

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
September 18, 2014

CALL TO ORDER

Vice Chair Katie Proteau called the meeting to order at 12:33 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 (excused)

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

Jean Wasson moved to approve the minutes for the August 21, 2014 meeting. Elizabeth Drew seconded the motion. Motion carried.

REPORTS

Superintendent's Report: Superintendent Lynch shared the following:

- Invitations to the Board members for upcoming events:
 - First Superintendents' Advisory Committee meeting of the new school year, September 26, 8:30 a.m. Other attendees include local legislators, Superintendent of Public Instruction Randy Dorn, an Executive from the Washington Association of School Administrators (WASA), and leaders from each school district in the region invited by each superintendent.
 - School Safety and Security Cooperative kickoff event, October 20, 10:00 a.m.-1:30 p.m. at the OESD. Other invitations have been extended to all School Board presidents and superintendents in the region, first responder leadership from Kitsap, Clallam, Jefferson, and Mason counties, Olympic and Peninsula college presidents, and private school leaders. Guest speakers from ESD 105 will be talking about their second year of a successful cooperative plus a candidate for Yakima County Sherriff who works with ESD 105 will discuss his work with the cooperative. Several Olympic region districts have already joined, but all are welcome to attend the kickoff event.
 - Legislator breakfast to discuss Washington STEM (Science, Technology, Engineering, Math) at 8:30 a.m. potentially at the Pancake House in Bremerton with Washington STEM officials from Seattle. This is an opportunity to talk about the Westsound STEM network and grant funding.
 - September 24 visit to the Central Kitsap School District Board meeting to present the Regional Teacher of the Year award to Kim Witte from PineCrest Elementary School.
- Attending the Teacher of the Year Awards Ceremony in Seattle on Monday, September 22.
- Board members are always welcome to visit school districts in the region.
- Superintendent Lynch will visit Crescent School District on September 25.
- Karen Sorger, Carl Johnson, and Superintendent Lynch will attend the Association of Educational Service Districts (AESD) Executive Board meeting on September 23. Karen has served on the Executive Board for quite some time and Carl Johnson will assume that role very soon.

- Handout of State Board of Education on McCleary vs. State – a resolution by the State Board of Education stating its position. Discussion continues around legislative issues regarding McCleary vs. the state, K-3 class size, transportation, materials/supplies, and all day kindergarten.
- On September 17, Superintendent Lynch attended a local League of Women Voters event. OESD Board member Katie Proteau attended the event. The main topic was McCleary vs. State and what the issues mean to our districts.
- A newspaper advertisement signed by all superintendents in the region about the U.S. Department of Education statistics will be printed in the Peninsula Daily News and the Kitsap SUN on Sunday, September 21, 2014.
- The United Way Kickoff will soon begin.
- Superintendent Lynch recently met with Walt Bigby, former OESD Superintendent, earlier this week. He has been invited to a future board meeting.
- The OESD trifold brochure titled *What Can We Do For You?* is still being edited. When ready, the brochures will include a customized insert for each district and sent out.
- Board photos will soon be updated and location of the photo display in the OESD building will soon be in a new area. Ideas and thoughts were shared. Design ideas will be presented at a future Board meeting.
- The OESD Superintendent's office is working on streamlining the Board packet process and creating an intranet web page for the Board members to access packet information electronically instead of printing paper copies. Paper copies will still be mailed to those who want a paper copy. As the new system develops, the Board will be kept in the loop and will decide if the proposed process will work to meet their needs.
- Alan Burke is the new Executive Director of WASA. Gil Mendoza is now Deputy Superintendent of K-12 Education at the Office of the Superintendent of Public Instruction (OSPI).
- Hosted a Military Interstate Compact (MIC3) meeting here at the OESD to prepare a legislative report on September 17. Superintendent Lynch thanked OESD Board Member Elizabeth Drew for attending the meeting. He will travel to the Annual MIC3 Conference in Nashville, TN, in November in his role as the Compact Commissioner for Washington State.

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

- Provided a handout about Initiative 1351 regarding class size.
- Accounting changes for school districts will have an impact on compensated absences and liability pool. Districts may have decisions to make about putting dollars into the pool for these purposes. The new changes in accounting may have an impact on need for OESD services for these particular purposes.
- Program indicators report indicates a reduction in the number of families reporting they are homeless. Other ratios show number of families receiving medical care for immunizations, dental services, and check-ups.
- The Department of Early Learning in Olympia is applying for preschool funds that are intended to expand full day preschool for low income families, which includes millions of dollars slated to serve more four-year-olds in the state. It is not yet clear what may be required of Educational Service Districts.
- Compliments to Carl Miller, Network Services Director and the Network Services Department for providing network support at the Port of Port Townsend, which is now contracting with OESD. Chimacum will not be utilizing network services through OESD this year.
- In response to a question from Donn Ring about immunizations, Carol noted that immunizing children is entirely a parent choice, and that school systems must keep records on immunizations.

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

- Staffing updates in the office of Teaching and Learning.
- Quillayute Valley School District has hired Dan King as Interim Principal through the end of 2014. He is doing a fantastic job there although he is missed at OESD.
- Dr. Karen Borders is the new Director of Professional Learning and Assessment. She comes to OESD from Peninsula School District and is the former advisor on STEM for the U.S. Department of Education in Washington D.C. She will be working on STEM and School Improvement programs at OESD.
- Sandra Gessner-Crabtree is the new Instructional Services Director. After serving as a principal in Bremerton School District, she joins the OESD and will lead the Mathematics and Science programs in addition to leading *WA Kids* and Full Day Kindergarten programs in the Office of Teaching and Learning.
- The new OESD trifold brochure will help share Teaching & Learning services with district superintendents so they know how the OESD can help each district with their needs.
- The Teaching & Learning team held a one day retreat this summer to address how the OESD can become and remain essential to the districts we serve.

BUSINESS

Open Public Meetings Act (OPMA) and Public Records Training: Superintendent Lynch reviewed the required information for the Board. Legislation now requires all public boards and entities to have mandatory training. Handouts were provided with the required information. Board members reviewed the information and discussed the OPMA. Board members discussed what constitutes a quorum when meeting outside of a board room or communicating electronically. Sunshine laws and use of technology need to be part of the Board's operating principles. When attending a conference or meeting, Board members must not discuss business or make any decisions if there is a quorum present. Although Chairperson Karen Sorger was excused from today's meeting. She will receive OPMA training at a later date.

AESD 2015 Annual Conference: Superintendent Lynch shared that the OESD is scheduled to host the annual AESD Conference in the spring of 2015 at the Suquamish-Clearwater Resort in Suquamish, Washington. The conference theme is *Diversity* and the keynote speaker is Father Michael Oleksa. A draft conference brochure, draft agenda and draft donor matrix were handed out. The agenda and other speakers are still being confirmed. In the works are plans to include military involvement and a potential local tour, tribal leaders, and cultural performance by a student dance group. A tentative budget is lined out with a lower registration fee than last year. Registration fee was \$375 in 2014, this year proposed \$365. Board members discussed a potential approach to contacting vendors. Sponsors can be recognized at the conference or they can have a booth at the conference. Invites/brochures will go out in the next few weeks.

AESD Legislative Engagement: Superintendent Lynch discussed funding for ESDs. He provided the Board with an update of his recent connections and interactions with legislators on a regular basis. These interactions help legislators understand the role and the value of ESDs when making decisions. He handed out copies of the *AESD Executive Summary for Legislators* brochure. Board members discussed how far ESDs have come with collective messages to legislators. Because the impact on student learning is important to show, the brochure will include assessment data for teachers that participate in ESD professional development. AESD staff will intersect with legislators during the next legislative session to keep legislators informed.

WSSDA & AESA Board Member Participation: Board members discussed attendance and travel to the Washington State School Directors' Association (WSSDA) Annual Conference in November and the Association of Educational Service Agencies (AESA) Annual Conference in December.

Policy 5100, Head Start Program Compliance, and Policy 5110 Head Start Program Monitoring: Early Head Start Grant Application Approval: Carol Kovarnik reviewed the Early Head Start Grant Application and the Board acknowledged receipt of this document.

Policy 5110, Head Start Program Monitoring: Head Start Annual Report: Carol Kovarnik reviewed the Head Start Annual Report. The Board acknowledged receipt of this document.

Policy 5110, Head Start Program Monitoring: Program Information Report: Superintendent Lynch reviewed the Head Start Program Information Report. The Board acknowledged receipt of this document.

EMPLOYMENT OF STAFF

New Employees:

Dana Bierman	ATOD Policy Enhancement Coord	8/21/14
Cecilia Reaume	Student Assistance Professional Trainee	8/27/14
Jon Daly	Student Assistance Professional	8/27/14
Candace Vaal	Student Assistance Professional	8/27/14
Kareen Borders	Professional Learning & Assessment Dir	9/1/14
Christine Edmiston	Youth Services Professional	9/1/14
Martha Alder	School Nurse	9/2/14

Resignations:

Sara Strickland	Lead Teacher Family Advocate HS	9/2/14
Vicky Everdean	Lead Teacher Advocate HS	9/12/14
Leesa Thomas	Child Development Program Mgr.I	9/12/14
Lisa Hess	Assistant Director, Head Start	9/12/14
Mantanona, Georgina	Professional Development Aide	9/16/14
Siedlecki, Alex	Lead Teacher/Family Advocate	9/26/14
Cindy McClung	Internal Accountant	9/30/14

Promotions/Lateral Moves/Terminations:

Molly Staudenraus	From: Family Health Home Visitor To: Health Program Manager I	9/1/14
Michelle Daugherty	From: Student Services Support Analyst I To: Student Services Support Analyst II	9/1/14

Retirement:

None at this time.

Reduction In Force:

None at this time.

Carl Johnson moved to accept the employments, resignations, and promotions/lateral moves/terminations as presented. Jean Wasson 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. She also presented a new chart format to present the details on the budget status and fund balances. Board members favored the new presentation format. Donn Ring moved to approve the budget status, vouchers, and payroll as presented. Carl Johnson 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 **18th** day of **SEPTEMBER, 2014**:

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	09/05/14	147239-147322	\$ 109,224.14
	09/19/14	ACH	\$ 18,094.94
	09/19/14	147329-147379	\$ 235,762.28
Payroll:	08/29/14	WIRE TRANSFER	\$ 578,382.09
	08/29/14	147209-147236	\$ 253,635.56
	08/29/14	700754-700765	\$ 3,922.32
	08/29/14	WIRE TRANSFER	\$ 1,157.40
	08/29/14	147237-147238	\$ 177.84
	09/15/14	WIRE TRANSFER	\$ 15,815.43
	09/15/14	147323-147328	\$ 1,722.98
Workers Comp:	09/15/14	700766-700769	\$ 1,097.40
	08/29/14	403015	\$ 7,000.00
	09/05/14	403016	\$ 10,000.00
	09/12/14	403017	\$ 28,000.00
	09/19/14	403018-403023	\$ 47,952.77
Unemployment:	09/05/14	200282	\$ 760.33
	09/19/14	200283	\$ 760.33
Compensated Absences:	09/05/14	600024-600025	\$ 199,233.36
	09/19/14	6000026	\$ 81,282.61

Board members welcomed Shirley Johnson to the OESD Board.
 Vice Chair Katie Proteau adjourned the meeting at 2:51 PM.

Respectfully submitted,

Greg Lynch
 Secretary to the Board

Katie Proteau
 Board Vice-Chair