

**SHAW ISLAND SCHOOL DISTRICT NO 10  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
TUESDAY, MAY 15, 3:10 PM**

Chair Jon Shannon called the meeting to order at 3:11 PM at the Shaw Island Elementary School Lower Grade Classroom, Shaw Island, Washington. Board members present: Jon Shannon, Jennifer Swanson, Gigi Allaway, John Bogert, and Cari Miller. Staff present: business manager Deanna Shannon and teacher Diane Clifton. Others present until after Student Representative Report: Andrea Ellingson, Shannon Klohr, Jasper Mahn, Maren Ellingson, and Leif Ellingson.

**APPROVAL OF PREVIOUS MINUTES:** April 17, 2018 regular meeting minutes: *Gigi moved that the minutes be approved as presented; Cari seconded the motion; the motion carried unanimously.*

**CHANGES OR ADDITIONS TO THE AGENDA:** Deanna stated that under Budget & Fiscal Matters, 1) Review of classified salary schedule, “classified” should be changed to “certificated”.

**STUDENT REPRESENTATIVE REPORT:** Jasper Mahn and Maren Ellingson gave a presentation on the robotics programming that the younger students had been working on. They described how they had programmed the robot, then gave a demonstration of an apple orchard scenario where a “tractor” traveled between three “rows of trees”.

**CONSENT AGENDA:** *Gigi 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 \$12,414.78 are also approved.*

*General Fund*

*Warrant numbers 198762 through 198782*

*Totaling \$15,052.73*

*And warrant number 199439*

*Totaling \$91.00*

*Capital Fund:*

*Warrant number 199090*

*Totaling \$87.74*

*Payroll (April) warrant numbers 21661 through 21665 and 63475 through 63477*

*Totaling \$12,414.78.*

*Budget Status Report*

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

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

**CORRESPONDENCE & COMMUNICATION:** Jennifer passed around staff appreciation cards to be signed by the board directors. Deanna submitted an email from the contracted school nurse concerning the adoption of the FLASH sexual health education curriculum which had been used that year on a trial basis. The curriculum selection committee should review FLASH through the curriculum selection procedure and return to the board with a formal recommendation.

**TEACHER REPORT:** Diane talked about the younger students' robotics project. She reported that she would be taking another robotics class at NWESD that would build on the class she took the previous fall. Diane reported that the state Smarter Balanced testing had begun; there had been some technical difficulties which had been addressed by NWESD tech support and the school. Diane reported that she would like to attend a class on Socratic Seminars in Walla Walla in the summer.

**LEGISLATIVE REPORT:** None.

**SUPERINTENDENT AND COMMITTEE REPORTS:**

1. **Superintendent:** Jennifer reported that interviews for the upper grade teacher had begun and that the last one would be held on that Thursday. John Bogert asked about the rest of the process: the committee would deliberate, then make a recommendation to the board for final approval. Jennifer reported that she spoken with the NWESD superintendent, Larry Francois, concerning types of contracts the District could offer a new employee: 1) A one-year provisional contract for someone new to the District who has taught before; 2) A three-year provisional contract for someone new to teaching. Jennifer reminded the board that May 15 of each year was the deadline for the District to not renew a contract due to a "reduction in force".
2. **Physical Plant:** Deanna reported that the annual maintenance on the alarm system had been done; all nine of the detectors and one horn strobe had been replaced. Jon Shannon reported that he had not completed the letter to parents concerning the copper levels in the water; the annual Group B water testing would be done that week; he would be planting the flowerbed in the front of the school; and he would be contacting the Bellingham engineer recommended through the site safety assessment for recommendations on backup power for the school. John Bogert asked for an update on the bathrooms. Deanna reported that there were still flushing and sink draining issues that should be looked at by the plumber who would be looking into replacing the copper pipes.
3. **Instructional Support:** None
4. **Administration:** None

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

**PERSONNEL:**

1. **Classified Evaluations:** Classified evaluation forms were distributed, and board members should contact the appropriate staff member to set up evaluations. The evaluations should be completed by the June board meeting.
2. **Discussion of Maintenance Position:** Deanna reported that she had met with Karl Miller, the current maintenance person, who had requested a leave of absence for the summer. Deanna reported that after the meeting, Karl had submitted a letter resignation in which he stated that he would return at the end of the summer if the school was unable

to find a permanent replacement for the maintenance position. *Gigi moved to accept Karl's resignation based upon his willingness to return if the position was not filled; John Bogert seconded the motion; the motion carried unanimously.* Opening the position was discussed. Deanna stated that the substitute custodian/maintenance position had been open for several years and that there had been no interest in the position. *Gigi moved that openings for a permanent maintenance person to begin June 15 and a substitute maintenance/custodian person be posted; John Bogert seconded the motion; using contract workers for the summer work if no one applied was suggested; the motion carried unanimously.*

3. **Report on business office position by ad hoc committee:** John Bogert had met with Jennifer to discuss the duties she performed as superintendent. Gigi had talked to Deanna and Diane to determine duties they performed. John Bogert and Gigi reported on their findings. Items discussed were writing up job descriptions for clarity of duties, creating a new office position, and compensation.

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

##### **1. 2018-19 Budget Study Session:**

- a. **Review of certificated salary schedule:** Deanna presented certificated salary schedule samples. Salary schedules were discussed. A streamlined schedule with three tiers within each year of service which focused on multi-level teaching experience was favored. Deanna should work on a draft schedule.
- b. **Discussion of substitute pay increase:** Deanna stated that current full-day substitute pay was \$135; other local districts pay \$140. *John Bogert moved that the District increase the daily substitute rate to \$140; Gigi seconded the motion; Jon Shannon requested to amend the motion to \$150 due to substitutes needing to travel to Shaw; John Bogert and Gigi agreed to the amendment; the motion passed unanimously.*

The 2018-19 budget worksheet was reviewed and discussed. The date of the Budget Hearing was discussed. It was decided that the budget hearing would be held on July 17<sup>th</sup>, before the regular meeting on that day.

#### **GENERAL:**

1. **Review of Board Action Sheet:** The action sheet was discussed.
2. **Director Attendance:** Gigi asked to discuss board meeting attendance. Gigi stated that her sabbatical would not be lasting as long as discussed at a previous meeting. She stated that she would like to remain on the board, but would be away for the October 2018 through February 2019 meetings. Jennifer stated that she and her family would be away on an extended trip November 2018 through February 2019. John Bogert stated that he would be away January through February 2019. Quorums and attendance by call in were discussed. The topic will be revisited at the June meeting.

**POLICY REVIEW:** None.

**ADJOURNMENT:** *Cari moved that the meeting be adjourned; Gigi seconded the motion; the motion carried unanimously.* The meeting was adjourned at 5:52 PM.

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Chair, Jon Shannon

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Recording Secretary, Cari Miller

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Member, Jennifer Swanson

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Member, John Bogert

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Member, Gigi Allaway

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Superintendent/Secretary to the Board  
Jennifer Swanson