

**SHAW ISLAND SCHOOL DISTRICT NO 10  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
TUESDAY, AUGUST 13, 2019 3:10 PM**

**CALL TO ORDER:** Acting Chair John Bogert called the regular meeting to order at 3:10 PM. Present were board members John Bogert, Jennifer Swanson, Shirley Lange, Cari Miller, and Jon Shannon. Also present was Office Administrator Deanna Shannon.

**ELECTION OF NEW BOARD CHAIR:** John Bogert reminded the board that Jon Shannon's resignation as board chair had been accepted at the previous regular meeting. *Jennifer nominated John Bogert; Shirley seconded the nomination; John accepted the nomination; John was elected board chair.* Since John Bogert had been vice chair, a new vice chair had to be elected. *John Bogert nominated Jon Shannon; Jon declined the nomination. Jon Shannon nominated Jennifer Swanson; Cari seconded the nomination; Jennifer accepted the nomination; Jennifer was elected vice chair.*

**APPROVAL OF PREVIOUS MINUTES:** July 16, 2019, regular meeting minutes: *Jennifer moved to approve the July 16, 2019, regular meeting minutes as presented; Cari seconded the motion; the motion carried unanimously.* July 18, 2019 Special Meeting; *Jennifer moved to approve the July 18, 2019 special meeting minutes as corrected; Cari seconded the motion; the motion carried unanimously.*

**CHANGES OR ADDITIONS TO THE AGENDA:** 4. Update and possible approval of new hires was added under Personnel.

**STUDENT REPRESENTATIVE REPORT:** None.

**CONSENT AGENDA:** *Cari 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 \$10,924.01 are also approved.*

***General Fund 6361:***

*Warrant numbers 217614 through 217625*

*Totaling \$4,742.13*

***Capital Fund 6367***

*Warrant number 217613*

*Totaling \$35.94*

*Payroll (July) warrant numbers 23139 through 23141 and 71424 through 71425*

*Totaling \$10,924.01*

*Budget Status Report*

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

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

**CORRESPONDENCE & COMMUNICATION:** Deanna informed the board that Diane Clifton's brother had passed away, and a card for her was signed.

**TEACHER REPORT:** None.

**LEGISLATIVE REPORT:** Shirley stated that WSSDA (Washington State School Directors' Association) Legislative Assembly was taking place September 27<sup>th</sup> and 28<sup>th</sup> in Spokane and that she would be interested in attending as the legislative rep of the board. Going to the WSSDA Annual Conference and the New Board Member Boot Camp was discussed. The costs and contents of the events should be looked into and a decision made as to which events she should attend.

**SUPERINTENDENT AND COMMITTEE REPORTS:**

1. **Superintendent:** None.
2. **Physical Plant:** Heating and lighting upgrades were discussed. No action was taken.
3. **Instructional Support:** Jennifer reported that there had been three applicants for the paraeducator position with one pulling out at the last minute. Two applicants were interviewed. The decision had been to hire Jody Schmidt who had previously worked at the school and was familiar with the curriculum. Deanna stated that she and Diane were working on lining up visiting artists. Randy Steele, the robotics expert who had come to the school before would be returning in October. They were still working on finalizing arrangements with Sally Sanders, a calligrapher and painter.
4. **Administration:** None.

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

**PERSONNEL:**

1. **Discussion of Classified Staff Salary Schedules:** Salary schedules were discussed. Consensus was that job descriptions and corresponding salary schedules should be revised and developed.
2. **Approval of Classified Contracts:** The 2019-20 contract for Anita Orne, Special Program Aide-Music & Arts was presented and reviewed. *Shirley moved to approve the contract for Anita; Jennifer seconded the motion; the motion carried unanimously.* The 2019-20 contract for Jody Schmidt, Instructional Aide 2, was presented and reviewed. *Jennifer moved to approve the contract for Jody; Cari seconded the motion; the motion carried unanimously.* The 2019-20 contract for Jody Schmidt, Lunch Aide and Librarian, was presented and reviewed. *Jennifer moved to approve the contract for Jody; Cari seconded the motion; the motion carried unanimously.* The 2019-20 contract for Deanna Shannon, Office Administrator, was presented and reviewed. *John Bogert moved to approve the contract for Deanna; Shirley seconded the motion; the motion carried by four votes in favor with Jon Shannon abstaining.*
3. **Approval of Professional Development for Office Administrator:** Deanna had submitted a request to attend a second the 2019-20 NWESD Leadership Program Cohort Year 2. She had attended the first class during the 2018-19 school year. Deanna explained that it was a five session course that would expand on the leadership strategies learned the first year. *Cari moved to approve the request for Deanna to attend the Leadership Program with a cost of \$765, including travel; Shirley seconded the motion; the motion carried unanimously.*

4. **Update on and Possible Approval of New Hires:** Jennifer and John Bogert had interviewed a candidate for the custodial position and a candidate for the maintenance position. No action was taken on hiring the candidates at that time.

#### **BUDGET & FISCAL MATTERS:**

1. **Approval of Resolution 2019-5 To Transfer Funds and Close Fund 6363:** The resolution was reviewed. The funds, in the amount of \$7400.62 had been placed in a Non-High Fund at an unknown point in the past. Non-High funds were not one of the four funds approved by OSPI. The resolution would move the funds to the General Fund and the Non-High Fund would be closed. *Jennifer moved to approve Resolution 2019-5; Jon Shannon seconded the motion; the motion passed unanimously.*
2. **Review, discussion, and approval of paint/gutter bids:** Work by the previously approved contractor for exterior painting had not worked out. A second bid, obtained by John Bogert, was over the budgeted amount. John Bogert had not been able to make contact with viable gutter repair and replacement businesses. Consensus was to begin work on obtaining bids for painting and gutters in February 2020 for work to be done in the summer of 2020.


#### **GENERAL:**

1. **Action Sheet:** Gutters should be added.
2. **Discussion of District E-Mail Addresses for Board Members:** John Bogert stated that for District communications, directors should have a District email. Two directors would need to have emails set up.
3. **Approval for Director Jennifer Swanson to Serve as a Substitute for the District:** The board discussed the shortage of substitute teachers in the District. Deanna stated that Jennifer held a substitute teacher certificate from OSPI. *Jon Shannon moved to approve that, considering the shortage of substitute teachers in the District, Director Jennifer Swanson to be able to serve as substitute teacher for the District; Shirley seconded the motion; the motion carried unanimously, with Jennifer abstaining.*
4. **Approval of Form 600—Minimum Basic Education Requirement:** Form 600 and the supporting documentation were reviewed. *Jennifer moved that Form 600 be approved; Shirley seconded the motion; the motion carried unanimously.*
5. **Approval of Board Calendar:** The calendar was reviewed and revised. *Jennifer moved that the revised Board Calendar be approved; Shirley seconded the motion; the motion carried unanimously.*
6. **Set Board Annual Goals/Objective Development:** Two goals/objectives were set. 1) Creating job descriptions and corresponding evaluation criteria. 2) Completing the policy revision.
7. **Approval of 2019-20 School Improvement Plan (SIP):** Deanna stated that a comprehensive plan had been developed last year. One of the goals of 2018-19 was the development of year-end surveys. Incorporating the data from the surveys was added to the 2019-20 SIP. *Jennifer moved to approve the 2019-20 SIP; Jon Shannon seconded the motion; the motion carried unanimously.*
8. **Approval of 2019-20 Highly Capable Plan:** The Highly Capable Plan was reviewed. *Jennifer moved to approve the 2019-20 Highly Capable Plan; Shirley seconded the motion; the motion carried unanimously.*


**POLICY REVIEW:** None.

**ADJOURNMENT:** *Jennifer moved that the meeting be adjourned; Shirley seconded the motion; the motion carried unanimously.* The meeting was adjourned at 5:27 PM.

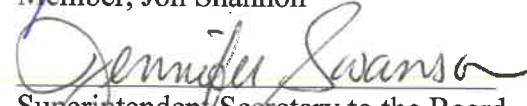
Chair, John Bogert

  
Member, Jennifer Swanson

  
Member, Shirley Lange

  
Member, Cari Miller

  
Member, Jon Shannon

  
Superintendent/Secretary to the Board  
Jennifer Swanson