

MINUTES  
BOARD OF DIRECTORS  
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114  
January 15, 2015

CALL TO ORDER

Vice Chair Katie Proteau called the meeting to order at 12:32 PM at the Olympic Educational Service District Board Room, 105 National Avenue North, Bremerton, WA 98312.

ROLL CALL OF MEMBERS AND GUESTS

Karen Sorger, Excused

Katie Proteau, Vice Chair

Donn Ring

Elizabeth Drew

Carl Johnson

Jean Wasson, arrived at 1:05 PM

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

Jeff Allen, High Risk Youth Program Director

Tina Schulz, Executive Assistant

PLEDGE OF ALLEGIANCE

Vice Chair Katie Proteau led the Pledge of Allegiance.

MINUTES

Carl Johnson moved to approve the minutes of the November 17, 2014 meeting. Shirley Johnson seconded the motion. Motion carried.

Annual Reorganization/Election of Officers: Superintendent Lynch initiated the process to reorganize the Board according to Board Policy 1080. Katie Proteau called for nominations. Carl Johnson moved to nominate Donn Ring as Chair and Shirley Johnson moved to nominate Katie Proteau as Chair. Katie Proteau respectfully declined the nomination as Chair. Shirley Johnson seconded the motion for Donn Ring as Chair. Motion carried. Donn Ring moved to nominate Katie Proteau as Vice Chair. Shirley Johnson seconded the motion. Motion carried. Carl Johnson moved to nominate Elizabeth Drew as the Legislative Representative, and Shirley Johnson seconded the motion. Motion carried. Donn Ring moved to nominate Carl Johnson to the AESD Executive Committee and Washington State ESD Coordinating Board. Shirley Johnson seconded the motion. Motion carried.

- Chairperson: Donn Ring
- Vice Chair: Katie Proteau
- Legislative Representative: Elizabeth Drew
- AESD Executive Committee and Washington State ESD Coordinating Board: Carl Johnson

REPORTS

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

- Board Directors Shirley Johnson (Cape Flattery on Tuesday, December 16, 2014) and Elizabeth Drew (South Kitsap on Tuesday, January 6, 2015) attended recognition ceremonies presenting Schools of Distinction Awards with Superintendent Lynch.
- The Washington Education Association (WEA) supports WA Initiative 1351 on class size and has asked locals to engage school boards around this initiative.
- Invited Board members to the School Safety and Security Cooperative GAP Training on January 27, 2015, at 8:00 AM in Port Angeles and at 3:00 PM at the Bremerton OESD.

- Superintendent Lynch has been invited to meet with the Navy Region NW Commander Ruth on February 12, 2015, along with other area superintendents.
- Superintendent Lynch will meet with Senator Hobbs on January 29, 2015, to discuss state funding of regional safety centers for the 9 ESD regions in the state. Districts are currently paying fees to be part of the Cooperative.
- Jon Gores of D.A. Davidson & Co. will present information on the current OESD bond at the next OESD Board meeting in February.
- On *Blue Friday*, January 16, 2015, at 11:45 AM, OESD staff members will gather for a Seahawks momentum photo. All Board members are welcome.
- Friday, May 29, 2015, at 3:30-4:45 PM -- save the date for the first OESD staff Years of Service and Retirement Celebration.
- New flags of the United States and Washington State adorn the front entrance to the OESD and also inside the Board room. Also – the new Board room photos are underway and will soon be arranged at the building entrance.
- The WASA/WSSDA/WASBO Legislative Conference will be held March 1-2, 2015. Board members were provided information about registration and room reservations.
- The annual WASA Awards Dinner is scheduled for Monday, April 27, 2015, 6:00-9:00 PM, at the Suquamish Clearwater Resort hotel. Board members are invited to attend.
- AESD Conference planning: Sponsors have pledged \$6,950. OESD staff is working on the final details of guest speakers from the U.S. Navy in addition to a local tour at Bangor base. For the base tour, security clearance and a transportation plan will be required. An Accreditation panel is underway during the conference on Friday, April 17, and New Board Member Orientation will also be part of the conference. Board members were provided with information about hotel reservations and registration for the AESD Conference.
- The Military Interstate Children's Compact Commission (MIC3) legislative report has been submitted.
- CKSD Crisis Management Support: Superintendent Lynch lent credit to Student Services Director Kristin Schutte and Student Services Coordinator Michelle Dower for their incredible work and support at schools in the region after a tragic car accident on January 11, 2015, that killed three Olympic High School students. He discussed the tremendous efforts of counseling and support at the Central Kitsap School District.

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

- February 10, 2015, is an important election day for several districts in the region that are running bonds or levies: Port Angeles (levy), Port Townsend (levy and bond), Sequim (bond), and Chimacum (bond).
- The Governor's budget was released in December, which included no reductions for Educational Service Districts. This does not mean that all budgeted items will be funded.
- Financial Review of Fiscal Year 2013-2014 is included in the board packet. Ms. Kovarnik reviewed the data and information provided in the packet.
- The following Head Start reports were distributed: **Reports for November 2014:** Head Start/ECEAP/Early Head Start Overview, Enrollment Overview, Attendance Report, Policy Council Budget, Policy Council Minutes, BMO Credit Card Report, CACFP Counts, COSTCO Credit Card Charges, and the 2014-2015 Self-Assessment Timeline. **Reports for December 2014:** Head Start/ECEAP/Early Head Start Overview, Enrollment Overview, Attendance Report, Policy Council Budget, Policy Council Minutes, BMO Credit Card Report, CACFP Counts, and COSTCO Credit Card Charges.
- Head Start CLASS Scores: Health and Human Services requires programs to have successful reviews and CLASS scores that exceed the national average to be considered for 5-year non competing grant funding. The CLASS assessment evaluates the Instructional Support, Emotional Support and Classroom Organization in each of our classrooms. The OESD program was recently notified that the program exceeded the national average in each of these three areas and that it is moved into a grantee category where the OESD does not have to compete for our funding and can be funded on a 5-year basis. The OESD previously competed for funding every 3 years.
- Safety Cooperative: Student Services Director Kristin Schutte was commended for her work and expertise with school safety and security. The OESD School Safety and Security Cooperative currently includes nine member

districts. Interest is growing and additional districts are anticipated to join. An Active Shooter/Critical Incident Response – GAP Training is scheduled on January 27, 2015. The advisory board has been meeting and work is underway to meet the needs of districts. Soon, the advisory board will hear vendors present information about building assessment.

- Potential re-funding of bonds based on interest rates was discussed.

To accommodate guest schedules, there was a change in the agenda order.

#### **Juvenile Detention Centers – Future Planning:**

High Risk Youth Program Director Jeff Allen presented information about the Juvenile Detention Centers in the state and within the OESD 114 Region (Kitsap County and Clallam County sites). He administers both the Juvenile Detention School and the Kitsap Alternative Transition School (KATS) program. This information is included in the Board packet. Some highlights of the information:

- By statute, incarcerated students attend a 220 day school year.
- The programs have seen a steady decline in enrollment since 2010-2011 statewide.
- A proportionate decline has occurred in general enrollment in the OESD region 114 school districts.
- The cost and impacts of the decline in full-time equivalent students (FTE) was discussed along with its apportionment funding challenges.
- An additional enrollment decline of 30 percent for the remainder of school-year 2014-2015 is anticipated, which equates to a shortfall of approximately \$160 thousand.
- Recommended reductions, including staffing reductions in the program, were reviewed.
- If the recommended reductions were taken, there would still be a projected shortfall of approximately \$35 thousand.
- Superintendent Lynch discussed OESD support from each school district that pays to use the program and Mr. Allen presented recommended staffing for 2015-2016. The potential need to be prepared for a reduction in force was also discussed.
- Board members expressed appreciation to Jeff Allen for providing this information.
- Mr. Allen is part of a state level committee to discuss potentials for restructuring funding for this program.
- Superintendent Lynch asked for Board permission to hold discussions with affected staff members and would ask for official Board Action in February if a reduction in force is deemed necessary. This is a necessary step in preparation for agreements with school districts in the region for the 2015-2016 school year.

**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).
- Provided an update on English Language Arts, noting that Dan King used to hold the Director position. Mr. King now serves at Quillayute Valley School District as a principal for the remainder of the year. Sandy Gessner-Crabtree stepped into the ELA role in addition to her other responsibilities. A temporary position has been posted to re-fill the ELA position.
- A correction to the Teaching and Learning Opportunities/TLC meetings was sent out to districts. Key dates will be emailed to the Board along with a date change for a Common Core presentation scheduled in February.
- Reviewed the report she provided and commended Dr. Karen Borders for her work with the Student and School Success program. She noted emerging partnerships with Washington Education Association (WEA) on workshops to include Association of Washington School Principals (AWSP) and school leadership teams for professional development. A Washington STEM grant has been submitted to the state for nearly one million dollars. Dr. Borders has been instrumental in securing partnerships with science, technology, engineering and mathematics programs.
- OESD is also working with partnering for TPEP workshops to implement principal evaluations with AWSP, the Association of Educational Service Districts (AESD), and other organizations to facilitate a more cohesive system across the state.

**BUSINESS**

**Regional Committee Appointments:** RCW 28A.315.105 creates the Regional Committee on School District Reorganization. Each ESD is to establish a committee with the same number of members as the ESD Board. Members are to be appointed to a four-year term by the ESD Board. Superintendent Lynch recommended that the Board re-appoint Walter Draper, District 2; Michael Brennan, District 4; and Wendell (Pete) Gunn, District 6 to serve as representatives to the Regional Committee on School District Reorganization. Elizabeth Drew moved to re-appoint Walter Draper, District 2; Michael Brennan, District 4; and Wendell (Pete) Gunn, District 6 to serve as representatives to the Regional Committee on School District Reorganization. Shirley Johnson seconded the motion. Motion carried.

**Mileage Rate:** Superintendent Lynch shared that the state of Washington’s Office of Financial Management announced an increase to the private auto mileage rate effective January 1, 2015. The rate has increased from \$.56 to \$.575. Superintendent Lynch recommended approval of the increase to the private auto mileage rate effective January 1, 2015. Carl Johnson moved to approve the increase to the private auto mileage rate from \$.56 to \$.575 effective January 1, 2015. Donn Ring seconded the motion. Motion carried.

**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. Donn Ring moved to authorize the Superintendent to implement a reduction in force in any or all of the impacted programs as deemed necessary in the juvenile detention centers. Elizabeth Drew seconded the motion. Motion Carried.

**PERSONNEL**

Superintendent Lynch recommended the employment of the following:

**New Employees:**

<b><u>Employee</u></b>	<b><u>Position</u></b>	<b><u>Date</u></b>
Patrick Courchene	Fiscal Support Analyst I	12/2/14
Erin Quinn	Academic Coach Assistant 21 <sup>st</sup> CCLC	12/2/14
Sheree Bonsell	Accounting Clerk – Accounts Payable	12/8/14
Alison Hicks	Infant & Toddler Coordinator Assistant	12/8/14
Jamie Morris	Academic Coach 21 <sup>st</sup> CCLC	12/16/14

**Resignations:**

<b><u>Employee</u></b>	<b><u>Position</u></b>	<b><u>Date</u></b>
Dan King	Literacy Coordinator	12/3/14
Maina Sow	Tutor Mentor 21 <sup>st</sup> CCLC	12/18/14
Dawn K. Sanderson	Certificated Teacher Kitsap Detention Center KATS	12/31/14
Shannon Richmond	Secretary, Data Processing	1/5/15
Vashti McHugh	Fiscal Support Analyst I	1/7/15

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

<b><u>Employee</u></b>	<b><u>Position</u></b>	<b><u>Date</u></b>
Karen Sandeno	From: Department Secretary Head Start To: Data and Operations Coordinator Head Start	1/1/15
Stephanie Hack	From: Secretary, Detention Center To: Secretary, Teaching & Learning	1/1/15

**Family & Medical Leave:**

<b><u>Employee</u></b>	<b><u>Position</u></b>	<b><u>Date</u></b>
Carrie Schmitz	Head Start Coordinator Assistant	1/1/15

**Maternity Leave:**

<b><u>Employee</u></b>	<b><u>Position</u></b>	<b><u>Date</u></b>
Cecilia Reaume	Student Assistance Professional Trainee	12/22/14

**Leave of Absence:**

None at this time.

**Retirement:**

None at this time.

**Reduction In Force:**

None at this time.

Jean Wasson moved to accept the employment, resignations, and reduction in force as presented. Donn Ring seconded the motion. Motion carried.

**BUDGET, VOUCHERS AND PAYROLL**

Carol Kovarnik presented the budget status, vouchers, and payroll.

**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 **JANUARY, 2015**:

<b>FUND</b>	<b>DATE PAID</b>	<b>WARRANT #'S</b>	<b>AMOUNT</b>
General:	11/21/14	ACH	\$ 36,286.82
	11/21/14	147681-147758	\$ 388,894.83
	12/05/14	ACH	\$ 1,805.00
	12/05/14	147788-1477837	\$ 142,870.11
	12/19/14	ACH	\$ 25,902.04
	12/19/14	147842-147926	\$ 299,909.87
	12/30/14	147956	\$ 100.00
	01/02/15	147957-148011	\$ 77,494.98
	01/16/15	ACH	\$ 21,210.67
	01/16/15	148015-148064	\$ 234,126.32
Payroll:	11/26/14	WIRE TRANSFER	\$ 568,354.89
	11/26/14	147759-147787	\$ 269,194.73
	12/15/14	WIRE TRANSFER	\$ 22,776.08
	12/15/14	147838-147841	\$ 772.82
	12/15/14	700796-700801	\$ 1,744.66
	12/30/14	WIRE TRANSFER	\$ 574,191.64
	12/30/14	147927-147955	\$ 276,689.66
	12/30/14	700802-700803	\$ 2,482.86
	01/15/15	WIRE TRANSFER	\$ 25,505.88
	01/15/15	148012-148014	\$ 694.06
01/15/15	700804-700808	\$ 1,341.49	

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Workers Comp:	11/21/14	403043-403052	\$ 76,251.23
	11/26/14	403053	\$ 4,000.00
	12/05/14	403054	\$ 18,000.00
	12/12/14	403055	\$ 17,000.00
	12/19/14	403056-403064	\$ 82,121.66
	12/19/14	403065	\$ 9,000.00
	12/23/14	403066	\$ 24,000.00
	01/02/15	403067	\$ 6,000.00
	01/09/15	403068	\$ 25,000.00
	01/16/15	403069-403074	\$ 38,122.29
Unemployment:	11/21/14	200285-200286	\$ 49,883.73
	12/05/14	200287	\$ 10,000.00
	12/19/14	200288	\$ 760.33
	01/02/15	200289	\$ 6,000.00

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

Executive Session: Vice Chair Katie Proteau adjourned the Regular Session at 2:13 PM and the board recessed for approximately five minutes. At approximately 2:18 PM Vice Chair Katie Proteau called the Executive Session to order for the purpose of reviewing the performance of public employees. The Executive Session is anticipated to last approximately one hour.

3:22 PM - Vice Chair Katie Proteau adjourned the Executive Session, reconvened the Regular Session, and immediately adjourned the meeting.

Respectfully submitted,

Gregory J. Lynch  
Secretary to the Board

Katie Proteau  
Vice Chair