

**SHAW ISLAND SCHOOL DISTRICT NO 10
REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, JUNE 18, 2019 3:10 PM**

Chair Jon Shannon called the meeting to order at 3:10 PM. Present were Chair Jon Shannon and board members John Bogert, Shirley Lange, Cari Miller, and Jennifer Swanson. Also present were business manager Deanna Shannon, lower grade teacher Diane Clifton, parents Amber Borner, Andrew Borner, Matt Ellingson, Shannon Klohr, and Mike Mahn, students Clara Borner, Maren Ellingson, and Jasper Mahn, and visitors Brooke Melville and her sons Lyric and Haven. The parents and students left after the Student Representative Report.

APPROVAL OF PREVIOUS MINUTES: May 14, 2019, regular meeting minutes: *Cari moved to approve the May 14, 2019, regular meeting minutes as presented; Shirley seconded the motion; the motion carried unanimously.*

CHANGES OR ADDITIONS TO THE AGENDA: A request was made to have the Student Representative Report at that time. The Chair called for the report to begin.

STUDENT REPRESENTATIVE REPORT: The lower grade students, Maren Ellingson, Jasper Mahn, and Clara Borner, demonstrated their robotics project. Two Lego robots, programmed by the students, performed a synchronized routine to “Burning Down the House” by Talking Heads.

CHANGES OR ADDITIONS TO THE AGENDA: This item was continued after the Student Representative Report. Under XII. Personnel “Approval of Professional Development” was added.

CONSENT AGENDA: *Jennifer 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 \$11,979.51 are also approved.

General Fund 6361:
Warrant numbers 214960 through 214972
Totaling \$4,860.94
Warrant number 214435
Totaling \$115.00

Capital Fund 6387:
Warrant number 214973
Totaling \$250.71

ASB Fund 6368
Warrant number 7463
Totaling \$97.76

Payroll (May) warrant numbers 22923 through 22926 and 70324 through 70326
Totaling \$11,979.51

Budget Status Report

Cari seconded the motion; the motion carried unanimously.

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

CORRESPONDENCE & COMMUNICATION: Deanna reported that two administrative staff members from WSSDA (Washington State School Directors' Association) and members of the WSSDA Small Schools Committee had visited the District on May 21st. Four board members and Deanna had met with them. One of the topics discussed had been non-high payments to other districts for Shaw Island high school students. Jon Shannon reported that he had submitted a form to the WSSDA Legislative Committee to consider addressing non-high payments in the next legislative session. Shirley reported that she had spoken with OPALCO concerning the need for backup power at the school. She stated that OPALCO could not help financially with the project but that they would like to be involved in the setup of any system the District put in place.

TEACHER REPORT: Diane reported that the lower grade students had produced block print cards which would be sold at the Shaw General Store with proceeds going to the ASB field trip fund. Diane reported that on August 22nd she would be attending a professional development class titled Youth Mental Health First Aid Training sponsored by NWESD in August. Shirley stated that she would also be interested in attending the course. Diane stated that she would be attending a training for the new Amplify science curriculum in August.

LEGISLATIVE REPORT: None.

SUPERINTENDENT AND COMMITTEE REPORTS:

1. **Superintendent:** None.
2. **Physical Plant:** Deanna reported that she had contacted local businesses for gravel and topsoil for fencing and landscaping projects. She stated that Jonathon Hogue (Hogue Excavation) donated a small load of gravel and Zach Crosby (Shaw Island Excavation) donated a small load of top soil. John Bogert reported that he had met with Gordon Koenig (maintenance). Gordon had submitted a list of tools that would be useful to have on hand. John stated that he would go over the list and go through his tools for extras that he could contribute. The main project that Gordon was working on was the new fence in front of the school building. The quote for copper gutters was discussed. Consensus was that the \$16,000 estimate was too much and alternatives should be investigated. John Bogert reported that he had ordered a replacement head for the weed trimmer. Jon Shannon reported that he was working on obtaining painting bids. The ongoing discussion to remodel the upper grade classroom continued. John Bogert stated he was going through a file of previous remodeling projects. Jennifer stated that since one goal was to replace the rug with wood and the other was to replace the heating system, the projects could be done in phases.
3. **Instructional Support:** None
4. **Administration:** Deanna submitted the State Auditor Audit Assessment Report. The exit letter stated in part that "Based on the procedures performed, nothing came to our attention in the areas we reviewed that caused us to believe the District was not in substantial compliance with applicable state laws, regulations, and its own policies, or had significant weaknesses in controls over the safeguarding of public resources". Deanna reported that the full report was available on the State Auditor's website:

<http://portal.sao.wa.gov/ReportSearch>. Deanna reported that she had submitted the Consolidated Program Review report by the deadline and was now working with the state on some follow-up items.

PROGRAM, CURRICULUM, AND ASSESSMENT: Jennifer reported that Diane Ball, who was retiring as the San Juan Elementary School principal, would be able to continue contracting as the District's TPEP (Teacher/Principal Evaluation Process) evaluator. Contracting with Diane for other purposes, such as helping develop a staff handbook, was discussed.

PERSONNEL:

- 1. Discussion of Office Administrator Salary Schedule:** John Bogert gave some background on the meetings he and Deanna had had concerning a pay scale for the Office Administrator position. The position Deanna filled had been reviewed and renamed the previous year and a one-year hourly wage had been set for the 2018-19 school year. No pay scale had been set for the 2019-20 school year and the topic was now before the board. Information on pay scales from other districts as well as the District's pay scales for other classified positions were distributed. The District's classified pay scale steps were discussed. General pay scale issues were discussed and ideas varied: give the Office Administrator position the same 5% step increases that the other classified positions, look at the Office Administrator position as different from the other positions with a different step increase, make changes to the current classified salary schedules including a different step schedule. *Jon Shannon moved that the Office Administrator Position have the same 5% step increase as the other classified positions and that an HR consultant be hired to help the district create job descriptions; the motion died for lack of a second.* Having a separate meeting to discuss the pay scales was discussed. Whether or not that meeting could be closed or not was debated. The board requested Jon Shannon leave the meeting as members were uncomfortable with Jon participating in the discussion of classified salaries because Deanna held a classified position. Jon left the meeting. Jennifer took over chairing the meeting. Discussion continued. Hiring an HR consultant was discussed with strong feelings against doing so. John Bogert suggested that a motion could be made to set an hourly rate for the Office Administrator for one year only or that the topic could be discussed further. No action was taken. Consulting with the WSSDA Small Schools Committee or NWESD Superintendent Larry Francois was suggested. A board goal of laying out a schedule to work on salary schedules was discussed. A meeting was set for the following Monday to make sure all board members were up to speed on the classified salary schedules and the process to determine a wage for the Office Administrator position.
- 2. Approval of 2019-20 Head Teacher Contract for Diane Clifton:** The contract was reviewed. *John Bogert moved to approve the contract; Cari seconded the motion; the motion carried unanimously.*

BUDGET & FISCAL MATTERS: Jon Shannon returned to the meeting.

- 1. Preliminary 2019-20 Budget Discussion:** The 2019-20 Budget was reviewed and generally finalized considering each line item and the following discussions:
 - a. Enrollment:** Deanna stated that since the last meeting, the District had been informed that a family with two students would be moving off island. Additionally, the 7th grade student would be a Choice Transfer student to Friday Harbor Middle School. That left the predicted enrollment for the 2019-20 school year at five students rather than the previously predicted eight.
 - b. Staffing:** Due to the family mentioned above moving, the school would be losing its Special Program Aide for PE. That position would not be filled. Music had

been individual and group sessions for a total of three hours; a single group session was proposed. A paraeducator position for the mornings to assist Diane with math and language arts would be advertised.

- c. **Enrichment Stipend:** Deanna stated that in addition to stipends for certificated staff for professional development and field trips, funds for an enrichment stipend had been budgeted. If the board approved, these funds would compensate Diane for any after school enrichment activities for the students such as robotics or her work as ASB advisor. Consensus was for Deanna to prepare a resolution for the next meeting.
- d. **Capital Expenditures:** Painting, gutters, and remodeling the upper grade classroom were discussed.

GENERAL:

1. **Action Sheet:** None.
2. **Set a date for the 2019-20 Budget Hearing:** Consensus was to have the budget hearing on July 16, 2019, before the regular meeting scheduled for that day.
3. **End of year Review of School Improvement Plan:** The to-do list extracted from the School Improvement Plan was reviewed.
4. **End of Year Review of Technology Plan:** Deanna stated that the committee had not yet met that spring.

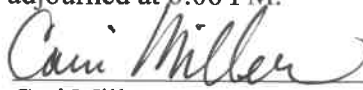
POLICY REVIEW: The following policy and procedure had been updated by WSSDA to meet federal requirements. During the Consolidated Program Review, the state had informed Deanna that the District's policies need to be updated.

1. **Approval of updated Policy 3115 Homeless Students Enrollment Rights and Services.**
2. **Approval of update Procedure 3115-P Homeless Students Enrollment Rights and Services.**

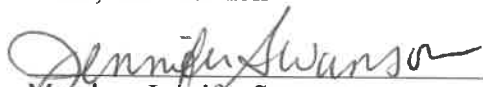
The policies were reviewed. *Jennifer moved that Policy 3115 and Procedure 3115-P be approved; Shirley seconded the motion; the motion carried unanimously.*

ADJOURNMENT: *Shirley moved that the meeting be adjourned; Cari seconded the motion; the motion carried unanimously.* The meeting was adjourned at 6:06 PM.

Chair, Jon Shannon



Cari Miller

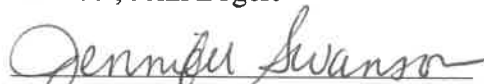


Member, Jennifer Swanson

Member, John Bogert



Member, Shirley Lange



Superintendent/Secretary to the Board
Jennifer Swanson