

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

RECOGNITION

12:00 PM - Board members and Superintendent Lynch gathered with staff in the foyer of the OESD building at 12:10 PM to recognize Sarah Freitas, Instructional Resources Coordinator, for her work and contributions leading to the continued success of the Annual OESD 114 Regional High School Art Show. Sarah was presented with a special certificate.

TRIBUTE TO BOARD MEMBER JEAN WASSON

Board members, Superintendent Lynch and the OESD staff gathered to pay tribute to Board Member Jean Wasson who passed away on March 9, 2015. Photos were taken and a special plaque was made to honor her 30 years of contribution to educational boards (16 years as a North Kitsap School District School Board Director, which began in 1983, and 14 years as an OESD Board Director, which began in 2001).

STUDY SESSION: Review OESD 114 Goals for School Year 2014-2015

12:25 PM - Board members and Superintendent Lynch reviewed the strategic plan and goals for the future of the OESD and the Superintendent goals for SY 14-15. Core Values, Beliefs, and Goals will be reviewed and updated for 2015 and beyond. The current strategic plan was dated 2009-2014 and an update is due.

- Current conditions were reviewed: anticipated leadership retirements, changes in Board members, grant opportunities, organization and service expansion.
- Also reviewed were OESD dollars currently paid as rent for offsite storage space and the possibilities of infrastructure growth were discussed.
- Board members discussed anticipated Board member vacancies among other OESD challenges along with the next steps to update the organizational goals and the strategic plan for 2015-2017.
- Other items planned for future review are: next steps for a key leader succession plan, a review of the Early Learning (kindergarten through third grade) Program, agency alignment, and agency salary schedule review.

Also discussed:

- The annual financial audit is nearing completion.
- Plans for the OESD 114 staff recognition in May are underway.

1:51 PM – the Study Session concluded and the Board took a 10 minute break.

REGULAR SESSION CALL TO ORDER

Chair Donn Ring called the meeting to order at 2:00 PM at the Olympic Educational Service District Board Room, 105 National Avenue North, Bremerton, WA 98312.

ROLL CALL OF MEMBERS AND GUESTS

Donn Ring, Chair

Katie Proteau, Vice Chair, Excused

Karen Sorger

Elizabeth Drew

Carl Johnson

Shirley Johnson

OESD Region 4, Vacant

Greg Lynch, Superintendent

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

Stephanie Parker, Assistant Superintendent for Teaching and Learning

Tina Schulz, Executive Assistant

PLEDGE OF ALLEGIANCE

Chair Donn Ring led the Pledge of Allegiance and held a moment of silence in memory of Jean Wasson.

MINUTES

Carl Johnson moved to approve the minutes of the February 19, 2015, meeting. Elizabeth Drew seconded the motion. Motion carried.

REPORTS

Superintendent's Report: Superintendent Lynch shared the following:

- The new OESD Assistant Superintendent for Business and Finance has been selected. Monica Hunsaker, Director of Business and Operations from Central Kitsap School District will join the OESD on July 1, 2015.
- On March 17, 2015, Student Services Director Kristin Schutte and Superintendent Lynch provide Kitsap County with an update on the 1/10th of 1% Grant.
- Other sizeable grants have been awarded to the Head Start/Early Head Start Program and the STEM Program.
- Sequim Superintendent Kelly Shea has accepted a new superintendent position at East Valley School District in Spokane beginning July 2015.
- Chimacum Superintendent Rich Stewart is currently a rehired retiree and will be replaced by Chimacum's new superintendent Richard Thompson from San Juan Island School District.
- Bainbridge Island School District administrator, Julie Goldsmith is retiring this year.
- The Regional Safety Centers bill has been passed by the Senate. Funding may follow and the OESD cooperative continues to grow.
- Human Resources letters will be placed in a secure place on the Board's intranet for review prior to each Board meeting.
- Data Centers Update: South Kitsap has petitioned to be a District Data Center and no longer be part of the cooperative. The final decision will be made by the WSIPC Board. If implemented, the loss of South Kitsap's membership in the cooperative will impact service for all Cooperative districts and cause a decrease in revenue for the OESD Data Center. Staffing changes will be made through attrition.

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

- The awarded Early Head Start Grant will provide \$1.2 million for services over a 54 month period effective March 1, 2015.
- Data Service Center will adjust after the reduction of South Kitsap School District pulling out of the cooperative.
- OESD is currently serving an additional 21 districts and the change will cause some OESD adjustments that are manageable.
- The OESD will provide new offerings to some small districts for payroll and special services.

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).
- Reviewed the support provided as the Smarter Balanced testing gets underway

BUSINESS

2015 AESD Conference Update:

- Board members discussed the revised conference agenda.
- A detailed script is underway.
- The Board's dinner on Thursday, April 16 will be held at Molly Ward Gardens in Poulsbo at 6:45 PM.
- Tours to Naval Base Keyport, the required paperwork, identification and RSVPs were discussed.
- Guest keynote speakers were reviewed.
- Board basket coordination was discussed, ideas were shared, and Karen Sorger will bring the basket with her to the conference.
- A suggestion from Shirley Johnson to include "diversity" in the OESD Mission Statement was made.

Resolution 246 – Issuance of Refunding Bonds: Carol Kovarnik presented the information included in the Board packet for approval. She noted Jon Gores’ visit at the February 19, 2015, OESD Board meeting. The bond documents have more than met the goal of savings of over 4% with a re-finance of the bonds at over 5%. Resolution 246 describes the transaction details. The Deed of Trust draft was presented, which describes the repayment requirements and pledge of OESD land and building structure to Capital One as collateral. Shirley Johnson shared an idea about potentially forming a committee if there were any needs for the bond.

2:50 PM – Elizabeth Drew departed the meeting due to other obligations.

Carl Johnson moved to adopt Resolution 246 - Issuance of Refunding Bonds. Shirley Johnson seconded the motion. Motion carried.

Procedures and Criteria for Recruitment, Selection, and Enrollment of Children – Carol Kovarnik provided information as a requirement of Policy 5110 Head Start Monitoring. No action required. Information was included in the Board Packet.

Head Start Community Assessment – Carol Kovarnik provided an update to the Community Assessment, an analysis of the needs of the community and trends in the region.

Karen Sorger moved to approve the **Policy 5110 Head Start Program Monitoring – Head Start Community Assessment**, as presented. Carl Johnson seconded the motion. Motion carried.

Second Reading and Adoption 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 **Second Reading and Adoption of OESD Board Policy 3320: Hours of Work and Overtime**, as presented. Karen Sorger seconded the motion. Motion carried.

PERSONNEL

Superintendent Lynch recommended the employment of the following:

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
David Sterritt	EBD Teacher	2/2/15
Cynthia Dudley	Institutional Education Teacher	2/2/15
Nicole Brandt	Fiscal Support Analyst I	2/17/15
Monica Hunsaker	Assistant Superintendent	7/1/15

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Stacy Scott	Family Health Home Visitor	4/30/15
Travis Wentworth	Student Services Support Analyst I	3/27/15

Promotions/Reclassifications/Lateral Moves/Terminations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Chrysthel Songco	From: Substitute Tutor Mentor To: Tutor Mentor	2/2/15
Kristy Esler	From: Assistant Teacher To: Lead Teacher/Family Advocate	3/13/15

Karen Sorger 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 **19th** day of **MARCH, 2015**:

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
General:	02/23/15	148252	REISSUE -0
	02/26/15	148280	REISSUE -0
	02/27/15	148281	REISSUE -0
	03/06/15	ACH	\$ 3,260.06
	03/06/15	148282-148344	\$ 149,999.53
	03/20/15	ACH	\$ 30,249.40
	03/20/15	148347-148426	\$ 387,378.85
Payroll:	01/30/15	700809	\$ 106.18
	02/13/15	700810-700817	\$ 1,826.28
	02/27/15	700818-700822	VOID
	02/27/15	700823-700827	\$ 2,858.26
	02/27/15	WIRE TRANSFER	\$ 585,801.44
	02/27/15	148253-148279	\$ 273,599.97
	03/13/15	WIRE TRANSFER	\$ 29,252.41
	03/13/15	148345-148346	\$ 734.14
	03/13/15	700828-700840	\$ 2,618.87
	03/13/15	700828-700840	\$ 2,618.87
Workers Comp:	02/27/15	403086-403087	\$ 8,660.94
	03/06/15	403088	\$ 20,000.00
	03/13/15	403089	\$ 28,000.00
	03/20/15	403090-403096	\$ 57,708.08
Unemployment:			
Compensated Absences:	03/06/15	600028	\$ 300.00

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

Chair Donn Ring noted he and Director Katie Proteau attended the WASA/WSSDA/WASBO Legislative Conference on March 1-2, 2015.

3:04 PM - Chair Donn Ring adjourned the Regular Session.

Respectfully submitted,

Gregory J. Lynch
 Secretary to the Board

Donn Ring
 Chair