

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
May 15, 2014

CALL TO ORDER

Vice Chair 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, Vice Chair
Katie Proteau
Elizabeth Drew
Carl Johnson
Jean Wasson
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

Lorraine Olsen, Head Start/ECEAP Director
Stephanie Boddy, Head Start Policy Council
Joanne Vitartis, Head Start Policy Council
Erica Charneski, Head Start Policy Council
Kristin Schutte, Student Services Director
Michelle Dower, Student Services Program Manager II
Judith McCrudden, Nursing Program Specialist

Board Member Resignation: Superintendent Lynch presented Board Chair Jay Garrett's resignation letter and recommended approval. Elizabeth Drew moved to approve Board Chair Jay Garrett's resignation. Katie Proteau seconded the motion. It carried. It was also suggested that a meeting be held in Port Angeles in the fall to honor Jay.

Board Reorganization: Superintendent Lynch recommended that Vice Chair Karen Sorger be appointed as Board Chair and Katie Proteau appointed as Vice Chair. Carl Johnson moved to appoint Karen Sorger as Board Chair and Katie Proteau as Vice Chair. Elizabeth Drew seconded the motion. It carried.

MINUTES

Katie Proteau moved to approve the minutes for the April 17, 2014 meeting. Carl Johnson seconded the motion. It carried.

REPORTS

Superintendent's Report: Superintendent Lynch shared the following:

- Sequim School District's bond levy did not pass.
- Sandra Gessner-Crabtree has been hired as the Director for Instructional Services.
- Thanked Katie Proteau and Karen Sorger for their time with the Head Start auditors.
- The Executive Assistant position will close today and screening will be completed on Monday.
- The West Sound STEM Network held an event at the Kitsap Mall. Karen Lippy, Science Specialist, has done a great job working with the network.
- The WASA Awards banquet was held on April 28th.
- Attended the South Kitsap School Board meeting and presented an award to Olalla Elementary for its achievement in reading and math. North Kitsap has five schools that will be honored next Thursday.
- Along with Kristin Schutte, Student Services Director, were invited to the Norm Dicks building to present why the OESD is requesting the 1/10th of 1% funding.
- Will be traveling to Spokane on Monday to attend a Tuesday Board meeting at ESD 101 and to tour their facility.
- May 22nd met with Commander, Navy Region Northwest regarding the 2015 AESD Conference.
- On June 26th will host the Military Compact meeting. Board members were invited.
- Shirley Johnson from Cape Flattery and Eldon Officer from Forks have expressed an interest in the OESD's District 7 vacant Board position.

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

- Assistant Superintendent Carol Kovarnik introduced Lorraine Olsen. Lorraine shared how important it is to have shared decision making between the Policy Council and the Board. Lorraine introduced Policy Council members Stephanie Boddy, Joanne Vitartis, and Erica Charneski. Each shared how their families became involved in Head Start and how the program has influenced their children and themselves. Lorraine distributed a handout reflecting the 2013-2014 survey results for parent involvement. There was an opportunity for a question and answer session.
- Cape Flattery School District passed its levy. Sequim School District's bond levy did not pass.
- South Kitsap and Central Kitsap are recruiting for a Business Manager.
- The OESD has posted a Financial Services Director position.

- The state auditor is reviewing the Workers' Compensation and the Compensated Absences Pools.
- Distributed a summary of the General Fund for preparation for the budget report in June.
- The following Head Start reports were distributed: **Reports for May:** Head Start/ECEAP/Early Head Start Overview, Enrollment Overview, Attendance Report, Policy Council Budget, Policy Council Minutes, BMO Credit Card Report, and CACFP Counts.
- Marty Daybell, WSIPC Executive Director, will be meeting with Central Kitsap School District to demonstrate the Student Records side of Skyward.
- Compliments to Erik Johnson, Data & Technology Director, for creating a different funding package for Instructional Materials.
- The Workers' Compensation Cooperative will experience a fee reduction for next year.

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

- Assistant Superintendent Stephanie Parker introduced Kristin Schutte and Michelle Dower. Along with Michelle, Kristin shared that they had been writing grants to apply for the 1/10th of 1% and a Department of Education grant which would serve 20 schools. Kristin also thanked her secretary Teri Lee for all her help.
- Assistant Superintendent Stephanie Parker introduced Judith McCrudden. Superintendent Lynch presented Judith with the Warren Featherstone award for excellence in healthcare.
- Reviewed the OESD 114 Bi-Monthly Teaching and Learning Update for May/June 2014.
- Common Core and Next Generation Science standards continue to be worked on.
- The OESD will continue to provide coaching to schools identified as needs improvement.
- WaKIDS provides funding for full-day Kindergarten. Training for teachers who are moving from ½ day to full day will be provided.
- Special Education Cooperative is surveying districts to find out what services are needed.
- Both the Kitsap and Clallam Detention Centers are projected to be in the red for next year. Regional superintendents have agreed to cover the costs on a proportional basis based on the number of kids detained from their district.

Chairperson Karen Sorger called for a 10 minute break at 2:25 PM.
Chairperson Karen Sorger resumed the regular session at 2:35 PM.

BUSINESS

2014-2015 Proposed Meeting Dates: Superintendent Lynch presented the 2014-2015 proposed Olympic ESD Board meeting dates. After a brief discussion, the following meeting dates were recommended. Carl Johnson moved to approve the 2014-2015 Olympic ESD Board meeting dates as discussed. Katie Proteau seconded the motion. It carried.

2014-2015 Meeting Dates

September 18, 2014	March 19, 2015
October 16, 2014	April 20, 2015 (Monday)
November 24, 2014 (Monday)	May 21, 2015
December – No Regularly Scheduled Meeting	June 18, 2015 (10:00 AM)
January 15, 2015	July – No Regularly Schedule Meeting
February 19, 2015	August 20, 2015

Head Start Application Approval: Restoration of Sequestration Reductions & COLA Funding: Superintendent Lynch shared that last year's sequestration reductions were implemented. With the approval of the Federal budget, funding has been restored to the Health and Human Services budget. Lorraine Olsen, Head Start/ECEAP Director, has completed an application to restore funding to the OESD Head Start program. The application has been reviewed and approved by the Head Start Policy Council, ESD administration, and Board Chairperson Karen Sorger. Superintendent Lynch recommended that the Board approve the Head Start and Early Head Start grant application as required by Policy 5110 and Policy 5130. Elizabeth Drew moved to approve the Head Start Grant Application. Carl Johnson seconded the motion. It carried.

Resolution 243: OESD Elementary and Secondary Education Act (ESEA): Superintendent Lynch shared that the WSSDA Board has adopted a resolution to urge Congress to reauthorize ESEA immediately and has encouraged local school boards to adopt a similar resolution. Superintendent Lynch recommended that the board adopt Resolution 243 encouraging Congress to reauthorize ESEA immediately. Carl Johnson moved to approve Resolution 243. Elizabeth Drew seconded the motion. It carried.

Resolution 244: Warrant Cancellation: Superintendent Lynch recommended approval of Resolution 244 Warrant Cancellation. Carl Johnson moved to approve Resolution 244, Warrant Cancellation. Katie Proteau seconded the motion. It carried.

Acceptance of Gift: LASER: Superintendent Lynch shared that a donation has been made to the West Sound STEM Network of \$5,000 from LASER in the name of Corrine Beach. As the Fiscal Agent for the West Sound STEM Network, the OESD received the funds for distribution to STEM districts for use in classrooms for STEM projects. Superintendent Lynch recommended acceptance of the \$5,000 donation from LASER. Katie Proteau moved to accept the \$5,000 donation. Elizabeth Drew seconded the motion. It carried.

Acceptance of Gift: Kitsap Community Foundation: Superintendent Lynch shared that a \$5,000 donation has been received from the Kitsap Community Foundation made possible by the AY Petter Family Advised Fund. These funds will be used for the North Kitsap Substance Abuse Prevention Program. Superintendent Lynch recommended acceptance of the \$5,000 donation. Carl Johnson moved to accept the \$5,000. Elizabeth Drew seconded the motion.

School District Levy Congratulation Letter: Superintendent Lynch shared that Cape Flattery had passed its levy. To acknowledge the district, Superintendent Lynch recommended that the board send a letter to the Cape Flattery Board congratulating the district for its accomplishment. Katie Proteau moved to send a letter to the Cape Flattery Board. Carl Johnson 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>
Jacelynn Clifton	Tutor Mentor, 21st CCLC	4/10/14
Devontaye Harden	Tutor Mentor 21st CCLC	4/10/14

Resignations:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Katy Absten	Math & Science Director	3/14/14
Damon Martinez	Site Coordinator 21 st CCLC	4/14/14
Desiree Coleman	Tutor Mentor 21 st CCLC	5/1/14
Kelly Money	Special Education Teacher	8/29/14

Retirement:

None at this time

Promotions/Lateral Moves/Terminations:

None at this time

Reduction in Force:

None at this time

Elizabeth Drew moved to accept the employments and resignations as presented. Carl Johnson seconded the motion. It carried.

BUDGET, VOUCHERS AND PAYROLL

Carol Kovarnik presented the budget status, vouchers, and payroll. Carl Johnson moved to approve the budget status, vouchers, and payroll as presented. Elizabeth Drew 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 15th day of May 2014.

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
General:	05/02/14	146439	\$ 384.39
	05/02/14	ACH	\$ 1,200.72
	05/02/14	146469-146529	\$ 72,508.68
	05/02/14	146530	REISSUE-0.00
	05/16/14	ACH	\$ 27,302.31
	05/16/14	146536-146615	\$ 210,424.39
Payroll:	04/30/14	WIRE TRANSFER	\$ 567,491.36
	04/30/14	146440-146468	\$ 253,160.37
	04/30/14	700676-700683	\$ 2,576.03
	05/15/14	WIRE TRANSFER	\$ 24,896.55
	05/15/14	146531-146535	\$ 1,035.96

	05/15/14	700684-700699	\$ 4,386.67
Workers Comp:	04/18/14	402963-402964	\$ 46,500.00
	04/25/14	402965	\$ 23,000.00
	05/02/14	402966-402968	\$ 321,764.44
	05/09/14	402969	\$ 46,000.00
	05/16/14	402970-402976	\$ 74,303.62
Unemployment:	05/02/14	200273-200274	\$ 11,319.76
	05/16/14	200275	\$ 760.33
Compensated Absences:	05/02/14	600021	\$ 300.00

Executive Session: At 2:25 PM Chairperson Karen Sorger adjourned the Regular Session and moved into Executive Session to discuss the work schedule of a public employee. The Executive Session is expected to last thirty minutes.

At 2:55 PM Chairperson Karen Sorger adjourned the Executive Session and returned to the Regular Session.

Chairperson Karen Sorger adjourned the meeting at 2:55PM.

Chairperson of the Board _____

Secretary to the Board _____