

**SHAW ISLAND SCHOOL DISTRICT NO 10
REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY AUGUST 12, 2014 - 3:10PM**

Chair Jennifer Swanson called the regular meeting to order at 3:22 pm. Board members present were Jennifer Swanson, Jon Shannon, and Gigi Allaway (via phone). Also present were Diane Clifton, Diane Dallas, and Deanna Shannon.

APPROVAL OF PREVIOUS MINUTES: *Jon moved to approve the minutes of the July 15, 2014 regular board meeting as received; Gigi seconded the motion; the motion carried unanimously.*

CHANGES OR ADDITIONS TO THE AGENDA: Jennifer added two items under Budget & Fiscal Matters: 1) Approval of WSSDA Modal Policy Subscription and 2) Resolution to appoint Deanna Shannon Custodian of Petty Cash. *Jon moved to approve the agenda as amended; Gigi seconded the motion; the motion carried unanimously.*

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

- *Payroll expenses for August 2014 in the amount of \$19345.02*
- *General Fund Expenditures for the period ending August 12, 2014 in the amount of \$6425.96*
- *July Budget Status Report*

Gigi seconded the motion; the motion carried unanimously.

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

CORRESPONDENCE & COMMUNICATION: It was noted that a letter related to the new teacher hire had been received from Allison Lengyel.

STUDENT REPRESENTATIVE REPORT: None

TEACHER REPORT: Diane reported that she had signed up for a two-day WAETAG (Washington Association of Educators of Talented and Gifted) workshop. Jennifer would also be attending the administrative portion the first day. Diane stated that her tech class had been cancelled. Diane reported that she would be doing Math Olympiad with the 4th – 7th graders and that Elaine Griffin would be helping when on-island.

LEGISLATIVE REPORT: None

SUPERINTENDENT AND COMMITTEE REPORTS:

1. **Superintendent:** None.
2. **Physical Plant:** Jon reported that he had met with custodian, Karl Miller, to discuss a project list. Jon reported that Carl Schmidt, Three Tree Construction, had completed the concrete work on the front sidewalk and the sidewalk connecting the classrooms; Carl was working on the fence replacement. Jon reported that Duke Roofing had committed to finishing the roof by August 31, 2014 and that a representative of the company would be coming to the school that week to set up and finalize material needs.

- 3. Instructional Support:** Diane reported that an online Washington state history curriculum had been ordered. The new server had arrived and been dropped off at the ESD in Anacortes for set-up.
- 4. Administration:** None

PROGRAM, CURRICULUM, AND ASSESSMENT

- 1. Second Reading of Revision to Policy 200-13 and 200-13P Curriculum Development and Adoption of instructional Materials:** *Gigi moved to approve Policy 200-13 and Procedure 200-13P as revised; Jon seconded the motion; the motion carried unanimously.*
- 2. Approve School Health Service Contract for 2014-15:** *Jon moved that the 2014-15 Health Services Contract be approved; Gigi seconded the motion; the motion carried unanimously.*
- 3. Approve Overnight Field Trip to Canoe Island September 15th and 16th:** Jon inquired about chaperones; Diane Clifton responded that an adequate number of chaperones of both genders were available. *Jon moved that the overnight field trip to Canoe Island be approved; Gigi seconded the motion; the motion carried unanimously.*
- 4. Approve Revised Use of Electronic Devices and Electronic Information System Access:** Diane presented the new Use of Electronic Devices and Electronic Information System Access guidelines and student/parent acceptance form. *Gigi moved that the guidelines be approved; Jon seconded the motion; the motion carried unanimously.*

PERSONNEL

- 1. Approve Revised 2014-2015 Contract for Diane Clifton:** *Jon moved that the revised 2014-2015 contract for Diane Clifton be approved; Gigi seconded the motion; the motion carried unanimously.*
- 2. Approve Lead Teacher Stipend for Diane Clifton:** *Jon moved that the Lead Teacher Stipend for Diane Clifton be approved; Gigi seconded the motion; the motion carried unanimously.*
- 3. Approve Recommendation of Interview Committee for Additional Certified Teacher/Approve Contract:** Jennifer reported that a teacher selection committee consisting of Jennifer Swanson, Diane Clifton, Elaine Griffin, and Deanna Shannon had interviewed one applicant, Rachael Brown, for the open teacher position. No other applications had been received. Jennifer stated that the committee recommended that Rachael Brown be hired. *Jon moved to approve the recommendation of the hiring committee; Gigi seconded the motion; the motion carried unanimously. Jon moved that the 2014-15 contract for Rachael Brown be approved; Gigi seconded the motion; the motion carried unanimously.*
- 4. Approve Business/Office Manager Salary Schedule:** Jennifer stated that the Business/Office Manager salary schedule had been revised to match the job opening announcement and that Deanna Shannon had been offered the job at the 4.5 years level. *Gigi moved to approve the new Business/Office Manager Salary Schedule and to approve Deanna at 4.5 years; Jennifer seconded the motion; Gigi and Jennifer approved the motion; Jon abstained.*
- 5. Review of Letters of Interest for School Board Vacancies/Set Interview Schedule:** Jennifer stated that 5 letters of interest had been received from the following: John Bogert, Shirley Lange, Allison Lengyel, Cari Miller, and Alice Nelsen. An interview date was discussed; Jennifer should contact applicants for availability for an August 25th or 26th interview date.

BUDGET & FISCAL MATTERS

- 1. Approval of the WSSDA Model Policy Online:** Jennifer recommended approving a subscription to the WSSDA online model policy service at a cost of \$600 annually to assist the board in its ongoing policy revision. *Gigi moved that the board approve the \$600 subscription to the WSSDA online model policy service; Jon seconded the motion; the motion carried unanimously.*
- 2. Approve Resolution 2014-9 To Change Custodian of Petty Cash:** Resolution 2014-9 served to remove Diane Dallas as the custodian of the petty cash and to make Deanna Shannon the custodian of the petty cash. *Gigi moved that Resolution 2014-9 To Change Custodian of Petty Cash be approved; Jennifer seconded the motion; Gigi and Jennifer approved the motion; Jon abstained.*

GENERAL

- 1. Approve School Board Calendar for 2014-15:** *Jon moved that the board calendar for the 2014-15 school year be approved; Gigi seconded the motion; the motion carried unanimously.*

ADJOURNMENT *Jon moved that the meeting be adjourned; Gigi seconded the motion; Jennifer adjourned the meeting at 4:10 pm.*

Chair, Jennifer Swanson

Recording Secretary, Gigi Allaway

Member, Jon Shannon

Member

Superintendent/Secretary to the Board
Jennifer Swanson

Member