

**SHAW ISLAND SCHOOL DISTRICT NO 10
REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, OCTOBER 13, 2015 - 3:10 PM**

Chair Jennifer Swanson called the meeting to order at 3:12 pm. Board members present: Jennifer Swanson, Jon Shannon, Cari Miller, and Gigi Allaway. Staff present: business manager Deanna Shannon, teachers Diane Clifton and Cheryl Opalski (left after student report). Students present: Aidan Shannon, Remi Miller, and Sophia Swanson.

APPROVAL OF PREVIOUS MINUTES: September 15, 2015 regular meeting: *Jon moved that the September 15, 2015 regular meeting minutes be approved as presented; Cari seconded the motion; the motion carried unanimously.*

CHANGES OR ADDITIONS TO THE AGENDA: None.

STUDENT REPRESENTATIVE REPORT: Aidan Shannon, Remi Miller, and Sophia Swanson gave a PowerPoint presentation on the all-school field trip to Canoe Island. Aidan talked about canoe trips and time spent with music teacher Anita Orne hiking and learning facts about the island and nature. Remi talked about meals and the daily cooking and cleaning teams, a rock project, and singing and playing ukuleles with Anita. Sophia talked about exploring the beach with camp director Joseph Jones, archery, tomahawks, and atlatls, raising the French, Canadian, and US flags each morning and lowering them before dinner, making marshmallow flingers, swimming, and a treasure hunt. Sophia stated that the students were happy to be home.

CONSENT AGENDA: *Jon moved to approve the following items on the consent agenda:*

- *October 2015 Payroll in the amount of \$15,913.82*
- *General Fund Expenditures for the period ending October 13, 2015 in the amount of \$5,419.08*
- *Budget status report*

Cari seconded the motion; the motion carried unanimously.

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

CORRESPONDENCE & COMMUNICATION: Gigi reported she had received an email from Allison Lengyel regarding the Seattle school board banning suspensions in elementary schools. Gigi reported that she had sent a thank you card to the Woodards for the use of their property for teacher housing. Jennifer reported that she had received a notice that the meeting on Lopez Island with Rep. Kristine Lytton had been rescheduled due to Kristine's participation in meetings to discuss fully funding education.

TEACHER REPORT: Diane reported that she and Cheryl had attended the Solar 4R Schools curriculum training in Friday Harbor and that the training had been excellent; the school had been given a curriculum package worth over \$3,000 for teaching alternative energy. Diane stated that the teachers would be attending the approved Science Teacher Conference in Shoreline October 23rd through 25th.

LEGISLATIVE REPORT: None.

SUPERINTENDENT AND COMMITTEE REPORTS:

1. **Superintendent:** None.
2. **Physical Plant:** Jon reported that John Bogert had gotten an estimate from Doug Poole, Sage Building Solutions, for the work recommended in Doug's energy audit. The audit report, reviewed at the previous meeting, had recommended energy retrofits for the upper grade and lower grade classrooms, the ball room, and the copy room, as well as a ductless heat pump for the upper grade classroom. The estimate was reviewed. *Gigi moved that the estimate for the energy retrofits on the classrooms, the copy room, and the ball room, totaling \$10,417, including tax, be approved, but that the ductless heat pump be excluded at the present time; Jon seconded the motion; the motion carried unanimously.*
3. **Instructional Support:** Jennifer reported that the committee had met and decided to meet monthly on the Tuesday before board meetings. The purpose of the committee had also been discussed. The committee had reviewed the District's policy and procedures for adopting curriculum and discussed the curriculum cycle. Jennifer stated that the current curriculum cycle looked good on paper, but that mapping the curriculum out and improving student tracking needed to be done because of the District's multi-level classrooms and fluctuating numbers in each grade. Field trip planning and steps needed to provide an end of year field trip with older students had been discussed.
4. **Administration:** Deanna reported that a new crosscut shredder had been purchased and records were being reviewed for destruction. Deanna reported that the county public health nurse had come to the school to review the student immunization records for her state report.

PROGRAM, CURRICULUM, AND ASSESSMENT:

1. **Review of Minimum Basic Education Requirement:** Deanna presented the Minimum Basic Education Requirement report that had been submitted to the state for the board's review.
2. **Approval of Resolution 2015-2 To Participate in the DRS Deferred Compensation Program:** The resolution to participate in the Department of Retirement Systems Deferred Compensation Program was presented. *Gigi moved that resolution 2015-2 be approved; Jon seconded the motion; the motion carried unanimously.*

PERSONNEL:

1. **Update on filling substitute custodial position:** Deanna reported that Hannah Miller had applied and been hired for the substitute custodial position that had been posted since the beginning of the summer.
2. **Discussion of separating maintenance and custodial job descriptions and positions:** Jon suggested reviewing the current custodial job description and creating two positions: a maintenance position and a custodial position. *Gigi moved to create separate job descriptions for a maintenance position and custodial position to replace the current combined job description; Jon seconded the motion; the motion carried unanimously.*

BUDGET & FISCAL MATTERS:

1. **Approval for compliance officer (Deanna) to attend HIB training:** The District is required to have a Harassment, Intimidation, and Bullying Compliance Officer. A training was available at the PSED in Renton on October 15, 2015. A request in the amount of \$235 for Deanna to attend the conference was submitted for the conference fee and travel expenses. *Gigi moved that \$235 be approved for Deanna to attend the HIB Compliance Officer Training 101; Cari seconded the motion; the motion carried unanimously with Jon abstaining.*
2. **Approval for business manager (Deanna) to attend WSSDA conference:** Jennifer stated that there were some sessions on Friday, November 20th, at the WSSDA conference that she, Gigi, and Cari were attending that would be beneficial to the business office. A request in the amount of \$474 for Deanna to attend one day of the WSSDA conference was submitted for registration fee, travel, and meals (lodging was already provided with the directors attending). *Gigi moved that \$474 be approved for Deanna to attend one day of the WSSDA conference; John seconded the motion; the motion carried unanimously with Jon abstaining.*

GENERAL:

1. **Discussion of emergency preparedness:** A school emergency preparedness plan and connecting to the community at large in preparing for a significant emergency event was discussed. Making the school its own area in the Shaw Emergency Response Team (SERT) plan was discussed.
2. **Approval of Resolution 2015-3 Declaring Property Surplus to the District:** Resolution 2015-3 was reviewed. *Jon moved to approve Resolution 2015-3 Declaring Property Surplus to the District; Gigi seconded the motion; the items listed in the resolution were discussed; the motion carried unanimously.*
3. **Review of Board Action Sheet:** None
4. **Schedule Special Meeting for Policy Review:** Scheduling a special meeting to get on schedule with the policy review was discussed. Consensus was to hold a special meeting on Tuesday, November 11, 2015, at 4 pm.
5. **First Reading and public comment of the following 1000 series revised polices:** The result of the discussion is noted after the policy title.
 1. 1005 Key Functions of the Board **no changes**
 2. 1110 Election **no changes**
 3. 1112 Director Orientation **no changes**
 4. 1113 Board Member Residency **no changes**
 5. 1114P Board Member Resignation and Vacancy Procedures **no changes**
 6. 1210 Annual Organizational Meeting **no changes**
 7. 1220 Board Officers and Duties of Board Members **no changes**
 8. 1240 Committees **no changes; need to develop procedures for committees**
 9. 1250 Students on Governing Boards **no changes**
 10. 1310 Policy Adoption, Manuals, and Administrative Procedures **no changes**
 11. 1420P Proposed Agenda and Consent Agenda Procedures **“legislative rep” had been omitted**
 12. 1430 Audience Participation **no changes**
 13. 1731 Board Member Expenses **remove first sentence**
 14. 1820P Board Self-Assessment Procedures **no changes**

The first reading and public comment of the following 6000 series procedures took place; results of discussion noted:

1. 6215 Voucher Certification and Approval **revised**
2. 6215P Voucher Certification and Approval Procedures **needs revision**
3. 6216 Reimbursement for Goods and Services: Warrants **revised**
4. 6220 Bid Requirements **no changes**
5. 6220P Bid Requirements Procedures **no changes**
6. 6230 Relations with Vendors **no changes**
7. 6250 Cellular Telephones **no changes**
8. 6500 Risk Management **revised**
9. 6500P Risk Management Procedures **revised**
10. 6511 Staff Safety **needs revision**
11. 6511P Staff Safety Procedures **needs revision**
12. 6512 Infection Control Program **no changes**
13. 6212P Infection Control Program Procedures **no changes**
14. 6513 Workplace Violence Prevention **delete**
15. 6513P Workplace Violence Prevention Procedures **delete**
16. 6530 Insurance **set aside and get more information**
17. 6535 Student Insurance **delete**

ADJOURNMENT: *Gigi moved that the meeting be adjourned; Cari seconded the motion; the motion carried.* The meeting was adjourned at 6:30.

Chair, Jennifer Swanson

Recording Secretary, Gigi Allaway

Member, Jon Shannon

Member, John Bogert

Member, Cari Miller

Superintendent/Secretary to the Board
Jennifer Swanson