

North Kitsap School District #400
Regular Meeting of the Board of Directors
October 13, 2016
District Office
18360 Caldart Avenue NE
Poulsbo, WA 98370

MINUTES

Board Members Present:

Beth Worthington, President

Cindy Webster-Martinson, Vice President, and Legislative Representative

Glen Robbins, Director

Jim Almond, Director

Bill Webb, Director

Patty Page, Superintendent

Kori Henry, Recording Secretary

1. Call to Order 5:00 p.m.

2. Study Session: School Improvement Plans (SIPS), District Improvement Plan (DIP), Budget Update

Each elementary and secondary principal provided the Board with their School Improvement Plans (SIPS), and answered board questions.

Jeff Sweeney, Executive Director of Teaching and Learning provided the Board with an overview of the District Improvement Plan (DIP), and answered Board questions.

Patty Page, Superintendent provided the Board with a budget update, and answered Board questions. The budget packet will be posted to the website.

The regular meeting will reconvene at 6:00 p.m.

3. Pledge of Allegiance led by Neil Lockwood.

4. Agenda Changes

Agenda items 7.1.1 through 7.1.3 were removed from the agenda due to the National Weather Service issue of a High Wind Warning and will be moved to the October 27th agenda. The budget will be added to action 6.3 for Board discussion and decisions.

Bill Webb made a motion to strike item seven management reports and move to the next meeting and add agenda item 6.3 budget for discussion. Cindy Webster Martinson seconded the motion. The motion was discussed, voted on, and the board unanimously approved the motion.

5. Communications

5.1 School Principal Proclamation/Recognition

October is School Principals Month, and the Board would like to recognize the contribution of school principals and assistant principals in the success of students in the North Kitsap School District elementary, middle schools, and high schools. Thank you for your hard work and dedication.

The Board of Directors would like to recognize Neil Lockwood, a senior at North Kitsap High School who has earned the status of semifinalist for the prestigious National Merit Scholarship Program, Brennan Jacobson, and Victor Hanson, seniors at Kingston High School who have been named Commended Students in the 2017 National Merit Scholarship Program. Congratulations to all three student on their accomplishments.

5.2 Discussion/Presentation of Board Questions

The Board received a letter from the Network for Excellence in Washington Schools (NEWS) thanking the district for their contribution.

5.3 Superintendent Comments

- The Directors have been going out to the buildings and Mike and Patty have attended two more buildings. There have been two more building walks with Mike McCorkle, and Director's, and it has been very well received.

5.4 Public Comments

None

5.5 Student Representatives

Savannah Wallwork and other students from North Kitsap High School created a welcome back video for the freshman this year and shared it with the Board. Homecoming was last week, this week's football game will be in honor of breast cancer awareness. Kingston High School shared their video of their homecoming coronation, and the recognition from KISS radio station awarding the greatest person in the Northwest to the entire Kingston High School senior class.

5.6 Legislative Report

Cindy provided an update on the WSSDA Legislative Assembly. Education funding issues are about the same, the Supreme Court decided to continue to impose the daily penalties for lack of an education funding plan.

5.7 Board Comments

Beth Worthington thanked Bill for presiding at the last meeting. Five proposal were received from superintendent search firms. Beth is concerned about the upcoming legislative session and the lack of funding.

Jim Almond attended the football game two weeks ago at North Kitsap High School. Jim attended Mrs. Henden's celebration of life and is thoughts and prayers are with Scott and his family. Jim attended the City Council meeting last night and looks forward to a joint meeting in January.

Bill Webb will be in Wisconsin December 10 so he will miss that meeting. Bill also gave his thoughts to Scott Henden on the loss of his wife.

Cindy Webster Martinson apologized for not being able to attend the last meeting. She thanked the Board for their work on the Superintendent Search Firm process.

Glen Robbins attended the board community engagement committee meeting last night with Beth Worthington, and he is very excited about this committee and the brainstorming work they are doing. Glen thanked Joe Power on the training he has been setting up for staff, boosters, and PTSA regarding athletics and activities and where funds can be spent. Glen attended Poulsbo Elementary and will be attending the WSSDA regional meeting in Forks at the end of October.

6. Action

6.1 Consent Agenda

Cindy Webster Martinson made a motion to accept the consent agenda items 6.1.1 through 6.1.7, Jim Almond seconded the motion. The motion was approved unanimously by the Board.

6.1.1 The regular meeting minutes of September 22, 2016 were approved by the Board as written.

6.1.2 The special meeting minutes of October 6, 2016 were approved by the Board as written.

6.1.3 General Fund Vouchers 113853-113899, and Payroll through September 30, 2016 in the amount of \$5,796,726.00, Capital Project Fund Vouchers 2104 in the amount of \$6,908.28, ASB Fund Vouchers 43387 in the amount of \$49.08, and Private Purpose Trust Fund Voucher 7253 in the amount of \$425.00 were approved by the Board.

6.1.4 Personnel Recommendations were approved by the Board as recommended.

6.1.5 Donations to the District were received from Walmart in the amount of \$3,312.85 in school supplies for students and was approved by the Board as recommended.

6.1.6 Policy 2145 Suicide Prevention was approved by the Board as written.

6.1.7 Kingston Middle School Band Fieldtrip to Victoria BC in May 2017 was approved by the Board.

6.2 Superintendent Search Firm Proposals and Selection of Finalists for Oral Presentations

Five proposals were received from Superintendent Search Firms. The board created a matrix to summarize each proposal in the five areas of importance including: 1. Basic qualifications, experience (local/regional), and accessibility. 2. Meaningful stakeholder and staff input, 3. Fastest timeline with results by March 2017. 4. Access and ability to

recruit quality candidates. 5. Cost. The board had a few question that were asked to the firms, Beth contacted the firms and received the responses. References were contacted for each firm by Board Members, and the references provided were all positive.

Bill Webb made a motion to select the Superintendent Search Firm finalists, and Glen Robbins seconded the motion. The motion was discussed, voted on, and the Board unanimously approved the motion. The Board selected to invite McPherson, and NW Leadership to provide oral presentation to the Board during the October 20, 2016 special meeting.

6.3 2016/2017 Budget

Beth Worthington made a motion to approve the \$1,296,300 budget reduction and to continue to look for additional cut, Bill Webb seconded the motion. The motion was discussed, voted on, and the Board unanimously approved the motion.

7. Management

7.1 Reports

7.1.1 Policies 3122, 3410, 4210, 4215, 5253 (1st read) was removed from the agenda and will be added the October 27th agenda.

7.1.2 Enrollment Update was removed from the agenda and will be added the October 27th agenda.

7.1.3 Board Communication/Board Community Engagement was removed from the agenda and will be added the October 27th agenda.

8. Agenda Planning

Management reports will be added to the October 27th agenda. Study session on capital levies and bonds.

9. Exempt Session: There will be an exempt session to discuss personnel performance, and potential litigation and will last approximately 15 minutes. A closed/exempt session will be held immediately after the executive session.

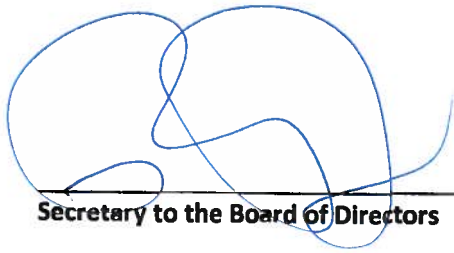
The public session was closed and the executive session was opened at 7:15 p.m.
The executive session was closed and the public session was opened at 7:30 p.m.

The executive session was extended an additional 5 minutes to discuss personnel performance and potential litigation

The public session was closed and the executive session opened at 7:30 p.m.
The executive session was closed and the public session opened at 7:35 p.m.

10. Adjournment at 7:35 p.m.

The regular meeting adjourned at 7:35 p.m.



Secretary to the Board of Directors



Board President

	16-17 Estimated	2017-18	2018-19
NonSpendable Fund Balance	\$ 241,789	\$ 241,789	
Restricted Fund Balance	\$ 188,800	\$ 188,800	
Assigned Fund Balance	\$ 500,000	\$ 500,000	
Committed Fund Balance	\$ 480,000	\$ 540,000	
Unassigned Fund Balance	\$ 2,751,963	\$ -	
Committed Fund Balance (5%)	\$ 3,851,337	\$ 3,851,337	
Estimated Beginning Fund Balance	\$ 8,013,889	\$ 4,341,322	
Revenues	\$ 76,007,820	\$ 74,407,820	
Enrollment	\$ (1,600,000)		
Levy Cliff:			
Ghost Revenue Lost		\$ (1,012,275)	\$ (1,288,351)
28-24% Lost		\$ (535,035)	\$ (473,953)
Additional State Funding			
COLA			
Total Revenue	\$ 74,407,820	\$ 72,860,510	
Expenditures	\$ 77,030,387	\$ 78,080,387	
Negotiations	\$ 1,050,000	\$ 1,000,000	
Staffing Due to Enrollment			
Budget Adjustments (16-17)			
Fixed Costs:			
Elections			
Utilities			
COLA			
Total Expenditures	\$ 78,080,387	\$ 79,080,387	
NonSpendable Fund Balance	\$ 241,789	\$ 220,000	
Restricted Fund Balance	\$ 188,800	\$ 75,000	
Assigned Fund Balance	\$ 500,000	\$ 400,000	
Committed Fund Balance	\$ 540,000	\$ 600,000	
Committed Fund Balance (5%)	\$ 3,851,337	\$ 3,954,019	
Total Fund Balance Needed for Commitments	\$ 5,321,926	\$ 5,249,019	
Estimated Ending Fund Balance	\$ 4,341,322	\$ (1,878,555)	
Difference (unassigned FB)			
Negative = Reduction	\$ (980,604)	\$ (7,127,574)	

	16-17 Estimated	2017-18	2018-19
NonSpendable Fund Balance	\$ 241,789	\$ 241,789	
Restricted Fund Balance	\$ 188,800	\$ 188,800	
Assigned Fund Balance	\$ 500,000	\$ 500,000	
Committed Fund Balance	\$ 480,000	\$ 540,000	
Unassigned Fund Balance	\$ 2,751,963	\$ -	
Committed Fund Balance (5%)	\$ 3,851,337	\$ 3,851,337	
Estimated Beginning Fund Balance	\$ 8,013,889	\$ 5,341,322	
Revenues	\$ 76,007,820	\$ 74,407,820	
Enrollment	\$ (1,600,000)		
Levy Cliff:			
Ghost Revenue Lost		\$ (1,012,275)	\$ (1,288,351)
28-24% Lost		\$ (535,035)	\$ (473,953)
Additional State Funding			
COLA			
Total Revenue	\$ 74,407,820	\$ 72,860,510	
Expenditures	\$ 77,030,387	\$ 77,080,387	
Negotiations	\$ 1,050,000	\$ 1,000,000	
Staffing Due to Enrollment		\$ (800,000)	
Budget Adjustments (16-17)	\$ (1,000,000)		
Fixed Costs:			
Elections			
Utilities			
COLA			
Total Expenditures	\$ 77,080,387	\$ 77,280,387	
NonSpendable Fund Balance	\$ 241,789	\$ 220,000	
Restricted Fund Balance	\$ 188,800	\$ 75,000	
Assigned Fund Balance	\$ 500,000	\$ 400,000	
Committed Fund Balance	\$ 540,000	\$ 600,000	
Committed Fund Balance (5%)	\$ 3,851,337	\$ 3,864,019	
Total Fund Balance Needed for Commitments	\$ 5,321,926	\$ 5,159,019	
Estimated Ending Fund Balance	\$ 5,341,322	\$ 921,445	
Difference (unassigned FB)			
Negative = Reduction	\$ 19,396	\$ (4,237,574)	

	16-17 Estimated	2017-18	2018-19
NonSpendable Fund Balance	\$ 241,789	\$ 241,789	
Restricted Fund Balance	\$ 188,800	\$ 188,800	
Assigned Fund Balance	\$ 500,000	\$ 500,000	
Committed Fund Balance	\$ 480,000	\$ 540,000	
Unassigned Fund Balance	\$ 2,751,963	\$ -	
Committed Fund Balance (5%)	\$ 3,851,337	\$ 3,851,337	
Estimated Beginning Fund Balance	\$ 8,013,889	\$ 5,341,322	
Revenues	\$ 76,007,820	\$ 74,407,820	
Enrollment	\$ (1,600,000)		
Levy Cliff:			
Ghost Revenue Lost		\$ (1,012,275)	\$ (1,288,351)
28-24% Lost		\$ -	\$ (473,953)
Additional State Funding			
COLA			
Total Revenue	\$ 74,407,820	\$ 73,395,545	
Expenditures	\$ 77,030,387	\$ 77,080,387	
Negotiations	\$ 1,050,000	\$ 1,000,000	
Staffing Due to Enrollment		\$ (800,000)	
Budget Adjustments (16-17)	\$ (1,000,000)		
Fixed Costs:			
Elections			
Utilities			
COLA			
Total Expenditures	\$ 77,080,387	\$ 77,280,387	
NonSpendable Fund Balance	\$ 241,789	\$ 220,000	
Restricted Fund Balance	\$ 188,800	\$ 75,000	
Assigned Fund Balance	\$ 500,000	\$ 400,000	
Committed Fund Balance	\$ 540,000	\$ 600,000	
Committed Fund Balance (5%)	\$ 3,851,337	\$ 3,864,019	
Total Fund Balance Needed for Commitments	\$ 5,321,926	\$ 5,159,019	
Estimated Ending Fund Balance	\$ 5,341,322	\$ 1,456,480	
Difference (unassigned FB)			
Negative = Reduction	\$ 19,396	\$ (3,702,540)	

Dratt: Budget Freeze

Personnel Reductions				Non-Personnel Reductions		<u>Total Reduction</u>
<u>Source</u>	<u>FTE</u>	<u>Amount</u>	<u>Total</u>	<u>Source</u>	<u>Amount</u>	\$1,296,300
BEA 2.0 holdback	2	\$90,000	\$180,000	24 Credit	\$47,500	
BEA: Pearson 1 Teacher Holdback	1	\$90,000	\$90,000	ALE	\$85,000	
BEA: Academic/Behavior Coach	1	\$90,000	\$90,000	Equity Council	\$5,000	
				Food Service	\$35,000	
				PD SIP Aligned	\$50,000	
Custodial Lead	1	\$70,000	\$70,000	Technology 1:1	\$50,000	
SpEd	1	\$90,000	\$90,000	Technology Replacement	\$100,000	
CTE: bits from KMS	0.1	\$90,000	\$9,000	Technology MSOC	\$20,000	
BEA: NKHS	0.4	\$90,000	\$36,000	Maintenance	\$250,000	
				Safety/Assessment	\$32,000	
				District Office Budgets	\$16,800	
				Native Education	\$20,000	
				Highly Capable	\$10,000	
				Board Travel Budget	\$10,000	