaker Father Michael Oleksa to join board members for dinner.

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

- School district election information for levies and bonds that passed or did not pass was provided. Bonds require a 60% yes vote.
- State auditors have arrived at the OESD and will be looking closely at the after school program (federal) and also the Head Start (federal grant) program.
- Currently the OESD is discussing the potential of refunding OESD bonds.
- Knowledge Bowl results were presented.
- The 42nd Annual High School Art Show is on display through March 4, 2015. Central Washington University is offering scholarships to selected students participating in the show.
- The OESD has received over \$900 thousand for the Early Childhood Education and Assistance Program (ECEAP).
- A letter waiving the matching dollars requirement on the ECEAP grant may need board approval at a future meeting.

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

- Distributed a handout which listed the Teaching & Learning initiatives and opportunities for the Teaching and Learning Division, and opportunities specific to the Teacher/Principal Evaluation Project (TPEP).
- Highlighted an opportunity to hear Sandra Alberti on February 26, 2015, at the Kitsap Conference Center in Bremerton. She is an expert on the Common Core standards. On the morning of February 26, 2015, Dr. Alberti will be working at the OESD with schools that are in improvement status.
- The OESD has been conditionally awarded a grant in the amount of \$965,374 (2015-2018) through The Mathematics and Science Partnership Program (MSP), through the Office of the Superintendent of Public Instruction, which supports the improvement of mathematics and science instruction and learning through partnerships between school districts, institutions of higher learning, ESDs and educational organizations. Dr. Karen Borders was instrumental in the collaborative grant proposal for West Sound STEM called “OLYMPIC STEM PATHWAYS PARTNERSHIP.” Superintendent Lynch commended Dr. Karen Borders for her partnership with the West Sound STEM.
- The Teacher and Principal Evaluation Project (TPEP) is in its first year of full implementation and the project is moving along well within the region.
- Superintendent Lynch noted that there is no funding stream or plan beyond the third year of TPEP, commending Stephanie Parker for her coordination of conversations to address where the project will be headed in five years. He also discussed the need for sustainment dollars to continue implementation of TPEP longer term.

BUSINESS

D.A. Davidson & Co. - Potential savings from refunding of Olympic ESD 114 bonds and the current bond market: Senior Vice President Jon Gores discussed options of potentially refunding the 2005 bond. He handed out information for the Board and discussed the global economy and interest rates. The earliest opportunity for the OESD to refinance current bonds is December 1, 2015. With low interest rates, the federal government will allow refinancing early. He discussed advantages and disadvantages of private placement bonds along with the options for locking in a better rate potentially in time for the OESD Board meeting in March. The vendor would require a deed of trust and future borrowing plans must be considered. Potentially, at its next meeting, the OESD Board would consider adopting a bond sale resolution so that the current bonds can be refinanced and the OESD could recognize a savings. Carol Kovarnik discussed the pros and cons of considering the transactions, noting the importance of reviewing any restrictions for construction or building expansion in the future as the

OESD needs change. Superintendent Lynch stated that at this time next year, more information about OESD growth will be ready for review. He thanked Jon Gores for his work with the OESD. Board members concurred that when the bond rate savings reaches 4% or higher, the OESD could pursue a hold on the rate for refinancing. A resolution could be ready at the next Board meeting for the Board to consider. This refinancing process can only be done one time between now and December 2015.

1:27 PM – Chair Donn Ring announced that the Board will take a five minute break.

1:32 PM – The Board resumed the Regular Session.

Policy 5110 Head Start Program Monitoring - Policy Council By-Laws which include the composition of the Policy Council: Carol Kovarnik presented the information included in the Board packet for approval. Only change is to the section about home visiting. Shirley Johnson inquired about the procedures for the policy.

Katie Proteau moved to approve the **Policy 5110 Head Start Program Monitoring - Policy Council By-Laws which include the composition of the Policy Council**, as presented. Elizabeth Drew seconded the motion. Motion carried.

First Reading of OESD Board Policy 3320: Hours of Work and Overtime: Carol Kovarnik noted that staff break time indicated in policy be in alignment with the legal requirement of 10-15 minutes.

Carl Johnson moved to approve the **First Reading of OESD Board Policy 3320: Hours of Work and Overtime**, as presented. Katie Proteau seconded the motion. Motion carried.

School District Levy Congratulation Letters: Superintendent Lynch noted that letters would be sent to districts congratulating them on successful measures.

2015 AESD Conference Update: Superintendent Lynch handed out a draft conference agenda, menus and an updated sponsor chart for the board’s review. He discussed a recent visit to the conference site and reviewed the agenda details and sessions offered.

PERSONNEL

Superintendent Lynch recommended the employment of the following:

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Luke Fletcher	Institutional Education Teacher	1/16/15
Patricia Moore	ELA Coordinator	1/21/15
Mindy Brown	Family Health Home Visitor	1/27/15
Paige Junkin	Academic Coach Assistant	2/2/15
Natalia Mayes	Assistant Director Head Start	2/2/15
Paige Mac Ewan	Tutor Mentor	2/2/15

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Mary Osborn	Academic Coach Assistant	1/22/15

Promotions/Reclassifications/Lateral Moves/Terminations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Marlaina Simmons	From: Regional Coalition Coordinator Assistant To: Regional Coalition Program Manager I	2/1/15

Family & Medical Leave:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Cheryl Thompson	Student Assistance Professional	1/15/15

Reduction In Force:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Shawnee Hathaway-Ochs	High Risk Youth Educational Professional	2/1/15
Michelle Conway	Institutional Educational Specialist	2/1/15

Katie Proteau 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.

Elizabeth Drew moved to approve the budget status, vouchers, and payroll as presented. Carl Johnson seconded the motion. Motion carried.

Board members discussed postponing the study session to the next meeting. Board members also discussed any potential filing requirements with the Public Disclosure Commission. ESD Board members are not required to file a Form F-1 because they are not publicly elected.

2:15 PM - Chair Donn Ring adjourned the Regular Session.

STUDY SESSION: the session to review OESD 114 Goals for School Year 2014-2015 was postponed to March 19, 2015 at 12:00 PM prior to the regular session.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Donn Ring
Chair