

**SHAW ISLAND SCHOOL DISTRICT NO 10  
SPECIAL MEETING OF THE BOARD OF DIRECTORS  
TUESDAY, SEPTEMBER 27, 2018, 8:00 AM**

**CALL TO ORDER:** Chair Jon Shannon called the meeting to order at 8:15 AM at the Shaw Island SD 10 kitchen, Shaw Island, Washington. Board members present: Jon Shannon, Jennifer Swanson, and Cari Miller; John Bogert arrived at 10:15. Business Manager Deanna Shannon was present.

**REVIEW AND APPROVAL OF POLICIES:**

The following 2000 series policies and procedures were reviewed. *Jennifer moved to approve 2162, 2162P, 2163, 2414, 2414P, 2420; Cari seconded the motion; the motion carried unanimously.* Decisions on the remaining policies and procedures are as noted below:

- 2140P Guidance and Counseling Procedures: **Consensus was to have a policy only at this time with a sample procedure on hand for referral if a procedure needed to be put in place.**
- 2161P Special Education and Related Services for Eligible Students Procedures **Removed from agenda; previously approved.**
- 2162 Education of Students with Disabilities Under Section 504 **Approved.**
- 2162P Education of Students with Disabilities Under Section 504 Procedures **Approved**
- 2163 Response to Intervention **Approved.**
- 2163P Response to Intervention Procedures **Tabled for further work.**
- 2414 Community Service **Approved.**
- 2414P Community Service Procedures **Approved.**
- 2420 Grading and Progress Reports **Approved with non-substantive changes.**
- 2420P Grading and Progress Reports Procedures **Deleted.**

The following 3000 series policies and procedures were reviewed. *Jennifer moved to approve 3231P and 3240; Cari seconded the motion; the motion carried unanimously.*

- 3231P Student Records Procedures **Approved with items to be filled in.**
- 3240 Student Conduct Expectations and Reasonable Sanctions **Approved items to be filled in.**

The following 5000 series policies and procedures were reviewed. *Jennifer moved to approve 5000P, 5050, 5270P, 5630P, 5010, 5010P, 5401, 5403, 5411, and 5610P; Cari seconded the motion; the motion carried unanimously. 5230 and 5230P were deleted.*

- 5000P Recruitment and Selection of Staff Procedures **Approved.**
- 5050 Contracts
- 5230 Job Descriptions/Responsibilities **Deleted.**
- 5230P Job Descriptions/Responsibilities Procedures **Deleted.**
- 5270P Resolution of Staff Complaints Procedures
- 5630P Volunteer Procedures **Approved.**
- 5010 Non Discrimination and Affirmative Action
- 5010P Non Discrimination and Affirmative Action Procedures **Approved.**
- 5401 Sick Leave **Approved.**
- 5403 Emergency and Discretionary Leaves **Approved.**
- 5411 Staff Vacations **Approved.**
- 5610P Substitute Employment Procedure **Approved.**

The following 6000 series policies and procedures were reviewed. *Jennifer moved to approve 6000, 6000P, 6020P, 6022, 6030, 6114, 6210, 6210P, 6213P, 6215, 6215P, 6216, 6500, 6500P, 6511, 6511P, 6530, 6540, 6570, 6625, 6881P, 6895, 6900, 6910 (6910 was not on the agenda, but was on the list of revised policies).*

- 6000 Program Planning, Budget Preparation, Adoption and Implementation **Removed from agenda; previously approved.**

- 6000P Program Planning, Budget Preparation, Adoption and Implementation Procedure **Approved with items to be filled in.**
- 6020P System of Funds and Accounts Procedures **Approved with items to be filled in.**
- 6022 Minimum Fund Balance **Approved with previous revisions.**
- 6030 Financial Reports **Approved previous revisions.**
- 6114 Gifts or Donations **Approved.**
- 6210 Purchasing: Authorization and Control **Approved.**
- 6210P Purchasing: Authorization and Control Procedures **Approved with items to be filled in.**
- 6213P Reimbursement for Travel Expenses Procedures **Approved.**
- 6215 Voucher Certification and Approval **Approved with previous revisions.**
- 6215P Voucher Certification and Approval Procedures **Approved.**
- 6216 Reimbursement for Goods and Services: Warrants **Approved as revised.**
- 6500 Risk Management **Approved as revised.**
- 6500P Risk Management Procedures **Approved as revised.**
- 6511 Staff Safety **Approved.**
- 6511P Staff Safety Procedures **Approved with items to be filled in.**
- 6530 Insurance **Approved.**
- 6540 School District's Responsibility for Privately-Owned Property **Approved.**
- 6570 Property and Data Management **Approved.**
- 6625 Private Vehicle Transportation **Approved as previously revised.**
- 6700 Nutrition and Physical Fitness **Tabled.**
- 6700P Nutrition and Physical Fitness Procedures **Tabled.**
- 6881P Disposal of Surplus Equipment and/or Materials Procedures **Approved.**
- 6895 Pesticide Notification, Posting, and Record Keeping **Approved with items to be filled in.**
- 6900 Facilities Planning **Approved.**
- 6910 Construction Financing **Approved**

**ADJOURNMENT:** *Jennifer moved that the meeting be adjourned; John Bogert; the meeting was adjourned at 12:02.*