

**SHAW ISLAND SCHOOL DISTRICT NO 10  
BUDGET HEARING FOR 2017-18 BUDGET EXTENSION  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
TUESDAY, NOVEMBER, 2017, 3:10 PM**

**BUDGET HEARING MINUTES**

**CALL TO ORDER:** Chair Jon Shannon called the budget hearing to order at 3:10 PM at the Shaw Island Elementary School Lower Grade Classroom, Shaw Island, Washington. Board members present: Jon Shannon, John Bogert, Jennifer Swanson, and Cari Miller. Director Gigi Allaway was not present. Staff present: business manager Deanna Shannon and teacher Diane Clifton (Diane left after the Student Representative Report). Students present: Elijah Miller, Elena Swanson, Leif Ellingson, Sophia Swanson, and Jasper Mahn. (Students left after the Student Representative Report during regular meeting).

**2017-18 BUDGET HEARING FOR CAPITAL PROJECTS FUND 6367 BUDGET EXTENSION:** Resolution 2017-5: A resolution of Budget Extension for the fiscal year 2017-18 was reviewed. The resolution increased the appropriation up to \$30,000 for building upgrades. *Jennifer moved to approve Resolution 2017-5; John Bogert seconded the motion; the motion carried unanimously.*

**ADJOURNMENT:** *Jennifer moved that the budget hearing be adjourned; Cari Seconded the motion; the hearing was adjourned at 3:14 PM.*

**REGULAR MEETING MINUTES**

**CALL TO ORDER:** The regular meeting was called to order at 3:14 PM.

**APPROVAL OF PREVIOUS MINUTES:** October 17, 2017 regular meeting minutes: *Jennifer moved that the minutes be approved as presented; Cari seconded the motion; the motion carried unanimously.*

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

**STUDENT REPRESENTATIVE REPORT:** Elijah and Elena gave a PowerPoint presentation on the all-school field trip to Guemes Island to sculptor Sue Roberts' studio. The students created busts which were fired and later painted at school. The PowerPoint depicted the step by step process that Sue led the students through. Students were on hand to show the board the impressive sculptures.

**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 \$8,658.32 are also approved.***

**General Fund**  
**Warrant numbers 191400 through 191426**  
**Totaling \$6,910.16**

**Capital Fund: no expenditures**

**Payroll (October) warrant numbers 60393 through 60395 and 21089 through 21092 totaling \$8,658.32.**

***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 he had received the contract back from Sage Building Solutions with a timeframe of completion; the work would begin around November 27<sup>th</sup>. The landscaping was discussed. Jon Shannon reported that landscaping in the bed in front of the school would be done in the spring; in the meantime, the bed should be cleared, and the chips from the tree work that had been done should be spread in the bed. Jon Shannon suggested that an ornamental tree be considered in the lawn area between the school and office area.
- 3. Instructional Support:** Jennifer reported that Diane was using the curriculum half-days to meet with aides and volunteers and discuss how the various programs were going.
- 4. Administration:** Jennifer reported that the committee would be meeting on the 21<sup>st</sup> of that month to assess where the board was in the policy review process.

**PROGRAM, CURRICULUM, AND ASSESSMENT:**

- 1. Approval of ASB constitution:** Deanna reported that the ASB had completed and signed its constitution. The board reviewed the constitution. ***Jennifer moved that the board approve the ASB Constitution; Cari seconded the motion; the motion carried unanimously.***

**PERSONNEL:**

- 1. Discussion of 2018-19 staffing:** Having one or two teachers was discussed. Jennifer stated that having one teacher is currently working with two aides and volunteers, but that the District could not depend consistently on volunteers. The recommendation by the board was to post a job description by the first of the year that would allow for a variety of applicants and would highlight the unique situation at Shaw Island School.

- 2. Discussion of opening for custodial position:** Deanna reported that no definitive action had been taken on splitting the custodial position into two positions: Custodian and Maintenance Person. Additionally, she had met with Karl Miller who currently fulfills both roles. Based on previous board discussions and her discussion with Karl, Deanna recommended that the district advertise for a custodian and that Karl continue on as maintenance person. *Jennifer moved to approve posting a job opening for a custodian for up to 10 hours per week; Cari seconded the motion; John Bogert requested the position be advertised as 20 to 40 hours per month with the second 20 hours budgeted to be available to either the custodian or maintenance person to use as needed; the motion passed unanimously.*

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

- 1. Approval of Resolution 2017-6 To Increase District Credit Card Limit:** Deanna stated that upcoming expenses for the Washington, DC field trip would exceed the current \$5,000 credit limit during some pay periods. She requested that the limit be increased to \$10,000 as indicated in the resolution. The resolution was reviewed. *John Bogert moved that resolution 2017-6 To Increase District Credit Card Limit be approved; Jennifer seconded the motion; the motion carried unanimously.*
- 2. Discussion of field trip stipend:** Jennifer stated that the administrative committee had been looking at how other local districts compensate teachers for work outside of regular school day. Jennifer recommended a field trip stipend of \$135 per day on weekends and \$30 for overnight trips during the school week. Jon Shannon suggested that the stipend be part of the compensation policy rather than limited to the field trip policy. *Jennifer moved that that board approve a stipend of \$135 per non-school day and \$30 per night during the school week; Cari seconded the motion; the motion carried unanimously*
- 3. Approval of bid from Greenspare Tree Service:** The bid, previously emailed to the board, was reviewed. *John Bogert moved that the bid be approved and that all work on the proposal be done; Cari seconded the motion; the motion carried unanimously.* Jennifer recommended that the district set up an annual evaluation of the grounds.

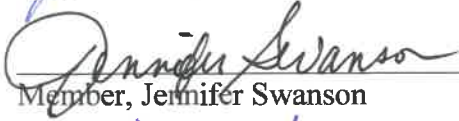
#### **GENERAL:**

- 1. Review of Board Action Sheet:** The action sheet was reviewed.
- 2. Annual Review of Safety Program:** The Safety Program was reviewed. No changes had been made since the previous year. Diane and Jennifer would be meeting to revise the program.
- 3. Approval of Annual School Performance Report:** A draft of the 2016-17 School Performance Report was reviewed. A final copy would be approved at the next meeting and shared at the community potluck in January when the students would give a PowerPoint presentation on last spring's field trip to Oregon.
- 4. Approval of Resolution 2017-7 To Declare Property Surplus to the District:** The resolution was reviewed. *Jennifer moved to approve Resolution 2017-7; John Bogert seconded the motion; the motion carried unanimously.* The surplus printer was determined to have no value since it no longer functioned and repairs were beyond the value of the printer and should be disposed of.

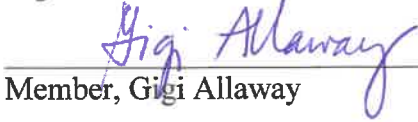
**ADJOURNMENT:** *Jennifer moved that the meeting be adjourned; Cari seconded the motion; the motion carried unanimously.* The meeting was adjourned at 4:58 PM.



Chair, Jon Shannon



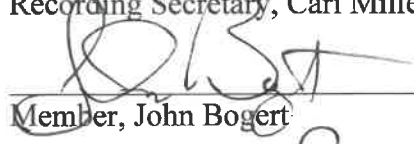
Member, Jennifer Swanson



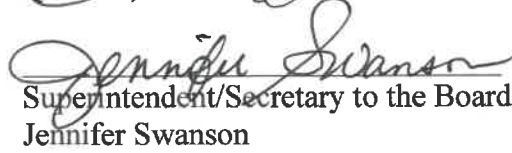
Member, Gigi Allaway



Recording Secretary, Cari Miller



Member, John Bogert



Superintendent/Secretary to the Board  
Jennifer Swanson