

**SHAW ISLAND SCHOOL DISTRICT NO 10  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
TUESDAY, SEPTEMBER 15, 2020, 3:10 PM**

**The September 15, 2020 board meeting was held via a Zoom meeting due to COVID-19 restrictions put in place by Governor Inslee.**

**CALL TO ORDER:** Chair John Bogert called the online regular meeting to order at 3:13 PM. Present were board directors John Bogert, Jennifer Swanson, Jon Shannon, and Cari Miller. Director Shirley Lange was not present. Head Teacher Diane Clifton and Office Administrator Deanna Shannon were present.

**APPROVAL OF PREVIOUS MINUTES:** August 18, 2020, regular meeting minutes: *Cari moved to approve the August 18, 2020, regular meeting minutes as presented; Jennifer seconded the motion; the minutes were approved unanimously* (Jon Shannon had dropped from the meeting).

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

**STUDENT REPRESENTATIVE REPORT:** None.

**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 \$8,682.38 for August are also approved.*

*General Fund 6361:*

*Warrant numbers 232152 through 232165  
Totaling \$16,086.70*

*Capital Fund 6367:*

*Warrant number 232166  
Totaling \$54.14*

*Payroll (August) warrant numbers 78946 through 78947 and 24028  
Totaling \$8,682.38, and*

*Budget Status Report*

*Cari seconded the motion; apportionment was discussed; the motion carried unanimously.* (Jon Shannon had rejoined the meeting).

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

**CORRESPONDENCE & COMMUNICATION:** Deanna reported that the District had received the preliminary report from the State Auditor’s Office for the Annual Audit Assessment, and it had been emailed to the board. Jennifer reported that the District had received an email from a parent, Devon Savage, forwarding an article from the Seattle Times concerning the reopening of schools and requesting Shaw School resume in-person learning. Jennifer stated that the matter would be discussed later in the meeting under Program, Curriculum, and Assessment, but that she wanted to present the email to the board.

**TEACHER REPORT:** Delayed until Diane returned to the meeting.

**LEGISLATIVE REPORT:** Deanna reported that Washington’s legislative leadership had extended the statutory waivers and suspensions restricting in-person public meetings until October 1, 2020.

**SUPERINTENDENT AND COMMITTEE REPORTS:**

- 1. Superintendent:** Jennifer reported that school had opened remotely for the 2020-21 school year. Students came to school individually to have first-day-of-school photos taken on the front steps. Diane Clifton had four students in the younger class, two kindergarteners, a first grader, and a second grader. Toni Willis had four students in the older class, one fourth grader, two fifth graders, and one seventh grader. The daily bell schedule had been tweaked to better serve students in remote learning. Technology for remote learning was working well. Jennifer reported that she had attended her weekly superintendents’ meeting the previous day. She reported that she and Deanna had met remotely with Orcas Island School District (OISD) Superintendent Eric Webb and the OISD nurse to discuss OISD providing the District’s nursing services. It had been determined that OISD could provide the services, and a contract had been drafted and executed.
- 2. Physical Plant:** John Bogert reported that he had no update on the flooring for the upper grade classroom or the gutters. Jennifer reported that Feller Heating would be coming on October 6<sup>th</sup> for the annual furnace maintenance and would also be looking at the air exchange in the lower grade classroom.
- 3. Instructional Support:** Jennifer stated information from the Instructional Support Meeting would come up under the Program, Curriculum & Assessment portion of the meeting.
- 4. Administration:** None.

**PROGRAM, CURRICULUM, AND ASSESSMENT:** Jennifer reported on her weekly meetings with the superintendents from the other districts in the county, Mark Tompkins from the health department, and Dr. James, the county health officer. Topics discussed on the calls included returning to in-person learning with families either strongly in favor of returning or having no interest in returning, drops in enrollment and the financial stress associated with fewer FTEs (Full Time Equivalent), and ways districts were creating in-person experiences. Jennifer stated that the restrictions on playgrounds had been lifted. The recommendation by Dr. James was that it was not realistic to clean the equipment, but that having kids use hand sanitizer before and after playing on the equipment was advisable, as well as wearing masks if more than one family was on the playground.

**PERSONNEL:**

- 1. Update on Classified Staff:** Deanna reported that current classified staff were herself, Anita Orne, paraeducator, and Aidan Shannon, substitute custodian and maintenance person. She stated that she had posted the permanent custodian and maintenance

person openings on the website and at the kiosk and that a classified ad would be in the local papers in the September 23<sup>rd</sup> editions.

**BUDGET & FISCAL MATTERS:**

1. **Approval of Resolution 2020-4 Creating a Local Revenue Management Fund of the General Fund:** The resolution was reviewed. *Jennifer moved to approve Resolution 2020-4; Jon Shannon seconded the motion; the motion carried unanimously.*

**GENERAL:**

1. **Action Sheet:** None.
2. **Approval of Resolution 2020-5 Restricting Choice Transfers to the District during Distance Learning:** The resolution was reviewed. *Jon Shannon moved to approve Resolution 2020-5; Jennifer seconded the motion; the motion carried unanimously.*
3. **Approval of Resolution 2020-6 Suspension of Policy:** The resolution was reviewed. *Jennifer moved to approve the resolution; John Bogert seconded the motion; the motion carried unanimously.*
4. **Approval of Resolution 2020-7 Electric Signatures:** Tabled. Deanna stated that a sample resolution was not yet available.
5. **Approval of Form 600—Minimum Basic Education Requirement:** *Jennifer moved to approve Form 600; Cari seconded the motion; the motion carried unanimously.*
6. **Approval of 2020-21 Highly Capable Plan:** *Jennifer moved to approve the plan; Cari seconded the motion; the motion carried unanimously.*

**POLICY REVIEW:** Approval of updated policies:

1. 3122 Excused and Unexcused Absences: *Cari moved to approve Policy 3122; Jennifer seconded the motion; the motion carried unanimously.*
2. 3122-P Excused and Unexcused Absences: *Jennifer moved to approve Procedure 3122-P; Cari seconded the motion; the motion carried unanimously.*
3. 3205-P Sexual harassment of Students Prohibited: *Jennifer moved to approve Procedure 3205-P; Cari seconded the motion; the motion carried unanimously.*

**ADJOURNMENT:** *Jennifer moved that the meeting be adjourned; Cari seconded the motion; the motion carried unanimously.* The meeting was adjourned at 4:57 PM.

*John m Bogert*  
John m Bogert (Oct 14, 2020 19:31 PDT)

Chair, John Bogert

*Jennifer Swanson*  
Jennifer Swanson (Oct 14, 2020 19:42 PDT)

Member, Jennifer Swanson

*Shirley Lange*  
Shirley Lange (Oct 14, 2020 20:52 PDT)

Member, Shirley Lange

*Cari Miller*  
Cari Miller (Oct 15, 2020 11:12 PDT)

Member, Cari Miller

*Jon Shannon*

Member, Jon Shannon

*Jennifer Swanson*  
Jennifer Swanson (Oct 14, 2020 19:42 PDT)

Superintendent/Secretary to the Board  
Jennifer Swanson












# 2020-09-15 minutes

Final Audit Report

2020-10-15

Created:	2020-10-14
By:	Deanna Shannon (dshannon@shaw.k12.wa.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYNeUeby5wUsIVzRQCTEF3dTJfar6NeMq

## "2020-09-15 minutes" History


-  Document created by Deanna Shannon (dshannon@shaw.k12.wa.us)  
2020-10-14 - 4:28:52 PM GMT- IP address: 216.186.26.130
-  Document emailed to John m Bogert (jbogert@shaw.k12.wa.us) for signature  
2020-10-14 - 4:29:56 PM GMT
-  Email viewed by John m Bogert (jbogert@shaw.k12.wa.us)  
2020-10-15 - 2:30:26 AM GMT- IP address: 66.102.8.17
-  Document e-signed by John m Bogert (jbogert@shaw.k12.wa.us)  
Signature Date: 2020-10-15 - 2:31:00 AM GMT - Time Source: server- IP address: 172.58.43.209
-  Document emailed to Jennifer Swanson (jswanson@shaw.k12.wa.us) for signature  
2020-10-15 - 2:31:01 AM GMT
-  Email viewed by Jennifer Swanson (jswanson@shaw.k12.wa.us)  
2020-10-15 - 2:42:21 AM GMT- IP address: 66.249.84.85
-  Document e-signed by Jennifer Swanson (jswanson@shaw.k12.wa.us)  
Signature Date: 2020-10-15 - 2:42:48 AM GMT - Time Source: server- IP address: 172.56.42.34
-  Document emailed to Shirley Lange (slange@shaw.k12.wa.us) for signature  
2020-10-15 - 2:42:50 AM GMT
-  Email viewed by Shirley Lange (slange@shaw.k12.wa.us)  
2020-10-15 - 3:50:49 AM GMT- IP address: 184.157.241.88
-  Document e-signed by Shirley Lange (slange@shaw.k12.wa.us)  
Signature Date: 2020-10-15 - 3:52:18 AM GMT - Time Source: server- IP address: 184.157.241.88
-  Document emailed to Cari Miller (cmiller@shaw.k12.wa.us) for signature  
2020-10-15 - 3:52:19 AM GMT

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2020-10-15 - 6:11:11 PM GMT- IP address: 66.249.84.79

 Document e-signed by Cari Miller (cmiller@shaw.k12.wa.us)


Signature Date: 2020-10-15 - 6:12:14 PM GMT - Time Source: server- IP address: 174.246.19.65

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2020-10-15 - 6:12:15 PM GMT

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2020-10-15 - 6:33:05 PM GMT- IP address: 172.58.43.226

 Document e-signed by Jon Shannon (jshannon@shaw.k12.wa.us)

Signature Date: 2020-10-15 - 6:33:29 PM GMT - Time Source: server- IP address: 172.58.43.226

 Agreement completed.

2020-10-15 - 6:33:29 PM GMT