

**SHAW ISLAND SCHOOL DISTRICT NO 10  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
TUESDAY SEPTEMBER 16, 2014 - 3:10PM**

Chair Jennifer Swanson called the regular meeting to order at 3:10 pm. Board members present were Jennifer Swanson, Jon Shannon, Gigi Allaway (via phone), John Bogert, and Cari Miller. Also present were Diane Clifton, Rachael Brown, Deanna Shannon, and community member Jed Lengyel.

**APPOINTMENT AND OATH OF OFFICE FOR NEW BOARD MEMBERS:** *Jon moved that John Bogert be appointed to fill the vacancy in director position 3 and that Cari Miller be appointed to fill the vacancy in director position 2; Gigi seconded the motion; the motion carried unanimously.* Jennifer administered the oath of office to John and Cari.

**APPROVAL OF PREVIOUS MINUTES:** *Jon moved to approve the minutes of the August 12, 2014 regular board meeting as received; Gigi seconded the motion; John and Cari abstained; the motion carried.*

**CHANGES OR ADDITIONS TO THE AGENDA:** None

**CONSENT AGENDA:** Deanna stated that there was no budget report. *Jon moved to approve the following items on the consent agenda:*

- *General Fund Expenditures for the period ending September 16, 2014 in the amount of \$38,937.24*

*Gigi seconded the motion; the motion carried unanimously.*

**HEARING OF INDIVIDUALS OR GROUPS ON NON-AGENDA ITEMS:** Jed Lengyel requested that the board address three issues: 1) a review of board “by-laws” concerning recusal; 2) the accuracy of the student handbook regarding discipline and dress code; and 3) the creation of a subcommittee made up of new board members, John Bogert and Cari Miller, to review actions taken last school year in the discipline actions for Dorthea Lengyel. Gigi requested that the board acknowledge Jed’s request.

**CORRESPONDENCE & COMMUNICATION:**

Gigi reported that as corresponding secretary she had sent Sue Jefferts a condolence card from the board.

**STUDENT REPRESENTATIVE REPORT:** None

**TEACHER REPORT:** Diane reported that they had just returned from the Canoe Island overnight field trip. Chaperones had been Matt Miller, Karl Miller, and Jennifer Swanson. Some of the activities had included archery, marine investigations, astronomy, and kayaking. Diane reported that the 2013-14 MSP (Measurements of Student Progress) results had been received. She explained that because of the size of our school results could not be given by grade, but she was able to give a school-wide summary.

**LEGISLATIVE REPORT:** None

## **SUPERINTENDENT AND COMMITTEE REPORTS:**

1. **Superintendent:** Jennifer stated that now that there was a full board, members for the 3 standing committees should be assigned. Committees were discussed and assigned as follows:
  - Physical Plant:** John, Jon, and Karl
  - Instructional Support:** Gigi, Jennifer, Diane, Rachael, and Elaine Griffin.
  - Administration:** Jennifer, Cari, and Deanna
2. **Physical Plant:** Jon reported that the new roof was complete. He requested a thank you card be sent. Diane stated that the kids were already working on one. Jon reported that the next major job was repainting the exterior. Jon reminded the board that the Community Solar Project meeting would take place the following Monday at the community building.
3. **Instructional Support:** Jennifer reported that the committee had met Friday, September 5<sup>th</sup>, to debrief after the first week of school. The new Washington State history curriculum and strategies for adapting the 4<sup>th</sup> grade level curriculum for younger students had been discussed. Possible end of year field trips focusing on Washington State history had been discussed. Holding an open house had been discussed.
4. **Administration:** Jennifer reported that policy revision was ongoing. Jennifer reviewed the Highly Capable Plan assurances with the board. Deanna reported that the final Consolidated Program Review revisions had been accepted by the state. Deanna reported that the State Auditor's Office (SAO) had completed the District's Annual Audit Assessment and that it had been determined that the District had adequate internal controls and complied with state laws. The SAO recommended that the board review state RCWs on executive sessions. Deanna stated that in 2014, the state legislature enacted the Open Government Training Act and that every elected official must complete the training within 90 days of taking the oath of office; additionally, elected officials must receive a refresher course every four years.

**PROGRAM, CURRICULUM, AND ASSESSMENT:** None.

## **PERSONNEL**

1. **Correction of Approved 2014-15 Contract for Diane Clifton:** Deanna explained that the incorrect number from the LEAP schedule had been used on the contract previously approved. *Jon moved that the corrected 2014-2015 contract for Diane Clifton be approved; John seconded the motion; the motion carried unanimously.*
2. **Approval of Supplemental Contracts for Teachers:** *Jon moved to approve 60 hour supplemental contracts for Diane Clifton and Rachael Brown; Gigi seconded the motion; the motion carried unanimously*
3. **Proposal to Hire Elaine Griffin as a Teacher Mentor for up to 2 Hours Per Week for the 2014-15 School Year:** *Jon moved that Elaine be hired for up to 2 hours per week, as her schedule allowed, for the 2014-15 school year; John seconded the motion; the motion carried unanimously.*

## **BUDGET & FISCAL MATTERS**

1. **Approval of Payroll including a Missed Pay Period in April 2014 for Rachael Brown:** Deanna explained that the previous year when Rachael was working as a long-term substitute teacher, a pay period had been missed. This probably occurred because of

confusion over hourly work, for classified staff and substitutes, which is paid a month behind while permanent certificated teachers are paid for the current month. Deanna stated that the District owed Rachael for an additional 112.5 hours. *Jon moved to approve the September payroll and Rachael's missed payroll in the amount of \$19345.02; Gigi seconded the motion; the motion carried unanimously.*

**GENERAL**

- 1. Review of Annual Board Goals:** Deferred to board retreat.
- 2. Proposal of Revised Board Calendar:** Deferred to board retreat.
- 3. Second Reading of Revisions to the following policies:**
  - a. 300-5 Nondiscrimination Policy (students)
  - b. 300-5P Nondiscrimination Procedure (students)
  - c. 500-1 Nondiscrimination and Affirmative Action Policy (personnel)
  - d. 500-1P Nondiscrimination and Affirmative Action Procedure (personnel)
  - e. 500-2 Sexual Harassment Policy
  - f. 500-2P Sexual Harassment Procedure

*Jon moved that all the policies presented be approved; John seconded the motion; the motion carried unanimously.*

- 4. Update on WSSDA Model Policy Subscription:** Jennifer explained that the subscription approved at the previous meeting was a calendar year subscription and recommended that the District delay getting the subscription until January.
- 5. Approval to Add Vision to the Health Benefits:** Deanna stated that the staff wanted to add vision benefits to the health benefits offered by the District and that adding the premium would not change the District's portion paid for health benefits. The board determined that since the change did not affect the health benefits budget line, no approval was needed to proceed.
- 6. Discussion of Calendar:**
  - a. **Revise Veteran's Day:** Changing the Veteran's day holiday from Tuesday the 11<sup>th</sup> to Monday for a long weekend was discussed. No action was taken and the holiday remained on Tuesday.
  - b. **Schedule October ½ Day Professional Development for Friday the 17<sup>th</sup>:** Jon suggested the Instructional Committee try to come up with a quarterly schedule for ½ days.
  - c. **Revise Thanksgiving Vacation:** Jennifer proposed the Wednesday before Thanksgiving be changed to a ½ day to accommodate families who may be traveling. *Jon moved to change November 26<sup>th</sup> to a half day; Gigi seconded the motion; the motion carried unanimously.*

**ADJOURNMENT:** The meeting was adjourned at 5:33

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Chair, Jennifer Swanson

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Recording Secretary, Gigi Allaway

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Member, Jon Shannon

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Member, John Bogert

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Member, Cari Miller

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Superintendent/Secretary to the Board  
Jennifer Swanson