

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
June 19, 2014

CALL TO ORDER

Chairperson Karen Sorger called the meeting to order at 12:25 PM at the Olympic Educational Service District Board Room, 105 National Avenue North, Bremerton, WA 98312.

ROLL CALL OF MEMBERS AND GUESTS

Karen Sorger, Chair

Katie Proteau

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

Nancy Pittman, Executive Secretary

Guests

Tina Schulz, Executive Assistant to the Superintendent effective June 23, 2014.

MINUTES

Katie Proteau moved to approve the minutes for the May 15, 2014 meeting. Jean Wasson seconded the motion. It carried.

EXECUTIVE SESSION

Chairperson Karen Sorger adjourned the Regular Session at 12:35 PM and called the Executive Session to order for the purpose of reviewing the performance of a public employee. The Executive Session is anticipated to last thirty minutes.

Chairperson Karen Sorger adjourned the Executive Session at 1:05 PM and called the Regular Session to order.

REPORTS

Superintendent's Report: Superintendent Lynch shared the following:

- Introduced Tina Schulz.
- Thanked Assistant Superintendents Carol Kovarnik and Stephanie Parker for their support.
- Discussed the availability of the Board for a special meeting in July to discuss the Superintendent's evaluation and contract. It was agreed that the special meeting would be held on July 7, 2014 at 12:00 PM.
- Discussed the idea of having the August 21st Board meeting at the North Olympic Peninsula Skills Center in Port Angeles. This meeting could serve two purposes. The first to honor Jay Garrett for his service and to interview two candidates for the vacant District 7 position. The board unanimously approved moving the August meeting to Port Angeles.
- Has spoken with and welcomed new superintendents for Port Angeles, Queets-Clearwater, and North Mason School Districts.

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

- South Kitsap has filled its business manager position. North Mason continues its search.
- Unemployment Cooperative will be working with an actuary to access our rating and reserve retention.
- The 2014-2015 OESD budget proposal was distributed.
- Met with the Head Start Policy Council to thank them for their work.
- Lorraine Olsen, Head Start/ECEAP Director, is working on multiple grant applications.

- The following Head Start reports were distributed: **Reports for June:** Head Start/ECEAP/Early Head Start Overview, Enrollment Overview, Attendance Report, Policy Council Budget, Policy Council Minutes, BMO Credit Card Report, Costco Credit Card Report, CACFP Counts, three letters from the Administration for Children & Families regarding the following: 5-year project periods and oversight; Early Head Start expansion and child care partnerships; and terminated contract regarding six slots. Also submitted was a letter from the Office of Head Start regarding federal recognition of same-sex spouses/marriages.

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

- TPEP has been the focus over the last few years. With the departure of Helene Paroff at ESD 101, Stephanie will be overseeing the work of the state on this new evaluation system.
- A new position entitled Director of Professional Learning and Assessment will be posted in the near future. This position will focus on school improvement, STEM, and doing assessments/data coordination.

BUSINESS

2013-2014 Staff Salary Proposal: Superintendent Lynch, under Item 84, presented the 2014-2015 salary schedules, schedule placements, and employment contracts and recommended approval. Carl Johnson moved to approve the 2014-2015 salary schedules, schedule placements, and employment contracts. Donn Ring seconded the motion. It carried.

Resolution 245, Budget 2014-2015: Assistant Superintendent Carol Kovarnik reviewed the budget. Superintendent Lynch recommended approval of Resolution 245, Budget for 2014-2015. Donn Ring moved to approve Resolution 245, Budget for 2014-2015. Katie Proteau seconded the motion. It carried.

Policy 5110 Head Start Program Monitoring: Head Start Annual Program Self-Assessment including Plan for Corrective Action: Assistant Superintendent Carol Kovarnik reviewed the Head Start plan. Superintendent Lynch recommended approval of the Head Start Annual Program Self-Assessment including Plan for Corrective Action. Katie Proteau moved to approve the Head Start Annual Program Self-Assessment including Plan for Corrective Action. Donn Ring seconded the motion. It carried.

PERSONNEL

Superintendent Lynch recommended the employment of the following:

New Employees:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Monique Chapman	Early Head Start Home Visitor	5/15/14
Morgan Dean	Infant & Toddler Lead Teacher	6/9/14
Tina Schulz	Executive Assistant to Supt.	6/23/14
Roxanna Jones	Teacher of the Visually Impaired	9/1/14
Catherine Whiting	Occupational Therapist	9/1/14
Dixie Mahaffie	Orientation & Mobility Specialist	9/1/14

Resignations:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Katie O'Brien	Fiscal support Analyst I	6/19/14
Mark Heike	Workers' Compensation Coordinator	7/14/14
Mary Bogdan-Hensold	Special Ed Teacher	8/29/14
Karen Lippy	Lead Science Specialist	8/31/14

Promotions/Lateral Moves/Terminations:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Jennifer Chamberlin	Site Coordinator 21 st CCLC	5/30/14
Kana Enyeart	From: Health Nutrition Adv Part Year	8/18/14
	To: Health Nutrition Adv Full Year	

Reduction in Force:

None at this time

Retirement:

None at this time

Carl Johnson moved to accept the employments, resignations, and promotions/lateral moves/terminations as presented. Katie Proteau seconded the motion. It 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. Carl Johnson seconded the motion. It 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 19th day of June, 2014:

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
General:	06/06/14	ACH	\$ 4,683.88
	06/06/14	146644-146736	\$ 170,388.43
	06/20/14	ACH	\$ 27,480.73
	06/20/14	146742-146826	\$ 253,555.30
Payroll:	05/30/14	WIRE TRANSFER	\$ 549,367.45
	05/30/14	146616-146643	\$ 255,051.43
	05/30/14	700700-700705	\$ 2,272.55
	06/13/14	WIRE TRANSFER	\$ 22,912.70
	06/13/14	146737-146741	\$ 969.43
	06/13/14	700706-700718	\$ 3,942.99
<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
Workers Comp:	05/23/14	402977	\$ 5,000.00
	05/30/14	402978-402979	\$ 14,565.03
	06/06/14	402980	\$ 12,000.00
	06/13/14	402981	\$ 16,000.00

MINUTES – Board of Directors

June 19, 2014

Page 4

	<u>06/20/14</u>	<u>402982-402990</u>	<u>\$ 66,171.67</u>
Unemployment:	<u>06/02/14</u>	<u>200276</u>	<u>\$ 60,319.75</u>
	<u>06/20/14</u>	<u>200277</u>	<u>\$ 760.33</u>
Compensated Absences:	<u></u>	<u></u>	<u></u>

Chairperson Karen Sorger adjourned the meeting at 1:40 PM.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board