

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
March 20, 2014

CALL TO ORDER

Vice Chair Karen Sorger called the meeting to order at 12:30 PM at the Olympic Educational Service District Board Room, 105 National Avenue North, Bremerton, WA 98312.

ROLL CALL OF MEMBERS AND GUESTS

Karen Sorger, Vice Chair

Katie Proteau

Donn Ring

Elizabeth Drew

Carl Johnson

Jean Wasson

Chair Jay Garrett was excused from the meeting

Greg Lynch, Superintendent

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

Stephanie Parker, Assistant Superintendent for Teaching and Learning

Lorraine Olsen, Head Start/ECEAP Director

Nancy Pittman, Executive Secretary

MINUTES

Katie Proteau moved to approve the minutes for the February 20, 2014 meeting. Donn Ring seconded the motion. It passed.

REPORTS

Superintendent's Report: Superintendent Lynch shared the following:

- A joint meeting with school district boards and superintendents from Quilcene, Port Townsend, and Chimacum has been scheduled for March 25th. Katie Proteau and Donn Ring will attend along with Superintendent Lynch.
- The annual art show was held, and Carl Johnson attended. There was a decrease in the number of kids and parents in attendance. This will be shared with the Superintendents' Advisory Council.
- Creating a security cooperative in our region continues to be researched. Met with Superintendent Steve Myers, ESD 105, and attended a meeting of first responders at the county and city level to gain information to replicate this service in our region.
- Conversations continue with WSIPC regarding the WSIPC Data Center reorganization.
- Hosted the West Sound STEM Senior Leadership meeting last week. Katie Proteau attended.
- All Kitsap school districts desire to partner with the 1/10th of 1% initiative. This initiative would provide counselors in the districts to serve high-risk kids.
- Suzanne Compton, Bremerton School District, was voted classified employee of the year for our region.
- Shared a PowerPoint regarding the 2015 AESD Conference. The conference theme will be "Diversity". Discussion was held regarding the agenda.
- Queets-Clearwater Superintendent Mike Ferguson has submitted his resignation. North Mason Superintendent, David Peterson, will be heading to Nampa, Idaho.

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

- Distributed a financial handout and reviewed the topics.
- Introduced Lorraine Olsen, Head Start/ECEAP Director. Lorraine shared information regarding the upcoming Head Start Federal audit. Lorraine explained that the auditors would interview some board members. The Board training forms were reviewed and had been sent to the board prior to the meeting.

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- The following Head Start reports were distributed: **Reports for March:** 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, Memo regarding the Fiscal Year Head Start Funding Increase, and Board Training Materials regarding the Head Start Federal Audit.

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

- Teaching and Learning Update for March and April was mailed to the board prior to the meeting and was discussed.
- The final Student Growth Professional Development for 2013-2014 will be held tomorrow.
- Funding for Professional Development in the TPEP area may remain the same.
- Math and ELA are part of Common Core. Science is part of the Next Generation Science. With the departure of Katy Absten, Math and Science Director, to OSPI Tamara Smith will be filling the coordinator role in math. Dan King will continue with ELA, and Jeff Ryan will continue to oversee science.
- We continue to work with OSPI to provide assistance to schools identified as “needs improvement”. Currently we have 12 schools in some stage of improvement.
- WaKIDS provides funding for schools at the poverty level to implement full-day kindergarten. ESDs receive funding to provide professional development for kindergarten teachers.
- 21st Century Community Learning Center program at Bremerton School District is up and running.
- Numbers are decreasing at both the Clallam and Kitsap Juvenile Detention Centers. Budget for next year is being discussed.
- OSPI received a three-year grant from the Bill & Melinda Gates Foundation for Common Core teacher support. ESDs will be partners to implement this project.
- There continues to be no funding for Highly Capable, but the stringent requirements remain.

Vice Chair Karen Sorger called for a five minute break at 2:40 PM.

Vice Chair Karen Sorger resumed the regular session at 2:45 PM.

BUSINESS

Head Start Procedures and Criteria for Recruitment, Selection, and Enrollment of Children: Superintendent Lynch presented the Head Start Procedures and Criteria for Recruitment, Selection, and Enrollment of Children. The procedures had been sent to the board prior to the meeting. Donn Ring moved to acknowledge receipt of the Head Start Procedures and Criteria for Recruitment, Selection, and Enrollment of Children and to acknowledge that Board members had received and reviewed the procedures prior to the meeting. Jean Wasson seconded the motion. It carried.

Head Start Program Community Assessment: Superintendent Lynch reviewed the Head Start Program Community Assessment and recommended approval. Katie Proteau moved to approve the Head Start Program Community Assessment. Carl Johnson seconded the motion. It carried.

Leave of Absence: Superintendent Lynch recommended approval of a staff member’s request for a leave of absence, which is in accordance with Policy 3110, Leave of Absence. Carl Johnson moved to approve the request for a leave of absence. Donn Ring seconded the motion. It carried.

PERSONNEL

Superintendent Lynch recommended the employment of the following:

n Employees:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Lisa Hess	Assistant Director Head Start/ECEAP	2/19/14

Retirement:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Sue VanWinkle	Health Program Manager I	3/31/14

Promotions/Lateral Moves/Terminations:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Christine Williams	From: HS Health Nutrition Advocate To: EHS Coord. Asst. Home Based	2/21/14

Reduction in Force:

None at this time

Resignations:

None at this time

Katie Proteau moved to accept the employment, retirement, and promotions/lateral moves/terminations as presented. Carl Johnson 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 20th day of March 2014:

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
General:	03/07/14	ACH	\$ 438.00
	03/07/14	146062-146142	\$ 87,763.81
	03/21/14	ACH	\$ 20,272.01
	03/21/14	146147-146227	\$ 234,247.66
Payroll:	02/28/14	WIRE TRANSFER	\$ 575,888.40
	02/28/14	146010-146035	VOIDS
	02/28/14	146036-146061	\$ 277,634.06
	02/28/14	700654-700655	\$ 513.81
	03/14/14	WIRE TRANSFER	\$ 28,370.71
	03/14/14	146143-146146	\$ 880.52
	03/14/14	700656-700661	\$ 1,790.95

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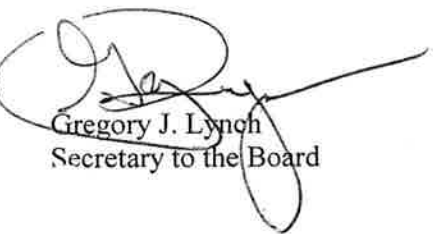
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Workers Comp:	<u>02/28/14</u>	<u>402940</u>	<u>\$ 22,000.00</u>
	<u>03/07/14</u>	<u>402941-402942</u>	<u>\$ 24,378.00</u>
	<u>03/14/14</u>	<u>402943</u>	<u>\$ 17,000.00</u>
	<u>03/21/14</u>	<u>402944-402950</u>	<u>\$ 66,318.50</u>
Unemployment:	<u>03/07/14</u>	<u>200271</u>	<u>\$ 760.33</u>
Compensated Absences:	<u> </u>	<u> </u>	<u> </u>

Vice Chair Karen Sorger adjourned the meeting at 2:55 PM.

Respectfully submitted,



Gregory J. Lynch
Secretary to the Board