

**SHAW ISLAND SCHOOL DISTRICT NO 10
REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, NOVEMBER 17, 2020, 3:10 PM**

The November 17, 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 3:10 PM. Present were board directors John Bogert, Jennifer Swanson, Jon Shannon, and Cari Miller. Director Shirley Lange was not present. Also present were Head Teacher Diane Clifton, Office Administrator Deanna Shannon, and community member and school volunteer Elaine Griffin.

APPROVAL OF PREVIOUS MINUTES: October 13, 2020, regular meeting minutes: *Jon Shannon moved to approve the October 13, 2020, regular meeting minutes as presented; Cari seconded the motion; the minutes were approved unanimously.*

CHANGES OR ADDITIONS TO THE AGENDA: None.

STUDENT REPRESENTATIVE REPORT: None.

CONSENT AGENDA: *Jon Shannon 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 \$11,658.03 for October are also approved.

General Fund 6361:

*Warrant numbers 233990 through 233999
Totaling \$2,436.01*

Payroll (October) warrant numbers 79837 through 79839 and 24071 through 24072

Totaling \$11,658.03, and

Budget Status Report

Cari seconded the motion; the motion carried unanimously.

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

CORRESPONDENCE & COMMUNICATION:

- 1. Open Letter to the Community:** The draft of an open letter to the community, written by Chair John Bogert, had been emailed to the board. The letter was reviewed. *Jon Shannon moved to approve the letter; Cari seconded the motion.* Jennifer gave the board some background on the purpose of the letter. She stated that through meetings, emails, and conversations with families, it was evident that there was interest in different types of educational pedagogies. The letter defined the District's purpose as a public school, and while the District could look to different pedagogies for inspiration, the District would continue to follow the guidance of the Office of Superintendent of Public Instruction and the Common Core Standards. *John Bogert called for a vote; the motion*

passed unanimously. Deanna was instructed to send the letter to the families and to post it on the kiosk and the website.

TEACHER REPORT: Diane reported that the younger students were doing well with online learning in math, writing, and reading. The five-week Oceanology program had concluded. The school had arranged to do five more classes. A visual artist had been found to work with the older students online, and Diane was working on finding someone for the younger students. Gordon Koenig had completed and installed the new locker shelter, and the new system for pick up and drop off of items was working well. Sending thank you cards to Gordon from the board and the students was requested by the board.

LEGISLATIVE REPORT: None.

SUPERINTENDENT AND COMMITTEE REPORTS:

- 1. Superintendent:** Jennifer reported that her weekly phone calls with County Health Officer Dr. James and the other superintendents were continuing. Orcas Island had had an increase in COVID-19 cases. Orcas Island School District had just begun in-person instruction with grades K-2, but returned to 100% virtual. They were working with students with special needs or connectivity problems. Camp Orkila and the Fun House, where families with connectivity problems had been able to go, had also closed. Salmonberry had gone to 100% outdoors. Spring Street International School was going fully virtual after Thanksgiving. Lopez Island School District had been virtual and was making no changes. San Juan Island School District had brought back grades K-1 and would be bringing in grade 2 that week. Dr. James expected a surge after Thanksgiving. Anyone traveling should quarantine for 14 days, or for 7 days then receive a negative COVID test, before returning to work or school. Cases were increasing in the region and counties were meeting fewer metrics. Point of Care Testing, with results in 15 minutes, was becoming available for symptomatic people or those with direct contact with a confirmed cases.

Jennifer talked about the email that she had sent to the board stating that she would be stepping down from the board and as superintendent in June. The process to replace Jennifer was discussed. Consensus was to begin the process in early 2021.

- 2. Physical Plant:** The quote from Feller Heating and Air Conditioning for a REME-HALO Air Purifier was reviewed. *Jon Shannon moved to approve \$1,1995 plus tax for the REAM-HALO Air Purifier; Cari seconded the motion; the motion carried unanimously.* Deanna reported that the State Department of Commerce Energy Grant was open. No action was taken. Deanna reported that she had spoken to Guard Electric about getting on their schedule for installing the new heaters in the office and copier room. A bid for new gutters from Lopez Island Gutter Installation was reviewed. Gutter and downspout installation was \$4,591 with old gutter removed to be billed at \$60 per hour. *Jon Shannon moved to approve up to \$8,000 for the removal of the old gutters and the installation of new gutters and down spouts by Lopez Island Gutter Installation; Jennifer seconded the motion; the motion carried unanimously.*
- 3. Instructional Support:** None.
- 4. Administration:** Deanna reported that she was working on the annual Performance Report for the 2019-2020 school year for approval at the next meeting. Deanna presented feedback from NWESD 189 concerning the WSSDA (Washington State School Directors Association) Policy & Legal News newsletter.

PROGRAM, CURRICULUM, AND ASSESSMENT: Jennifer reported that the Instructional Committee was meeting on Thursdays, focusing on remote learning and the return to in-person. Shirley Lange and Toni Willis had visited Salmonberry School on Orcas Island and had come away with some good ideas for in-person learning. An idea for an outdoor structure had been sent to the board. Building a structure was discussed including risk management, permitting and land designation, plans, and the participation of volunteers and Shaw School Foundation. The District had applied for a land use correction from Natural to Rural General Use. Jon Shannon stated that he had contacted the county, and the request was in process. The possibility would be investigated further. Having visiting artists while in remote learning was discussed. Jennifer reported that Anita Orne was open to doing in-person outdoor learning. Every other Friday after the first of the year was proposed, depending on COVID-19 circumstances. Cleaning protocols and training were discussed. The goal was to have cleaning and pick up and drop off protocols in place so that the District was ready for in-person learning.

PERSONNEL:

- 1. Approval of Amended Contract for Diane:** Deanna stated that Diane’s contract had not been updated after the COLA had been approved. She was being paid at that approved COLA amount. *Jon Shannon moved to approve the amendment to Diane Clifton’s regular contract; Jennifer seconded the motion; the motion carried unanimously.*
- 2. COVID Contracts:** Deanna reported that she had met the hours approved on the COVID contract that had previously been approved for 25 hours then updated to 40. Diane had been paid at her hourly rate. John Bogert requested that staff document COVID specific hours for the next meeting.

John requested a date be set for a special meeting to continue working on job descriptions. Deanna should email board members to set up a date.

BUDGET & FISCAL MATTERS:

- 1. Final 2019-20 F-196 Budget Report:** The final reports for 2019-20 were reviewed.

GENERAL:

- 1. Action Sheet:** Tabled

POLICY REVIEW:

- 1. Second Reading and Public Comment on Policy 6225 Electronic Signatures:** *Jon Shannon moved to approve Policy 6225; John Bogert 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 4:44 PM.

John m Bogert
John m Bogert (Dec 18, 2020 19:25 PST)

Chair, John Bogert

Jennifer Swanson
Jennifer Swanson (Dec 19, 2020 20:04 PST)

Member, Jennifer Swanson

Shirley Lange
Shirley Lange (Dec 20, 2020 16:29 PST)

Member, Shirley Lange

Cari Miller
Cari Miller (Jan 31, 2021 21:37 PST)

Member, Cari Miller

Jon Shannon

Member, Jon Shannon

Superintendent/Secretary to the Board
Jennifer Swanson












2020-11-17 minutes

Final Audit Report

2021-02-02

Created:	2020-12-16
By:	Deanna Shannon (dshannon@shaw.k12.wa.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXyo9b20_4USkpc1M6v34Ckm27ytLMiEO

"2020-11-17 minutes" History


-  Document created by Deanna Shannon (dshannon@shaw.k12.wa.us)
2020-12-16 - 1:59:42 AM GMT- IP address: 216.186.26.130
-  Document emailed to John m Bogert (jbogert@shaw.k12.wa.us) for signature
2020-12-16 - 2:00:52 AM GMT
-  Email viewed by John m Bogert (jbogert@shaw.k12.wa.us)
2020-12-19 - 3:25:25 AM GMT- IP address: 66.102.6.219
-  Document e-signed by John m Bogert (jbogert@shaw.k12.wa.us)
Signature Date: 2020-12-19 - 3:25:53 AM GMT - Time Source: server- IP address: 172.58.46.231
-  Document emailed to Jennifer Swanson (jswanson@shaw.k12.wa.us) for signature
2020-12-19 - 3:25:54 AM GMT
-  Email viewed by Jennifer Swanson (jswanson@shaw.k12.wa.us)
2020-12-20 - 4:01:05 AM GMT- IP address: 66.249.84.83
-  Document e-signed by Jennifer Swanson (jswanson@shaw.k12.wa.us)
Signature Date: 2020-12-20 - 4:04:02 AM GMT - Time Source: server- IP address: 207.32.163.135
-  Document emailed to Shirley Lange (slange@shaw.k12.wa.us) for signature
2020-12-20 - 4:04:03 AM GMT
-  Email viewed by Shirley Lange (slange@shaw.k12.wa.us)
2020-12-20 - 6:22:03 PM GMT- IP address: 64.119.6.71
-  Document e-signed by Shirley Lange (slange@shaw.k12.wa.us)
Signature Date: 2020-12-21 - 0:29:08 AM GMT - Time Source: server- IP address: 184.157.244.120
-  Document emailed to Cari Miller (cmiller@shaw.k12.wa.us) for signature
2020-12-21 - 0:29:09 AM GMT

 Email viewed by Cari Miller (cmiller@shaw.k12.wa.us)

2021-02-01 - 5:36:35 AM GMT- IP address: 66.249.84.81

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


Signature Date: 2021-02-01 - 5:37:24 AM GMT - Time Source: server- IP address: 174.246.32.98

 Document emailed to Jon Shannon (jshannon@shaw.k12.wa.us) for signature

2021-02-01 - 5:37:26 AM GMT

 Email viewed by Jon Shannon (jshannon@shaw.k12.wa.us)

2021-02-02 - 2:49:10 PM GMT- IP address: 172.58.43.223

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

Signature Date: 2021-02-02 - 2:50:44 PM GMT - Time Source: server- IP address: 172.58.43.223

 Agreement completed.

2021-02-02 - 2:50:44 PM GMT