

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
June 18, 2015

REGULAR SESSION CALL TO ORDER

Chair Donn Ring called the meeting to order at 12:03 PM at the Olympic Educational Service District Office foyer, 105 National Avenue North, Bremerton, WA 98312.

PLEDGE OF ALLEGIANCE

Chair Donn Ring led the Pledge of Allegiance.

ROLL CALL OF MEMBERS AND GUESTS

Donn Ring, Chair

Katie Proteau, Vice Chair

Karen Sorger

Elizabeth Drew (Excused)

Carl Johnson

Shirley Johnson

Greg Lynch, Superintendent

Conrad Green, Director District 4 (pending Oath of Office)

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

Stephanie Parker, Assistant Superintendent for Teaching and Learning

Sandy Gessner-Crabtree, Instructional Services Director

Tina Schulz, Executive Assistant

Guests included several staff members of the OESD

OATH OF OFFICE

Superintendent Greg Lynch administered the Oath of Office to C. Conrad Green as the OESD Board Director District 4.

RECOGNITION – STAFF YEARS OF SERVICE

Superintendent Lynch and the Board of Directors introduced and recognized several staff members for their years of service to the OESD. These staff members were recognized in addition to those that attended the Years of Service and Retirement Celebration on May 29, 2015, at the OESD.

After the recognition, at 12:13 PM, the Board recessed and visited with staff.

12:36 PM – the Regular Session of the Board resumed in the OESD Board Room.

MINUTES

Karen Sorger moved to approve the minutes of the May 21, 2015, meeting with one correction of reference to North Kitsap Fire changed to Poulsbo Fire Department. Carl Johnson seconded the motion. Motion carried.

REPORTS

Superintendent's Report: Superintendent Lynch highlighted the following:

- Donn Ring commended Superintendent Lynch on the recognition of staff held at today's Board meeting.
- Schools around the region celebrated the last days of the school year this week.
- OESD hiring process of the Director of Early Learning position is underway. The new director will begin July 1, 2015, to understudy the current Director of Early Learning Lorraine Olsen.
- The Olympic STEM Pathways Partnership Kickoff will be held at the Galaxy Theatre in Gig Harbor on June 22. The program begins at 8:30 AM. Congressman Derek Kilmer is speaking at the event along with other representatives from around the region and the University of Washington. Senator Patty Murray recorded a video in support of the event and

STEM education. The video was played for the Board. Efforts are to generate interest to inspire and educate students in the STEM fields to support jobs in our state.

- Dan King, former OESD ELA Coordinator and former Quillayute Valley interim principal, has been hired at Belfair Elementary as principal for next school year.
- Appreciation was expressed to the Board for their support of the employee recognition held on May 29.
- On June 3, the OESD hosted a School Safety and Security Cooperative event highlighting the mental health impacts of tragic events featuring speaker Dr. Mary Schoenfeldt, former Public Education Coordinator for the Everett Office of Emergency Management and current Director of Recovery at Marysville School District.
- Liz Drew has been participating in the Accreditation process and Superintendent Lynch thanked her for the service as Accreditation work continues.
- Carl Johnson and Greg Lynch will be attending the ESD Superintendents' Meeting and AESD Exec Board meeting at the end of June in Spokane. WSIPC reorganization will be a topic of discussion.
- OSPI has announced ESD Director Elections coming this fall. OESD districts 2, 4, 6 will be up for election.
- Board materials are posted electronically for the Board members to access. Board members were asked their preference of paper or electronic packets. All Board members preferred paper packets with electronic updates after the paper copy is mailed.

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

- Port Angeles School District's business manager is going to North Kitsap School District. North Mason also has an opening for a business manager. The OESD is in process of hiring for the Loss Control position.
- The State has not approved its budget and government shutdown questions are swirling. Districts will be discussing potential plans if no government funds will be dispersed for the month of July.

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

- Sandy Gessner-Crabtree, Director of Instructional Services, was introduced with high commendation of the work she has done this past year, which brings coherence and relevance to the Teaching and Learning department and the services brought to the districts served by the OESD.
- Ms. Gessner-Crabtree shared a packet of detailed information regarding 140 sessions offered by the Teaching and Learning Department. She shared information about each specific region and the latest Teaching and Learning developments in each area:
 - Highlighted information on the Teaching and Learning matrix of supports: TPEP, New Teacher Institute, Principals' Network, STEM/MSP Grant, Full Day Kindergarten, WaKids expansion pending a potential grant, Special Services Cooperative, and Student Services. This work helps teachers connect the dots of state requirements and how they translate into the classroom.
 - Shared the goals of her work with the OESD and the districts served in the region. Shared a survey ranking services provided by the Teaching and Learning Department (positive feedback received on workshops and classes).
 - Shared research on professional learning and discussed two new innovative projects piloting for 2015-2016 to help teachers implement what they learn at the workshop in the classroom.
 - Praised the work of the Early Learning department and the importance of bridging early learning into the elementary schools. Space constraints were discussed for the early learning programs as capacity needs grow.

Superintendent Lynch recognized Sandy Gessner-Crabtree's excellence in her work at the OESD.

BUSINESS

Acceptance of Gift: Donation from East Bremerton Friends of the Library

Katie Proteau moved to approve the donation of books from East Bremerton Friends of the Library. Shirley Johnson seconded the motion. Motion carried.

2015-2016 Staff Salary Proposal

Carol Kovarnik shared research and information on the proposed 3% cost of living adjustment and the budgeted amount for staff moving on the salary schedule. The recommendations are comparative with other ESDs in the state. Detailed information is included in the Board’s packet. Discussion was held about salary schedules and the salary study underway at the OESD comparatively with districts and other ESDs. The goal is to have the study complete by December 2015 for implementation in the 2016-2017 budget.

Carl Johnson moved to approve the 2015-2016 Staff Salary Proposal. Karen Sorger seconded the motion. Motion carried.

Resolution 248 – Budget 2015-2016

The Budget details and summary were included in the Board’s packet. Carol Kovarnik reported that the OESD is budgeting to support new important initiatives and to provide for necessary growth at the OESD. Future facility and technology needs are included in the budget. Superintendent Lynch discussed the future needs of the OESD facility infrastructure as the agency grows. Board members asked questions about capacity and expansion. Ideas were shared and more discussion will follow at future meetings. Board members commended Carol Kovarnik and Stephanie Parker for their work.

Carl Johnson moved to adopt Resolution 248 – Budget 2015-2016. Katie Proteau seconded the motion. Motion carried.

Policy 5110 Head Start Program Monitoring

Head Start Annual Program Self-Assessment including Plan for Corrective Action

Carol Kovarnik provided information in the packets and discussed goals that require approval by the Board. She highlighted the requirements of and trainings for the program.

Shirley Johnson moved to approve the Head Start Annual Program Self-Assessment including Plan for Corrective Action. Carl Johnson seconded the motion. Motion carried.

Policy 5110 Head Start Program Monitoring

Head Start Grant Application Approval (for upcoming grants and waiver)

Carol Kovarnik noted that Board approval would allow authorization for the OESD to apply for grants and a waiver over the summer and authorize Board Chair Donn Ring to sign these documents as they arrive so they can be submitted when due. Carl Johnson moved to approve the Head Start Grant Application Approval (for upcoming grants and waiver). Karen Sorger seconded the motion. Motion carried.

PERSONNEL

Superintendent Lynch recommended the employment of the following:

New Employees:

None at this time

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Luke Fletcher	Institutional Education Teacher KATS	8/7/15
David Sterritt	Special Education Teacher with Behavior Emphasis	6/12/15
Cheryl Thompson	Student Assistance Professional	6/22/15
Stephanie Zarifes	Fiscal Analyst II	6/25/15
Steve Singhose	Network Support Technician II	8/31/15

Promotions/Reclassifications/Lateral Moves/Terminations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Christie Griswold	From: Student Support Analyst I To: Student Support Analyst II	8/1/15

Reduction In Force:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Dana Bierman	ATOD Policy Enhancement Coordinator	6/30/15

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.

**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 18th day of **June, 2015:**

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
General:	06/05/15	ACH	\$ 3,259.24
	05/21/15	148744	REISSUE - 0
	06/05/15	148772-148837	\$ 110,253.38
	06/15/15	148841	\$ 140,543.11
	06/19/15	ACH	\$ 33,257.28
	06/19/15	148842-148920	\$ 217,751.80
Payroll:	05/15/15	700895	REISSUE - 0
	05/29/15	WIRE	\$ 575,303.40
	05/29/15	148745-148771	\$ 273,605.78
	05/29/15	700896-700902	\$ 2,011.31
	06/15/15	WIRE	\$ 33,327.26
	06/15/15	148838-148840	\$ 859.26
	06/15/15	700903-700917	\$ 4,424.26
Workers Comp:	05/29/15	403122	\$ 13,000.00
	06/05/15	403123	\$ 40,000.00
	06/12/15	403124	\$ 21,000.00
	06/19/15	403125-403129	\$ 37,995.05
Unemployment:			
Compensated Absences:			

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

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Karen Sorger noted that her sister, Jan Jutte, is currently serving as the interim Washington State Auditor and if there are any issues with the auditor, the OESD would need to fully disclose that Karen Sorger serves on the OESD Board.

2:00 PM – Chair Donn Ring adjourned the Regular Session.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Donn Ring
Chair