

Board Bulletin

School Board Meeting
Oak Harbor School District, No. 201
Board Room; 350 S. Oak Harbor St.
June 15, 2010; 5:30 p.m.

Executive Session (Review of Collective Bargaining Progress with OHEA)

1. Opening:

1.01 Call to Order

1.02 Pledge of Allegiance

Peter Hunt, Board President, will conduct this activity.

1.03 Roll Call of Members

Peter Hunt will note the presence or absence of any members. If any member is absent, it should be entered into the minutes whether the absence is excused or unexcused.

2. Consent Agenda

As per Board Policy 1440, routine business matters are conducted through a consent agenda. A single motion grants approval to those items designated. In the event a board member or the Superintendent request the removal of an item from the consent agenda, the item shall be removed from the list and acted upon as a separate item of business. In the event that a citizen attending a board meeting wishes to have an item removed from the consent agenda, the board president has the option to consider it as a separate item of business.

If a board member wishes to comment on a consent item, or ask a question before the vote, this may be done without removing the item from the consent agenda. If a board member wishes extended discussion of a consent item, or wants to vote against a particular item, it should be removed from the consent agenda.

3. Communication; Special Recognition

4. Recognition and Agenda Placement of Visitors

5. Superintendent's Report

5.01 Graduation Report

The Class of 2010 graduated on Monday, June 14. The ceremony was broadcast live over the internet for parents deployed overseas.

6. Business Items – Student Achievement – “Assure continuous improvement in student achievement in reading, writing, math, and science leading to on-time graduation.”

6.01 Midway High School Materials Request

The IMC has approved and is recommending board approval of additional books for use at Midway High School for English classes. These are high-interest, easily read books that are designed to appeal especially to students served by the Midway alternative program.

Recommendation:

The administration recommends that the Board of Directors

Approve *Why You are Crying* by George Lopez; *Spud* by John Van de Ruit; *Twilight* by Stephanie Meyer; and *Two Way Street* by Lauren Barnholt as instructional materials for Midway High School English classes.

7. **Business Items – Facilities** – “Maintain and build high quality facilities to support student learning and protect the public investment.”

7.01 Summer Work Program for Maintenance, Grounds, Information Services, Transportation, and Food Service.

Annually, we report to the board about plans for summer projects by departments with many tasks to accomplish when school is not in session. Most of these tasks must be completed before school starts. This is a challenge in any summer due to vacation schedules of department staff. This summer will present more than the usual challenge since several major and unusual projects will require extensive work. These include moving into the A wing at OHHS, moving HomeConnection and Early Learning to CVE, and moving Midway and the Science Center to the ASC. All of these moves require significant allocation of staff time from Maintenance, Information Services, and custodians. Due to the need to complete these moves, other desired projects may have to be delayed somewhat. We are also prepared to delay some of the moves if needed since several programs can be moved after the school year starts if necessary.

At the end of the summer, we will return to the board with a report on what projects have been completed and how we are progressing with the remaining tasks.

7.02 Bid Acceptance – North Campus Bus Turn Around Project

Bruce Worley will recommend awarding the bid for asphalt bus loop and sidewalk work at CVE to the low bidder. The low bid of \$129,000 was below the estimate and the budgeted amount. References are strong. This is a relatively small project but it is necessary to efficient operation of the Early Childhood Center at CVE.

Recommendation:

The superintendent recommends that the Board of Directors

Approve Jansma Construction, Inc. as the general contractor for the Oak Harbor School District’s North Campus Bus Turn Around Project for the amount of \$129,031.25.

8. **Business Items – Communication** – “Establish and sustain trust through an effective two-way communication system supported by a staffed communications department.”

8.01 Network for Excellence in Washington Schools

I have attached a letter from the Network, representing districts who have sued the State for full funding of education as required by the state constitution. The Network won its case at the Superior Court level in the *McCleary* ruling. The Governor and Attorney General are appealing that decision, at a cost of \$950,000 to the State. The Network needs additional funding to pursue its portion of the appeal process. The letter from the Network is requesting that districts contribute \$1.95 per student, the amount already contributed by the original 32 school districts. Oak Harbor has not contributed to the Network funding before, but has supported its efforts verbally. At the requested level of \$1.95 per student for about 5,400 students, this would cost OH about \$10,000. Although the letter does not say so, I imagine any level of support would be welcome even at a lesser amount.

Does the school board desire to contribute to the Network for Excellence in Washington Schools, for the cost of the appeal of the *McCleary* decision? If so, what amount is the board willing to contribute? One option we have is to forego our annual WSSDA meeting to use these funds for the appeal.

9. **Business Items – Personnel** – “Attract and retain a diverse staff that is highly qualified, talented, and dedicated.”

9.01 Change to Organization Chart; Recommendation for Human Resources

The superintendent’s contract and board policy delegate to the Superintendent authority to establish the district’s organization chart, with relevant job descriptions, qualifications and supervisory relationships.

Both the contract and the policy make this authority subject to board approval. The superintendent is proposing a number of changes to the district organization chart and administrative staffing.

The district conducted studies of administrative staffing twice in the past 14 years, comparing districts in the size range from 4,000 to 8,000 and from 5,000 to 6,000 students. There was little commonality among the districts, and little relation to the size or wealth of the district. Most administrative structures seem to be a result of expedience and history rather than any proven best way. The only universal commonality among the studied districts was that each has a superintendent. The next most common administrative positions, shared by all but one of the districts in each case, was having a Business Manager, a Director of Human Resources, and a Special Education Director. Titles even for these positions varied considerably, and in some cases these positions were combined with other responsibilities.

The district budget committee this year concluded with a set of recommended cuts for implementation any time an opportunity occurs, especially through turnover of staff. One of these recommended cuts was to reduce district administrators. Since Mellody Matthes has accepted a job as Assistant Superintendent in Tukwila, the Human Resources Director position is vacant, presenting the opportunity to act on the budget committee recommendation.

The District's Strategic Goal Two commits the district to hiring and supporting a high quality staff. Principals and Directors and OHEA leaders have recommended that a single designated Human Resources Director is an essential position to reaching this goal.

Previously implemented or planned changes in district and building administrators have included 1) eliminating the Custodial Supervisor; 2) reducing the Construction Manager to half-time at the conclusion of the OHHS modernization; 3) eliminating the half-time Construction Manager at the conclusion of the C & D wing conversion and athletic fields; and 4) eliminating the CVE principal when CVE was closed as an elementary school.

Given this background and extensive discussion with affected staff, I am proposing that we discontinue the position of Director of Teaching and Learning. This will allow us to reassign Kurt Schonberg to the position of Executive Director of Human Resources. The duties and tasks of Director of Teaching and Learning will be distributed among the Superintendent, the Assistant Superintendent, the Director of Human Resources, building principals, and other support staff. We will look for opportunities to delay, postpone, reduce, or eliminate some services, functions and activities among any and all of these positions. Job descriptions will be updated where necessary to reflect the new distribution of tasks. I am attaching a preliminary list of reassigned duties. During the time when we are making the transition to the new structure, we will allow for additional certificated and clerical support staff time to offset some of the reduction of administrator time. Expected net savings from reducing this district administrator position are approximately \$100,000.

I expect that state and federal funding reductions will continue and grow next year, requiring additional budget cuts in the district. In anticipation of this need, I intend to work with staff to develop a plan integrating aspects of the Executive Director for Operations and the Director of Maintenance and Grounds to allow us to reduce by one additional district administrator at the end of the 2010-11 school year. The details of the relevant job descriptions, supervisory relationships, qualifications, and compensation will be determined during the coming school year.

I have attached for your review and approval a revised Administrative Team Organization Chart (Procedure 2200.1), a revised Job Description for Executive Director of Human Resources, and a list of Teaching and Learning duties reassigned to others.

Recommendation:

The Superintendent recommends the School Board

Approve revised administrative organization chart (Procedure 2200.1).

10. Business Items – Fiscal

10.01 Hearing Regarding Debt Service Fund Budget Extension

This hearing has been advertised the required amount of time in local papers. The extension was announced at the last board meeting. It is necessary in order to have sufficient budget authority to meet an unplanned payment for the purchase of a school bus. Funds for the payment already exist in the Debt Service Fund from investment earnings.

10.02 Resolution 09-15 -- Debt Service Fund Extension

Recommendation:

The Superintendent recommends the School Board

Approve Resolution 09-15 -- Debt Service Fund Extension

10.03 Levy Budget Detail

Each year our budget document includes a one-page breakout of levy expenditures. We have done this since our levy passed in 2001 in order to provide public accountability for the use of levy funds as specified in levy resolutions and campaign materials.

10.04 Budget Timeline

We will have district budget worksheets for the Capital Projects Fund at the June 28 board meeting.

We will have revised and updated Revenue and Expenditure worksheets at the June 28 board meeting. These will reflect an increased teacher LID day, reduced costs for staff vacancies left vacant, and an update on impact aid revenues.

We will have budget documents on state forms available before the July 26 board meeting.

Semi-final budget documents will be ready for all funds at the August 9 board meeting.

The required public hearing and final approval of the 2010 - 2011 budget will be August 30.

11. Future Meeting Dates

June 28; July 12 (cancel?); July 26.