

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

**The December 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 3:10 PM. Present were board directors John Bogert, Jennifer Swanson, Jon Shannon, Shirley Lange, and Cari Miller. Also present were Head Teacher Diane Clifton, Upper Grade Teacher Toni Willis, Office Administrator Deanna Shannon, and community member and school volunteer Elaine Griffin. The following parents were present: Amber Borner, Shannon Klohr, and Devon Savage.

**APPROVAL OF PREVIOUS MINUTES:** November 17, 2020, regular meeting minutes: *Jon Shannon moved to approve the November 17, 2020, regular meeting minutes as presented; Cari seconded the motion; the minutes were approved unanimously.*

**CHANGES OR ADDITIONS TO THE AGENDA:** Under X. Superintendent and Committee Reports: 1. Physical Plant, b. Outdoor Structure was added. Under XII. Personnel: 3. Custodian and Maintenance Positions was added.

**STUDENT REPRESENTATIVE REPORT:** No students were present. Toni showed part of a slide show that the students had worked on about their reading program and their study of the Civil War. She then showed one of the student's stop-action film. The assignment had been to depict the life of a Civil War soldier. The film showed a felted mouse, dressed in uniform, performing his soldiery duties.

**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 \$12,488.77 for October are also approved.*

*General Fund 6361:*

*Warrant numbers 235314 through 235329  
Totaling \$9,844.43*

*Capital fund 6367:*

*Warrant number 235330  
Totaling \$637.16*

*Payroll (November) warrant numbers 80370 through 80372 and 24090 through 24092*

*Totaling \$12,488.77, 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. **Letter from Parent Concerning the Photo/Video/Work Permission form:** John Bogert stated that the board had received a letter from parent Amber Borner concerning the choices on the District's form for the display of student photos and work, especially concerning the District's website. After a short discussion, John requested that the Instructional Support Committee review the form and discuss options at its weekly meeting and report to the board at the January meeting.

**TEACHER REPORT:** Diane reported that the younger students had been using math strategies to count down the days until the winter break. Diane reported that the Winter Program Radio Show would be a live webinar on December 18<sup>th</sup> at 5:00 PM.

**LEGISLATIVE REPORT:** None.

### SUPERINTENDENT AND COMMITTEE REPORTS:

1. **Superintendent:** Jennifer reported that she had had her last weekly phone call with County Health Officer Dr. James and the other superintendents until after the first of the year. The number of COVID-19 cases in the county was rising and there were concerns about clusters who were not practicing social distancing. In our small community, the right person in the right place could cause an outbreak. All school districts in the county remained in remote learning. Orcas Island School District and San Juan Island School District were considering returning to in-person learning on January 19<sup>th</sup>, starting with the lower elementary grades. Lopez Island School District was considering returning to in-person in February. Jennifer stated that the Lopez superintendent was resigning. Jennifer reported that Dr. James felt it was fortunate that districts were remote learning, and that the worry was not about the children, but the staffs. Distribution of vaccines had begun. The Moderna vaccine was less fragile than the Pfizer and would be the vaccine distributed in more remote areas. The county was working with Walgreens for distribution. The state was releasing a list of priorities for receiving the vaccine with health care workers, EMS personnel, and long term care residents at the top of the list. The average person could expect to receive a vaccine in April, May, or June. There had been some serious reactions to the vaccine with people who had previously experienced anaphylactic shock. Phase 4 trials for children and pregnant women would be starting. Each district should be working on a plan for in-person learning, including what the District would do if there were one or two positive cases. Jennifer stated that the instructional committee had begun working on a plan and that a drop-off and pick-up plan had been developed. Cleaning protocols for staff only on site and protocols for student return were being worked on. There were people in the county who were against wearing masks, and threats to health authorities in the county had been made. Dr. James recommended that people not get together for the holiday and to keep doing what was good for public health.
2. **Physical Plant:**
  - a. **Trees:** Scott Brooks from Greenspar Tree Service had assessed the school grounds and emailed a report which had been forwarded to the board for review. There were no urgent recommendations in the report and the board took no action.
  - b. **Outdoor structure:** Jon Shannon reported that he had checked on the land use designation correction with the county. He stated that an initial hearing was set for February 15, 2021 and that the Comprehensive Plan had to be adopted, which

could be late 2021, before final approval of the District's request. Proceeding with a building permit was discussed and planning for a structure would continue. A garden party tent as a temporary measure for outdoor learning was discussed.

Deanna reported that Feller Heating was scheduled to install the air purifier, approved at the last meeting, on December 29<sup>th</sup>; she was also working on heater installation in the office, window repairs, and gutter installation.

Diane stated that the custodial room under the upper grade classroom, which was previously a dry space, was getting damp. Remedies were discussed including a dehumidifier, drainage, and concrete coatings. Jon Shannon stated he had a dehumidifier he would donate for an immediate response. Concrete coating should be investigated.

3. **Instructional Support:** Jennifer reported that the committee was meeting weekly and working on procedures for returning to school, visiting artists.
4. **Administration:** None.

#### **PROGRAM, CURRICULUM, AND ASSESSMENT:**

1. **Update on and Discussion of COVID-19, Remote Learning, and Reopening:** John Bogert stated that most of the update had been covered under Superintendent Report.
  - a. **Schedule Special Meeting to Discuss Reopening:** A meeting was set for January 19, 2021, at 3:10 PM.
2. **Approval of Annual School Performance Report:** The report was reviewed. *Jon Shannon moved to approve the report; Shirley seconded the motion; the motion carried unanimously.*

#### **PERSONNEL:**

1. **COVID Contracts:** Deanna reported on the hours she and Diane had worked on COVID related tasks. John Bogert said to continue to track.
2. **Update on Job Descriptions:** John Bogert stated that Deanna had sent out a draft of the Office Administrator job description that had been developed at a special work session. He asked the board to review the draft for future discussion and approval. Jennifer stated that she had asked OISD for their head teacher job description for the Waldron Island school.
3. **Custodial and Maintenance Positions:** Jennifer reported that Aidan Shannon, the current custodial and maintenance substitute had submitted a letter of interest in the permanent positions. The letter was reviewed. *Shirley moved to hire Aidan Shannon as the permanent custodian and maintenance person; Cari seconded the motion; John Bogert called for a vote; four directors voted in favor of the motion; Jon Shannon abstained from the vote.* Jennifer stated that Gordon Koenig was still employed as the substitute maintenance person and could be called on to assist Aidan if needed. Deanna stated that Gordon had built a cover for the hand sanitizer station near the playground equipment.

**BUDGET & FISCAL MATTERS:** None.

#### **GENERAL:**

1. **Action Sheet:** Several items on the Action sheet, including gutters, heaters, and land use designation, had been addressed earlier in the meeting.

**POLICY REVIEW:** None.

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

*John m Bogert*

John m Bogert (Feb 16, 2021 19:10 PST)

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Chair, John Bogert

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Member, Jennifer Swanson

*Shirley Lange*

Shirley Lange (Apr 21, 2021 15:37 PDT)

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Member, Shirley Lange

*Cari Miller*

Cari Miller (Apr 22, 2021 11:45 PDT)

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Member, Cari Miller

*Jon Shannon*

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Member, Jon Shannon

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Superintendent/Secretary to the Board  
Jennifer Swanson

# 2020-12-15 minutes

Final Audit Report

2021-04-22

Created:	2021-02-17
By:	Deanna Shannon (dshannon@shaw.k12.wa.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAARjX0zXRbnol-KQFmn5AbZjfDnVqR-kkt

## "2020-12-15 minutes" History

-  Document created by Deanna Shannon (dshannon@shaw.k12.wa.us)  
2021-02-17 - 0:46:31 AM GMT- IP address: 216.186.26.130
-  Document emailed to John m Bogert (jbogert@shaw.k12.wa.us) for signature  
2021-02-17 - 0:47:38 AM GMT
-  Email viewed by John m Bogert (jbogert@shaw.k12.wa.us)  
2021-02-17 - 3:08:59 AM GMT- IP address: 66.102.6.47
-  Document e-signed by John m Bogert (jbogert@shaw.k12.wa.us)  
Signature Date: 2021-02-17 - 3:10:17 AM GMT - Time Source: server- IP address: 172.58.46.229
-  Document emailed to Shirley Lange (slange@shaw.k12.wa.us) for signature  
2021-02-17 - 3:10:19 AM GMT
-  Email viewed by Shirley Lange (slange@shaw.k12.wa.us)  
2021-02-17 - 6:52:08 PM GMT- IP address: 98.125.193.188
-  Email viewed by Shirley Lange (slange@shaw.k12.wa.us)  
2021-04-21 - 10:36:25 PM GMT- IP address: 184.157.246.88
-  Document e-signed by Shirley Lange (slange@shaw.k12.wa.us)  
Signature Date: 2021-04-21 - 10:37:50 PM GMT - Time Source: server- IP address: 107.77.205.151
-  Document emailed to Cari Miller (cmiller@shaw.k12.wa.us) for signature  
2021-04-21 - 10:37:52 PM GMT
-  Email viewed by Cari Miller (cmiller@shaw.k12.wa.us)  
2021-04-22 - 6:44:24 PM GMT- IP address: 66.249.84.67
-  Document e-signed by Cari Miller (cmiller@shaw.k12.wa.us)  
Signature Date: 2021-04-22 - 6:45:55 PM GMT - Time Source: server- IP address: 172.58.46.178

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2021-04-22 - 6:45:57 PM GMT

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2021-04-22 - 7:48:00 PM GMT- IP address: 172.58.46.190

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

Signature Date: 2021-04-22 - 7:48:51 PM GMT - Time Source: server- IP address: 172.58.46.190

 Agreement completed.

2021-04-22 - 7:48:51 PM GMT