

**SHAW ISLAND SCHOOL DISTRICT NO 10
REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, OCTOBER 15 2019, 3:10 PM**

CALL TO ORDER: Chair John Bogert called the regular meeting to order at 3:10 PM. Present were board directors John Bogert, Shirley Lange, Cari Miller, and Jon Shannon. Director Jennifer Swanson arrived at 3:36 during Legislative Report. Also present was Office Administrator Deanna Shannon. The teacher, Diane Clifton, and the following students were present through Teacher Report: Jasper Mahn, Elijah Miller, and Clara Borner.

APPROVAL OF PREVIOUS MINUTES: September 17, 2019, regular meeting minutes: *Shirley moved to approve the September 17, 2019 regular meeting minutes as presented; Cari seconded the motion; the motion carried unanimously.*

CHANGES OR ADDITIONS TO THE AGENDA: All items under Program, Curriculum & Assessment and Personnel were removed as they were left on from the previous month's agenda.

STUDENT REPRESENTATIVE REPORT: The students reported on their field trip to Decatur Island to work with Lee Whitford, a mushroom expert from North Cascades Institute, and to participate in Apple Day. Jasper reported that the students had drawn and painted pictures of mushrooms in their journals before, during, and after the event; the journals were passed around. Elijah reported that Lee had taught them the three types of mushrooms: decomposer, parasitic, and neutralist. The students also passed around a "spore print", a collection of spores that had dropped off of a mushroom left on a piece of paper overnight. The students reported that during Apple Day there had been apple related activities and competitions, along with a cider pressing and apple treats.

TEACHER REPORT: (The teacher's report was moved up on the agenda so that Diane and the students could get to their afterschool robotics project). Diane reported that the students were starting tap dance as part of the movement and exercise part of the curriculum. Tap shoes had been ordered for each student. Shaw School Foundation (SSF) had paid for the first round of shoes which would be kept by the school for future tap classes. Diane reported that robotics expert Randy Steel, who was a visiting instructor at the school two years ago, would be retuning October 28th and 29th to work with the students on programming drones and to work on the robotics table. Decatur students would be joining Shaw School students for the class. Diane reported that she would be leaving that Friday for an Invention Convention workshop which would focus on giving students an opportunity to have an authentic engineering experience to improve or create something;

CONSENT AGENDA: *Cari 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 \$9,433.72 are also approved.

General Fund 6361:

***Warrant numbers 220126 through 220146
Totaling \$14,999.97***

Capital Fund 6367

*Warrant number 220371
Totaling \$239.76*

*Payroll (September) warrant numbers 23287 through 23289 and 72556 through
72557
Totaling \$9,433.72
Budget Status Report*

Shirley seconded the motion; the motion carried unanimously.

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

CORRESPONDENCE & COMMUNICATION: None.

TEACHER REPORT: See above.

LEGISLATIVE REPORT: Shirley reported on the WSSDA (Washington State School Directors' Association) Legislative Assembly that she had attended. She related the process, what she had learned, and some local connections that she had made.

SUPERINTENDENT AND COMMITTEE REPORTS:

1. **Superintendent:** None.
2. **Physical Plant:** Deanna reported that the vacuum needed to be repaired and serviced. The cost would have been over \$300. Additionally, the former and current custodians did not like the vacuum and had been bringing their own. She had been researching replacement vacuums. Jennifer had approved ordering a new vacuum/s. Jennifer stated she had information on American Seamless Gutters from Lopez; John Bogert stated that he had tried to contact them several times, but that they had not responded.
3. **Instructional Support:** Jennifer reported that the committee would try to meet once a month on the scheduled half days, but that Diane and Classroom Aide Jody Schmidt had met on the last half day.
4. **Administration:** Deanna reported that she had been investigating whether or not the District would have to pay the non-high fee for the high school students whose family/families were spending most of their time on San Juan Island. Deanna reported that she had attended HIB (Harassment, Intimidation, and Bullying) training as the designated Compliance Officer. Deanna reported that the District had received notice that the total equity in the KCDA Purchasing Cooperative for 2018 was \$73.86.

PROGRAM, CURRICULUM, AND ASSESSMENT: None.

PERSONNEL: Jennifer reported that she had signed contracts for the maintenance and custodial employees.

BUDGET & FISCAL MATTERS: None.

GENERAL:

1. **Action Sheet:** The Action Sheet was reviewed and revised.
2. **Discussion of change of February board meeting:** Deanna stated that the February board meeting fell during mid-winter break for Shaw Island School District as well as for San Juan Island School District where all of the District's high school students were attending. Since several board members and staff had children in school and could be planning to be

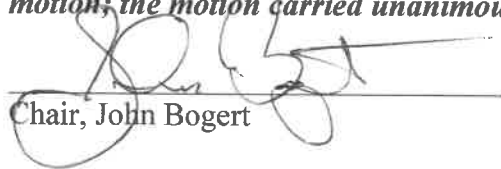
away during mid-winter break, obtaining a quorum could be difficult. Changing the meeting date was discussed. Consensus was to change the February 2020 regular meeting date from February 18th to February 11th.

3. **Discussion of Board Retreat:** A board retreat was discussed. Ideas were to invite NWESD 189 Superintendent Larry Francois to come to the retreat to work with the board on a focused topic. Working on job descriptions was discussed. Consensus was to work on creating and revising job descriptions.
4. **Formation of committee to develop job descriptions:** Revising and developing job descriptions was discussed. More than two board members wanted to participated, so consensus was to hold special meetings focusing on job description work sessions with no requirement that a board member attend. Friday, October 25, 2019, from 8:30 to 10:00 was set for the first meeting.

POLICY REVIEW:

1. **Review of and public comment on Policy 3207 Prohibition of Harassment Intimidation and Bullying, and Procedure 3207-P Prohibition of harassment Intimidation and Bullying:** Deanna stated that at the HIB training she attended (see above) she had learned that WSSDA had revised HIB policies. The policy and procedure were reviewed. There was no public comment. The Chair requested the directors review the policy and procedure for approval at the following meeting.

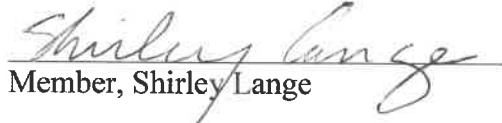
ADJOURNMENT: *Jon Shannon moved that the meeting be adjourned; Cari seconded the motion; the motion carried unanimously.* The meeting was adjourned at 4:36 PM.


Chair, John Bogert

Member, Cari Miller

Member, Jennifer Swanson


Member, Jon Shannon


Member, Shirley Lange

Superintendent/Secretary to the Board
Jennifer Swanson