

**SHAW ISLAND SCHOOL DISTRICT NO 10
REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, NOVEMBER 12 2019, 3:10 PM**

CALL TO ORDER: Chair John Bogert called the regular meeting to order at 3:10 PM. Present were board directors John Bogert, Shirley Lange, and Jon Shannon. Director Jennifer Swanson arrived at 3:26 during Superintendent and Committee Reports. Director Cari Miller was not present. Also present were Head Teacher Diane Clifton and Office Administrator Deanna Shannon.

APPROVAL OF PREVIOUS MINUTES: October 15, 2019, regular meeting minutes: *Shirley moved to approve the September 17, 2019 regular meeting minutes as presented; Jon Shannon seconded the motion; the motion carried unanimously.* October 25, 2019, special meeting minutes: Approving the minutes was tabled until Jennifer arrived because John Bogert was the only director present who had been at the special meeting.

CHANGES OR ADDITIONS TO THE AGENDA: None.

STUDENT REPRESENTATIVE REPORT: None.

CONSENT AGENDA: *Shirley 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 \$11,145.38 are also approved.

General Fund 6361:

*Warrant numbers 221333 through 221346
Totaling \$4,117.36*

Payroll (October) warrant numbers 23415 through 23417 and 73096 through 73098

Totaling \$11,145.38

Budget Status Report

Jon Shannon seconded the motion; the motion carried unanimously.

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

CORRESPONDENCE & COMMUNICATION: None.

TEACHER REPORT: Diane Clifton stated that there was no after school robotics that day due to student absences. Diane reported that the students were making schoolhouse shaped cards with a poem and a small, removable map of Shaw Island and sending the cards to people who were nominated by community members. The idea was to send the cards to someone who had suffered a loss or was away from home or needed cheering up. About seven cards had been sent out. Diane reported that the new reading curriculum was being used. She stated that she had kept using the old curriculum because it used phonics. For a period of time, reading curriculums had gone away

from using phonics, but it had been found that students were not learning to read. The new curriculum uses phonics like the old one, but the stories had been updated with more current and appropriate stories. John Bogert asked how the different reading levels were dealt with. Diane stated that our paraeducator, Jody Schmidt, worked with the K-1 students while Diane worked with the older students. Diane reported that the students were still excited about mushrooms after the field trip to Decatur Island which had been reported on at the previous meeting. Diane showed the board the papier-mâché mushrooms that the students had made.

LEGISLATIVE REPORT: None. Shirley stated that she would be attending the WSSDA (Washington State School Directors' Association) New Board Boot Camp later in the month.

SUPERINTENDENT AND COMMITTEE REPORTS:

1. **Superintendent:** The October 25, 2019, special meeting minutes that had been tabled above were presented. Corrections were made. *Jennifer moved to approve the October 25, 2019, special meeting minutes as corrected; Shirley seconded the motion; the motion passed with Jon Shannon abstaining.*
2. **Physical Plant:** Jon Shannon reported that he had done an emergency repair to the septic system. At some point in the past, the cleanout pipe had been broken off and eventually covered over with debris. It had been leaking underground for some time, but the water had finally reached the surface and was squirting out. Jon stated that he had replaced the cleanout and that the pipe needed to remain exposed. Responding to the problem and informing the families was discussed. Jon stated that regulations required that a problem be addressed within 72 hours; if the problem could not be resolved, a plan to address the problem needed to be made. He stated that in that instance, the problem had been noticed on a Friday and had been fixed within 24 hours. Consensus of the board was that since there had been no direct exposure to the students and the problem had been addressed, there was no need to make an announcement. The location of the cleanout and protecting it was discussed. Consensus was for Jon to install a vault over the cleanout so that it was protected and was not a hazard to students. Deanna reported that she had met with an employee from Guard Electric (San Juan Island) and gone over some of the small electrical items that needed to be taken care of; additionally, a new heating system and a back-up generator had been discussed. Deanna stated that she would be meeting with JP Whitman from SME Electrical Contractors of Seattle who would also be looking at the electrical issues.
3. **Instructional Support:** Jennifer reported that she and Diane Clifton had met on the curriculum half day. They had gone over the information from the parent meeting concerning field trips. Diane and Jennifer had discussed the students attending the Invention Convention in Spokane on April 17th; Diane would present the idea to parents. Students would fly to Spoke to attend the convention and collaborate with a small private school in Spokane. Jennifer reported that Diane and Jody Schmidt were working with the 3 new curriculums that the District had purchased for reading, writing, and science. The updated curriculums were working well, but three new curriculums in one year created a heavy workload. The Smartboard technology had been discussed. Feedback from other districts was that Smartboards were not being used due to some technical issues. The District's Technology Committee would be investigating alternatives to replace the current Smartboards.
4. **Administration:** Deanna reported that the iPad auctions had closed and the District had made approximately \$375. Deanna reported that the new tables in the lower grade classroom were working very well and that Diane had requested purchasing tables for the upper grade classroom as well. She had a quote from Bayshore Office Supplies in the amount of \$1,073.81 for one larger round table and two rectangular tables. There was

approximately \$832 left in the budget line after purchasing the tables, rug, and rug liners for the lower grade classroom. The purchase of more tables would go over budget by approximately \$250. Consensus of the board was to go ahead with the purchase of a the tables. Deanna reported that she and Jennifer had met and were scheduling weekly meetings to address administrative topics.

PROGRAM, CURRICULUM, AND ASSESSMENT: None.

PERSONNEL: None.

BUDGET & FISCAL MATTERS: None.

GENERAL:

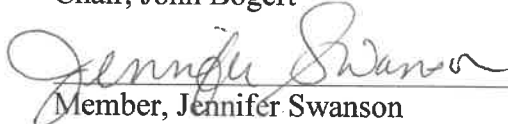
1. **Action Sheet:** The Action Sheet was reviewed. Looking into a backup generator, upgrades in the upper grade classroom, and a protective vault on the septic cleanout were discussed.
2. **Recap Study Session:** John Bogert reported that the board had met as reflected in the minutes approved above. Continuing with the job description work was discussed and another special meeting date was set for December 4th from 8:30 to 10:00 AM.
3. **School Performance Report & F-196:** The final draft of the School Performance Report for the 2018-19 school year and the F-196 (final budget report which was submitted to OSPI) were presented and reviewed.
4. **Review of Safety Plan:** The Emergency Procedures flip book and the Crisis Response Plan binder were reviewed. The policy should be reviewed and the notebook should be updated. The flip book was determined to be a good resource; a couple of updates were needed. Having someone from the local DEM (Department of Emergency Management) work with the school was discussed.

POLICY REVIEW:

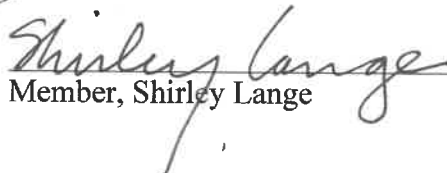
1. **Final Approval of Policy 3207 Prohibition of Harassment Intimidation and Bullying, and Procedure 3207-P Prohibition of harassment Intimidation and Bullying:** The updated policy and procedure drafts had been reviewed at the previous regular meeting. *Shirley moved that the updated Policy 3207 and Procedure 3207 – P be approved; Jennifer seconded the motion; the motion carried unanimously*

ADJOURNMENT: *Jennifer moved that the meeting be adjourned; Shirley seconded the motion; the motion carried unanimously.* The meeting was adjourned at 4:30 PM.

Chair, John Bogert



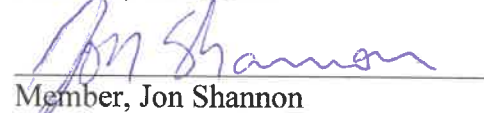
Member, Jennifer Swanson



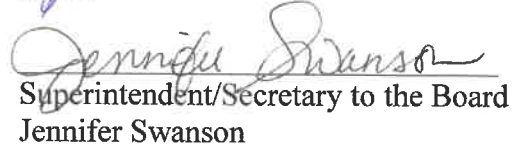
Member, Shirley Lange



Member, Cari Miller



Member, Jon Shannon



Superintendent/Secretary to the Board
Jennifer Swanson