

**SHAW ISLAND SCHOOL DISTRICT NO 10
REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, SEPTEMBER 15, 2015 - 3:10 PM**

Chair Jennifer Swanson called the meeting to order at 3:15 pm. Board members present: Jennifer Swanson, Jon Shannon, Cari Miller, John Bogert, and Gigi Allaway. Staff present: business manager Deanna Shannon.

APPROVAL OF PREVIOUS MINUTES: August 11, 2015 regular meeting: *Jon moved that the August 11, 2015 regular meeting minutes be approved as presented; Gigi seconded the motion; the motion carried unanimously.*

CHANGES OR ADDITIONS TO THE AGENDA: “Approval of Professional Development Conference” was added under XI. Program, Curriculum & Assessment.

STUDENT REPRESENTATIVE REPORT: None.

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

- *September 2015 Payroll in the amount of \$16,654.81*
- *General Fund Expenditures for the period ending September 15, 2015 in the amount of \$6563.72 and \$789.90*
- *Budget status report*

Gigi seconded the motion; the motion carried unanimously.

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

CORRESPONDENCE & COMMUNICATION: Deanna submitted an invitation from Waldron School to join them for “Apple Day”. Jennifer reported that the board had received an invitation from Lopez Island SD superintendent Brian Auckland to attend a meeting with House Representative Kristine Lytton on October 7th to discuss school district issues in the San Juan Islands; Jennifer requested that board members interested in attending contact her. Deanna reported that the KCDA Purchasing Cooperative Year End Participation Letter had been received and that the District’s ending equity was \$68.26.

TEACHER REPORT: None.

LEGISLATIVE REPORT: Jennifer reported that the Washington State Supreme Court was fining the State Legislature \$100,000 per day for failing to come up with a plan to adequately fund K-12 education as mandated by the 2012 McCleary decision.

SUPERINTENDENT AND COMMITTEE REPORTS:

1. **Superintendent:** Jennifer reported on the opening of the 2015-16 school year.
2. **Physical Plant:** John reported on the energy audit conducted by Doug Poole, Sage Building Solutions. Recommendations included improving the air quality in the upper grade classroom by installing higher quality furnace filters; installing heat pump systems for the classrooms and using the current furnace for air exchange only; and sealing the

concrete in the ball room. John stated that MERV 12 furnace filters had been installed. John stated that the cost of installing a heat pump was approximately \$10,000 per building. Replacing the carpet in the upper grade classroom was discussed. Jon reported that the installation of the solar panels for the Solar Initiative Project was nearly complete. Deanna stated that Feller Heating and Air Conditioning was scheduled for annual furnace maintenance on September 30th and that Air Health Services was scheduled to clean the ducts on September 30th.

3. **Instructional Support:** Jennifer reported that she, the teachers, and Deanna had met with representatives from Skyward, school management system software offered through WSIPC (a non-profit cooperative serving Washington ESDs and school districts). The software would provide a mechanism to track attendance, grades, and assignments for teachers, students, and parents. Jennifer stated that the cost was approximately \$4,500 per year. The committee determined it to be cost prohibited and were currently exploring other options.
4. **Administration:** Jennifer reported that an updated handbook packet had been distributed at the family picnic on the first day of school. Deanna provided samples of the handbook packet for the board to review. Deanna reported that the District had once again been awarded the REAP (Rural Education Assistance Program) Grant; REAP fund balances were reviewed.

PROGRAM, CURRICULUM, AND ASSESSMENT:

1. **Discussion of foreign language instructions:** Jennifer stated that there was a longstanding tradition of offering a foreign language at Shaw School. Due to time and budget constraints last year, a lunchtime video program was used. No foreign language was being offered currently. Jennifer also stated that health and physical education classes were required by the state and more time would be spent on health and PE than in the previous year. Offering a foreign language was discussed. The board felt that providing foreign language instruction in the future warranted more exploration. For the current year, the board supported upper grade teacher Cheryl Opalski working American Sign Language (ASL) into the curriculum/school day in a way to be determined by the Instructional Support Committee
2. **Approval of Thanksgiving Holiday half day:** Jennifer stated that a half day had been approved the previous year to give teachers and families time to travel for the holiday. *Jon moved that a half day be approved for Wednesday, November 25, 2015; John seconded the motion; the motion carried unanimously.*
3. **Approval of curriculum half day October 23rd:** Deanna stated the teachers had requested a professional development half day on October 23rd in order to attend the Washington Science Teacher Association Conference. Deanna stated that Anita would shift music classes to the morning so that only one substitute would be needed. *Jon moved to approve a professional development half day on October 23rd; John seconded the motion; the motion carried unanimously.*
4. **Approval of Professional Development Conference:** Deanna submitted a proposal for funding for the teachers to attend the Washington Science Teacher Association (WSTA) Conference. The proposal was reviewed. *Gigi moved that \$913 be approved for conference fees, travel, lodging, and meals for two teachers to attend the WSTA Conference in Shoreline; Jon seconded the motion; the motion carried unanimously.*

PERSONNEL:

1. **Approval of supplemental contracts:** *John moved to approve 60 hour supplemental contracts for Diane Clifton and Cheryl Opalski; Cari seconded the motion; the motion carried unanimously*
2. **Approval of revised contract for Anita Orne:** Deanna stated that after reviewing the contract approved at the previous meeting with Anita, Anita requested that the language limiting the time paid for special events to 8 hours be removed and replaced by “approval of the superintendent”. *Jon moved to approve the contract; the contract was discussed and “the superintendent” was changed to “the board”; John seconded the motion as amended; the motion carried unanimously.*

BUDGET & FISCAL MATTERS:

1. **Discussion of contract for furnace maintenance.** Deanna presented a contract from Feller Heating and Air Conditioning for annual maintenance services. *Jon moved that the contract for annual furnace maintenance be approved; John seconded the motion; the motion carried unanimously*

GENERAL:

- i. **Discussion of school activities related to holiday celebrations:** Holiday related activities, such as Halloween costumes and celebrations, secret Santa exchanges, Valentine’s Day card exchanges, etc., were discussed. As Halloween and Valentine’s Day fall on weekends, it was the consensus of the board that no holiday related school activities were necessary for the current school year.
- ii. **Discussion of emergency preparedness:** Discussion was tabled.
- iii. **Discussion of Board Action Sheet:** Deanna presented an Action Sheet that she and Jennifer had developed to help the board keep track of ongoing projects.
- iv. **Policy Review:** The second reading of the following 4000 series policies and procedures took place. John moved to adopt the following policies; Jon seconded the motion; the policies were discussed; John amended his motion to adopt the following policies with the exception of 7. Distribution of Materials Procedures 4060P; 13. Title I Parent Involvement Procedures 4130P; and 14. Safe and Orderly Learning Environment 4200P. Jon seconded the amended motion; the motion carried unanimously.

1. Public Information Program 4000
2. Public Information Program Procedures 4000P
3. Confidential Communications 4020
4. Public Access to District Records 4040
5. Public Access to District Records Procedures 4040P
6. Distribution of Materials 4060
7. Distribution of Materials Procedures 4060P: not adopted
8. Citizen Advisory Committees and Task Forces 4110
9. Citizen Advisory Committees and Task Forces Procedures 4110P
10. School support Organizations 4120
11. Family Involvement 4129
12. Title I Parent Involvement 4130
13. Title I Parent Involvement Procedures 4130P: not adopted
14. Safe and Orderly Learning Environment Procedures 4200P: not adopted
15. Regulations of Dangerous Weapons on School Premises 4210

16. Use of Tobacco and Nicotine Products and Delivery Devices 4215
17. Complaints Concerning Staff or Programs 4220
18. Complaints Concerning Staff or Programs Procedures 4220P
19. Public Performances 4235
20. Contests, Advertising, and Promotions 4237
21. Use of School Facilities 4260
22. Use of School Facilities Procedures 4260P
23. District Relationship with Law Enforcement and Other Government Agencies 4310
24. Notification of Threats of Violence or Harm 4314
25. Notification of Threats of Violence or Harm Procedures 4314P
26. Release of Information Concerning Sexual and Kidnapping Offenders 4315
27. Cooperative Program with Other Districts, Public Agencies, Private Schools, and Daycare Agencies 4320
28. Election Activities 4400
29. Election Activities Procedures 4400P

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

1. Program Planning, Budget Preparation, Adoption and Implementation 6000: no changes
2. Program Planning, Budget Preparation, Adoption and Implementation Procedures 6000P: needs revision
3. System of Funds and Accounts 6020: no changes
4. System of Funds and Accounts Procedures 6020P: revised
5. Interfund Loans 6021: no changes
6. Minimum fund Balance 6022: revised
7. Financial Reports 6030: revised
8. Expenditures in Excess of Budget 6040: no changes
9. Revenues from Local, State, and Federal Sources 6100: no changes
10. Revenues from Local, State, and Federal Sources Procedures 6100P: no changes
11. District Fundraising Activities 6102: no changes except change K-12 to K-8 OK for second reading
12. District Fundraising Activities Procedures 6102P: no changes except change K-12 to K-8 OK for second reading
13. Tuition 6111: no changes
14. Rental or Lease of District Real Property 6112: no changes
15. Gifts or Donations 6114: revised
16. Gifts or Donations Procedures 6114P: no changes except staff titles OK for second reading
17. Investment of Funds 6120: no changes except staff titles OK for second reading
18. Purchasing: Authorization and Control 6210: revised
19. Purchasing: Authorization and Control Procedures 6210P: needs revision
20. Charge Cards 6212: no changes
21. Reimbursement for Travel Expenses 6213: no changes
22. Reimbursement for Travel Expenses Procedures 6213P: revised
23. Voucher Certification and Approval 6215: needs discussion and revision

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