

**SHAW ISLAND SCHOOL DISTRICT NO 10
REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, APRIL 16, 2019 3:10 PM**

Chair Jon Shannon called the meeting to order at 3:10 PM. Present were Chair Jon Shannon and board members Jennifer Swanson, John Bogert, Cari Miller, and Shirley Lange. Also present were business manager Deanna Shannon, lower grade teacher Diane Clifton, upper grade teacher Toni Willis (Toni left after Student Report), and 8th grade student Sintayehu Shannon (Toni and Sintayehu left after Student Report).

APPROVAL OF PREVIOUS MINUTES: March 12, 2019, regular meeting minutes: *Cari moved to approve the March 12, 2019, regular meeting minutes as presented; Jennifer seconded the motion; the motion carried unanimously.*

CHANGES OR ADDITIONS TO THE AGENDA: None.

STUDENT REPRESENTATIVE REPORT: Sintayehu Shannon gave a presentation on what the upper grade students were working on in social studies: the geological environment of Washington and the Native American tribes who inhabited different regions of the state. He explained that each student had chosen a different region and was focusing on one tribe from that region. Board members asked several follow-up questions.

CONSENT AGENDA: *Jennifer 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 \$11,224.44 are also approved.

General Fund:

Warrant numbers 212329 through 212339

Totaling \$3,596.64; and

Warrant numbers 212873 through 212876

Totaling \$394.08

Payroll (March) warrant numbers 22725 through 22727 and 69254 through 69256

Totaling \$11,224.44

Budget Status Report

Cari seconded the motion; the motion carried unanimously.

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

CORRESPONDENCE & COMMUNICATION: Shirley reported that she had spoken with Jerry Whitfield, the Shaw Island representative on the OPALCO board of directors, concerning backup power for the school and grants available from OPALCO. Deanna reminded the board that she had forwarded an email from the WSSDA (Washington State School Directors

Association) Small Schools Advisory Committee reminding the board the committee would be visiting the school on May 21st.

TEACHER REPORT: Diane reported that she had attended a meeting of the NWESD Science Co-op. She stated that she had been looking for a science curriculum that met the Next Generation Science Standards. The District had been using FOSS kits which were available through the NWESD Science Co-op. The FOSS kits were not up to current standards and an effort to update the kits was abandoned. NWESD decided to pilot science curriculums. They ended up piloting Amplify in 52 classrooms over the past year. At the meeting Diane attended, the NWESD Science Co-op adopted the Amplify curriculum based on the pilot program with the goal of replacing all FOSS kits by 2024. Diane stated that the Shaw School Instructional Support Committee had decided to use the Amplify curriculum in the 2019-20 school year for the one year trial period, as provided by District policy, to see if it would work for Shaw School. The NWESD Science Co-op was asking co-op members to purchase Amplify curriculum which would be shared with co-op members. Diane stated she would be starting with the 5th grade level which she felt could be simplified for grades below 5th and enriched for grades above 5th. She stated that the biggest complaint of the curriculum at the meeting was that it was “too rigorous”. Diane also stated that, if the District decided to adopt the curriculum after the one year trial period, the curriculum adoption process had already been done by NWESD, and the District would just need to review and approve the documentation provided by NWESD. Additionally, Diane reported that the state had recommended integrating local science issues, such as the effects of climate change, into the science curriculum, focusing on problem solving; she would be attending a training on the curriculum.

LEGISLATIVE REPORT: None.

SUPERINTENDENT AND COMMITTEE REPORTS:

- 1. Superintendent:** Jennifer reported that she and John Bogert had met with NWESD superintendent, Larry Francois, concerning staff positions; more discussion would occur further down in the agenda. The School Improvement Plan committee had met and survey was being created for families. Jennifer highlighted some of the topics that would be covered in the survey.
- 2. Physical Plant:** Jon Shannon reported that the water samples for retesting the copper levels had been submitted and that he was awaiting the results. Deanna reported that the custodian, Nancy Newman, would be retiring the following year. Funding for the landscaping was discussed.
- 3. Instructional Support:** Jennifer reported that she and Shirley had met with the teachers and had discussed the science curriculum that Diane had reported on in her teacher report earlier in the meeting. They also reviewed other curriculums: FLASH (see below), Zones of Regulation (social/emotional health), and a new online Washington State history program. Jennifer reported that the committee had decided to pilot the history program; Deanna stated that it had been ordered and that the upper grade students were using it. Jennifer reported that Diane Ball would be coming to conduct the final TPEP evaluations for the teachers.
- 4. Administration:** Deanna reported on the leadership class she had been taking through NWESD. She stated that the final class was that month. She stated that Jennifer had requested that she share the insights and techniques she had learned at the class with the board and families; she would put something together for next fall.

PROGRAM, CURRICULUM, AND ASSESSMENT:

1. **Approval of FLASH (Family Life and Sexual Health) Curriculum:** As mentioned in Jennifer's report, the Instructional Support Committee had reviewed FLASH. It had been piloted the previous year. *John Bogert moved to approve the FLASH curriculum; Cari seconded the motion; the motion carried unanimously.*

PERSONNEL:

1. **Update on Office Administrator Position and Discussion of Classified Job Descriptions and Evaluations:** Jennifer reported that she and John Bogert had met with Larry Francois, the NWESD superintendent, to talk about the office administrator position. Former director Gigi Allaway and John Bogert had met with Deanna Shannon the previous year to review the position which was a combination of duties previously done by the business manager and the superintendent. Jennifer stated that Larry had suggested creating "two baskets" containing the duties currently performed by the office administrator so that, if needed in the future, the duties could be done by two people. He suggested setting goals each year. Larry shared office administration and superintendent job descriptions from NWESD as well as the NWESD classified salary schedule. They also discussed a classified evaluation system which was an improvement over the system currently used by the District. The board discussed Jennifer's report. Ideas that came out of the discussion: evaluate the process/position mid-year and at the end of year; identify upcoming projects; consider a stipend for finite extra projects; create a salary schedule for the 2019-20 school year.
2. **Review and Approval of Salary Schedules:** The 2018-19 certificated salary schedule was reviewed. Enrollment for the 2019-20 school year was discussed. *John Bogert moved that it was necessary to have a reduction in force due to enrollment which would require the District to contract with just one teacher; Shirley seconded the motion; the motion carried unanimously.* Discussion of the 2018-19 certificated salary schedule continued. *John Bogert moved to approve the 2018-19 certificated salary schedule for the 2019-20 salary schedule with no changes; Jennifer seconded the motion; the motion carried unanimously.* The classified salary schedule was reviewed. *John Bogert moved that a 2.8% COLA be added to the classified employee salary schedules; Cari seconded the motion; the motion carried unanimously.*

BUDGET & FISCAL MATTERS:

1. **Preliminary 2019-20 Budget Discussion:** The 2019-20 budget worksheet was reviewed and revised.

GENERAL:

1. **Action Sheet:** The action sheet was reviewed.
2. **Approval of Resolution 2019-2 To Update Real Property Policies:** The resolution was reviewed. It was stated that the resolution was the result of discussions at the previous meeting concerning the land use designations of the two pieces of real property owned by the district. The resolution stated that the District would proceed with the process to change the land use designation of the parcel where the school was located and that it would make no changes at that time to the undeveloped parcel located next to the library. *John Bogert moved to approve Resolution 2019-20; Jennifer seconded the motion; the motion carried unanimously.*
3. **Review of School Calendar:** Deanna presented two draft calendars that she would be sending out to parents to vote on.

POLICY REVIEW: None.

