

MINUTES  
BOARD OF DIRECTORS  
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114  
November 17, 2014

CALL TO ORDER

Chair Karen Sorger called the meeting to order at 12:29 PM at the Olympic Educational Service District Board Room, 105 National Avenue North, Bremerton, WA 98312.

ROLL CALL OF MEMBERS AND GUESTS

Karen Sorger, Chairperson  
Katie Proteau, Vice Chair  
Donn Ring - Excused  
Jean Wasson - Absent  
Elizabeth Drew  
Carl Johnson  
Shirley Johnson  
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  
Steve McIntire, Fiscal Officer

MINUTES

Carl Johnson moved to approve the minutes for the October 16, 2014 meeting. Elizabeth Drew seconded the motion. Motion carried.

REPORTS

**Superintendent's Report:** Superintendent Lynch shared the following:

- Recently traveled to Nashville, TN, to attend the annual Military Interstate Children's Compact Commission (MIC3) Meeting. All 50 states plus Washington D.C. have entered the compact. There are only 4 U.S. compacts that include all 50 states plus Washington D.C. in existence. The Legislative report is due for the coming session and will soon be finalized.
- The first School Safety and Security Cooperative meeting held on October 20, 2014, at the Olympic ESD was a success. He thanked the Board members who were able to attend. A follow-up meeting was held November 4. All 4 counties had good participation and the OESD is exploring a potential tiered fee structure.
- Currently collaborating with Steve Myers, ESD 105 Superintendent, on legislation toward developing regional safety centers. Interest is peaked due to the recent school shooting in Marysville. On December 18, 2014, a meeting is scheduled with Senator Hobbs to discuss potential state funding for school safety.
- Attended the 2014 Washington Educators conference in October and attended the New Superintendent's Workshop with North Mason School District Superintendent Dana Rosenbach on October 27.
- At the end of October, Schools of Distinction Awards were announced and include the following Olympic region schools: Cape Flattery School District, Neah Bay Elementary; Quilcene School District, Quilcene High and Elementary, Sequim School District, Greywolf Elementary; South Kitsap School District, Burley Glenwood Elementary and Sidney Glen Elementary. Superintendent Lynch plans to coordinate visits with each school to present awards and will keep the Board informed on when those visits are scheduled. He hopes to visit Cape Flattery in December.
- Thanked Elizabeth Drew for attending the STEM Legislative Breakfast meeting held October 29 at the Pancake House in Bremerton. Many local legislators were in attendance along with a select group of OESD staff and school district superintendents. Washington STEM paid for the breakfast.
- A Westsound STEM Leadership Team Meeting was held on November 10, 2014, in the OESD 114 Board room.
- Visited Sequim Board Meeting on Monday, October 20, 2014.
- Visiting Port Angeles School District's Board meeting on December 11, 2014.
- The Kitsap County Juvenile Detention Center has declining enrollment. Declining enrollment was a concern during 2013-2014 as well. Staffing may face a reduction. Across the state, most detention centers are in declining enrollment. Apportionment is relatively low and more information is yet to follow.
- Dan King is currently serving as a principal at the Quillayute Valley School District and has requested a leave of absence from his position at the OESD to fulfill the duties of principal.
- As the OESD agency expands its services, the OESD Bremerton facility is under review to identify needs for space. Recommendations will be brought forth to the Board as more evaluation is done. Because the agency pays a monthly storage bill for science kits, a review of potentially moving the materials on-site and recapitalizing is underway. Superintendent Lynch and Assistant Superintendent Carol Kovarnik recently met with Jon Gores to discuss finance options.
- This Thursday, November 19, 2014, Board members attending the Washington State School Directors' Association (WSSDA) Conference in Spokane with Superintendent Lynch. They will meet for dinner on November 20, 2014, for the *Board's Night Out* at the conference.

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

- A handout from Steve McIntire on school districts' budget and enrollment reports was reviewed. Mr. McIntire noted that the OESD services are provided to all 15 districts in the region and the school district budgets are

reviewed by the OESD three times per year. Also, the OESD operates the Workers Compensation Trust out of the Port Angeles office. He included a chart showing enrollment by head count for each district (six year history) and also cohort enrollment over time. Enrollment is showing some stability for now, although he discussed trends with declining enrollment over the past several years.

- Reviewed handout on ending fund balances (net worth of a school district). Discussed ending fund balances of each district.
- Legislative session is approaching and likely will be a long session yet deadlines for school districts do not change causing some challenges with school district budgeting.
- Carol Kovarnik discussed the recent finance meeting with Jon Gores, noting that in March 2013, the OESD Board approved a resolution to allow for the OESD bonds to be re-funded if interest rates reached a low enough rate. The plan is to refresh a resolution in January 2015. The OESD is half way through the term of its current bond and in 2015 it can be re-funded if appropriate.
- Unemployment Cooperative: currently the OESD is working with an actuary on ratings for districts. The details will be discussed with business managers and superintendents at their next meeting.
- Fund balance targets are under discussion as well. The OESD is looking back five years instead of one and districts are sharing risk. Balances eventually will be used to offset the rate paid by a school district.
- Head Start information included in the Board packet is a review. The Policy Council is scheduled later this month and new information will be presented in January after the Policy Council meeting.
- A letter from Health and Human Services is included in the packet.
- Also included is a letter approving a grant award for Head Start.
- An application to expand the Early Head Start services is still under review but looks promising for funding.

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

- How the programs in Teaching and Learning are funded was discussed. School Districts can opt in or out of the OESD services. She noted the importance of reviewing services that are available and to answer questions, listen to concerns of the school districts. She discussed some examples of new services that the OESD can provide to some of the districts in the region.
- English Language arts and Mathematics Fellows is a new program in the state about techniques and strategies on how school leaders can help teachers understand the Common Core.
- Teacher Principal Evaluation Program (TPEP) update – in the Board packet was provided the same information that was provided to the School District Superintendents at their advisory committee meeting on October 31, 2014. Ms. Parker highlighted three upcoming trainings as listed in the Board packet information.
- Other documents included were the OSPI document on the common messages about student growth and a copy of the Rater Agreement for Washington State.
- Staffing – with Dan King working as the principal at Quillayute Valley for the remainder of the school year, Sandra Gessner-Crabtree will help bridge the OESD work.

**BUSINESS**

**2015 AESD Annual Conference Update:** Superintendent Lynch reviewed the conference registration rates and vendor sponsorships, noting that letters to vendors will be mailed on November 18. Board members may follow up with vendors by calling after the letters have been mailed.

**Update on Board Photos and OESD Front Entrance Display:** Board members reviewed their photos and selected their favorites for display at the OESD Bremerton front entrance. Superintendent Lynch also noted that public buildings, by statute, are required to display a state and U.S. flag at the front entrance. Flags will be purchased for the building and they will also be used for the Board Room when needed. Reciting the Pledge of Allegiance at meetings was briefly discussed.

**Update on Board Intranet Access:** - login information was provided in the Board packet and a quick review of the electronic packet availability was provided to the Board.

**Leave of Absence:**

Katie Proteau moved to approve the leave of absence as presented. Carl Johnson seconded the motion. Motion carried.

**Policy 5110 Head Start Program Monitoring:** Carol Kovarnik reviewed the information in her earlier Financial, Technology, Instructional Resources, and Early Childhood report, noting that there are no action items today.

**EMPLOYMENT OF STAFF**

**New Employees:**

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Stacy Scott	Family Health Home Visitor	10/13/14
Victor Williams	Maintenance/Custodian	11/6/14
Alice Vasquez-Smith	EHS Family Health Home Visitor	11/10/14

**Resignations:**

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Penda Sow	Site Coordinator, 21 <sup>st</sup> CCLC	11/5/14

**Promotions/Lateral Moves/Terminations:**

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Tamara Skaggs	From: EHS Family Health Home Visitor (187 days) To: EHS Family Health Home Visitor (260 days)	11/5/14
Elisabeth Ramsey	From: Academic Coach Assistant, 21 <sup>st</sup> CCLC To: Site Coordinator, 21 <sup>st</sup> CCLC	11/5/14

**Leave of Absence:**

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Dan King	From: English Language Arts Coordinator To: Interim Principal, Quillayute Valley S. D.	9/25/14 – 1/1/15

**Retirement:**

None at this time.

**Reduction In Force:**

None at this time.

Elizabeth Drew moved to accept the employments, resignations, and promotions/lateral moves/terminations as presented. Katie Proteau seconded the motion. Motion carried.

**BUDGET, VOUCHERS AND PAYROLL**

Carol Kovarnik presented the budget status, vouchers, and payroll. She explained the processes and meaning of each fund and answered Board member questions. Elizabeth Drew moved to approve the budget status, vouchers, and payroll as presented. Katie Proteau seconded the motion. Motion 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  
**17th** day of **NOVEMBER, 2014:**

<u>FUND</u>	<u>DATE PAID</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
General:	10/28/14	147592	REISSUE - 0
	11/07/14	ACH	\$ 4,220.42
	11/07/14	147593-147675	\$ 150,972.02
Payroll:	10/31/14	WIRE TRANSFER	\$ 564,388.18
	10/31/14	147565-147591	\$ 258,773.28
	10/31/14	700781-700784	\$ 1,213.62
	11/14/14	WIRE TRANSFER	\$ 29,900.48
	11/14/14	147676-147680	\$ 1,015.28
	11/14/14	700785-700795	\$ 3,099.03
	Workers Comp:	10/17/14	403036
	10/24/14	403037-403038	\$ 34,000.00
	10/31/14	403039	\$ 10,000.00
	11/07/14	403040-403041	\$ 219,136.30
	11/14/14	403042	\$ 31,000.00
Unemployment: Compensated Absences:	11/07/14	200284	\$ 3,413.00
	11/07/14	600027	\$ 300.00

Chair Karen Sorger adjourned the meeting at 1:56 PM.

Respectfully submitted,

Karen Sorger  
 Chairperson of the Board

Greg Lynch  
 Secretary to the Board