

MINUTES
BOARD OF DIRECTORS
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
September 17, 2015

REGULAR SESSION CALL TO ORDER

Chair Donn Ring called the meeting to order at 12:05 PM at the Olympic Educational Service District Office Foyer, 105 National Avenue North, Bremerton, WA 98312.

PLEDGE OF ALLEGIANCE

Chair Donn Ring led the Pledge of Allegiance.

RECOGNITION

Board members, Superintendent Lynch, and OESD Staff gathered for a special recognition of Karen Sorger as she departs the OESD Board of Directors after 11 years serving on the OESD Board and 17 years serving on the North Mason School Board. Gratitude was extended to Karen for her 46 collective years serving as a member of various boards. Board members visited with staff prior to re-convening in the Board Room.

12:36 PM – The Regular Session of the Board convened.

ROLL CALL OF MEMBERS AND GUESTS

Donn Ring, Chair

Katie Proteau, Vice Chair

Karen Sorger

Elizabeth Drew

Carl Johnson

Shirley Johnson

Greg Lynch, Superintendent

Conrad Green

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

Stephanie Parker, Assistant Superintendent of Teaching and Learning

Sue Armstrong, Human Resources Director

Tina Schulz, Executive Assistant

APPROVAL OF AGENDA

Chair Donn Ring proposed an amendment to the agenda by adding an executive session, after ITEM #13-A, to review the performance of a public employee (pursuant to RCW 42.30.110). Vote was called. All approved. None opposed. Motion carried.

MINUTES

Carl Johnson moved to approve the minutes of the August 20, 2015, meeting. Karen Sorger seconded the motion. Motion carried.

ADMINISTRATIVE REPORTS

Superintendent's Report: Superintendent Lynch noted the following:

- Noted recent articles in the Kitsap SUN. One article highlighted the Head Start program's 50th anniversary and another article highlighted the Science, Technology, Engineering and Math (STEM) program.
- Board candidate materials were submitted to the Office of the Superintendent of Public Instruction last week and school board members in the region will vote October 1-16. The OESD will be seeking a new board member for position number 6 after Karen Sorger's departure.
- Board member discussed the OESD board elections process.

- Acknowledged Shirley Johnson for her recent attendance at the Port Angeles School Board meeting on September 10, 2015, where Superintendent Lynch presented information on juvenile detention center services provided by the OESD.
- First Amendment rights and religion in schools were recently discussed due to recent press about an incident regarding prayer after a football game. Board members discussed the general issues surrounding the recent press.
- Reminders about upcoming events: STEM Legislative Breakfast on October 6, 7:00 AM; Interstate Military Compact (MIC3) meeting October 2, 10:00 AM; MIC3 annual conference in Seattle on November 5-7; School Safety and Security Kickoff on October 13, 10:00 AM, regarding threat assessment; Legislative regional session on October 8, 5:00-7:00 PM at Bremerton Performing Arts Center re: McCleary v. State of WA; Superintendents' Advisory Council meeting on Friday, September 25, 9:00 AM.
- The Association of Educational Service Districts (AESD) interlocal agreement revision was discussed, and the next AESD Executive Board meeting is scheduled on Tuesday, September 22. Carl Johnson and Greg Lynch will attend.
- AESD Accreditation is proving successful and has grown to needing an expanded system to conduct accreditation processes in districts. Board members discussed supporting the initiative and potential revenues to support the accreditation reviews.
- 2015-2016 Draft Superintendent Goals were handed out and discussed. A potential study session may be scheduled on October's board meeting agenda.

Teaching and Learning Services – Stephanie Parker and Sandra Gessner-Crabtree highlighted the following:

- Curriculum, instruction, assessment, and professional development strategies from the Teaching and Learning department were discussed (math, science, English Language Arts (ELA), WaKIDS, professional learning).
- Introduced content coordinators Tamara Smith – math coordinator, Jeff Ryan – science coordinator, and Patricia Moore – ELA Coordinator (unable to attend) and commended their work.
- Displayed a graphic in the board packets depicting the systems of teaching and learning, and credited the work of the content coordinators for applying and promoting the content by providing 50-60 hours of professional development to teachers who attend the *fellows* workshops available through the OESD. Jeff Ryan highlighted science fellows and the collaborative state system to implement the next generation of state science standards. He has also been working in conjunction with ELA coordinator Patricia Moore to provide literacy support with science learning. Alignment between disciplines of math, science and ELA is key. Tamara Smith highlighted: bridge to college, senior level math classes to allow students who perform well in the class to attend college without taking a placement test. She attributed her expertise to the opportunities afforded through the OESD. Sandra Gessner-Crabtree highlighted Patricia Moore's ELA work: building coherence, para educator training, STEM pathways project, and others. Due to decreased grant funding, the OESD currently has three content coordinators as opposed to having had seven coordinators two years ago.
- Increasing the interest of girls in the math and science areas of learning was talked about.
- Sustainable programs and funding for successful programs was discussed.
- Superintendent Lynch showed the Board a video recorded by US Secretary of Education Arne Duncan, who recognized OESD 114 STEM initiatives. This video was presented at the Math Science Pathways (MSP) Grant kickoff event held June 22, 2015 at the Galaxy Theater in Gig Harbor. Superintendent Lynch also commended Stephanie Parker for her work with STEM and Sandra Gessner-Crabtree for aligning their work and providing teachers with hands-on usable content in the classroom.
- Teaching and Learning reports were also included in the board's packet.
- In response to a question about an increase in the ECEAP training budget, Stephanie Parker noted that with new funding for Early Head Start and new staffing, the training expenditures increased.

Financial, Technology, and Instructional Resources – Carol Kovarnik highlighted the following:

- Fiscal officers meet on Friday, September 18, 2015, and an ESD fiscal meeting was held today, September 17. (Assistant Superintendent Monica Hunsaker is attending)
- Nearing the end of the fiscal year and staff is setting up systems for the new fiscal year.

- The first business managers meeting was held last week and most districts were close to meeting budget last year.
- Current enrollment comparison vs. last year: 11 districts are below average enrollment and 3 districts show an increase – likely due to adding full day kindergarten. October will show a clearer picture of enrollment counts.
- Some districts are moving classrooms of Head Start/ECEAP to make space for all day kindergarten.
- Identified need for business managers and payroll officers to understand new reporting requirements on benefits (Affordable Care Act) – newly required for staff working 30 hours or more per week.
- Three staff positions were reduced from the OESD data processing services center through attrition and some reduced hours.
- OESD Network Services has hired new staff due to former staff working in positions at local school districts.
- OESD Human Resources is making changes and adjustments to ease the hiring process. Human Resources Director Sue Armstrong and Assistant Superintendent Monica Hunsaker presented information to OESD department directors on Friday, September 18. Also, HR has been working with employees on the new employee benefits offered during open enrollment. Open houses were conducted for staff in Port Orchard, Port Angeles, and two sessions in Bremerton.
- Some OESD Board policies are under review to potentially consider changes.
- If the federal government does not pass its budget, the OESD Head Start funding would be affected and other funds, which route through the Office of the Superintendent of Public Instruction (OSPI) would not be immediately impacted.

BUSINESS

Policy 5110, Head Start Program Monitoring: Head Start/ECEAP & Early Head Start Monthly Reports (August) – Information was reviewed and provided in the board packet.

2014-2015 Head Start Annual Report

Information was reviewed and provided in the board packet.

Program Indicator Report for Head Start and Early Head Start

Information was reviewed and provided in the board packet.

Acceptance of Gift from Kitsap Strong

Stephanie Parker shared information about the donation on behalf of a program about Adverse Childhood Experiences (ACE). Instructional Services Director Sandra Gessner-Crabtree was able to acquire this grant/gift of \$2,000. Carl Johnson moved to approve the gift from Kitsap Strong. Katie Proteau seconded the motion. Motion carried.

Open Public Meetings Act Training (OPMA) – OPMA training is required for new Board members. Information was reviewed and provided in the board packet. Of special note, Board members ought to take care when sending email with other board members to avoid any type of electronic interaction that could be misconstrued as a board meeting.

WSSDA & AESA Conference Attendance of OESD 114 Board Members

Board members were provided a review of information about the upcoming conferences and discussed who would attend. Travel arrangements are underway and specific information for flights is requested from each Board member.

Resolution 249, McCleary Lawsuit – Washington Supreme Court Decision

Karen Sorger moved to adopt Resolution 249, McCleary Lawsuit – Washington Supreme Court Decision. Elizabeth Drew 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. Closing entries are still to be entered and a revised August report will be prepared for the October Board meeting.

FUND	DATE PAID	WARRANT #'S	AMOUNT
General:	09/04/15	ACH	\$ 836.28
	09/04/15	149301-149359	\$ 92,425.07
	09/18/15	ACH	\$ 19,543.34
	09/18/15	149365-149423	\$ 82,111.82
	09/18/15	149424	\$ 74,505.33
Payroll:	08/31/15	WIRE	\$ 665,015.49
	08/31/15	149276-149300	\$ 276,874.64
	08/31/15	700969-700980	\$ 3,987.62
	09/15/15	WIRE	\$ 33,916.25
	09/15/15	149360-149364	\$ 2,115.54
	09/15/15	700981-700996	\$ 4,566.70
Workers Comp:	08/28/15	403153	\$ 2,000.00
	09/04/15	403154	\$ 29,000.00
	09/11/15	403155	\$ 23,000.00
	09/18/15	403156-403163	\$ 163,093.79
Unemployment:	09/04/15	200300	\$ 7,340.75
	09/18/15	200301	\$ 760.33
Compensated Absences:			

Conrad Green moved to approve the Budget, Vouchers, and Payroll, as presented. Katie Proteau seconded the motion. Motion carried.

PERSONNEL

Superintendent Lynch recommended the employment of the following:

EMPLOYMENT OF STAFF

New Employees:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Sara Zachariah	Orientation & Mobility Specialist	9/1/15
Zachary Aho	Network Support Technician II	9/8/15
Richard Durr II	Network Support Technician II	9/16/15
Brent Cawley	Fiscal Support Analyst II	9/16/15

Resignations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Kari Morgan	Student Services Support Analyst I	8/20/15
Bruce Prudhomme	Network Support Technician II	8/31/15
Barbara Nesper	Assistant Coach 21 st CCLC	9/1/15

Promotions/Reclassifications/Lateral Moves/Terminations:

<u>Employee</u>	<u>Position</u>	<u>Date</u>
Erin Quinn	From: Coach Assistant 21 st CCLC To: Site Coordinator 21 st CCLC	9/14/15
Mark Winney	From: Network Support Technician I To: Network Support Technician II	9/14/15

Carl Johnson moved to approve the employment, resignations, retirement, and promotions/reclassifications/lateral moves/terminations, as presented. Shirley Johnson seconded the motion. Motion carried.

2:33 PM – Chair Donn Ring announced that the Board would adjourn into an Executive Session for approximately 5 minutes to review the performance of a public employee (pursuant to RCW 42.30.110).

2:35 PM – The Board returned to Regular session and immediately adjourned.

Respectfully submitted,

Gregory J. Lynch
Secretary to the Board

Donn Ring
Chair