

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

CALL TO ORDER

Chair Karen Sorger called the meeting to order at 12:23 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

Jean Wasson

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

MINUTES

Elizabeth Drew moved to approve the minutes of the September 18, 2014 meeting. Katie Proteau seconded the motion. Motion carried.

STAFF RECOGNITION

12:30 PM – Board members recognized the following staff members for outstanding work and contributions leading to the Head Start and Early Head Start Program achievement of receiving an exceptional 2013-14 program review: Carrie Schmitz, Christine Williams, Shivon Kadmas, Tammy Calhoun, Kim Crummey, Lee Stadshaug, Michelle Edgin, Robin Williams, Donna Wagner, Maggie Healy, Erin Schafer. Unable to attend: Melissa Steiner, Leesa Thomas, Molly Staudenraus, and Lisa Hess. Each staff member was presented with a certificate and photos were taken.

BOARD PHOTOS

Board member group and individual photos were taken. The new photos will soon be displayed in the lobby area of the OESD building.

12:56 PM – Board members reconvened in the Board Room. Karen Sorger extended apologies for missing the last Board meeting on September 18.

REPORTS

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

- Thanked the Board for their willingness to take new photos and for their participation in recognizing staff this afternoon.
- Association of Educational Service Districts (AESD) Accreditation information sheets were handed out to the Board. The handout includes information about accreditation panel work to begin in May 2015.
- AESD Exec Board Meeting: Karen Sorger discussed the September 23, 2014, meeting at Puget Sound ESD in Renton. Carl Johnson will replace her as the AESD Executive Board Representative from OESD. Legislative updates were provided at the meeting and an AESD Legislative Brochure was handed out.
- Thanked those who attended the first Superintendents' Advisory Council Meeting held September 26, 2014.
- Thanked Katie Proteau and Karen Sorger for attending WSSDA Regional Meeting in Forks, Washington on October 11. The OESD 114 Orientation PowerPoint presented at the WSSDA Regional Meeting was shown to the Board.

- Handed out the OESD trifold brochure. Brochures will be sent to each school district and will include specific information tailored to each district highlighting the benefits of the OESD services.
- Board members discussed some history of Educational Service Districts (ESDs) and discussed the idea of a potential workshop to train superintendents on what an ESD is through the Washington State School Directors' Association (WSSDA) and/or the AESD.
- Senator Christine Rolfes will visit the OESD on October 17 to discuss the impacts of legislation about requiring 24 credits for graduation and at-risk students with a small group of teachers, principals, and board members.
- On Monday, October 20, 2014, the OESD is hosting a Safety and Security Cooperative kickoff event. Board members, superintendents, law enforcement, fire and emergency management leaders, legislators, private school and local college leaders from Mason, Clallam, Jefferson, and Kitsap Counties were invited. Guest speakers from ESD 105, Randy Town and Sheriff Brian Winters will speak about the program in Yakima County, which has borne a successful collaborative effort to join forces and meet needs in their region.
- On Wednesday, October 29, 2014, OESD leaders will host a breakfast meeting with legislators and leaders from the Washington STEM Network.
- On Monday, November 10, 2014, the Senior Leadership Team for the West Sound STEM Network will meet to discuss plans for the utilization of \$200,000 in grant funds from Washington STEM.
- Joined Dr. Kareen Borders for a visit to Joint Base Lewis McChord on Tuesday, October 14, 2014, where she presented information about the West Sound STEM Network.
- The 42<sup>nd</sup> Annual High School Art Show will be on display February 2 to March 4, 2015, 8:00 AM – 5:00 PM at the Olympic ESD in Bremerton. A reception will be held on March 4, 2015, 7:00-8:00 PM.
- Board badges and travel documents for the WSSDA Annual Conference and the AESA Annual Conference were delivered to each member of the Board today.
- Due to the Thanksgiving Holiday and conference travel, the Board discussed changing the OESD November Board meeting from Monday, November 24, 2014 to Monday, November 17, 2014. Donn Ring will be excused from the November 17, 2014, Board meeting.

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

- Provided a handout detailing school district full-time equivalent (FTE) student enrollment. She highlighted budgeted vs. actual enrollment for each district in the OESD region. Board members discussed the challenges of districts to base funding and staffing on enrollment. Total enrollment seems to continue declining in the region overall.
- Business office is on target for completion of the 2013-14 financials.
- Met with Unemployment Cooperative Committee. OESD is evaluating how much to keep in reserves. The Committee is considering establishing a set dollar amount rather than a percentage of payroll.

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

- Updated Teaching and Learning services matrix was handed out and changes in services were highlighted.
- Updated Teacher Principal Evaluation Program (TPEP) services menu was provided. Discussed TPEP workshops offered and noted positive feedback. TPEP materials are posted on the OESD website for district use.
- Stephanie Parker serves as the TPEP Lead across the state and she is beginning the planning process to evaluate TPEP needs for the 2015-16 school year.
- Superintendent Lynch serves as the AESD executive sponsor and the Office of the Superintendent of Public Instruction pays for the TPEP portion of Stephanie Parker's work. Board members discussed ideas about TPEP and how it will be implemented.
- Director of Instructional Services Sandra Gessner-Crabtree and Stephanie Parker have been visiting school districts to identify their needs so that OESD can align with school district priorities.
- New to the OESD, Director of Professional Learning and Development Dr. Kareen Borders and Director of Instructional Services Sandra Gessner-Crabtree provided introductory information about themselves. Professional information was included in the Board packet. Both will be personally introduced at a future Board meeting.

**BUSINESS**

**AESD 2015 Annual Conference Update:**

Board members previewed the web page and conference registration information and discussed communication with potential conference vendors and donors. Carol Kovarnik discussed the financial management of conference funds along with restrictions and accounting options. Any additional funds leftover after the conference will be returned to WSSDA for the AESD account which is used for the next conference. Conference attendee fees, which are less in 2015 than in 2014, should cover the conference expenses. The conference location has limited space for vendor tables, but offers hospitality rooms located directly across the hall from the main meeting room. Letters to potential vendors will be prepared in November and will include appropriate suggested levels of sponsorship. Karen Sorger shared information about the tradition of ESD gift baskets at the conference and proposed that the OESD 114 basket have a Native American theme.

**Board Webpage Preview:**

Board members were introduced to the concept of an OESD Board intranet page where members can log in to access meeting materials on the website in an effort to reduce paper consumption, postage and time involved with producing Board packet materials while making access to materials more convenient for interested Directors.

**Travel Per Diem Rates:** Carol introduced changes to lodging rates for staff travel. Details were provided in the Board packet. Katie Proteau moved to approve the changes in lodging rates for staff travel effective October 1, 2014. Donn Ring seconded the motion. Motion carried.

**Policy 5100, Head Start Program Monitoring, Program Strategic Plan:** Carol Kovarnik reviewed the Early Head Start Grant Application and recommended that the Board approve this document. Jean Wasson moved to approve the Head Start/ECEAP Program Strategic Plan. Shirley Johnson seconded the motion. Motion carried.

**Minimum Wage Increase:**

As a result of a 1998 initiative, the state of Washington reestablishes the minimum wage each year. As a result of this recalculation, the minimum wage will increase from \$9.32 to \$9.47 effective January 1, 2015. This new wage applies to our Pathways to Success student workers, Head Start Classroom Assistants Non-Instructional, and 21<sup>st</sup> CCLC Tutor Mentors. Carol Kovarnik recommended the Board establish a new minimum wage of \$9.47 at Olympic Educational Service District effective January 1, 2015. Donn Ring moved to approve the 2015 minimum wage increase for the OESD. Katie Proteau seconded the motion. Motion carried.

**EMPLOYMENT OF STAFF**

**New Employees:**

Amber Hoyt	Assistant Teacher ECEAP	9/12/14
Elisabeth Ramsey	Academic Coach Assistant, 21 <sup>st</sup> CCLC	10/6/14
Reece Benge	Tutor Mentor, 21 <sup>st</sup> CCLC	10/6/14
Maina Sow	Tutor Mentor, 21 <sup>st</sup> CCLC	10/6/14
Linda Hagood	Speech Language Pathologist	10/6/14
Laura Gemme	Health Nutrition Advocate	10/6/14
Chealse Clairborne	Health Nutrition Advocate	10/10/14

**Promotions/Lateral Moves/Terminations:**

Stacy Hudgins	From: Assistant Teacher East Port Orchard ECEAP To: Assistant Teacher Sunnyslope HS	9/2/14
Phyllis Kappus	From: Accounting Clerk To: Accountant - Payroll	10/6/14

**Resignations/Retirements/Reductions in Force:**

None at this time.

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

**BUDGET, VOUCHERS AND PAYROLL**

Carol Kovarnik presented the budget status, vouchers, and payroll. She reviewed the processes and meaning of each fund. Jean Wasson moved to approve the budget status, vouchers, and payroll as presented. Elizabeth Drew 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 **16th** day of **OCTOBER, 2014**:

<b>FUND</b>	<b>DATE PAID</b>	<b>WARRANT #'S</b>	<b>AMOUNT</b>
General:	10/03/14	ACH	\$ 1,907.04
	10/03/14	147407-147497	\$ 175,461.45
	10/03/14	147498	REISSUE - 0
	10/17/14	ACH	\$ 26,664.67
	10/17/14	147504-147564	\$ 258,742.42
Payroll:	09/30/14	WIRE TRANSFER	\$ 570,874.89
	09/30/14	147380-147406	\$ 250,206.55
	09/30/14	700770-700772	\$ 1,247.78
	10/15/14	WIRE TRANSFER	\$ 16,829.02
	10/15/14	147499-147503	\$ 656.52
	10/15/14	700773-700780	\$ 1,383.27
Workers Comp:	09/19/14	403024	\$ 2,000.00
	09/26/14	403025	\$ 12,000.00
	10/03/14	403026	\$ 16,000.00
	10/10/14	403027	\$ 31,000.00
	10/17/14	403028-403035	\$ 57,988.85
Unemployment:			
Compensated Absences:			

Board member Shirley Johnson shared information about the bylaws of the National Caucus of American Indian/Alaska Native School Board Members of the National School Board Association (NSBA). Copies will be provided at the November OESD Board meeting. She also discussed the policies and procedures for Impact Aid in her region and described how the Tribal Council supports local students.

**EXECUTIVE SESSION**

2:46 PM – The Board recessed into Executive Session to discuss the performance of an individual public employee pursuant to RCW 42.30.110. No action will be taken.

**RETURN TO REGULAR SESSION**

3:05 PM – The Board returned to regular session and immediately adjourned.

Respectfully submitted,

Greg Lynch  
 Secretary to the Board

Karen Sorger  
 Board Chair