

**SHAW ISLAND SCHOOL DISTRICT NO 10
REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, SEPTEMBER 12, 2017, 3:10 PM**

Chair Jon Shannon called the meeting to order at 3:13 PM at the Shaw Island Elementary School Lower Grade Classroom, Shaw Island, Washington. Board members present: Jon Shannon, John Bogert, and Cari Miller. The chair noted that Jennifer Swanson and Gigi Allaway were not present. Staff present: business manager Deanna Shannon.

APPROVAL OF PREVIOUS MINUTES: August 15, 2017 regular meeting minutes: *John Bogert moved that the minutes be approved as presented; Cari seconded the motion; the motion carried unanimously.*

CHANGES OR ADDITIONS TO THE AGENDA: Number 4 under Personnel should read Update on Special Program Aide.

STUDENT REPRESENTATIVE REPORT: There was no student report; however, the robotics team was at work in the other classroom, so the board went to the classroom to observe and talk with the students for a few moments.

CONSENT AGENDA: *John Bogert moved to approve the following items on the consent agenda:*

Claims and Payroll:

The following vouchers as audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursement claims certified, as required by RCW 42.24.090, are approved for payment. In addition, payroll warrants in the amount of \$8,176.704 are also approved.

General Fund

*Warrant numbers 189372 through 189374
Totaling \$5,629.90*

Capital Fund

*Warrant number 188864
Totaling \$1596.25*

*Payroll (August) warrant numbers 59355 through 59356 and through 20875
totaling \$8,176.70.*

Budget Status Report

Cari seconded the motion; the motion carried unanimously.

HEARING OF INDIVIDUALS OR GROUPS ON NON-AGENDA ITEMS: None.

CORRESPONDENCE & COMMUNICATION: None.

TEACHER REPORT: None.

LEGISLATIVE REPORT: None.

SUPERINTENDENT AND COMMITTEE REPORTS:

1. **Superintendent:** None.
2. **Physical Plant:** John Bogert reported that a new instant water heater had been installed in the bathroom, replacing the old hot water heater that was no longer working and had been disconnected. Deanna reported that the non-skid material for the playground had been ordered.
3. **Instructional Support:** None.
4. **Administration:** Deanna reported on the items that had been declared surplus at the July meeting: the wall mount for a SMART Board had sold, one desk had not sold, and the reserve on the other desk had not been met. Deanna reported that she had follow-up on a director's question from the last meeting concerning the District's liability when the playground is used outside of school hours. Deanna read parts of an email response from Washington Schools Risk Management Pool (WSRMP) which stated that there were "no off hours" for liability coverage. Signage about parent/guardian supervision being required was recommended. Deanna reported that the county health nurse had left updated signs stating that the school grounds were a tobacco, drug, and weapons free zone; the new signs included e-cigarette and vapor free. The board stated the old sign should be replaced

PROGRAM, CURRICULUM, AND ASSESSMENT:

1. **Highly Capable Plan Approval:** Deanna reminded the board that the state had not had the updated language available by the plan submission date before the August board meeting, but that the board needed to approve the plan at later date. *Cari moved to approve the 2017-18 Highly Capable Plan; John Bogert seconded the motion; the motion carried unanimously.*

PERSONNEL:

1. **Certificated Contracts**
 - a. **Approval of head teacher supplemental contract for Diane Clifton:** *John Bogert moved that the head teacher supplemental contract be approved; Cari seconded the motion; the motion carried unanimously.*
2. **Contractor contracts:**
 - a. TPEP
 - b. Special Education*Cari moved that the TPEP and special education contracts be approved; John Bogert seconded the motion; discussion included a clarification that the contractors were paid on an "as needed" basis.*
3. **Correction of wage rate on classified contracts approved at the previous meeting:** Deanna explained that formula errors on the salary schedules worksheet had been discovered. Deanna reported that there were hourly rate changes on four contracts with a total annual increase of \$665.95 for the 2017-18 budget year. *Cari moved to approve the correction on the salary schedule for the 2017-18 budget year; John Bogert seconded the motion; the motion carried unanimously.*
4. **Updated on Special Program Aide opening:** Deanna reported that two applications for the Special Program Aide for PE had been received and that the interviews would take place the following Friday, September 15th.


BUDGET & FISCAL MATTERS:

- 1. Review of bids for bathroom updates:** John Bogert reported that he had contacted five contractors from the District’s small works roster (MRSC Rosters) and that two bids had been received. The first bid was from Sage Building Solutions in the amount of \$15,288.58. The seconded bid was from Islandbilt, LLC in the amount of \$14,971.85. *John Bogert moved that the bid from Sage Building Solutions be accepted; Cari seconded the motion. After discussion, the board determined that the \$300 difference was a nominal amount and that the best bid was from Sage Building Solutions; the chair called for a vote and the motion to accept the Sage Building Solutions bid passed unanimously.*
- 2. Discussion of enrollment and staff changes:** Deanna reported that the school had been visited by a family from Orcas Island who was interested in moving to Shaw and enrolling their children in the school. Deanna stated that she wanted to apprise the board that if enrollment increased any more, the District would need to look into augmenting the staff; the original decision to reduce staff to one teacher had been made when expected enrollment was eight; current enrollment was eleven.


GENERAL:

- 1. Review of Board Action Sheet:** None.
- 2. Approval of Resolution 2017-4 Declaring Certain Property Surplus to the District:** The resolution was reviewed. *John Bogert moved that Resolution 2017-4 be approved; Cari seconded the motion; the motion carried unanimously.*


ADJOURNMENT: *John Bogert moved that the meeting be adjourned; Cari seconded the motion; the motion carried unanimously.* The meeting was adjourned at 4:41 PM.




Chair, Jon Shannon




Member, Jennifer Swanson




Member, Gigi Allaway



Recording Secretary, Cari Miller



Member, John Bogert



Superintendent/Secretary to the Board
Jennifer Swanson