

**BAINBRIDGE ISLAND SCHOOL DISTRICT  
SCHOOL BOARD MEETING AGENDA**

**Date: June 25, 2015**  
**Time: 5:30 p.m.**  
**Place: Board Room**

**Board of Directors**

President – Mev Hoberg  
Vice-President – Sheila Jakubik  
Director – Tim Kinkead, Patty Fielding, Mike Spence

**Call to Order** (5)

**Public Comment** (5)

**Superintendent's Report** (10)

**Board Reports** (10)

**Consent Agenda** (5)

**Presentations**

A. Washington State Federal Waiver, No Child Left Behind (10)  
*Action: Information Only*

B. Policy 2107 Comprehensive Early Literacy Plan – First Reading (15)  
*Action: Board Approval*

C. Master Plan Update (15)  
*Action: Information Only*

D. Policy 3410 Student Health – First Reading (10)  
*Action: Board Approval*

E. Policy 3420 Anaphylaxis Prevention and Response - First Reading (10)  
*Action: Board Approval*

F. Interlocal Cooperative Noxious Weed Control Agreement (10)  
*Action: Board Approval*

G. Interlocal Agreement - Puget Sound Joint Purchasing Cooperative (10)  
*Action: Board Approval*

H. Monthly Technology Report (10)  
*Action: Information Only*

I. Monthly Capital Projects Report (10)  
*Action: Information Only*

J. Monthly Finance Report (10)  
*Action: Information Only*

**Personnel Actions** (5)

**Projected Adjournment**  
Possible Executive Session

**8:00 PM**

BOARD OF DIRECTORS

Mev Hoberg  
Sheila Jakubik  
Tim Kinhead  
Mike Spence  
Patty Fielding



SUPERINTENDENT

Faith A. Chapel

8489 Madison Avenue NE \* Bainbridge Island, Washington 98110 \* (206) 842-4714 \* Fax: (206) 842-2928

Board of Directors Meeting  
June 25, 2015  
**CONSENT AGENDA**

**1. Staff Travel: Out-of-State**

Request for board approval from Bainbridge High School Social Studies Teacher Amanda Ward to attend Hope Street Group Teacher Fellowship in Nashville, TN, September 10-13, 2015 for professional development.

**2. Donation**

Donation to Blakely Elementary School for field trip support, Assistive Tech Industry Project, banquet tables, art supplies and meeting support in the amount of \$3,612.58 from the Blakely PTO.

**3. Donation**

Donation to Wilkes Elementary School for outdoor education tuition scholarships in the amount of \$11,848.12 from Wilkes PTO.

**4. Donation**

Donation to Ordway Elementary School for outdoor education support in the amount of \$1,917.06 from Ordway PTO.

**5. Donation**

Donation to Sakai Intermediate School for speakers and afterschool club stipends in the amount of \$12,663.57 from Sakai PTO.

**6. Minutes from the June 10, 2015 School Board Meeting**

**7. Vouchers**

➤ General Fund Voucher	\$308,035.07
➤ Capital Projects Voucher	\$7,146.00
➤ Capital Projects Voucher	\$66,594.05

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\_\_\_\_\_  
School Board of Directors

BAINBRIDGE HIGH SCHOOL

June 10, 2015

TO: BISD Board of Directors, Faith Chapel  
FROM: Mary Alice O'Neill, Principal *ma O'Neill*  
RE: **Approval Request for Out of State Travel**

Amanda Ward, BHS Social Studies teacher, has submitted a staff travel request that involves out of state travel to attend a Hope Street Group Teacher Fellowship in Nashville, TN. from Sept. 10 – 13, 2015. Her expenses will be funded by the Hope Street Group with the exception of substitute costs which will be funded by BSF funds.

Amanda has recently been chosen as a National Fellow for the Hope Street Group which collaborates with local and state leaders to develop solutions that address public policy challenges related to education. These solutions will be presented to the U.S. Department of Education and other national policymakers.

I support this professional development proposal and recommend School Board approval of this out of state travel request.

6/10/2015

# Guidelines Governing Staff Travel/Staff Development

1. The purpose of all staff travel must be directly related to the improvement of the instructional program.
2. Meetings, conferences, workshops and visitations contributing to current curriculum projects will be given priority.
3. Members of district curriculum committees will be given preference.
4. All travel requests must be submitted for approval to the building principal and assistant superintendent or superintendent.
5. Claims for travel expense reimbursement, to the extent approved below, must include receipts and be submitted on a reimbursement claim form to the school business office.
6. Advanced funds for approved travel may be obtained by completing the appropriate form in the office of the superintendent.

**Submit form intact to your building administrator for approval.**  
**A copy of the signed and executed form will be returned to you for your records.**

## STAFF TRAVEL/STAFF DEVELOPMENT – Complete this form by writing/printing firmly and legibly!

Name Amanda Ward Building/Position BHS / SS Teacher & Instruction Coach  
 Destination Nashville, TN Proposed Date Sept 10-13, 2015  
 Purpose of Travel Attend Hope Street Group Teacher Fellowship Convening

Please state how this activity pertains to your current assignment and with whom experience will be shared.

(To be developed in cooperation with the building principal): Learn teacher leadership and coaching skills to use in position as instructional coach

Will substitute coverage be required? ☒ Yes ☐ No If Yes: ☒ Full Day ☐ Half Day

Specify hours needing coverage if less than full day: \_\_\_\_\_

District vehicle required: ☐ Yes ☒ No (Make arrangements for vehicle directly by calling District Transportation at x4641.)

### Estimated cost of travel: (Make sure you break down all costs if requesting funding support)

Registration ..... 0

Purchase Order attached # \_\_\_\_\_

Travel

Mileage at IRS approved rate at time of travel ..... 0

Airfare ..... 1

Ferry ..... 0

Lodging ..... 0

Purchase Order attached # \_\_\_\_\_

Substitute (approx. \$133/day) ..... \$266

Other (extra time, meals, etc.) ..... 0

**TOTAL REQUESTING** ..... \$266

Employee's Signature Amanda C Ward

could be less depending on teaching assignments next year?

### INFORMATION BELOW TO BE COMPLETED BY THE SCHOOL ADMINISTRATION

Travel approved by:

Ma O'Neill  
 Principal or Building Administrator

Amount Approved \$ 266

District / Building Administrator(s) providing all or partial funding for activity

Associate Superintendent / Curriculum & Instruction

Account Number(s) \_\_\_\_\_

(Charge code information must be identified)

0100-31-8100-402-1600-9700

BSF funds - 16-17 school year



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## Gifts and Donations

The Bainbridge Island School Board of Directors recognizes that individuals and organizations in the community may wish to contribute money, supplies, equipment, materials or real property to enhance the school program. The board appreciates such generosity and recognizes the valuable contribution donations can make. Accordingly, the board has established guidelines for the acceptance of gifts in excess of \$1000.

These gifts must satisfy the following criteria:

1. the purpose of use shall be consistent with the priorities, philosophy and programs of the district;
2. minimum financial obligation for installation, maintenance and operation;
3. free from health and/or safety hazards; and
4. no direct or implied commercial endorsement.
5. otherwise consistent with Board Policy No. 6114.

**Please Note:** The district has defined specific standards for certain types of technology equipment to maximize operational efficiencies and minimize cost. While the donation of technology is greatly appreciated, additional support costs and network compatibility should be reviewed with the Technology Department.

It is also understood that all gifts shall become district property and shall be accepted without obligation relative to use and/or disposal.

Name of Donor (Printed)

Blakely PTD

Address

Phone

Email

School

Donation Amount or Value of Donated Items: \$ 3412.58

☒ Check/cash/items received.

☐ To be invoiced during current fiscal year.

Purpose of Donation (specify what the donation is to be used for; include details of items to be funded)

Field trip support Benaroya Hall and children's theater, Assbtive Tech Industry Project

If donation is considered supplies, equipment, materials or real property, please list donated items below:

6 Banquet tables, Art supplies, meeting support

In accordance with the district policy on gifts, the above mentioned donation(s) meet the guidelines outlined in the gifts policy and have been approved by the appropriate individual for use in the district. To the best of my knowledge the descriptions and dollar amounts listed above are correct and accurate.

Signature of Donor

Date:

Reviewed By:

Melinda Ketcherside  
(Printed Name) (Signature)

Date:

6/12/15

District Review:

(Printed Name)

(Signature)

Date:



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Name of Donor (Printed) \_\_\_\_\_

*WILKIS PTO*

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

School \_\_\_\_\_

Donation Amount or Value of Donated Items: \$ *11,848.12*

☒ Check/cash/items received.

☐ To be invoiced during current fiscal year.

Purpose of Donation (specify what the donation is to be used for; include details of items to be funded)

*Outdoor Education Tuition & Scholarships*

If donation is considered supplies, equipment, materials or real property, please list donated items below:

In accordance with the district policy on gifts, the above mentioned donation(s) meet the guidelines outlined in the gifts policy and have been approved by the appropriate individual for use in the district. To the best of my knowledge the descriptions and dollar amounts listed above are correct and accurate.

Signature of Donor \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

*Sheryl A. Belt*

(Signature)

Date: *6-16-2015*

District Review: \_\_\_\_\_

(Printed Name)

(Signature)

Date: \_\_\_\_\_

November 2014



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3. free from health and/or safety hazards; and
4. no direct or implied commercial endorsement.
5. otherwise consistent with Board Policy No. 6114.

**Please Note:** The district has defined specific standards for certain types of technology equipment to maximize operational efficiencies and minimize cost. While the donation of technology is greatly appreciated, additional support costs and network compatibility should be reviewed with the Technology Department.

It is also understood that all gifts shall become district property and shall be accepted without obligation relative to use and/or disposal.

Name of Donor (Printed) Ordway PTO

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

School \_\_\_\_\_

Donation Amount or Value of Donated Items: \$ 1917.04

☒ Check/cash/items received.

☐ To be invoiced during current fiscal year.

Purpose of Donation (specify what the donation is to be used for; include details of items to be funded)

Outdoor Ed support

If donation is considered supplies, equipment, materials or real property, please list donated items below:

In accordance with the district policy on gifts, the above mentioned donation(s) meet the guidelines outlined in the gifts policy and have been approved by the appropriate individual for use in the district. To the best of my knowledge the descriptions and dollar amounts listed above are correct and accurate.

Signature of Donor \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: Melinda Ketcheside M. Ketcheside Date: 6.11.15  
(Printed Name) (Signature)

District Review: \_\_\_\_\_ Date: \_\_\_\_\_  
(Printed Name) (Signature)



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4. no direct or implied commercial endorsement.
5. otherwise consistent with Board Policy No. 6114.

**Please Note:** The district has defined specific standards for certain types of technology equipment to maximize operational efficiencies and minimize cost. While the donation of technology is greatly appreciated, additional support costs and network compatibility should be reviewed with the Technology Department.

It is also understood that all gifts shall become district property and shall be accepted without obligation relative to use and/or disposal.

Name of Donor (Printed)

Sakai PTO

Address

Phone

Email

School

Donation Amount or Value of Donated Items: \$

12,663.57

☒ Check/cash/items received.

☐ To be invoiced during current fiscal year.

Purpose of Donation (specify what the donation is to be used for; include details of items to be funded)

after school club stipend

If donation is considered supplies, equipment, materials or real property, please list donated items below:

speakers,

In accordance with the district policy on gifts, the above mentioned donation(s) meet the guidelines outlined in the gifts policy and have been approved by the appropriate individual for use in the district. To the best of my knowledge the descriptions and dollar amounts listed above are correct and accurate.

Signature of Donor

Date:

Reviewed By:

Melinda Ketcheside M. Ketcheside

Date:

6/18/15

District Review:

(Printed Name)

(Signature)

Date:



**BAINBRIDGE ISLAND SCHOOL DISTRICT NO. 303  
SCHOOL BOARD MEETING MINUTES**

**Date: June 10, 2015**

**Place: Board Room**

**Board of Directors Present**

Board President – Mev Hoberg

Directors – Mike Spence, Tim Kinhead

**Call to Order**

5:34 p.m. Board President Mev Hoberg called the meeting to order and a quorum was recognized.

**Public Comment**

Community member James Beletz distributed his written remarks to the board. A copy is on file in the district office. Mr. Beletz stated that his remarks at the previous meeting were not captured in the minutes. Beletz stated that BISD is not in compliance and must add disabled parking near the board room. Beletz also clarified his previous statement regarding records retention, the IEP process and an independent committee investigation.

Community member John Rossi updated the board on the para-educator state committee. A grant program is available for para-educators to pursue teacher credentials. Mr. Rossi distributed grant information to the board. A copy is on file in the district office.

Community member Tom Greene asked the board to be watchful and share the implementation of the next generation science standards and common core.

**Superintendent's Report**

Superintendent Faith Chapel shared the many graduation and end-of-year activities occurring in the district. Enrique Chee has been selected as the Kiwanis Educator of the Year. Mr. Chee will be publicly recognized on Wednesday, June 24.

Amii Pratt will be the new principal at Wilkes and Warren Read will be the new assistant principal at Sakai and Ordway

**Board Reports**

No reports.

**Consent Agenda**

**Donations**

1. Donation to Bainbridge High School for graduating senior scholarships in the amount of \$1,000 from the Bainbridge Island Sportsmen's Club.

2. Donation to Bainbridge High School for graduating senior scholarships in the amount of \$1,000 from the Bainbridge Island Schools Foundation Liz Orr Scholarship Fund.

3. Donation to Bainbridge High School for graduating senior scholarships in the amount of \$1,500 from the Bainbridge Youth Services Rose Grant.

4. Donation to Wilkes Elementary School for field trip support, volunteer screening supplies and supplemental classroom supplies in the amount of \$1,822.26 from the Wilkes PTO.
5. Donation to Wilkes Elementary School for afterschool enrichment activities in the amount of \$1,145.85 from the Wilkes PTO.
6. Donation to Bainbridge High School for graduating senior scholarships in the amount of \$2,000 from the Bainbridge Island Education Association (BIEA).
7. Donation to Bainbridge High School for graduating senior scholarships in the amount of \$2,000 from the Bainbridge Island Garden Club.
8. Donation to Bainbridge High School for ASB Track in the amount of \$2,669.80 from the Spartan Booster Alumni Club.

Minutes from the May 28, 2015 School Board Meeting

**Motion 100-14-15:** That the board approves the Revised Consent Agenda as presented. (Spence) The affirmative vote was unanimous. (Hoberg, Spence, Kinkead)

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, were also approved for payment.

AP ACH Voucher

Voucher numbers **141500413** through **141500467** totaling **\$9,774.04**

General Fund Voucher

Voucher numbers **2012299** through **2012299** totaling **\$40,083.13**

General Fund Voucher

Voucher numbers **2012204** through **2012298** totaling **\$285,701.71**

Capital Projects Voucher

Voucher numbers **5129** through **5140** totaling **\$15,160.05**

**Presentations**

*A. Multi-Cultural Advisory Council (MAC) End-of-Year Report*

Associate Superintendent Julie Goldsmith introduced the MAC executive board Eileen Okada, Joyce Nishimura and Katy Curtis. The full committee which includes members of the community, teachers and staff meets monthly throughout the year.

The mission of the committee, drafted in 1998, states: To create an inclusive environment where all students, teachers, non-certified personnel, parents and administrators feel safe, secure and understood. . . truly valued as unique individuals. In this environment each can be free to learn while interacting caringly and positively with the commonalities and differences present in our diverse school community. This will help our students to freely embrace diversity and differences as desirable traits and as strengths and

uniqueness of our country, as they confidently become contributing members and leaders in our increasingly diverse society locally, nationally and globally.

- The goals are to have each student:
- Feel valued and respected
- Be successful, both academically and socially
- Recognize and understand diverse perspectives
- Make meaningful contributions in a democratic society.

The executive board shared the accomplishments in 2014-2015.

- Maintained a steady focus on the opportunity achievement gap that exists among subgroups of students at all grade levels.
- Continued a dialogue with principals about multicultural education strengths and needs in their respective building.
- Encouraged the participating and engagement of lead teachers from each building during MAC meetings.
- Maintained a strong partnership with the school board.
- Awarded \$1,000 in teacher grants for multicultural education learning: Wilkes for Burke Museum Kits, Blakely multicultural books.
- Continued to support special multicultural programs in schools: MLK assemblies, Woodward Culture Fair.
- Increased council membership by one parent and three community members.
- Revived the Diversity Club at Woodward Middle School.
- Initiated the Frank Kitamoto Legacy Project.
- Sponsored a fund-raising event at BIMA, showing of Snow Falling on Cedars.

Focus for 2015-2016.

- Increase MAC membership by three (focus on parents).
- Begin a dialogue with principals about multicultural competency training for staff.
- Track and support the progress of the Frank Kitamoto Legacy Project.
- Foster the initiation of a Frank Kitamoto Award for Social Justice.
- Sponsor a fundraising activity to support MAC projects.
- Support the diverse students clubs at Woodward and BHS.
- Request that the board increase the district multicultural budget and the MAC budget.

Director Kinhead inquired about *They Cast a Long Shadow*. The text was originally used in third grade. Some teachers in the district continue to use the book but the book has become dated and not being used across the district. Kinhead asked if the book could be used as a remedial resource tool.

#### *B. Bainbridge Schools Foundation (BSF) End-of-Year Report*

Associate Superintendent Julie Goldsmith thanked BSF for their generous funding of critical gaps and innovation. The report highlights accomplishments with the use of BSF funds.

- Support Struggling Learners – Title I/Lap – Targeted support to identified students who are below grade level. Through small group instruction, get al struggling or striving students to grade level standards or above.
- Spatial Temporal Math (ST) Math – 2 sessions a week.
- STEM Partner Enrichment K-4 – Engineering and Design: EiE, PLTW, Maker Spaces
- Robotics
- ACHIEVE

- Instructional Coaches
- Circle of Friends

Thank you Bainbridge Schools Foundation. Your funds are supporting quality programs that reach all students.

Director Mike Spence asked for clarification in STEM vs. STEAM. Goldsmith responded that STEAM is a good partnership of Science, Technology, Engineering, Art, Math and is more inclusive.

*C. Bainbridge Schools Foundation (BSF) Funding Priorities*

Superintendent Faith Chapel the new Bainbridge Schools Foundation Executive Director Mairead Shutt. Shutt reviewed the schools foundation funding priorities which are aligned to the district improvement plan. BSF has made a commitment to the district for \$908,000 for the 2015-2016 school year.. Last year BSF gave close to \$850,000 to the district. The funding will fall into three areas:

- Critical Gaps (gaps in staffing)
- Academic Support and Challenge (additional support)
- Innovation (new programs/project and teacher grants)

**Motion 101-14-15:** That the board approves Bainbridge Schools Foundation Funding Priorities 2015-2016 as presented. (Kinhead) The affirmative vote was unanimous. (Hoberg, Spence, Kinhead)

*D. Instructional Support Services Review Committee (ISSRC) Recommendation*

ISS Coordinator Diane Leonetti reviewed the recommendations covered at the previous board meeting and referenced the formal Instructional Support Services Program Review. The complete review is on file at the district office. The ISSRC recommended and requested board approval to:

- Increase staffing to support the multi-tiered system of support.
- Use FAST Bridge Universal Screener for progress monitoring in reading and math.
- Purchase and implement GoalView, an online system for documentation, compliance and data management for special education services.

Director Mike Spence requested clarification on what has changed since the spring presentation. Leonetti responded that the department has made decisions on the multi-tiered levels of support and developed specific goals for special education. The recommendations are unanimous among the committee members.

Public Comment

Community member John Rosssi asked about the software selection process. Leonetti responded that two major software applications are on the market for an online IEP – GoalView and IEP Online. GoalView was selected for the multi-user/simultaneous user capability. Application training will occur in August.

Community member Rik Besser commented that substantial outcome of the ISSRC is the multi-tiered levels of support but outside the scope of special education. Besser did not see any changes to the issues facing special education.

### Board Deliberation

Director Kinhead asked if GoalView will be funded through the tech levy. Leonetti responded that a portion of the implementation expense will come from the tech levy funds. Some implementation costs will be covered by special education. The annual cost of the application will come out of tech levy.

**Motion 102-14-15:** That the board approves Instructional Support Services Review Committee (ISSRC) Recommendation as presented. (Kinhead) The affirmative vote was unanimous. (Hoberg, Spence, Kinhead)

### *E. Instructional Materials Committee (IMC) Report*

Associate Superintendent Julie Goldsmith presented the board with the materials recommended by the Instructional Materials Committee on April 29 and May 27:

Myers' Psychology for AP, 2 <sup>nd</sup> edition	Grades 11-12/AP Psychology
21 <sup>st</sup> Century Guitar Method 1 @ 2005	Grades 7-8/Music Elective
21 <sup>st</sup> Century Guitar Theory 1 @ 2007	Grades 7-8/Music Elective
Second Step: Skills for Social-academic Success	K-4 at Wilkes/Counseling-Social Skills
Bullying Prevention, K-4 @ 2014	K-4 at Wilkes/Counseling-Social Skills
Child Protection, K-4 @ 2014	K-4 at Wilkes/Counseling-Social Skills
The Creative Curriculum for Preschool @ 2010	Preschool
Program for Functional Academics @ 2013	ILC classrooms K-12/Functional Academics
Engineering Inspired by Nature (SAE)	STEAM Partner Program
A World in Motion	Grade 1
Engineering in Elementary	STEAM Partner Program
A Sticky Situation (Materials Engineering)	Grade 2
Shake Thinks Up (Earthquake Engineering)	Grade 3
Rockets and rovers (Aerospace Engineering)	Grade 4

### Public Comment

Community member Tom Greene asked if discussion occurred around *Bullying Prevention*.

**Motion 103-14-15:** That the board approves Instructional Materials Committee Report as presented. (Spence) The affirmative vote was unanimous. (Hoberg, Spence, Kinhead)

### *F. Budget Update*

Superintendent Faith Chapel referenced the May 29 Washington Association of School Administrators document. The state is without an operating budget. The DBAC did meet on June 16 and reviewed the current financials. The committee also discussed the projected enrollment of 3,646 and expected revenues. The district expects an increase in enrollment at Sakai and kindergarten. The preliminary information in math shows 17 6<sup>th</sup> grade students qualifying for algebra.

### *G. Resolution #07-14-15: WIAA Delegating Authority*

Superintendent Faith Chapel presented the annual resolution requirement that delegates authority to the WIAA which supervises and administers the interscholastic activities for BHS and Woodward. The board did express concern with the management of the WIAA.

**Motion 104-14-15:** That the board approves Resolution 7-14-15: WIAA Delegating Authority as presented. (Kinkead) The affirmative vote was unanimous. (Hoberg, Spence, Kinkead)

*H. 2015-2016 High School and Middle School Student Fees*

Superintendent Faith Chapel presented the annual student fee chart for approval. BHS is requesting an increase in the price of the year book from \$45 to \$60.

President Hoberg questioned charging a fee for a graduation requirement and would like to remove the fee. Superintendent Chapel responded that the secondary principals will look at removing the fee but cannot make a decision until the district budget is set. Hoberg also stated that AP tests and testing fees should be evaluated and recommended only requiring those who would benefit from the test participate.

Public Comment

Community member Rik Besser questioned why the Eagle Harbor summer fees have increased from \$90 to \$200.

Board Deliberation

Director Kinkead requested that all fee schedules follow the same format. Director Spence recommended tabling Student Fees until an operating budget is published.

The board tabled *Student Fees* and will revisit the fees once the state funding/district budget is published.

*I. 2015-2016 Lunch Rates*

Business Director Peggy Paige requested raising the lunch rates across the district. Rates have not been raised in five years and it is essential to remain operating in the black. The increase is .25.

**Motion 105-14-15:** That the board approves the 2015-2016 Lunch Rates as presented. (Spence) The affirmative vote was unanimous. (Hoberg, Spence, Kinkead)

*J. Transportation Facility Remodel – Bid Award*

Capital Projects Director Tamela VanWinkle recommended Fairbanks Construction to the board for the transportation remodel project with a start date of Monday, June 15. The low bid was disqualified for not listing subcontractors and meeting the bid requirements.

**Motion 106-14-15:** That the board approves Transportation Facility Remodel – Bid Award as presented. (Spence) The affirmative vote was unanimous. (Hoberg, Spence, Kinkead)

Personnel Actions

**Motion 107-14-15:** That the board approves Personnel Actions dated June 3, 2015 and June 10, 2015 as presented (Kinkead) The affirmative vote was unanimous. (Hoberg, Spence, Kinkead)

Meeting Close

7:32 p.m. President Mev Hoberg closed the meeting for an executive session regarding potential litigation.

**Adjournment**

7:55 p.m. President Mev Hoberg adjourned the meeting.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL BOARD OF DIRECTORS

ATTEST: \_\_\_\_\_, Secretary to the Board of Directors

DRAFT

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. Those payments have been recorded on this listing which has been made available to the board.

As of June 25, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$308,035.07. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF A/P Warrants:  
Warrant Numbers 2012300 through 2012408, totaling \$308,035.07

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
2012300	ACE HARDWARE	06/30/2015	377.68
2012301	ADVANTAGE GLASS AND POLISH INC	06/30/2015	86.85
2012302	Almojuela, Colleen	06/30/2015	400.00
2012303	APLUS COMPUTER SCIENCE	06/30/2015	745.00
2012304	APP ASSOCIATED PETROLEUM PROD	06/30/2015	7,580.48
2012305	ARAMARK UNIFORM SERVICES	06/30/2015	93.37
2012306	BAINBRIDGE DISPOSAL INC	06/30/2015	6,031.95
2012307	BAINBRIDGE ISLAND METRO PARK &	06/30/2015	300.00
2012308	BAINBRIDGE RENTALS	06/30/2015	130.34
2012309	BANK OF AMERICA	06/30/2015	217.72
2012310	BAY HAY & FEED INC	06/30/2015	81.25
2012311	BELLEVUE COMMUNITY COLLEGE	06/30/2015	1,784.31
2012312	BLICK ART MATERIALS	06/30/2015	561.45
2012313	BOUND TO STAY BOUND BOOKS	06/30/2015	137.65
2012314	BROWN INDUSTRIES INC	06/30/2015	574.65
2012315	BRYSON SALES & SERVICES OF WAS	06/30/2015	186.66
2012316	CAMERA TECHS INC	06/30/2015	1,242.86



Check Nbr	Vendor Name	Check Date	Check Amount
2012317	CAMP INDIANOLA	06/30/2015	1,790.00
2012318	CAROLINA BIOLOGICAL SUPPLY CO	06/30/2015	2,418.44
2012319	CED CONSOLIDATED ELECTRICAL DI	06/30/2015	144.14
2012320	CENTURYLINK COMMUNICATIONS LLC	06/30/2015	3,436.65
2012321	CENTURYLINK COMMUNICATIONS LLC	06/30/2015	371.74
2012322	CHILDRENS INSTITUTE FOR LEARNI	06/30/2015	20,409.69
2012323	CIT TECHNOLOGY FINANCING SERVI	06/30/2015	8,091.82
2012324	COURT ENGRAVERS	06/30/2015	2,136.87
2012325	CUMMINS NORTHWEST INC	06/30/2015	1,610.11
2012326	CUMMINGS, PATRICIA V	06/30/2015	300.00
2012327	DAIRY FRESH FARMS	06/30/2015	5,538.47
2012328	DEMCO	06/30/2015	301.84
2012329	DSC INC	06/30/2015	96.72
2012330	EAGLE HARBOR BOOK CO	06/30/2015	135.86
2012331	EAGLE NEST APARTMENTS	06/30/2015	1,900.00
2012332	EDENSAW WOODS LTD	06/30/2015	268.05
2012333	EDUCATIONAL INNOVATIONS	06/30/2015	193.38
2012334	ESCHOOL SOLUTIONS LLC	06/30/2015	4,340.39
2012335	ESD 112	06/30/2015	240.00
2012336	ESD 113	06/30/2015	1,000.00
2012337	EWING IRRIGATION PRODUCTS INC	06/30/2015	73.57
2012338	EXOTIC AQUATICS	06/30/2015	326.25
2012339	EXTERMINATION SERVICES	06/30/2015	391.31
2012340	FERGUSON ENTERPRISES INC	06/30/2015	167.53
2012341	FLAMINGO AUDIO	06/30/2015	2,396.84

Check Nbr	Vendor Name	Check Date	Check Amount
2012342	FOLLETT SCHOOL SOLUTIONS INC	06/30/2015	401.37
2012343	FOOD SERVICES OF AMERICA	06/30/2015	8,172.78
2012344	GENSCO INC	06/30/2015	27.66
2012345	GLAZER'S CAMERA SUPPLY	06/30/2015	1,358.21
2012346	GLOBAL SOURCE EDUCATION	06/30/2015	300.00
2012347	GRAINGER	06/30/2015	467.36
2012348	GUARDIAN SECURITY SYSTEMS INC	06/30/2015	300.01
2012349	H D FOWLER CO	06/30/2015	145.25
2012350	HOLLY RIDGE CENTER	06/30/2015	6,535.07
2012351	ISLAND UTILITY	06/30/2015	479.79
2012352	ISLANDWOOD	06/30/2015	24,961.00
2012353	JVH TECHNICAL LLC	06/30/2015	1,853.30
2012354	KCDA	06/30/2015	6,081.83
2012355	KIMMEL ATHLETIC SUPPLY	06/30/2015	500.59
2012356	LEMAY MOBILE SHREDDING	06/30/2015	146.50
2012357	LYNN PEAVEY COMPANY	06/30/2015	1,950.46
2012358	MACGILL DISCOUNT SCHOOL NURSE	06/30/2015	154.00
2012359	MAYDA & SONS MECHANICAL	06/30/2015	230.99
2012360	NASCO MODESTO	06/30/2015	150.82
2012361	NATUREBRIDGE	06/30/2015	5,941.75
2012362	NORTH KITSAP SCHOOL DISTRICT	06/30/2015	2,021.31
2012363	OESD 114 OLYMPIC ESD 114	06/30/2015	14,392.50
2012364	OFFICE DEPOT	06/30/2015	760.44
2012365	OLYMPIC COLLEGE - CASHIER	06/30/2015	27,583.20
2012366	OLYMPIC SPRINGS INC	06/30/2015	609.84

Check Nbr	Vendor Name	Check Date	Check Amount
2012367	OLYMPIC TECHNOLOGY RESOURCES	06/30/2015	206.54
2012368	PACIFIC SCIENCE CENTER	06/30/2015	5,025.00
2012369	PART WORKS INC	06/30/2015	253.09
2012370	PATTERSON MEDICAL SUPPLY INC	06/30/2015	1,978.59
2012371	PEARSON EDUCATION	06/30/2015	1,050.00
2012372	PENINSULA UMPIRES ASSOC	06/30/2015	5,223.48
2012373	PENINSULA PAINT CO INC	06/30/2015	232.30
2012374	Petersen, Anne Elizabeth	06/30/2015	825.00
2012375	PETTY CASH/WILKES/E POTTER	06/30/2015	8.32
2012376	PITNEY BOWES	06/30/2015	607.75
2012377	PITSCO	06/30/2015	1,010.74
2012378	PLANNED PARENTHOOD OF GREAT NO	06/30/2015	210.00
2012379	PORT MADISON ENTERPRISES CONST	06/30/2015	44.00
2012380	PRO-ED	06/30/2015	267.30
2012381	PROBUILD COMPANY LLC	06/30/2015	1,734.08
2012382	PSESD PUGET SOUND ESD	06/30/2015	850.00
2012383	QUILL	06/30/2015	1,314.50
2012384	RAPTOR TECHNOLOGIES LLC	06/30/2015	22.00
2012385	RAY PETERSON BULLDOZING	06/30/2015	21.74
2012386	RICOH USA, INC	06/30/2015	117.33
2012387	RWC INTERNATIONAL LTD	06/30/2015	2,821.55
2012388	SEATTLE POTTERY SUPPLY INC	06/30/2015	867.54
2012389	SEATTLE PACIFIC UNIVERSITY	06/30/2015	255.00
2012390	SEATTLE COMMUNITY COLLEGES	06/30/2015	37,612.14
2012391	SEATTLE AQUARIUM	06/30/2015	891.00

Check Nbr	Vendor Name	Check Date	Check Amount
2012392	SOUND REPROGRAPHICS INC	06/30/2015	1,057.11
2012393	SPRAGUE ISRAEL GILES INC	06/30/2015	86.62
2012394	ST OF WA DEPT OF LICENSING	06/30/2015	78.00
2012395	STATE AUDITOR OFFICE	06/30/2015	266.10
2012396	TED BROWN MUSIC CO	06/30/2015	1,303.31
2012397	THE HIGH FRONTIER	06/30/2015	1,639.80
2012398	TOWN & COUNTRY MARKET	06/30/2015	568.95
2012399	US BANK CORP PAYMENT SYSTEM	06/30/2015	33,976.44
2012400	VANDEBERG JOHNSON & GANDARA,LL	06/30/2015	3,518.72
2012401	VERIZON WIRELESS	06/30/2015	527.43
2012402	WALTER E NELSON CO	06/30/2015	6,666.47
2012403	WASA WA ASSOC OF SCHOOL ADMINI	06/30/2015	545.00
2012404	WASHINGTON TRACTOR INC	06/30/2015	173.68
2012405	WEST MUSIC COMPANY	06/30/2015	230.08
2012406	WESTBAY AUTO PARTS	06/30/2015	1,786.83
2012407	WSDOT MARINE DIVISION/FERRIES	06/30/2015	7,323.55
2012408	XEROX CORP	06/30/2015	700.07

109	Computer	Check(s) For a Total of	308,035.07
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0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
109	Computer	Checks For a Total of	308,035.07
Total For 109 Manual, Wire Tran, ACH & Computer Checks			308,035.07
Less	0	Voided	Checks For a Total of 0.00
Net Amount			308,035.07

## FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-821.59	0.00	308,856.66	308,035.07

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. Those payments have been recorded on this listing which has been made available to the board.

As of June 25, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$7,146.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, CP A/P Warrants:  
Warrant Numbers 5141 through 5141, totaling \$7,146.00

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
5141	CITY OF BAINBRIDGE ISLAND	06/15/2015	7,146.00

1	Computer	Check(s) For a Total of	7,146.00
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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. Those payments have been recorded on this listing which has been made available to the board.

As of June 25, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$66,594.05. The payments are further identified in this document.

Total by Payment Type for Cash Account, CP A/P Warrants:  
Warrant Numbers 5142 through 5155, totaling \$66,594.05

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
5142	BUILDERS EXCHANGE OF WASHINGTO	06/30/2015	187.40
5143	CAROLINA BIOLOGICAL SUPPLY CO	06/30/2015	2,630.16
5144	CXTEC	06/30/2015	3,462.11
5145	DA HOGAN & ASSOCIATES	06/30/2015	5,796.95
5146	DEERE & COMPANY	06/30/2015	8,584.50
5147	IVOXY CONSULTING LLC	06/30/2015	5,878.53
5148	LENOVO (UNITED STATES) INC	06/30/2015	35,555.77
5149	MONOPRICE INC	06/30/2015	200.78
5150	OLYMPIC SPRINGS INC	06/30/2015	10.82
5151	PERKINS COIE	06/30/2015	484.00
5152	PSE POWER SCIENCE ENGINEERING	06/30/2015	1,600.00
5153	SOUND REPROGRAPHICS INC	06/30/2015	163.23
5154	THE ROBINSON COMPANY	06/30/2015	1,920.00
5155	WSDOT MARINE DIVISION/FERRIES	06/30/2015	119.80

14	Computer	Check(s) For a Total of	66,594.05
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# Bainbridge Island School District

## Instructional Support Services

### Curriculum & Instruction

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To: Faith Chapel, Superintendent

From: Jeff McCormick

Date: June 18, 2015, 2015

Re: Waiver to certain requirements of Title I, Part A of the Elementary and Secondary Education Act

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At the board meeting on June 25, 2015 information will be provided about the waiver granted to the state of Washington regarding certain provisions of Title I, Part A of the Elementary and Secondary Education Act of 1965, as amended (ESEA).

The attached waiver describes that the results of the State assessment administered during school year 2014-2015 will not be used to determine adequate yearly progress (AYP) for schools and local education agencies (LEAs). The waiver also describes the conditions that the State must meet in order for the waiver to be granted.





UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

**MAY 20 2015**

The Honorable Randall I. Dorn  
State Superintendent of Public Instruction  
Washington Department of Public Instruction  
PO Box 47200  
Olympia, WA 98504

Dear Superintendent Dorn:

I am writing in response to the Washington Department of Public Instruction's request on March 31, 2015, to waive certain statutory and regulatory requirements of Title I, Part A of the Elementary and Secondary Education Act of 1965, as amended (ESEA). Specifically, Washington requested to waive accountability determinations based on State assessments administered during the 2014–2015 school year, because this is the first year that the State is administering new, more challenging State assessments in reading/language arts and mathematics aligned to the State's college- and career-ready content standards.

After reviewing Washington's request, I am pleased to grant, pursuant to my authority under ESEA section 9401, the following waiver for school year (SY) 2014–2015:

- A one-year waiver of ESEA sections 1116(a)(1)(A) and 1116(c)(1)(A) and the corresponding regulatory provisions to the extent they require a local educational agency (LEA) and a State educational agency (SEA), respectively, to use the results from the State's academic assessments to make adequate yearly progress (AYP) determinations for schools and LEAs.

Under this waiver, Washington and its LEAs are not required to include results on State assessments administered in the 2014–2015 school year in making AYP determinations for LEAs and schools, respectively. I am granting this waiver because it is likely to increase the quality of instruction and improve the academic achievement of students by enabling Washington and its LEAs to focus on administering the new State assessments and setting high achievement standards for the knowledge and skills students need to demonstrate they are ready for college and the workforce.

This waiver is granted to Washington on the condition that it will do the following:

- Washington will ensure that all students are included in the statewide assessment system in SY 2014–2015.

400 MARYLAND AVE., SW. WASHINGTON, DC 20202  
<http://www.ed.gov/>

*The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.*

- Washington and its LEAs will meet all reporting obligations with respect to reporting the achievement and participation rate of students who take the State assessments in SY 2014–2015.
- Washington and its LEAs will report performance against the State’s annual measurable objectives (AMOs) using results from the State assessments administered in SY 2014–2015.
- Washington and its LEAs will calculate and report AYP for SY 2014–2015 with respect to participation rate and the other academic indicator, including graduation rate for high schools; LEAs and schools that do not make AYP in SY 2014–2015 based on participation rate, graduation rate for high schools, or the other academic indicator for elementary and middle schools would advance to offer the next level of interventions.
- All other schools and LEAs in Washington that have been identified as in need of improvement will carry forward the accountability determinations in SY 2015–2016 that they have in SY 2014–2015; Washington and its LEAs will provide the necessary notice to parents as required in ESEA section 1116(c)(6) and (b)(6), respectively, prior to the start of SY 2015–2016.
- Washington will continue to administer its State assessments in SY 2015–2016 and will include those results in determining AYP. Washington and its LEAs will assign a new rating for 2016–2017 based on whether an LEA or school makes AYP that includes results from the SY 2015–2016 State assessments.

I appreciate the work you are doing to improve your schools and provide a high-quality education for your students. If you have any questions, please contact Diane Bragdon at (202) 453-6817 or Ashlee Schmidt at (202) 401-9501 or [OSS.Washington@ed.gov](mailto:OSS.Washington@ed.gov).

Sincerely,

A handwritten signature in dark ink, appearing to read "Deborah S. Delisle", written in a cursive style.

Deborah S. Delisle  
Assistant Secretary

cc: Gayle Pauley



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# Bainbridge Island School District Curriculum & Instruction

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To: Faith Chapel, Superintendent

From: Jeff McCormick

Date: 6/18/2015

Re: Policy 2107 Comprehensive Early Literacy Plan—First Reading

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Attached is a draft of the revised policy 2107, K-4 Comprehensive Early Literacy Plan. This is a policy recommended by the Washington State School Directors' Association (WSSDA).

This is the first reading of policy 2107

The policy describes the requirements for the District to provide early literacy services to kindergarten through fourth grade students based on student need for additional support. This includes the use of annual screening assessments to identify at-risk readers and family involvement strategies to help students strengthen their literacy skills at home.

The revised policy language reflects the changes made by the state legislature through the enactment of Engrossed Substitute Senate Bill 5803 that was signed into law in 2015. This legislation amended ESSB 5946 which was passed in 2013.

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I recommend approval of the first reading of Policy 2107: K-4 Comprehensive Early Literacy Plan

## Comprehensive Early Literacy Plan

### Definitions

- Basic means scoring at a level two in a four-level scoring system on the statewide student assessment.
- Below basic means scoring at a level one in a four-level scoring system on the statewide student assessment.
- Not meeting state standard means scoring at a level one or two in a four-level scoring system on the statewide student assessment.

### District services to support reading and early literacy

The district will provide reading and early literacy services to kindergarten through fourth-grade students based on student need for additional support. The plan will include:

1. Use of annual screening assessments and other tools (e.g., Washington kindergarten inventory of developing skills, Washington state early learning and development guidelines for birth through third grade, the second grade reading assessment under RCW 28A.300.310, local assessments) to identify at-risk readers.
2. Research-based family involvement and engagement strategies, including those that help families and guardians learn to assist student reading and early literacy skills at home.

In order to keep parents informed and engaged in their student's reading progress, the district will require that report cards for students in kindergarten through fourth grade include information on the student's progress toward reading skill acquisition. The report card will also include information on whether the student is reading at grade level.

If the student is not reading at grade level, the teacher and other appropriate school personnel will:

1. Advise the parent or guardian as to which interventions and/or strategies the district will use to help improve the student's reading skills.
2. Provide strategies for parents or guardians to use at home to assist their student in improving their reading skills.

Beginning in the 2014-15 school year, Prior to the return of the results of the 3<sup>rd</sup> grade statewide English language arts assessment, elementary schools shall require a meeting between the classroom teacher and parents for students in 3<sup>rd</sup> grade who are reading below grade-level or who, based on formative or diagnostic assessment, and other indicators, are likely to score in the below basic level on the 3<sup>rd</sup> grade statewide student assessment in ELA. for any student who receives a score of below basic on the third grade statewide assessment in English language arts, a meeting must be scheduled before the end of the current school year between the student's parent/guardian, teacher and principal or designee. The purpose of the meeting is to discuss appropriate grade-level placement and recommended intensive strategies to improve the student's reading skills. This meeting may take place as part of the regularly scheduled parent-

Forma

Forma

Forma

teacher conference. The meeting requirement also applies for any student who does not have a score in English language arts on the third-grade statewide assessment but is determined by the district (using district or classroom-based diagnostics assessment or another standardized assessment), to be below basic.

For students to be placed in fourth grade, strategies must include one provided, supported or contracted by the school district that could include a summer program or other option identified by the meeting participants as appropriately meeting the student's need to prepare for fourth grade. The parents/guardians must consent to the strategy to be implemented. The school district will implement the strategy selected through consultation with the parents/guardians.

In the event that a student scores below basic on the 3<sup>rd</sup> grade statewide ELA assessment and no prior meeting has occurred, the principal or his designee must notify the students' parents or guardians of the following:

- the below basic score;
- an explanation regarding the requirements of the law with respect to the meeting, provision of improvement strategies, and grade placement;
- the intensive improvement strategy options that are available;
- the school district's grade placement policy;
- contact information for a school district employee who can respond to questions and provide additional information; and
- a reasonable deadline for obtaining the parent's consent regarding the student's intensive improvement strategies that will be implemented and the student's grade placement.

Students in the transitional bilingual instruction program are exempt from this process, unless the student has participated in the program for three school years and receives a score of below basic on the third-grade statewide student assessment in English language arts.

Students with disabilities whose individualized education program (IEP) includes specially designed instruction in reading or English language arts are exempt from this process.

Beginning in the 2015-16 school year, for any student who received a score of basic or below basic on the third-grade statewide student assessment in English language arts in the previous school year, the district will implement an intensive reading and literacy improvement strategy from a state menu of best practices established by the Office of the Superintendent of Public Instruction (OSPI). Alternatively, the district may use a practice or strategy not present on the state menu of best practices for two years initially. If the district is able to demonstrate that it has achieved improved outcomes for students over the previous two school years at a level commensurate with best practices on the state menu, OSPI must approve use of the strategy for one additional school year. Subsequent approval is dependent on continuing improvement. Students with disabilities whose individualized education program (IEP) include specially designed instruction in reading or English language arts are exempt from this process.

Students with disabilities whose individualized education program (IEP) includes specially designed instruction in reading or English language arts will be provided reading and literacy improvement strategies as provided in the IEP.

In any school where more than forty percent of tested students received a score of basic or below basic on the third-grade statewide student assessment in English language arts in the previous school year, the school district will implement an intensive reading and literacy improvement strategy from the state menu or an alternative strategy as referenced above for all students in grades kindergarten through four at the school.

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Cross References:	Board Policy 2421	Promotion/Retention
Legal References:	RCW 28A.655.235	Reading skills — Intensive reading and literacy improvement strategy — Calculation of tested students at or below basic on third grade student assessment — State menu of best practices.
	RCW 28A.655.230	Reading skills — Meeting for grade placement and strategies for student improvement — Exemptions.
Management Resources:		OSPI's Menu of Best Practices & Strategies



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# Bainbridge Island School District Facilities, Operations and Capital Projects

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Date: June 25, 2015

To: Faith Chapel, Superintendent  
Board of Directors

From: Tamela Van Winkle, Director

A handwritten signature in dark ink, appearing to read "T. Van Winkle", enclosed within a circular scribble.

Re: Master Plan Update

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An amazing group of teachers, parents and principal, Reese Ande invested two hours of their busy schedules on Monday to begin the conversation around district goals and requirements for program accommodation at Blakely. Mahlum Architects in collaboration with Capital Projects staff started the process of building site specific educational specifications for Blakely. Curriculum vision, 21<sup>st</sup> learning environments, healthy schools (both physically and emotionally), student perspectives and existing conditions were discussed. The group will continue to meet selectively over the next few months to pro-actively establish preliminary groundwork and guidelines for future decisions regarding facility improvements or replacement.



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# Bainbridge Island School District Instructional Support Services

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To: Faith Chapel, Superintendent  
From: Bill Mosiman and Diane Leonetti  
Date: June 18, 2015  
Re: Policy 3410 Student Health

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The Health Advisory Committee has met to review Student Health Policy 3410. The following change to Policy 3410 is recommended by the Office of Superintendent of Public Instruction and the Washington State School Directors' Association (WSSDA):

- Removal of "scoliosis screening" as this is no longer required by the State of Washington.

The Health Advisory Committee also recommends the following change to Student Health Policy 3410:

- Removal of "for staff, students and parents" regarding the consulting services of a qualified health specialist. The intent of the policy is to recognize that a qualified health specialist will provide consulting services regarding students to staff, students and parents. This change is recommended to add clarity to the policy. The services as currently described could be construed to mean that a qualified health specialist will provide consulting services to staff, students and parents, personally.



## STUDENT HEALTH

The superintendent shall arrange for health services to be provided to all students. Such services shall include but not be limited to:

1. The maintenance of student health records.
2. The development of procedures at each building for the isolation and temporary care of students who become ill during the school day.
3. Consulting services of a qualified health specialist ~~for staff, students, and parents.~~
4. Vision and hearing screening.
5. ~~Seoliosis screening; and~~
6. Immunization records and screening.

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Cross Reference:	Board Policy	3416	Medication at School
Legal References:	RCW	28A.330.100	Additional powers of board
		28A.210.300	School physician or school nurse may be employed



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# Bainbridge Island School District

## Instructional Support Services

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To: Faith Chapel, Superintendent

From: Bill Mosiman and Diane Leonetti

Date: June 18, 2015

Re: Policy 3420 Anaphylaxis Prevention and Response

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The Health Advisory Committee has met and recommends adoption of Policy 3420, and corresponding procedure P3420, attached. Policy 3420, and corresponding procedures, are recommended by the Office of the Superintendent of Public Instruction and the Washington State School Directors' Association (WSSDA). This is the first reading of Policy 3420.

This policy addresses guidelines for BISD schools to prevent anaphylaxis, and deal with medical emergencies resulting from it. The procedures, as outlined in P3420, shall be implemented within the Bainbridge Island School, and includes parent/guardian responsibility, development and implementation of a nursing care plan, training and responsibility of school staff, and controlling of the exposure to allergens.

## ANAPHYLAXIS PREVENTION AND RESPONSE

Anaphylaxis is a life-threatening allergic reaction that may involve systems of the entire body. Anaphylaxis is a medical emergency that requires immediate medical treatment and follow-up care by an allergist/immunologist.

The Bainbridge Island School District Board of Directors expects school administrators, teachers and support staff to be informed and aware of life threatening allergic reactions (anaphylaxis) and how to deal with the resulting medical emergencies. For students, some common life threatening allergens are peanuts, tree nuts, fish, bee or other insect stings, latex and some medications. Affected students require planned care and support during the school day and during school sponsored activities.

Parents/guardians are responsible for informing the school about their student's potential risk for anaphylaxis and for ensuring the provision of ongoing health information and necessary medical supplies. The district will take reasonable measures to avoid allergens for affected students. The district will also train all staff in the awareness of anaphylaxis and prepare them to respond to emergencies. Additionally, student specific training will be provided for appropriate personnel.

Even with the district's best efforts, staff and parents/guardians need to be aware that it is not possible to achieve a completely allergen-free environment. However, the district will take precautions to reduce the risk of a student having an anaphylactic reaction by developing strategies to minimize the presence of allergens in schools.

The superintendent will establish procedures to support this policy and to ensure:

1. Rescue protocol in cases of suspected anaphylaxis will follow OSPI's Guidelines for the Care of Students with Anaphylaxis (2009).
2. A simple and standardized format for emergency care plans is utilized.
3. A protocol is in place to ensure emergency care plans are current and completed.
4. Medication orders are clear and unambiguous.
5. Training and documentation is a priority.

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Cross References:	Board Policy	3416 3418	Medication at School Emergency Treatment
Legal References:	RCW	28A.210.383	Anaphylaxis – Policy Guidelines – Procedures – Report
	WAC	392-380 Life	Threatening Health Condition



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# Bainbridge Island School District Facilities, Operations and Capital Projects

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Date: June 25, 2015

To: Faith Chapel, Superintendent  
Board of Directors

From: Tamela Van Winkle, Director

A handwritten signature in dark ink, appearing to read "T. Van Winkle", written over the "From:" line.

Re: IPM – Interlocal Cooperative Noxious Weed Control Agreement  
Board Approval

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The annual IPM meeting was attended by Dale Spoor, community member, Island advocate for IPM; Dana Coggon, Kitsap Noxious Weed Control Program Coordinator; Clarice Cutler, Let's Pull Together, Scotch Broom Control of Sustainable Bainbridge; and several representatives from maintenance, Grounds and Facilities. Discussions about best practices past, present and future were discussed. The current committee focus is on noxious weeds. The school district, as property owners, is obligated by RCW 17.10, to treat and control noxious weeds on their property. Sakai and Maintenance have tansy ragwort and knotweed that must be treated. Some noxious weeds are resistant to Glyphosphate so Capstone and Garlon are used. Capstone is the less toxic but still effective of the 3 alternatives. Capstone is rated "caution" and is therefore acceptable according to the BISD IPM Policy 6522. The decision was made to purchase the Capstone through the school and the Kitsap Noxious Weed Control will apply it this summer using the approved BISD Procedures 6522.

I recommend that the Board of Directors approve the Interlocal Cooperative Noxious Weed Control Agreement to have the Bainbridge Island School District treated for noxious weeds with Capstone by the Kitsap Noxious Weed Control Department this summer.

# Interlocal Cooperative Noxious Weed Control Agreement

## Kitsap Noxious Weed Control Board

AND

## The Bainbridge Island School District (BISD)

June 2015

This Agreement is entered into by and between the Kitsap County Weed Board ("Weed Board") and the Bainbridge Island School District pursuant to the authority granted by Chapter 39.34 RCW, Interlocal Cooperation Act.

### *Article 1: Purpose*

1.01 The purpose of the agreement is to promote a coordinated Noxious Weed Control program in Kitsap County to provide citizens with cohesive efforts to control mandates Noxious Weeds as defined in RCW 17.10.

1.02 The purpose of this agreement is to allow the County Noxious Weed Control Board Staff to assist County staff in the control of Noxious Weeds along Right-of-Ways, and other agreed upon locations.

### *Article 2: Services by Weed Board Staff*

2.01 Under the terms of this agreement, the Weed Board agrees to provide the following services:

A. Recruit and train weed inspectors and support staff for the purpose of carrying out the mandates of RCW 17.10

B. Coordinate and implement Integrated Pest Management (IPM) strategies on all lands under the jurisdiction of the County for the control of Designated Class A and B-designate Noxious Weeds as defined in WAC 16.750

C. Provide information and recommendations to assist landowners in their efforts to comply with RCW 17.10

D. Weed Board Staff will keep a weekly log of noxious weed inspections and landowner contacts.

E. Weed Board Staff will keep detailed logs and GPS locations of noxious weeds

F. Weed Board Staff will be responsible for the Control of all Class A and B-Designate Noxious weeds (as listed in RCW 16.750) within the County Right of way and other locations agreed upon and listed each season.

G. Weed Board Staff will be required to keep detailed logs of control procedures.

H. Provide staff to assist with landowner complaints.

I. Pay for all Weed inspector wages.

J. Provide 72 hours notice to the Facilities and Maintenance Department to comply with the BISD IPM Policy and Procedures. No herbicide application will be applied prior to BISD approval.

K. Use only herbicides that meet with BISD IPM Policy and Procedures.

### *Article 3: Administration*

3.01 ADMINISTRATOR: The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for performance under this agreement. In the event that the designated representatives are changed, the party making the change shall provide an alternative representative via written documentation.

-Representative of the Noxious Weed Board

**Dana Coggon (Kitsap County Noxious Weed Control Program Coordinator)**

-Representative of the Bainbridge Island School District

**Tamela Van Winkle (Director of Facilities, Operations and Capital Projects)**

### *Article 4: Duration and renewal of agreement*

4.01 This agreement shall be effective when adopted by the Weed Board and the Bainbridge Island School District.

This agreement shall be effective beginning June 2015 to June 2017. Both parties will annually review the agreement and make amendments via written request.

### *Article 5: Compensation*

5.01 To compensate the Weed Board for the aforementioned services, the Bainbridge Island School District agrees to purchase the herbicide. The dates for ground services will be June 20 through August 25 of each year. The number of service hours will not exceed more than 400 hours of work within the school district boundaries.

5.02 The Weed Board shall purchase and maintain equipment for use on school properties.

### *Article 6: Performance evaluation*

6.01 The Weed Board coordinator and staff agree to provide an annual report detailing all noxious weed sites. Report will include photos, specific species information, documentation of landowner contacts, and control procedures.

6.02 Weed Board staff will spend the majority of time in the field conducting inspections and will keep detailed information about time and mileage spent.

6.03 Enforcement procedures will be handled by Weed Control Board coordinator. It will be the obligation of the Weed Board to collect all enforcement funds or to file the tax lien as required by RCW 17.10.

6.04 Compliance with all laws. Each party shall comply with all federal, state, and local laws, rules, regulations and ordinances applicable to the performance of this agreement.

#### *Article 7: Indemnification*

7.01 Each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, agents or employees to the fullest extent required by law, and further agree to hold the other party harmless from any such liability. It is further provided that no liability shall attach to the parties by reason of entering into this contract except as expressly provided herein.

#### *Article 8: Disputes*

8.01 Governing law and venue. This agreement shall be governed exclusively by the laws of the State of Washington. The Kitsap County Superior County shall be the sole venue for any and all suits brought to enforce or interpret the provisions of the agreement.

8.02 Attorney's Fees. If any legal action or other proceeding is brought for the enforcement of this agreement, or because of an alleged dispute, breach default, or misrepresentation in connection with any of the provisions of this agreement, each party shall pay its own attorney's fees incurred in that action, arbitration or proceeding.

#### *Article 9: Termination*

9.01 Any party hereto may terminate this agreement upon thirty (30) days notice in writing either personally delivered or mailed postage-prepaid by certified mail, return receipt requested, to the party's last known address for the purposes of giving notice under this paragraph. If this agreement is terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this agreement.

#### *Article 10: General Provisions*

10.01 This agreement can be reviewed and mutually amended in writing as needed by the Board members of the participating parties. Any waiver of a term or condition of this agreement shall apply only to the specified act, occurrence or omission and shall not constitute a waiver as to any other term or conditions or future act, occurrence or omission. Waiver or breach of any term or condition of this agreement shall not be considered a waiver of any prior or subsequent breach.

10.02 In the event any term or condition of this agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications of this agreement which can be given effect without the invalid term, condition, or application. To this end the terms and conditions of this agreement are declared severable.

10.03 Pursuant to RCW 39.34.040, This agreement shall be filed with the Kitsap County Auditor.



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## Bainbridge Island School District Business Office

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To: Faith Chapel, Superintendent

From: Peggy Paige, Director of Business Services

Date: June 18, 2015

Re: Interlocal Agreement – Puget Sound Joint Purchasing Cooperative

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Attached for your approval is an interlocal agreement with the Puget Sound Joint Purchasing Cooperative. We have been members of this cooperative since February of 2008 and wish to continue our membership. The PSJPC allows us to purchase food products, supplies, services, equipment, commodity processing, and storage and transportation services at a reduced cost. While this agreement has a five year term we are able to terminate our membership with the proper notification to the cooperative. Fees are based on total lunches as reported to OSPI, with a minimum annual fee of \$300. Our fee has been \$1000 for the past several years.

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**PUGET SOUND JOINT PURCHASING COOPERATIVE**  
*SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON*

Bainbridge Island School District, Kitsap County, Washington

**INTERLOCAL AGREEMENT**  
**with the**  
**PUGET SOUND JOINT PURCHASING COOPERATIVE**

THIS AGREEMENT is made and entered into, by and among the school districts of the State of Washington on the signature page hereto (the "*Member Districts*") and has been authorized by each of the Member Districts.

**RECITALS**

WHEREAS, each of the Member Districts is a duly constituted school district organized and existing under and by virtue of the laws of the State of Washington;

WHEREAS, each of the Member Districts is authorized by RCW 28A.320 or by the Interlocal Cooperation Act, Chapter 39.34 RCW, to enter into cooperative agreements for the purchase of various equipment, supplies and services;

WHEREAS, the Member Districts seek to reduce their respective costs in purchasing various food products, supplies, services, equipment and commodity processing, storage and transportation services for use in the school districts and to make the most efficient use of their powers by enabling them to cooperate with each other on a basis of mutual advantage;

WHEREAS, the Executive Committee (the "*Executive Committee*") has caused the Puget Sound Joint Purchasing Association (DBA Puget Sound Joint Purchasing Cooperative (the "*Cooperative*")) to be formed as a cooperative under Chapter 24.03 RCW;

NOW THEREFORE, in consideration of the promises and agreements contained in this Agreement and subject to the terms and conditions set forth, it is mutually understand and agreed by the parties as follows:

- A. The Cooperative shall continue to have all rights and responsibilities as contemplated and accomplished pursuant to its articles and bylaws, as amended, including but not limited to provide centralized purchasing and other services. Nothing herein shall be deemed to prevent the Cooperative from any further reorganization permitted by applicable law.
- B. The purpose of the Cooperative is to procure various equipment, supplies and services in support of the Member District's programs.
- C. This agreement shall allow the purchase or acquisition of goods and services by each Member District directly from a third party vendor if a provision

*PUGET SOUND JOINT PURCHASING COOPERATIVE*  
*SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON*

has been made in the lead agency's contract with that third party vendor that permits other agencies to avail themselves of the goods and services offered under the contract.

D. The Superintendent or designee of the undersigned school district is hereby designated as representative to the joint purchasing agency Cooperative Board and the Superintendent or designee is further authorized to execute and implement the requisite agreement or agreements to accomplish this purpose.

E. The Superintendent or designee of the undersigned school district shall have full voting rights regarding Cooperative matters upon approval as a Member.

F. The undersigned school district will be assessed fees based on total equivalent lunches (meals) as reported on the last OSPI 1800D report, with a minimum annual fee of \$300. Fees will be determined by the Executive Committee on an annual basis and shall be assessed to each Member District to reimburse documented actual administrative, legal, insurance, and other costs. The Executive Committee will be responsible for annual budgeting and reporting. Upon termination of this Agreement or dissolution of the Cooperative, all remaining assessed fees will be returned to the Member Districts pro rata.

G. Each Member District will be solely responsible for purchase, service, and disposal obligations for its use of the Puget Sound Joint Purchasing Cooperative's contracts.

H. Each Member District reserves the right to contract purchases independently, with or without notice to the other Member Districts. This Agreement does not obligate any Member Districts to acquire goods or services through the contractual agreements of the other Member District.

I. The Cooperative shall have all powers allowed by law for interlocal agencies created under RCW 28A.320.080, RCW 39.34.030 or Chapter 23.86 RCW, as they now exist or may hereafter be amended, and as authorized, amended, or removed by the Executive Committee, as provided for in this Agreement.

J. The Cooperative shall be financed through dues from Member Districts.

K. This Agreement is for a term of five (5) school years beginning with the 2015-2016 school year through the 2019-2020 school year and will remain in full force and effect until terminated in accordance with the Puget Sound Joint Purchasing Cooperative Bylaws or Articles.

L. Therefore, each party agrees to notify the other by April 15th if the party decides to terminate in any year prior to the expiration. This agreement may be terminated at any time with the consent of the other party.

**PUGET SOUND JOINT PURCHASING COOPERATIVE**  
SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

This Agreement and any amendments thereto, shall be executed on behalf of each Member District by its duly authorized representative and pursuant to an appropriate motion, resolution or ordinance. This Agreement may be executed in any number of counterparts, each of which shall be an original, but those counterparts will constitute one and the same instrument. This Agreement shall be deemed adopted and effective as of the date signed.

*Signatures as follows:*

*Bainbridge Island School District  
8489 Madison Ave NE  
Bainbridge Island, WA 98110*

Signature of District Superintendent or Board President

Printed Name and Title

Name	Title

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Attest:  
Secretary to the Board \_\_\_\_\_ Date \_\_\_\_\_

**Received PSJPC**

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name	Title

**BOARD OF DIRECTORS**

Mike Spence  
 Patty Fielding  
 Tim Kinkad  
 Mcv Hoberg  
 Sheila Jakubik

**SUPERINTENDENT**

Faith A. Chapel

8489 Madison Avenue NE

Bainbridge Island, Washington 98100

(206) 842-4714

Fax: (206) 842-2928

To: Faith Chapel, Superintendent  
 From: Randi Ivancich, Director of Instructional Technology  
 Date: June 25, 2015  
 Re: Technology Projects and Levy Monthly Report

**Technology Levy Budget Summary**

This summary provides information on the encumbrances to date applied to the 2010 and 2014 School Technology Levy budgets for the 2014/2015 school year. (Slight variations in the totals are due to rounding.)

FY 2014/2015 Technology Levy Budget		\$2,257,737
Encumbered Purchase Orders	\$ 367,280	
Expenditures to Date	\$ 942,947	
Total Encumbrances to Date		<u>\$ 1,310,227</u>
FY 2014/2015 Technology Levy Budget Balance		\$ 947,509

**Learning**

Due to recommendations from curriculum review committees, the Technology Department is making some hardware purchases now in this budget year rather than waiting for the 2015/2016 budget year. Therefore, we are making some hardware purchase within the Learning area that were not originally anticipated for this year's technology levy budget. To offset this, we will postpone some hardware purchases from the Teaching focus area until the 2015/2016 school year budget. For the remaining 2 months of this school budget year, it will appear on the budget summary spreadsheet that we are over budget in the Learning area and under budget in the Teaching area. The total collection over two years of the technology levy is sufficient to cover the costs over two school budget years.

Some of the hardware for students we will purchase now includes:

- iPads for K-4 Design and Engineering
- microscopes for K-4 Design and Engineering
- probeware hardware and software for BHS high school science
- probeware hardware and software for COS middle level and high school science
- computers for one BHS CTE classroom, and
- computers for one WMS CTE classroom,

**Teaching**

The classroom presentation station committee has recommended the purchase of interactive projectors as part of the next evolution of the presentation station standard for classrooms. Technology staff are evaluating several makes and models and with input from teachers will make a decision in the next few weeks. The Technology Dept. expects to purchase projectors

during the summer. Installations will occur in the first half of the school year on a schedule approved by the principal at each school.

The committee will seek additional input from teachers in the early fall about replacement options for the current teacher laptops. The current teacher laptops will be four years old at the start of the 2015/2016 school year. Our current schedule replaces the teacher laptops when they are four-five years old.

**Network & Infrastructure**

The BISD network systems will be down for service and maintenance on July 2- 5, 2015. Staff will not be able to log into the BISD network on these days. If staff access the Internet from a site outside of the district, they will be able to log onto BISD webpages and BISD email and documents in Google Drive.

**TECHNOLOGY LEVY**  
**2014-15 District Fiscal Year Summary**

	<b>ESTIMATED BUDGET</b>	<b>ENCUMBERED TO DATE (TOTAL AMT)</b>	<b>EXPENDITURES TO DATE</b>	<b>ENCUMBERED PO BALANCE</b>	<b>LEVY BUDGET BALANCE</b>
<b>LEARNING</b>					
Hardware	158,300	243,447	85,558	157,888	(85,147)
Software	121,000	88,915	50,848	38,067	32,085
Professional Development	0	0	0	0	0
<i>Sub-total LEARNING</i>	<b>279,300</b>	332,361	136,406	195,955	<b>(53,062)</b>
<b>TEACHING</b>					
Hardware	966,600	24,086	24,275	(189)	942,514
Software	0	0	0	0	0
Professional Development	156,852	107,947	102,061	5,886	48,905
<i>Sub-total TEACHING</i>	<b>1,123,452</b>	132,033	126,336	5,697	<b>991,419</b>
<b>ASSESSMENT</b>					
Hardware	15,000	3,620	3,620	1	11,380
Software	53,500	53,765	53,765	0	(265)
Professional Development	11,400	4,010	3,472	538	7,390
<i>Sub-total ASSESSMENT</i>	<b>79,900</b>	61,396	60,857	539	<b>18,504</b>
<b>INFRASTRUCTURE</b>					
Hardware	207,500	115,477	107,329	8,148	92,023
Software	43,200	136,700	135,083	1,617	(93,500)
Professional Development	10,000	3,980	3,980	0	6,020
<i>Sub-total INFRASTRUCTURE</i>	<b>260,700</b>	256,158	246,392	9,766	<b>4,542</b>
<b>COMMUNICATIONS + PRODUCTIVITY</b>					
Hardware	97,000	136,035	77,128	58,907	(39,035)
Software	120,700	102,927	100,551	2,376	17,773
Professional Development	17,250	24,942	23,448	1,494	(7,692)
<i>Sub-total COMM. + PROD.</i>	<b>234,950</b>	263,904	201,126	62,777	<b>(28,954)</b>
Technical Support	279,435	264,376	171,829	92,547	15,059
<i>Sub-total Technical Support</i>		264,376	171,829	92,547	
<b>= Total</b>	<b>\$ 2,257,737</b>	<b>\$1,310,227</b>	<b>\$942,947</b>	<b>\$367,280</b>	<b>\$947,509</b>



# Bainbridge Island School District Facilities, Operations and Capital Projects

Date: June 25, 2015

TO: Faith Chapel, Superintendent  
Board of Directors

From: Tamela Van Winkle, Director

Re: Capital Projects and Facilities Report-June

## **CAPITAL PROJECTS**

### **Budget Summary:**

- The attached Bond 2009 Project Summary provides detailed information regarding the status of the 2009 budget. Through value engineering and project progression we continue to realign budget and project priorities.

Estimated Budget	\$ 42,861,137
Encumbered To Date	\$ 37,070,530
Expenditures To Date	\$ 35,533,359
Encumbered PO Balance	\$ <u>1,537,171</u>

Capital Project Budget Balance	\$ 5,790,606
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## **Essential Renovations**

### **BHS**

#### **Tennis Courts**

- Vegetation and tree removal, in preparation for additional seating on the west side of the courts, is near completion
- Construction contract complete and signed with performance and payment bond
- Construction started on June 9<sup>th</sup>

#### **Digital Photography Lab Renovations**

- Specifications for remodel requirements are complete
- Asbestos floor abatement is complete
- New flooring is scheduled for installation of June 22<sup>nd</sup>
- Furniture has been ordered
- Maintenance has completed demolition and cabinet replacement
- Specifications for remodel requirements are complete
- Purchase orders for blinds, wood and drywall work are complete

## **Transportation**

- Permits for Buildings A and B has been issued

- Construction contract is complete and signed with performance and payment bond.
- Contractor is on site and mobilized on June 19th
- Office equipment, files and personal items have been packed and stored at maintenance
- Temporary offices have been established at maintenance

### **Ordway**

- Purchase orders have been issued for portable relocation with Aries Building Systems, LLC
- Miscellaneous purchase orders and proposals are in process for electrical, HVAC and painting

### **District-Wide**

#### **K-4 Design Engineering (STEM) Classrooms**

- Blakely, Ordway and Wilkes furniture is ordered with delivery scheduled for June 22
- Layout and design for each classroom retrofit is complete
- Storage unit and shelving are ordered with delivery scheduled for June 26
- Wood and plumbing parts for the classroom sinks and cabinets are ordered

### **Small Works Projects**

#### **Ordway**

- Gym sound system

#### **Sakai**

- Interior paint
- Instructional islands revision
- Salmon stream trail/teaching environment improvements

#### **District Office**

- TOSA Conference room furniture ordered chair delivery scheduled for June 25<sup>th</sup>
- Tables anticipated early July
- Task chairs ordered and delivery scheduled for June 25<sup>th</sup>
- Additional DO conference room chairs and ordered delivery scheduled for June 25<sup>th</sup>

#### **BHS**

- Nurses curtains in health

#### **WMS**

- Library revisions
- Commons paint

#### **Wilkes**

- Flooring repairs @ gym office and 4<sup>th</sup> grade common area

### **Maintenance**

Maintenance/grounds and custodial budgets are slightly higher due to aging machines. Vacuum cleaners, scrubbers, mowers, weed eaters and blowers require an increasing number of replacement parts, batteries and pumps to lengthen their serviceable life. The life span of small engines and motors is typically somewhere between 500 and 2500 hours. The life expectancy of the district's equipment is prolonged through proactive maintenance and care.



**CAPITAL PROJECTS BUDGET UPDATE  
BOND 2009 PROJECT SUMMARY**

*As of June 30, 2015*

	ESTIMATED BUDGET	ENCUMBERED TO DATE	EXPENDITURES TO DATE	ENCUMBERED PO BALANCE	CP BUDGET BALANCE
<b>Bond Costs</b>					
Bond Costs - 9000	\$ 355,848	\$ 357,148	\$ 357,148	\$ 0	\$ (1,300)
Sub-total Bond Cost	355,848	357,148	357,148	0	(1,300)
<b>Wilkes</b>					
Wilkes Core - 9001	28,962,180	28,882,083	28,871,325	10,758	80,097
Sub-total Wilkes	28,962,180	28,882,083	28,871,325	10,758	80,097
<b>Blakely Elementary School</b>					
Blakely Essential Renovations - 9010	514,498	66,161	55,328	10,834	448,337
Blakely Roof Replacement - 9015	358,752	13,181	13,181	0	345,571
Sub-total Blakely	873,250	79,342	68,509	10,834	793,908
<b>Ordway Elementary School</b>					
Ordway Essential Renovations - 9020	1,048,258	268,902	141,497	127,405	779,357
Ordway Portables Roof Replacement - 9025	122,313	90,619	84,536	6,082	31,694
Sub-total Ordway	1,170,571	359,520	226,033	133,487	811,051
<b>Sakai Intermediate School</b>					
Sakai Essential Renovations - 9030	242,250	83,205	68,205	15,000	159,044
Sub-total Sakai	242,250	83,205	68,205	15,000	159,044
<b>Woodward Middle School</b>					
Woodward Essential Renovations - 9040	161,663	154,248	144,248	10,000	7,415
Woodward Roof Replacement - 9045	1,269,060	1,253,299	1,247,701	5,598	15,761
Woodward Site Improvements - 9046	1,133,627	1,131,129	1,122,545	8,585	2,498
Sub-total Woodward	2,564,350	2,538,677	2,514,494	24,183	25,673
<b>Bainbridge High School</b>					
Bainbridge HS Essential Renovations - 9050	2,095,170	733,423	245,907	487,516	1,361,747
Bainbridge HS Roof Replacement - 9055	443,817	12,739	12,739	0	431,078
Sub-total Bainbridge HS	2,538,987	746,163	258,646	487,516	1,792,825
<b>Commodore Options School</b>					
Commodore Essential Renovations - 9060	993,599	323,186	323,186	0	670,412
Commodore Roof Replacement - 9065	56,664	39,409	39,409	0	17,255
Sub-total Commodore	1,050,263	362,595	362,595	0	687,667
<b>Transportation</b>					
Transportation Essential Renovations - 9070	941,334	895,138	102,719	792,419	46,197
Transportation Roof - 9075	8,170	293	293	0	7,878
Sub-total Transportation	949,504	895,430	103,011	792,419	54,074
<b>District Office</b>					
District Office Essential Renovations - 9080	168,378	170,388	158,138	12,250	(2,010)
Sub-total District Office	168,378	170,388	158,138	12,250	(2,010)
<b>Districtwide Security</b>					
Districtwide Security - 9090	473,533	104,465	104,465	0	369,068
Sub-total Districtwide Security	473,533	104,465	104,465	0	369,068
<b>Energy Conservation</b>					
Energy Conservation - 9095	947,026	131,716	131,716	0	815,310
Sub-total Energy Conservation	947,026	131,716	131,716	0	815,310
<b>Capital Projects Administration - 9100</b>					
Sub-total Capital Projects Administration	2,114,997	1,909,799	1,859,075	50,724	205,198
<hr/>					
= Total of Projects and Fees	\$ 42,411,137	\$ 36,620,530	\$ 35,083,359	\$ 1,537,171	\$ 5,790,606
South Island Sewer (paid May 2012)	450,000	450,000	450,000		0
= Total Expected Expenditures	\$ 42,861,137	\$ 37,070,530	\$ 35,533,359	\$ 1,537,171	\$ 5,790,606

**BOARD OF DIRECTORS**

Mike Spence  
Patty Fielding  
Tim Kinhead  
Mev Hoberg  
Sheila Jakubik



**SUPERINTENDENT**

Faith A. Chapel

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8489 Madison Avenue NE

Bainbridge Island, Washington 98100

(206) 842-4714

Fax: (206) 842-2928

**MEMORANDUM**

To: Faith Chapel, Superintendent                      Date: June 18, 2015  
From: Peggy Paige, Director of Business Services  
RE: Monthly Financial Reports – May

Attached are the financial reports for the month ending May 31, 2015

1. General Fund
  - a. Analysis
2. Summary of Fund Balances
  - a. Budget Status Reports

**Analysis of General Fund**

**Revenue**

Total General Fund revenues to May 31 were \$31.8 million, 4.6 % more than for the same period last year and above the expected average. Tax collections are now at the expected average. Local nontax revenues are currently running above the average. While the timing of donations is a key reason for the variance we are also experiencing an increase in tuition/fee revenues. These increases are offsetting declines in food service and rental revenues. State revenues are consistent with state funding expectations and adjustments for *actual* enrollment. Transportation revenues reflect a boost in funding this year. Federal revenues are above the expected average due to the timing of filing grant reimbursement claims. Grant carryovers and Safety Net revenues may push this area above budget estimates by year end.

## Expenditure

Total General Fund expenditures to May 31 total \$29.2 million, about equal to the same period last year and below the expected average.

Total expense for Regular (Basic) Education is below the average. Expense for supplies and purchased services is down compared to prior year but these areas are not predicted to come in substantially under budget at this time. Extracurricular expense is above the expected average. While there are some ASB costs that should be reimbursed by year end, there are also several sports in extended season play that will push salaries above budget estimates.

Total special education costs are up 9% compared to last year and are above the average. A review of Special Education indicates that budget estimates for staffing, extra time and substitute costs were not increased enough to cover expected expenditures for the year. Additionally, payments for outside services have increased this year and are predicted to exceed budget estimates. Some of these excess expenditures are expected to be offset by increased Safety Net revenues.

Vocational expense is up from last year but is in line with budget estimates.

Compensatory Education has been reviewed and current YTD expenditures plus outstanding encumbrances indicate that we should stay within budget.

Other Instruction reflects expenditures for the Highly Capable Program and the All Day K Program. Last year the All Day K Program was included under Regular Ed but we have moved these expenditures to Program 79 per OSPI guidelines. We would expect to see monthly expenditures of about 8% in this area but we had an unusual level of expense this year for testing.

Total Support Services is currently below the average. Transportation/Motor Pool expenditures are below last May and expenditures to date are below the expected average. Current expenditures plus encumbrances indicate that we will come in below budget estimates for salaries/benefits. Operation, Buildings is up from prior year but in line with the average. Utilities are down from prior year and the expected average. We anticipate that we will see some savings this year in propane expense. Food Service is running below the expected average but revenues are also running lower this year. Maintenance and Information Services expenditures are currently above the average but there will be additional reimbursements from the Capital Projects and Tech Levy Fund prior to year end. Central Office expenditures are currently running below the average.

## Cash Flow

Net cash outflow during May was \$473,291. As of May 31, 2015, the closing cash balance in the general fund was \$4,450,733.

**GENERAL FUND**  
**Summary of Revenues & Expenses**  
**May 31, 2015**

	May-15 Actual YTD \$	% Incr/Decr prior year	May-14 Actual YTD \$	Annual Budget Budget	% YTD	Avg %
<b>Revenues - By Revenue Source</b>						
Local Taxes	9,079,694	4.2%	8,716,564	9,218,043	98.5%	98.4%
Local Nontax	3,155,869	10.6%	2,852,711	3,324,100	94.9%	85.4%
State, General Purpose						
Basic Education	15,297,427	5.2%	14,859,127	21,012,350	72.8%	74.0%
Special Education	334,704	7.8%	310,476	438,680	76.3%	73.9%
State, Special Purpose						
Special Education	1,869,083	9.6%	1,705,678	2,761,230	67.7%	67.4%
Transportation	847,789	22.1%	694,395	1,035,000	81.9%	73.9%
Other	379,211	4.2%	363,992	604,500	62.7%	52.6%
Federal, Special Purpose	913,125	-5.1%	962,554	1,223,700	74.6%	63.9%
<b>TOTAL</b>	<b>31,876,901</b>	<b>4.6%</b>	<b>30,465,496</b>	<b>39,617,603</b>	<b>80.5%</b>	<b>79.7%</b>

	Actual YTD \$	% Incr/Decr prior year	Actual YTD \$	Budget	% YTD	Avg %
<b>Expenses - By program code</b>						
Regular Instruction						
Teaching	12,371,488	-4.9%	13,013,354	17,220,637	71.8%	73.7%
Principal	1,712,691	0.8%	1,699,149	2,469,620	69.4%	73.1%
Guidance/Counseling	823,088	4.0%	791,222	1,218,881	67.5%	71.2%
Learning Resources	497,384	-5.5%	526,519	677,637	73.4%	75.3%
Extracurricular	753,161	33.4%	564,394	806,362	93.4%	84.2%
Other	783,358	-4.2%	817,763	1,082,831	72.3%	74.9%
<b>Total Regular (Basic) Ed.</b>	<b>16,941,169</b>	<b>-2.7%</b>	<b>17,412,402</b>	<b>23,475,968</b>	<b>72.2%</b>	<b>74.0%</b>
Special Education						
Teaching	3,419,234	11.4%	3,068,142	4,148,363	82.4%	76.4%
Other	1,252,350	3.9%	1,205,201	1,694,562	73.9%	74.9%
<b>Total Special Ed.</b>	<b>4,671,584</b>	<b>9.3%</b>	<b>4,273,343</b>	<b>5,842,925</b>	<b>80.0%</b>	<b>76.0%</b>
Vocational Education	718,718	17.4%	612,000	1,001,317	71.8%	71.8%
Compensatory Education	405,312	1.0%	401,405	710,813	57.0%	52.5%
Other Instruction	248,795	669.3%	32,340	317,226	78.4%	47.4%
Support Services						
Transportation/Motor Pool	1,035,557	-4.0%	1,078,550	1,432,167	72.3%	78.4%
Operation Buildings	1,136,823	3.3%	1,100,029	1,519,608	74.8%	74.7%
Utilities	733,823	-29.6%	1,042,896	1,290,000	56.9%	79.3%
Food Services	732,283	-1.4%	743,012	983,080	74.5%	78.6%
Maint/Grounds	731,814	-0.1%	732,678	899,382	81.4%	78.2%
Information Services	593,636	4.5%	568,337	721,417	82.3%	81.3%
Central Office	1,047,447	-3.5%	1,085,443	1,433,528	73.1%	74.6%
Other	285,391	-3.4%	295,381	315,869	90.4%	84.8%
<b>Total Support Services</b>	<b>6,296,775</b>	<b>-5.3%</b>	<b>6,646,324</b>	<b>8,595,051</b>	<b>73.3%</b>	<b>77.8%</b>
<b>TOTAL</b>	<b>29,282,353</b>	<b>-0.3%</b>	<b>29,377,815</b>	<b>39,943,300</b>	<b>73.3%</b>	<b>74.6%</b>

Excess (Deficiency) of Revenues over Expenditures	2,594,548	1,087,681	(325,697)
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# GENERAL FUND CASH FLOW FORECAST 2014-15

## May 2015

	Actual March	Actual April	Actual May	Projected June	Projected July	Projected August	Budget 2014-15
<b>OPENING CASH BALANCE</b>							
Imprest	6,800.00	6,800.00	6,800.00				
Cash on hand	80,728.93	88,782.23	65,516.76				
Cash on deposit	1,309,014.79	999,900.72	4,643,846.50				
Warrants outstanding	(1,131,778.91)	(661,551.56)	(925,476.51)				
Investments	1,332,083.17	1,132,811.53	1,133,337.32				
<i>Total opening cash balance</i>	<i>1,596,847.98</i>	<i>1,566,742.92</i>	<i>4,924,024.07</i>	<i>4,450,733.01</i>	<i>3,121,406.26</i>	<i>2,586,898.58</i>	
<b>Cash Inflows</b>							
Local taxes	408,130.27	3,290,146.56	1,059,946.56	67,593.17	37,740.77	48,456.34	9,218,043.00
Local Support nontax	320,093.57	772,589.92	202,749.62	245,526.89	40,914.82	76,926.23	3,324,100.00
State, general purpose	1,905,060.07	1,900,153.50	1,158,398.35	1,142,069.05	2,178,092.41	2,175,381.92	21,451,030.00
State, special purpose	352,709.91	374,408.06	224,554.91	283,068.95	458,634.00	584,418.55	4,150,730.00
Federal, general purpose	-	-	-	-	-	-	-
Federal, special purpose	107,152.51	106,647.59	108,731.29	178,774.27	115,622.68	157,236.10	1,223,700.00
Other Financing Sources	-	24,876.57	-	10,000.00	-	15,000.00	250,000.00
Adjustments (accruals, receivables due)	-	62,125.00	4,420.00	-	-	80,000.00	-
<i>Total cash inflows</i>	<i>3,093,146.33</i>	<i>6,530,947.20</i>	<i>2,758,800.73</i>	<i>1,927,032.32</i>	<i>2,831,004.68</i>	<i>3,137,419.13</i>	<i>39,617,603.00</i>
<b>Cash Outflows</b>							
Regular Instruction	(1,785,136.28)	(1,861,247.21)	(1,815,541.48)	(2,052,647.39)	(1,890,702.84)	(2,036,479.02)	23,478,768.00
Special Education Instruction	(499,822.31)	(580,620.34)	(490,382.79)	(499,347.55)	(485,517.75)	(491,105.05)	5,842,925.00
Vocational Education Instruction	(73,485.05)	(86,968.83)	(96,144.58)	(80,921.32)	(98,020.31)	(84,813.22)	1,006,817.00
Compensatory Education Instruction	(45,493.61)	(44,653.83)	(57,819.29)	(54,380.59)	(161,795.56)	(162,327.59)	710,813.00
Other Instructional Programs	(27,836.37)	(25,102.87)	(27,751.85)	(25,000.00)	(25,000.00)	(25,000.00)	317,226.00
Support services	(691,979.16)	(575,168.39)	(745,275.54)	(544,062.23)	(704,475.90)	(597,911.76)	8,586,751.00
Adjustments (accruals, payables due)	501.39	95.42	823.74	-	-	100,000.00	-
<i>Total cash outflows</i>	<i>(3,123,251.39)</i>	<i>(3,173,666.05)</i>	<i>(3,232,091.79)</i>	<i>(3,256,359.08)</i>	<i>(3,365,512.36)</i>	<i>(3,297,636.63)</i>	<i>39,943,300.00</i>
<b>Net change in cash balance</b>	<b>(30,105.06)</b>	<b>3,357,281.15</b>	<b>(473,291.06)</b>	<b>(1,329,326.75)</b>	<b>(534,507.68)</b>	<b>(160,217.50)</b>	<b>(325,697.00)</b>
<b>CLOSING CASH BALANCE</b>	<b>1,566,742.92</b>	<b>4,924,024.07</b>	<b>4,450,733.01</b>	<b>3,121,406.26</b>	<b>2,586,898.58</b>	<b>2,426,681.08</b>	
<b>Composition of closing cash balance</b>							
Imprest	6,800.00	6,800.00	6,800.00				
Cash on hand	88,782.23	65,516.76	90,199.03				
Cash on deposit	999,900.72	4,643,846.50	3,990,378.67				
Warrants outstanding	(661,551.56)	(925,476.51)	(770,493.57)				
Investments	1,132,811.53	1,133,337.32	1,133,848.88				
<i>Total closing cash balance</i>	<i>1,566,742.92</i>	<i>4,924,024.07</i>	<i>4,450,733.01</i>	<i>-</i>	<i>-</i>	<i>-</i>	

# GENERAL FUND CASH FLOW FORECAST 2014-15 May 2015

	Actual August	Actual September	Actual October	Actual November	Actual December	Actual January	Actual February
<b>OPENING CASH BALANCE</b>							
Imprest	6,800.00	6,800.00	6,800.00	6,800.00	6,800.00	6,800.00	6,800.00
Cash on hand	4,318.66	53,591.20	137,965.18	466,010.41	92,827.16	56,246.36	83,160.78
Cash on deposit	1,224,875.79	1,269,920.83	1,535,096.12	3,855,765.81	3,379,177.81	1,364,481.15	933,930.32
Warrants outstanding	(1,073,293.79)	(1,146,303.24)	(1,200,460.09)	(1,177,309.19)	(1,000,226.53)	(933,513.86)	(1,171,984.89)
Investments	1,878,313.63	1,729,059.42	329,691.26	329,839.52	330,018.18	2,330,234.17	2,081,264.62
<i>Total opening cash balance</i>	<i>2,041,014.29</i>	<i>1,913,068.21</i>	<i>809,092.47</i>	<i>3,481,106.55</i>	<i>2,808,596.62</i>	<i>2,824,247.82</i>	<i>1,933,170.83</i>
<b>Cash Inflows</b>							
Local taxes	46,836.32	168,123.16	3,029,547.33	844,766.37	57,497.20	30,825.19	190,710.90
Local Support nontax	22,834.01	571,265.42	534,589.37	194,354.79	209,086.44	170,314.99	180,824.54
State, general purpose	2,050,460.42	1,930,216.76	1,930,216.35	1,179,576.78	1,930,216.56	1,793,423.50	1,904,868.99
State, special purpose	600,531.44	314,450.62	332,560.00	212,611.69	329,179.82	349,403.26	394,283.72
Federal, general purpose	-	-	-	-	-	-	-
Federal, special purpose	25,201.50	(162,723.49)	250,624.72	116,794.21	133,202.06	113,311.02	139,385.29
Other Financing Sources	22,167.58	-	-	-	187,044.11	-	-
Adjustments (accruals, receivables due)	121,969.00	33,829.75	-	-	-	-	-
<i>Total cash inflows</i>	<i>2,890,000.27</i>	<i>2,855,162.22</i>	<i>6,077,537.77</i>	<i>2,548,103.84</i>	<i>2,846,226.19</i>	<i>2,457,277.96</i>	<i>2,810,073.44</i>
<b>Cash Outflows</b>							
Regular Instruction	(1,917,388.48)	(2,310,031.58)	(1,940,966.46)	(1,853,469.68)	(1,697,444.42)	(1,860,143.16)	(1,817,188.91)
Special Education Instruction	(423,381.96)	(503,241.32)	(498,337.59)	(517,413.71)	(493,200.66)	(551,501.47)	(537,063.48)
Vocational Education Instruction	(75,832.13)	(79,860.14)	(83,140.38)	(73,601.16)	(77,925.12)	(75,897.88)	(71,694.76)
Compensatory Education Instruction	(99,919.08)	(44,889.47)	(41,069.51)	(42,256.85)	(44,679.11)	(43,077.67)	(41,372.67)
Other Instructional Programs	(2,066.59)	(26,259.68)	(31,984.61)	(25,705.65)	(33,535.65)	(23,994.42)	(26,623.50)
Support services	(606,719.05)	(846,972.64)	(800,500.99)	(708,004.76)	(483,150.77)	(794,443.49)	(651,279.77)
Adjustments (accruals, payables due)	107,360.94	(147,883.13)	(9,524.15)	(161.96)	(639.26)	703.14	(1,173.20)
<i>Total cash outflows</i>	<i>(3,017,946.35)</i>	<i>(3,959,137.96)</i>	<i>(3,405,523.69)</i>	<i>(3,220,613.77)</i>	<i>(2,830,574.99)</i>	<i>(3,348,354.95)</i>	<i>(3,146,396.29)</i>
<b>Net change in cash balance</b>	<b>(127,946.08)</b>	<b>(1,103,975.74)</b>	<b>2,672,014.08</b>	<b>(672,509.93)</b>	<b>15,651.20</b>	<b>(891,076.99)</b>	<b>(336,322.85)</b>
<b>CLOSING CASH BALANCE</b>	<b>1,913,068.21</b>	<b>809,092.47</b>	<b>3,481,106.55</b>	<b>2,808,596.62</b>	<b>2,824,247.82</b>	<b>1,933,170.83</b>	<b>1,596,847.98</b>
<b>Composition of closing cash balance</b>							
Imprest	6,800.00	6,800.00	6,800.00	6,800.00	6,800.00	6,800.00	6,800.00
Cash on hand	53,591.20	137,965.18	466,010.41	92,827.16	56,246.36	83,160.78	80,728.93
Cash on deposit	1,269,920.83	1,535,096.12	3,855,765.81	3,379,177.81	1,364,481.15	933,930.32	1,309,014.79
Warrants outstanding	(1,146,303.24)	(1,200,460.09)	(1,177,309.19)	(1,000,226.53)	(933,513.86)	(1,171,984.89)	(1,131,778.91)
Investments	1,729,059.42	329,691.26	329,839.52	330,018.18	2,330,234.17	2,081,264.62	1,332,083.17
<i>Total closing cash balance</i>	<i>1,913,068.21</i>	<i>809,092.47</i>	<i>3,481,106.55</i>	<i>2,808,596.62</i>	<i>2,824,247.82</i>	<i>1,933,170.83</i>	<i>1,596,847.98</i>

**SUMMARY OF FUND BALANCES****31-May-15**

	May-15 YTD Actual	2014-15 Annual Budget
<b>General Fund</b>		
Opening fund balance		
Reserved for Inventory	194,275.00	200,000.00
Restricted for Carryover	6,810.00	-
Committed to Minimum Fund Balance	1,170,000.00	1,100,000.00
Assigned to Other Purposes	539,182.19	150,000.00
Unassigned	-	750,000.00
Total opening fund balance	1,910,267.19	2,200,000.00
Revenue	31,876,900.93	39,617,603.00
Expenditure	(29,282,352.87)	(39,943,300.00)
Excess (Deficiency) of Revenues over Expenditures	2,594,548.06	(325,697.00)
Reserved for Inventory	194,275.00	200,000.00
Restricted for Carryover	6,810.00	-
Committed to Minimum Fund Balance	1,170,000.00	1,200,000.00
Assigned to Other Purposes	539,182.19	-
Unassigned	2,594,548.06	474,303.00
Total closing fund balance	4,504,815.25	1,874,303.00
<b>Capital Projects Fund</b>		
Opening fund balance	10,321,470.05	10,925,000.00
Revenue	1,891,775.82	1,932,768.00
Expenditure	(1,776,669.80)	(7,873,443.00)
Reserve of bond proceeds	8,084,517.53	4,337,532.00
Reserve of levy proceeds	2,223,896.63	546,793.00
Unreserved Fund Balance	128,161.91	100,000.00
Closing fund balance	10,436,576.07	4,984,325.00
<b>Debt Service Fund</b>		
Opening fund balance	4,200,467.38	2,075,000.00
Revenue	23,587,254.46	8,028,592.00
Expenditure		
Principal	(1,895,000.00)	(2,625,000.00)
Interest	(1,739,023.76)	(3,480,000.00)
Other	(15,507,441.23)	(5,000.00)
Closing fund balance	8,646,256.85	3,993,592.00
<b>ASB Fund</b>		
Opening fund balance	337,043.30	344,000.00
Revenue	344,759.78	644,300.00
Expenditure	(247,837.34)	(898,619.00)
Closing fund balance	433,965.74	89,681.00
<b>Transportation Vehicle Fund</b>		
Opening fund balance	458,708.21	460,000.00
Revenue		
Depreciation	-	123,000.00
Investment Earnings	717.30	1,500.00
Grant Revenue	90,000.00	-
Sale of Equipment		
Expenditure	(424,534.68)	(430,000.00)
Closing fund balance	124,890.83	154,500.00

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2014 (September 1, 2014 - August 31, 2015)

For the BAINBRIDGE ISLAND SD #303 School District for the Month of May, 2015

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 LOCAL TAXES	9,218,043	1,059,946.56	9,079,693.54		138,349.46	98.50
2000 LOCAL SUPPORT NONTAX	3,324,100	202,749.62	3,155,868.66		168,231.34	94.94
3000 STATE, GENERAL PURPOSE	21,451,030	1,158,398.35	15,632,130.86		5,818,899.14	72.87
4000 STATE, SPECIAL PURPOSE	4,150,730	224,554.91	2,884,161.99		1,266,568.01	69.49
5000 FEDERAL, GENERAL PURPOSE	0	.00	.00		.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,223,700	108,731.29	913,125.20		310,574.80	74.62
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	0	.00	.00		.00	0.00
9000 OTHER FINANCING SOURCES	250,000	.00	211,920.68		38,079.32	84.77
<u>Total REVENUES/OTHER FIN. SOURCES</u>	39,617,603	2,754,380.73	31,876,900.93		7,740,702.07	80.46
<u>B. EXPENDITURES</u>						
00 Regular Instruction	23,357,268	1,815,541.48	16,941,169.18	5,309,997.41	1,106,101.41	95.26
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	5,842,925	490,382.79	4,671,583.67	1,514,252.69	342,911.36	105.87
30 Voc. Ed Instruction	1,113,267	96,144.58	718,717.90	277,512.16	117,036.94	89.49
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	710,813	57,819.29	405,312.01	126,285.24	179,215.75	74.79
70 Other Instructional Pgms	317,226	27,751.85	248,794.60	72,436.37	4,004.97	101.26
80 Community Services	30,000	.00	.00	0.00	30,000.00	0.00
90 Support Services	8,571,801	745,275.54	6,296,775.51	2,053,010.05	222,015.44	97.41
<u>Total EXPENDITURES</u>	39,943,300	3,232,915.53	29,282,352.87	9,353,493.92	1,307,453.21	96.73
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	325,697	478,534.80	2,594,548.06		2,920,245.06	896.61
<u>F. TOTAL BEGINNING FUND BALANCE</u>	2,200,000		1,910,267.19			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	1,874,303		4,504,815.25			



I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restric Unequalized Deduct Rev	0	.00
G/L 821 Restrictd for Carryover	0	6,810.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	200,000	194,275.00
G/L 845 Restricted for Self-Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 872 Committed to Min Fnd Bal Policy	1,200,000	1,170,000.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	539,182.19
G/L 890 Unassigned Fund Balance	474,303	2,594,548.06
<u>TOTAL</u>	1,874,303	4,504,815.25

20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT

Fiscal Year 2014 (September 1, 2014 - August 31, 2015)

For the BAINBRIDGE ISLAND SD #303 School District for the Month of May, 2015

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	1,882,768	244,424.32	1,848,889.83		33,878.17	98.20
2000 Local Support Nontax	50,000	4,339.11	42,885.99		7,114.01	85.77
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 1,932,768	 248,763.43	 1,891,775.82		 40,992.18	 97.88
 <u>B. EXPENDITURES</u>						
10 Sites	0	.00	49,388.66	7,031.58	56,420.24-	0.00
20 Buildings	5,691,683	39,046.26	1,039,230.46	139,158.03	4,513,294.51	20.70
30 Equipment	1,931,760	112,039.98	476,130.00	117,827.19	1,337,802.81	30.75
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
 <u>Total EXPENDITURES</u>	 7,623,443	 151,086.24	 1,564,749.12	 264,016.80	 5,794,677.08	 23.99
 <u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	 250,000	 .00	 211,920.68			
 <u>D. OTHER FINANCING USES (GL 535)</u>	 0	 .00	 .00			
 <u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	 5,940,675-	 97,677.19	 115,106.02		 6,055,781.02	 101.94-
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 10,925,000		 10,321,470.05			
 <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	 XXXXXXXXXX		 .00			
 <u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	 4,984,325		 10,436,576.07			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	4,337,532	8,084,517.53
G/L 862 Committed from Levy Proceeds	546,793	2,223,896.63
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Restricted from Fed Proceeds	0	.00
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restricted Impact Fees	0	.00
G/L 867 Restrictd Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 Assigned to Fund Purposes	100,000	128,161.91
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	4,984,325	10,436,576.07

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2014 (September 1, 2014 - August 31, 2015)

For the BAINBRIDGE ISLAND SD #303 School District for the Month of May, 2015

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	7,089,992	780,384.20	7,123,327.26		33,335.26-	100.47
2000 Local Support Nontax	12,150	19,819.45	26,052.57		13,902.57-	214.42
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	926,450	462,727.74	925,455.48		994.52	99.89
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	15,512,419.15		15,512,419.15-	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	8,028,592	1,262,931.39	23,587,254.46		15,558,662.46-	293.79
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	2,625,000	.00	1,895,000.00	0.00	730,000.00	72.19
Interest On Bonds	3,480,000	.00	1,739,023.76	0.00	1,740,976.24	49.97
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	5,000	.00	.00	0.00	5,000.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	100,690.00	0.00	100,690.00-	0.00
<u>Total EXPENDITURES</u>	6,110,000	.00	3,734,713.76	0.00	2,375,286.24	61.12
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	15,406,751.23			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXPENDITURES (A-B-C-D)</u>	1,918,592	1,262,931.39	4,445,789.47		2,527,197.47	131.72
<u>F. TOTAL BEGINNING FUND BALANCE</u>	2,075,000		4,200,467.38			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	3,993,592		8,646,256.85			
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	3,993,592		8,646,256.85			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	3,993,592		8,646,256.85			

40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2014 (September 1, 2014 - August 31, 2015)

For the BAINBRIDGE ISLAND SD #303 School District for the Month of May, 2015

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES</u>						
1000 General Student Body	150,500	316.07	73,631.56		76,868.44	48.92
2000 Athletics	96,500	568.93	39,988.77		56,511.23	41.44
3000 Classes	26,500	445.00	4,146.75		22,353.25	15.65
4000 Clubs	305,400	13,524.80	184,346.98		121,053.02	60.36
6000 Private Moneys	65,400	30,000.00	42,645.72		22,754.28	65.21
<u>Total REVENUES</u>	644,300	44,854.80	344,759.78		299,540.22	53.51
<u>B. EXPENDITURES</u>						
1000 General Student Body	226,700	475.00	12,241.40	179.49	214,279.11	5.48
2000 Athletics	148,000	3,077.04	53,206.74	4,503.67	90,289.59	38.99
3000 Classes	26,500	20,283.59	21,882.01	0.00	4,617.99	82.57
4000 Clubs	361,000	31,552.51	141,700.70	72,927.75	146,371.55	59.45
6000 Private Moneys	136,419	2,148.72	18,806.49	0.00	117,612.51	13.79
<u>Total EXPENDITURES</u>	898,619	57,536.86	247,837.34	77,610.91	573,170.75	36.22
<u>C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)</u>	254,319-	12,682.06-	96,922.44		351,241.44	138.11-
<u>D. TOTAL BEGINNING FUND BALANCE</u>	344,000		337,043.30			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE (C+D + OR - E)</u>	89,681		433,965.74			
<u>G. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	89,681		433,965.74			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	89,681		433,965.74			

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2014 (September 1, 2014 - August 31, 2015)For the BAINBRIDGE ISLAND SD #303 School District for the Month of May, 2015

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	1,500	56.14	717.30		782.70	47.82
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	123,000	.00	90,000.00		33,000.00	73.17
5000 Federal, General Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. TOTAL REV/OTHER FIN.SRCS (LESS TRANS)	124,500	56.14	90,717.30		33,782.70	72.87
B. 9900 TRANSFERS IN FROM GF	0	.00	.00		.00	0.00
C. Total REV./OTHER FIN. SOURCES	124,500	56.14	90,717.30		33,782.70	72.87
D. EXPENDITURES						
Type 30 Equipment	430,000	.00	424,534.68	0.00	5,465.32	98.73
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	430,000	.00	424,534.68	0.00	5,465.32	98.73
E. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
F. OTHER FINANCING USES (GL 535)	0	.00	.00			
G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)	305,500-	56.14	333,817.38-		28,317.38-	9.27
H. TOTAL BEGINNING FUND BALANCE	460,000		458,708.21			
I. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXXXX		.00			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	154,500		124,890.83			
K. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	154,500		124,890.83			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	154,500		124,890.83			

Date: June 18, 2015  
To: Faith Chapel, Superintendent  
From: Lynn Stellick, Human Resources Director  
Subj: Personnel Actions

Personnel actions recommended for Board approval at the June 25, 2015 School Board meeting are as follows:

**Hiring Recommendations:** (Subject to acceptable outcome of a criminal history records check and sexual misconduct clearance)

Sweeney, Lara                      2.0 hrs/day Asst. JV Volleyball Coach at Bainbridge High School effective 8/17/2015

**Changes in Assignment:**

Read, Warren                      From 1.0 FTE TOSA at District Office to .60 FTE Asst. Principal at Sakai Intermediate School/.40 FTE Asst. Principal at Ordway Elementary School effective 7/1/2015

Corso, Denise                      From .80 FTE Special Education/.20 FTE Math to 1.0 FTE Special Education Teacher at Eagle Harbor High School effective 9/1/2015

Ledbetter, Jennifer                From 1.0 FTE TOSA at District Office to 1.0 FTE Differentiation Specialist at Blakely Elementary School effective 9/1/2015

Marshall, Abigail                From 1.0 FTE 4<sup>th</sup> Grade Teacher at Blakely Elementary School to 1.0 FTE Differentiation Specialist at Wilkes Elementary School effective 9/1/2015

Menard, Cara                      From .60 FTE Science Teacher at Bainbridge High School to .60 FTE/.40 FTE Science Teacher at Bainbridge High School/Eagle Harbor High School effective 9/1/2015

Phillips, Jill                      From 1.0 FTE 1<sup>st</sup> Grade Teacher at Blakely Elementary School to 1.0 FTE Differentiation Specialist at Ordway Elementary School effective 9/1/2015

Schmidt, Ruth                      From 1.0 FTE 6<sup>th</sup> Grade Teacher to 1.0 FTE Title/LAP Teacher at Sakai Intermediate School effective 9/1/2015

Sheehan, Erin                      From 1.0 FTE 1<sup>st</sup> Grade Teacher at Blakely Elementary School to .75 FTE Librarian/.25 Lap Teacher at Ordway Elementary School effective 9/1/2015

Sullivan, Paul                      From 1.0 FTE Math Teacher to .80 FTE Math/.20 FTE Computer Science Teacher at Commodore Options School effective 9/1/2015

**Resignations:**

Madderra, Diana                      4.6 hrs/day Bus Driver at Transportation Services effective 6/19/2015

Timmons, Marla                      8.0 hrs/day Secretary at Bainbridge High School effective 7/15/2015  
(Retirement planned for 12/1/2015)

**Retirements:**

Gregory, Carol                      8.0 hrs/day SPED Paraeducator at Transportation Services effective 6/30/2015

**Leaves of Absence:**