

**SHAW ISLAND SCHOOL DISTRICT NO 10  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
TUESDAY, SEPTEMBER 11, 2018, 3:10 PM**

Chair Jon Shannon called the meeting to order at 3:15 PM. Present were Chair Jon Shannon and board members John Bogert, Gigi Allaway, Cari Miller, and Jennifer Swanson. Also present were business manager Deanna Shannon, lower grade teacher Diane Clifton, and 8<sup>th</sup> grader Sintayehu Shannon (Sintayehu left after Student Representative Report).

**APPROVAL OF PREVIOUS MINUTES:** August 14, 2018, regular meeting minutes: *Gigi moved to approve the August 14, 2018, regular meeting minutes; Cari seconded the motion; the motion carried unanimously.*

**CHANGES OR ADDITIONS TO THE AGENDA:** Report from Shaw School Foundation was removed. Approval of Pacific Science Center Science on Wheels was on the agenda twice so was removed from Budget and Fiscal Matters.

**STUDENT REPRESENTATIVE REPORT:** Sintayehu described the work the students had been doing using Adobe Spark, a free online video maker. He showed two videos that students had created using the app. He stated that it was a simpler program that even the younger students were able to use. Older students would be learning to use a more advanced app, Premier Pro, which was part of the Adobe Creative Cloud used by the students.

**CONSENT AGENDA:** Deanna stated that there was no budget report because of the early date of the meeting and, therefore, no reports from San Juan County. *Gigi 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 \$7,775.63 are also approved.***

***General Fund***

***Warrant numbers 203809 through 203822***

***Totaling \$5,278.96; and***

***Warrant number 204075***

***Totaling \$476.00; and***

***Warrant number 204378***

***Totaling \$2,360.17***

***Capital Fund:***

***Warrant number 203789***

***Totaling \$137.68***

***Payroll (August) warrant numbers 22075 through 22077 and 65547 through 65548***

***Totaling \$7,775.63***

***Budget Status Report (none)***

*Jennifer seconded the motion; the motion carried unanimously.*

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

**CORRESPONDENCE & COMMUNICATION:** Deanna distributed information on the School Seismic Safety Assessments being conducted by the Department of Natural Resources in conjunction with OSPI (Office of Superintendent of Public Instruction).

Gigi stated that she had been granted a six-month sabbatical beginning in September; she submitted a letter of resignation. Gigi stated that she would be willing to serve on the board again in the future. Jennifer moved to accept Gigi's letter of resignation effective at the end of the meeting; Cari seconded the motion; the motion carried unanimously. Jon called for a discussion on how to fill the slot and announce the vacancy. It was determined to post the vacancy on the kiosk, through a Shaw Islanders Inc. mass emailing, and on the District website.

**TEACHER REPORT:** Diane reported that she had attended a two-day training for WaKIDS (Washington Kindergarten Inventory of Developing Skills), a newly mandated process to ensure kindergarteners were off to a successful start. She stated that there was a rubric of 30 skills and benchmarks to be evaluated for each kindergartener. Evaluation results were due to OSPI by October 30<sup>th</sup>.

**LEGISLATIVE REPORT:** None.

**SUPERINTENDENT AND COMMITTEE REPORTS:**

- 1. Superintendent:** Jennifer reported that there had been a barbeque on the first day of school for students, staff, and volunteers. Andrea Ellingson, the special program aide for PE, had been asked to plan some activities for the event. Parents and students had a teamwork exercise followed by two rounds of Capture the Flag, the game chosen by the students. Students instructed the parents on how to play and won both rounds.
- 2. Physical Plant:** John Bogert reported that the boards on the front steps had been replaced. Jon Shannon reported that Morris Plumbing, from Orcas Island, had completed the plumbing project to replace all exposed copper pipes. Jon stated that he would take another water sample after October to determine if changing the pipes reduced the copper levels in the water. Jon passed around a small section of pipe that had been removed to show the powdery dissolved copper lining the pipe. Jon reported that a group of parents had worked on the landscaping in the front of the school. The group was ready to plant. He asked that the board discuss putting in a white picket that matches the fencing in other parts of the facility in front of the school to protect the new landscaping from deer. *Jennifer moved that up to \$1,000 from the Capital Projects Fund be approved for plants, fencing materials, and irrigation materials for the front of the school; Gigi seconded the motion; the motion carried unanimously.*
- 3. Instructional Support:** Jennifer reported on an upcoming field trip to Decatur where the students would be working with author Ben Mikaelson.
- 4. Administration:** Deanna reported that the Konica printer had been working only intermittently wirelessly. On the recommendation of tech support from NWESD 189, the printer was connected to the server by Ethernet and has had no problems. Consequently, Deanna requested an electrician be hired to install Ethernet in the copier room and to address other small electrical issues in the school buildings. *Jennifer moved that the District obtain an estimate for the Ethernet installation and minor repairs and if the*

*estimate was \$1,000 or less to proceed with the project; Cari seconded the motion; the motion carried unanimously.* Deanna reported that one application for the maintenance position had been received; consensus was that she and John Bogert proceed with the interview process. Deanna reported that she had participated a conference call with the Health Care Authority (HCA) and another small district concerning the health insurance changes that would be implemented in January 2020. Deanna updated the board on the School Improvement Plan (SIP) committee: in lieu of forming a committee and having staff and families fill out surveys, there would be a parent meeting on October 20<sup>th</sup> to talk about the school improvement plan and get feedback from parents on the Nine Characteristics of High Performing Schools. Copies of the thank you letter from Jennifer and Deanna to community members concerning the Washington, DC field trip last spring were distributed. Deanna stated that copies of the letter had been available at the Shaw Islanders Inc. annual meeting, and copies would be mailed to donors.

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

- 1. Approval of curriculum half-days:** Deanna presented a list of 8 curriculum half-days. *John Bogert moved that the curriculum half-days be approved as long as the minimum basic education requirements are being met; Gigi seconded the motion; the motion carried unanimously.*
- 2. Approval of Pacific Science Center Science on Wheels:** A request for approval for the Pacific Science Center Physics on Wheels to visit Shaw School on November 1, 2018 was submitted. The program would tie in with the physical science curriculum being used. Students from Decatur would be joining in the program. REAP grant funds could be used for student support and academic enrichment. *Gigi moved that up to \$2,000 be approved to pay for the Pacific Science Center Physics on Wheels to come to Shaw School; Cari seconded the motion; the motion carried unanimously.*

#### **PERSONNEL:**

- 1. Update on office staff position review:** Deanna reported that she had met with John Bogert and Gigi to review the current Business Manager position. A new position title, Office Administrator, was put in place to more accurately reflect the duties of the position. John Bogert stated that an hourly wage rate had been agreed to, but that a new salary schedule had not been set to give the District more flexibility to determine the pay rate based on performance and any year's funding. Gigi stated that the evaluation of the District's job descriptions was an ongoing process.
- 2. Approval of Deanna Shannon's contract:** *Gigi moved to approve the 2018-19 contract for Deanna Shannon; John Bogert seconded the motion; the motion carried with Chair Jon Shannon abstaining.*

#### **BUDGET & FISCAL MATTERS:**

- 1. Approval of iPad purchase with REAP grant:** The Apple Inc quote for 12 new iPads was reviewed. *Gigi moved to approve the purchase of 12 iPads and accessories in the amount of \$7,572.84; Cari seconded the motion; the motion carried unanimously.* Consensus was for the District to put the old iPads up for auction rather than participate in the Apple Inc. buyback program.
- 2. Approval of teacher reimbursement for WaKIDS class:** Deanna reported that the District would be receiving reimbursements from the state for Diane Clifton's mandatory attendance to a WaKIDS class. She proposed that Diane be reimbursed at a daily stipend rate and that the remainder of the funds be used to reimburse the District

for her travel expenses. *Gigi moved to reimburse Diane for her attendance of the class; Jennifer seconded the motion; the motion carried unanimously.*

**3. Approval of professional development for Deanna Shannon**

- a. **Civil Rights Training: Part I Civil Rights and Part II Section 504:** Deanna presented a request to attend the two days of training at NWESD in Anacortes in November as coordinator for those two programs. The classes were free, but there could be some travel and lodging expenses up to \$182. *John Bogert moved to approve the professional development classes; Cari seconded the motion; the motion carried unanimously.*
- b. **NWESD Leadership Program:** Deanna presented a request to attend the NWESD Leadership Program to be held 5 times throughout the year. The cost of the class was \$900; the total request with travel and lodging was \$1,810. However, it was possible the lodging costs would be mitigated by Deanna staying with friends whenever possible.

**GENERAL:**

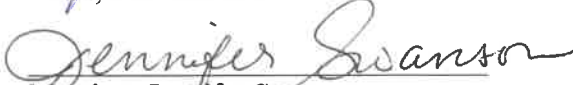
1. **Continued discussion of board absences:** With Gigi's resignation and the possibility of an appointee being present through the winter while Jennifer and John Bogert were away, no discussion occurred.
2. **Discussion of board calendar:** The draft should be retyped with changes for review at a future meeting.
3. **Discussion of board retreat:** Topics for a board retreat could include creating a new mission statement, developing board goals, and revising the board calendar. The board could also ask the NWESD superintendent, Larry Francois, to attend the retreat.

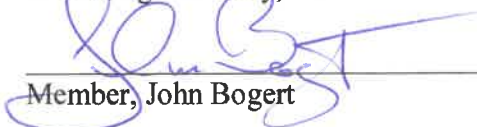
**POLICY REVIEW:** Set a date for a special meeting: September 27<sup>th</sup> from 8 AM until noon was agreed to.

**ADJOURNMENT:** *Jennifer moved that the meeting be adjourned; John Bogert seconded the motion; the motion carried unanimously.* The meeting was adjourned at 6:16 PM.

  
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Chair, Jon Shannon

  
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Recording Secretary, Cari Miller

  
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Member, Jennifer Swanson

  
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Member, John Bogert

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Member, Gigi Allaway

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Superintendent/Secretary to the Board  
Jennifer Swanson