



# Olympia School District

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Draft

## Board of Directors

Carolyn Barclift  
Russ Lehman  
Rich Nafziger  
Michelle Parvinen  
Bob Shirley  
Adam Buchholz,  
Student Representative

William V. Lahmann, Superintendent

## MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS NOVEMBER 13, 2007

A regular meeting of the Olympia School District Board of Directors was called to order by President Rich Nafziger at 6:30 pm on Tuesday, November 13, 2007, at the Knox Administrative Center, 1113 Legion Way SE, Olympia, Washington 98501. Also attending were Vice President Carolyn Barclift, Directors Michelle Parvinen and Bob Shirley, Student Representative Adam Buchholz, and Superintendent Bill Lahmann. Director Russ Lehman was absent.

President Rich Nafziger led the Pledge of Allegiance.

Vice President Barclift moved to approve the minutes of the regular Board meeting of October 22, 2007. Director Shirley seconded the motion and asked for discussion, noting that a defining portion of his comment under Regular Agenda Item 3.2 was missing from the minutes. It was agreed that the minutes would be amended and returned for approval at the next regular Board meeting. Vice President Barclift withdrew her motion.

No audience members asked to speak to the Board regarding agenda items or under Community Comment.

### CONSENT AGENDA

President Nafziger noted the receipt of the Item 4.2 attachment separate from the full packet. **DIRECTOR SHIRLEY MOVED TO APPROVE THE CONSENT AGENDA WITH ITEM 2.2 WITHDRAWN FOR DISCUSSION, AS REQUESTED BY PRESIDENT NAFZIGER. DIRECTOR PARVINEN SECONDED THE MOTION. FIVE AYES; MOTION CARRIED.**

## 1 SCHOOL DIRECTORS

### 1.1 Board Meeting Schedule

- Monday, November 19, 6:30 pm, **Study Session** (Graduation Requirements), Knox Center
- Monday, November 26, 6:30 pm, **Regular Board Meeting**, Washington MS
- Saturday, December 8, 9:00 am, **Strategic Plan Committee**, Knox Center
- Monday, December 17, 6:30 pm, **Regular Board Meeting**, Knox Center
- Monday, January 7, 6:30 pm, **Joint Board Meeting-Griffin**, Knox Center
- Monday, January 14, 6:30 pm, **Regular Board Meeting**, Knox Center
- Monday, January 28, 6:30 pm, **Regular Board Meeting**, Centennial ES

## 2 CERTIFICATED PERSONNEL

### 2.1 Certificated Personnel Report

The Board approved one release from contract, one leave of absence, two increases in contract, and one new contract:

#### **RELEASE FROM CONTRACT - Effective the 2007-08 contract year.**

**Wells, Christine** – Special Education at Centennial Elementary School. Approved release from her 2007-08 contract, effective November 5, 2007 (last day worked November 2, 2007).

#### **LEAVE OF ABSENCE - Effective the 2007-08 contract year.**

**Amos, Catherine** – Infant Toddler Teacher/Counselor at L. P. Brown and McKenny Elementary Schools. Approved medical leave of absence, beginning October 3, 2007, through end of the 2007-08 school year.

**INCREASES IN CONTRACT – Effective the 2007-08 contract year.**

**Marple, Ivy** – Social Studies and Teacher on Special Assignment at Capital High School. Approved one-year .20 FTE increase in contract (from .60 to .80). (Increase in FTE is retroactive to first contract day.)

**Pelto, Stephan** – Humanities, Science and PE at Marshall Middle School. Approved one-year .40 FTE increase in contract (from .40 to .80), beginning October 23, 2007.

**NEW CONTRACT**

**Cotey, Jennifer** – Infant Toddler Teacher at LP Brown Elementary School. Approved one-year .2 FTE contract, beginning October 30, 2007.

**3 CLASSIFIED PERSONNEL**

**3.1 Classified Personnel Report**

The Board approved the Classified Personnel Report dated November 13, 2007.

**4 PUPILS & PROGRAMS**

**4.1 Instructional Materials Committee**

The Board acknowledged receipt of a list of recommended materials for the Board's review. The materials will be available in the K-12 Teaching & Learning office until the November 26<sup>th</sup> Board meeting.

**4.2 Grant for English Language Learner (ELL) Program**

The Board approved a 2007-08 grant request to provide funding for students in our ELL program.

**6 BUILDINGS & GROUNDS – NEW CONSTRUCTION**

**6.1 Solar Project at Washington Middle School**

The Board approved an agreement between the District and the Bonneville Environmental Foundation regarding the solar power demonstration project installed at Washington Middle School. The agreement formally establishes that OSD will maintain the system as installed.

**8 FINANCES**

**8.1 Approval of Vouchers**

The Board approved cancellations totaling \$132,965.58, and the following expenditures: Private Purpose Trust Voucher No. 4, in the amount of \$89.41; Associated Student Body Fund Voucher Nos. 29855 through 29907, in the total amount of \$69,425.87; Capital Projects Voucher Nos. 9569 through 9602, in the total amount of \$278,150.09; and, General Fund Voucher Nos. 140041 through 140206, in the total amount of \$459,765.23.

**8.2 Inter-District Agreement – Griffin School District**

The Board approved an inter-district cooperative agreement between the Olympia School District and Griffin School District for provision of educational services to Griffin students with disabilities.

**8.3 Financial Reports – August & September 2007**

The Board approved the August 2007 and September 2007 Revenue & Expenditure Reports for the Associated Student Body, Capital Projects, Debt Service, General, and Transportation Vehicle Funds.

**8.2 Gifts to District**

The Board approved a donation to Olympia High School for the purchase of a mobile data collection lab.

The Board returned to a discussion of Consent Agenda Item 2.2.

**2.2 2007-08 Out-of-Endorsement Assignments**

The Board considered seventeen (17) out-of-endorsement assignments for the 2007-08 school year.

President Nafziger asked about Alicia Larson's out-of-endorsement assignment in the Special Education Transitions program. Ed Pong, Director of Secondary Special Education, responded that Alicia is a Transitions teacher located at South Puget Sound Community College. In response to a further question from President Nafziger, Mr. Pong stated that the staffing ratio for the Transitions program is ten students to one teacher with one education assistant, and that Ms. Larson also works with Transition students out in the community, developing employment skills.

President Nafziger asked Superintendent Lahmann about the fact that out-of-endorsements frequently were in special education and mathematics. Superintendent Lahmann replied that many districts in our state have experienced difficulty in finding math and special education teachers.

**VICE PRESIDENT BARCLIFT MOVED TO APPROVE THE 2007-08 OUT-OF-ENDORSEMENT ASSIGNMENTS, AS SUBMITTED. DIRECTOR SHIRLEY SECONDED THE MOTION. FIVE AYES; MOTION CARRIED.**

## REGULAR AGENDA

### **8 FINANCES**

#### **8.1 Maintenance & Operations Levy**

Jim Crawford, Assistant Superintendent, Fiscal & Operations, presented information for discussion of a Maintenance and Operations Levy request, for either a two-year or four-year renewal, to replace the current, voter-approved M&O levy which runs through 2008.

Mr. Crawford took the Board through the history and tradition of levies in our District, the level of voter awareness and our accountability to the voters, the costs of running a levy measure in an election, and the flow of M&O levies with technology levies and construction bonds. He noted that our local levy lid is 24.34%, and stated that a resolution would be presented at the next Board meeting for approval, which would take our request to voters on February 19, 2008.

Mr. Crawford provided information on assessed valuations and on options available in terms of levy percentages, and he speculated on how our projections might be impacted by the actions of the legislature. The Board discussed conservative versus more aggressive approaches, and the impact to the District if a rollback was required. Mr. Crawford noted that there is potential for underestimating the levy authority, particularly if the legislature were to make a change during the course of the levy period. Superintendent Lahmann stated that previous districts he has been in have calculated their potential revenue in a four-year levy situation, then increased the estimate to avoid possible under-assessing. Director Shirley suggested that the message to the voters might be that the District desires to maximize its projections in order to be certain of maintaining full funding of 24.34% in the event the legislature raises the lid.

#### **8.2 Fiscal Year 2006-2007 Close Report**

Jim Crawford, Assistant Superintendent, Fiscal & Operations, reported to the Board on the close of the 2006-2007 fiscal year, including an update on final revenues, expenditures and an Ending Fund Balance of 6.4%. The higher Ending Fund Balance was the result of increased revenues due to increased food service sales, adjustments for staff mix, student enrollment adjustments, and a higher than projected e-rate.

#### **8.2 Budget Outlook**

Jim Crawford, Assistant Superintendent, Fiscal & Operations, updated the Board on the budget outlook for the years 2007-2008 through 2009-2010, based on the year end close of 2006-2007 and the impact it will have going forward. It was noted that the new projections could slow the rate of reduction in the budget cuts, and demonstrates the benefit of a 5% rather than a 2% Ending Fund Balance next year, given the variations of revenues and expenditures.

Superintendent Lahmann noted that we could now make a one-time, \$2 million cut, rather than a partial cut in 2008-2009 and another, equal cut in 2009-2010, suggesting that a one-time cut would be his recommendation. President Nafziger noted that it isn't just the dollar amount and there will be a need to look at all the options.

Mr. Crawford walked the Board through a proposed process for development of the 2008-2009 budget, integrating the Strategic Plan and related action plans. He recommended developing teams at building levels, with separate teams for Student Support and support services. The recommendations of the teams would be interfaced and taken to district administration, the Budget Advisory Group (BAG), and made available to the public. Community forums on the action plans and budget options would generate feedback to assist in formulating the Superintendent's recommendations. Board adoption could occur in June.

A discussion ensued regarding Strategic Plan action plans, the implementation of the plans and how budget decisions will be based on Plan goals, and the role of BAG in the process.

### **SUPERINTENDENT'S REPORT / HOT TOPICS**

Superintendent Lahmann noted that recommended revisions to Policy Series 1000, included in your Board packets, will be on the agenda for first reading at the next regular Board meeting. He invited the Board to submit their recommendations prior to the next Board meeting. Vice President Barclift asked that the Board's Operating Protocol document be redistributed for their consideration. Director Shirley asked to receive the drafts electronically in Word. Student Representative Adam Buchholz noted that the draft policy with regard to the student representative position did not reflect the current provision as to what the student representative's limitations are.

### **FUTURE AGENDA ITEMS**

- ◆ President Nafziger asked for a report from the District on student drug and alcohol use, with particular interest in sending a strong message of partnering with families and the community in the control of drug and alcohol use by students.
- ◆ It was noted that discussion of the NEWS litigation was to be on the next Board agenda.
- ◆ A group of students want to make a presentation about culminating projects; it was agreed time would be made available to them at the next study session.
- ◆ The role of CPSEA in making information available to parents should be discussed in the future.

### **BOARD MEMBER COMMENTS**

Vice President Barclift said she had been approached by students about a rumor of canceling Running Start for fifth year seniors. Superintendent Lahmann said there had been no conversation about that. She suggested perhaps administrators could be proactive in squelching those rumors.

Director Shirley noted his appreciation for the student data analysis he received and said he had two reactions: 1) how important and valuable the student-by-student deconstruction of the math and science WASL data would be to teachers in analyzing a student's progress, and 2) how late in the game the data is received. He suggested the scores could be so much more valuable if received in the spring or summer so classes could be assembled based on student needs.

It was determined that a Board retreat would be scheduled once the new Board member is seated.

The meeting was adjourned at 9:00 pm.

Respectfully submitted,

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Bill Lahmann, Secretary to the Board

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Rich Nafziger, President