

**SHAW ISLAND SCHOOL DISTRICT NO 10
REGULAR MEETING OF THE BOARD OF DIRECTORS
FRIDAY, JUNE 23, 2017, 3:10 PM**

Chair Jon Shannon called the meeting to order at 3:10 PM at the Shaw Island Elementary School Lower Grade Classroom, Shaw Island, Washington. Board members present: Jon Shannon, Jennifer Swanson, John Bogert, and Cari Miller. Staff present: teacher Diane Clifton and business manager Deanna Shannon.

APPROVAL OF PREVIOUS MINUTES: May 16, 2017 regular meeting minutes: *John Bogert moved that the May 16, 2017 regular meeting minutes be approved as presented; Jennifer seconded the motion; the motion carried unanimously.*

CHANGES OR ADDITIONS TO THE AGENDA: An item inadvertently left over from the previous meeting's agenda was removed. Field Trip Cost Update was added under XII. Program, curriculum & Assessment and Report on Water Test was added under XV. General.

STUDENT REPRESENTATIVE REPORT: None.

CONSENT AGENDA: Deanna stated that no payroll was included due to State Auditor requests discussed below. *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 \$0.00 are also approved.

General Fund:

Warrant numbers 186133 to 186146 totaling \$2,762.52 and warrant number 185480 in the amount of \$907.51.

Payroll (May) warrant numbers 20542 through 20543 and 57810 through 57812 totaling \$10,263.97.

Budget Status Report

Cari seconded the motion; the motion carried unanimously.

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

CORRESPONDENCE & COMMUNICATION: None.

TEACHER REPORT: Diane reported on the field trip to the John Day National Park area in Oregon. She passed around the journals that students had worked on throughout the trip. Students had sketched and used water colors to illustrate the journals. The students had participated in fossil digging, hiking, a ranger talk, and a river rafting trip. Diane stated that the

students had been invited to come in to school for a couple of afternoons the following week to work on the year book and thank you cards for adults who had contributed to their field trip experience. Diane stated that sometime after school started the following fall, the students would present a slide show of the Oregon field trip for the community. Diane stated that she would like to do robotics with the students, possibly starting during the summer.

LEGISLATIVE REPORT: It was reported that the state budget had still not been passed.

SUPERINTENDENT AND COMMITTEE REPORTS:

- 1. Superintendent:** None.
- 2. Physical Plant:** John Bogert reported that he had met with Wade Thurmond from Assetworks LLC. Assetworks LLC had been contracted by WSRMP (Washington Schools Risk Management Pool) to update the valuations of all districts in the pool. John also reported that he had met with Amy Van Dongen from Craving Design about the bathroom renovations. The estimate for the minor renovations for the bathrooms was approximately \$10,000. *Jennifer moved that the district move forward with the remodeling of the two bathrooms at a cost of up to \$12,000 from the Capital Fund; John Bogert seconded the motion; the motion carried unanimously.* John Bogert should move forward with the bid process. Summer cleaning and rug cleaning were discussed.
- 3. Instructional Support:** Jennifer reported that the committee had been putting the guest instructor schedule for the 2017-18 school year together.
- 4. Administration:** Deanna reported that the annual Audit Assessment for the State Auditor's Office had been completed.

PROGRAM, CURRICULUM, AND ASSESSMENT:

- 1. Technology Committee End of Year Report:** Diane reported that the committee would be meeting and developing a replacement schedule.
- 2. School Improvement Plan End of Year Report:** The administration committee would be reviewing the plan after the field trip.
- 3. Field Trip Cost Update:** Deanna reported that the field trip costs had come in under the \$6,000 approved by the board which included \$4,500 from the board and \$750 each from the student fundraising fund and Shaw School Foundation. Deanna requested the school pay the entire amount so that the student funds could go into the ASB fund being set up. Jon stated that since the cost was under the \$4,500 previously approved the District could pay the entire cost.

PERSONNEL:

- 1. Update on 2016-17 school year classified employee contracts:** Contracts would be ready for the August meeting after the state budget was passed.

BUDGET & FISCAL MATTERS:

- 1. Approval of Resolution 2017-1 Resolution to Create an ASB Fund:** Resolution 2017-1 was reviewed. *Jennifer moved that Resolution 2017-1 To Create an ASB Fund be approved; Cari seconded the motion; the motion carried unanimously.*
- 2. Approval to join NWESD School Safety Cooperative:** *Jennifer moved that the District join the NWESD School Safety Cooperative at an annual cost of \$500; Cari seconded the motion; John Bogert requested the District track and reevaluate the*

benefits of participating in the cooperative after the first year; the motion carried unanimously.

- 3. 2017-18 Budget assumptions:** The budget worksheet was reviewed. A health benefits coverage request for certificated and classified staff for funding above the state minimum was discussed; the board supported the increase in coverage for the 2017-18 school year as part of the balanced budget; the health benefit contribution by the District should be evaluated annually.

GENERAL:

- 1. Review of Board Action Sheet:** None.
- 2. State Auditor Annual Assessment exit items:** Deanna reported that the State Auditor's Office had three exit items for the District to address: 1) In keeping public funds separate from non-public funds, the District should have a written agreement with the Shaw School Foundation describing the partnership; 2) The District must establish an ASB; and 3) Warrant numbers approved for payment of claims and payroll must be reflected in the minutes.
- 3. Setting of special meeting date for continued policy review:** No date was set.
- 4. Report on water sample results:** Jon Shannon reported that the heavy metals test results had been received and that the water did not exceed levels for lead, but that the water was in exceedance for copper. He stated that it was not a health hazard, but further testing was needed.

ADJOURNMENT: *John Bogert moved that the meeting be adjourned; Jennifer seconded the motion; the motion carried unanimously.* The meeting was adjourned at 4:59 PM.

Chair, Jon Shannon

Recording Secretary, Cari Miller

Member, Jennifer Swanson

Member, John Bogert

Member, Gigi Allaway

Superintendent/Secretary to the Board
Jennifer Swanson