

**SHAW ISLAND SCHOOL DISTRICT NO 10
REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, FEBRUARY 11, 2020, 3:10 PM**

CALL TO ORDER: Chair John Bogert called the regular meeting to order at 3:11 PM, at the Shaw Island School, Shaw Island, Washington. Present were board directors John Bogert, Jennifer Swanson, Shirley Lange, Cari Miller, and Jon Shannon. Head Teacher Diane Clifton and Office Administrator Deanna Shannon were present. Students Clara Borner and Elijah Miller were present through the student report. Stephanie Dahl from West Mechanical was present through her presentation on heating upgrades. Amber Borner was present through her update on the kiosk project. Board director Jennifer Swanson was not present.

ELECTION OF OFFICERS: Tabled until the full board was present.

APPROVAL OF PREVIOUS MINUTES: January 14, 2020, regular meeting minutes: *Cari moved to approve the January 14, 2020, regular meeting minutes; Jon Shannon seconded the motion; corrections were made; the minutes were approved unanimously as corrected.* January 24, 2020, special meeting minutes: *Cari moved to approve the January 24, 2020, minutes; Shirley seconded the motion; the minutes were approved unanimously as presented.* February 7, 2020, special meeting minutes: *Shirley moved to approve the minutes; Cari seconded the motion; the minutes were approved as presented with Jon Shannon abstaining (absent from meeting).*

CHANGES OR ADDITIONS TO THE AGENDA: None.

STUDENT REPRESENTATIVE REPORT: Clara Borner and Elijah Miller demonstrated how the students had learned to add and subtract positive and negative numbers using math manipulatives. Using black squares to represent positive numbers and red squares to represent negative numbers, the students solved simple math problems. Clara explained how the students could then use the visual concept to solve more difficult problems.

PRESENTATION OF HEATING PROJECT ESTIMATES FROM WEST MECHANICAL: Stephanie Dahl from West Mechanical had done a site visit on January 28th to assess the District's current heating situation and to make recommendations for improvements that would save energy and allow for a proposed backup generator to operate heating systems. Stephanie had submitted three estimates, one for each building. Stephanie distributed energy cost comparison information and demonstrated the savings the District could incur by switching from current its heat sources to heat pumps. Stephanie explained the types of heat pumps and their configurations recommended for each building. She also talked about the replacement of the electric furnace in the upper grade classroom with a furnace which would require less amperage to start up if the District were to install a backup generator. The board directors and other meeting attendees asked questions.

UPDATE ON AND APPROVAL OF FUNDS FOR KIOSK PROJECT: Amber Borner, Shaw School Foundation (SSF) board member, reminded the board that as part of the School Improvement Plan, placing a kiosk near the parking lot had been proposed to improve communication with families and provide information to visitors. Amber presented a design. The side facing the school would be available to the school to post information. The side facing the street would have historical information about the District. Amber explained that three entities, Shaw Island School District, SSF, and Shaw Island Library and Historical Society would be involved in the project. Amber asked that the District provide the funding for the kiosk which she

had estimated at \$750. The design was discussed. *Jon Shannon moved to approve the design in concept as presented with up to \$1,000 in funding from the District's Capital Projects Fund; Cari seconded the motion; the timeframe for completion was discussed and Amber estimated it to be sometime in March; the motion carried unanimously.*

CONSENT AGENDA: *Shirley 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 \$9,177.53 are also approved.

General Fund 6361:

*Warrant numbers 224952 through 224960 and 225527 through 225529
Totaling 5,591.19*

*Payroll (January) warrant numbers 74740 through 74743 and 23721
Totaling \$9,177.53*

Budget Status Report

Cari seconded the motion; the motion carried unanimously.

HEARING OF INDIVIDUALS OR GROUPS ON NON-AGENDA ITEMS: Amber asked to speak and expressed her support of installing a backup generator so that the school could be used as a shelter in an emergency; she noted that the school was located on higher ground than the community building.

CORRESPONDENCE & COMMUNICATION: Deanna presented a letter from San Juan County Auditor Milene Henley which outlined the 2020 and 2021 price increases for the accounts payable warrants and payroll warrants issued for the District.

TEACHER REPORT: Diane reported that she would be attending a professional development in Anacortes on Tuesday, February 18, during the mid-winter break. She stated that LEGO was expanding their robotics program into drones. The training was with Randy Steele, the robotics expert who has worked with the Shaw School students in the past. The workshop would be on drones, and each participant would be given a drone. The cost of the class was \$149. Diane reported on field trips. The students would be visiting the Lopez Island transfer station and would be learning about recycling. Two students would be attending Water World at Centrum in April.

LEGISLATIVE REPORT: Shirley reported that that was the week that legislative reps were visiting the legislature. She had been receiving information on topics being presented at the legislature. She stated a major topic of discussion was the cost of health care benefits to districts.

SUPERINTENDENT AND COMMITTEE REPORTS:

- 1. Superintendent:** None.
- 2. Physical Plant:** None.
- 3. Instructional Support:** Diane reported that the committee had met in February. She stated that she was very happy with the new language arts curriculum.

- 4. Administration:** Deanna reminded the board that she had emailed them information on an energy grant from the Department of Commerce. Information about the grant was reviewed.

PROGRAM, CURRICULUM, AND ASSESSMENT: None.

PERSONNEL:

- 1. Review and Approval of Classroom Aide Job Description:** The final draft of the Classroom Aide Job Description from the February 7th work session was presented and reviewed. *Shirley moved to approve the job description; Jon Shannon seconded the motion; fingerprinting and background checks were discussed; the motion carried unanimously.*

BUDGET & FISCAL MATTERS: None.

GENERAL:

- 1. Action Sheet:** The Action Sheet was reviewed. Deanna should follow up with Brendan Cowan, Department of Emergency Management, about visiting the school and advising on the emergency plan.
- 2. Update on Gutter Replacement Project:** Deanna reported that the gutter replacement had fallen through with Orcas Island Gutter Services because they had not completed the training required by the Washington State Department of Labor & Industries (L&I) in order to be able to do public works projects. Deanna stated that Esary Roofing had been contacted to provide an estimate and were schedules for a site visit. She stated that she had reviewed the District's small works roster and the L&I list of contractors who had completed or were exempt from the training. Esary was the only company called who was willing to come to Shaw.
- 3. Board Self-Evaluation:** The board was making progress on both goals: job descriptions and the completion of the policy review.

POLICY REVIEW: Deanna reported that the 1000 series and 2000 series policies and procedures had been posted on the website.

ADJOURNMENT: *Shirley moved that the meeting be adjourned; Cari seconded the motion; the motion carried unanimously.* The meeting was adjourned at 4:30 PM.

Chair, John Bogert

Member, Cari Miller

Member, Jennifer Swanson

Member, Jon Shannon

Member, Shirley Lange

Superintendent/Secretary to the Board
Jennifer Swanson