

BAINBRIDGE ISLAND SCHOOL DISTRICT
SCHOOL BOARD MEETING AGENDA

Date: June 14, 2012
Time: 5:30 p.m.
Place: Board Room – Commodore Campus

Board of Directors

President – Patty Fielding
Vice-President – Mary Curtis
Director – Tim Kinhead, Mike Spence, Mev Hoberg

Call to Order (5)

Public Comment (5)

Superintendent's Report (5)

Board Reports (10)

Presentations

- A. Strategic Planning Process Phase I – School Configuration Committee (15)
Action: Board Approval
- B. Installation of Interior Security Cameras at Select Locations (20)
Action: Board Approval
- C. Policy 2022 – Responsible Use of Electronic Resources (10)
Action: Board Approval – Second Reading
- D. Negotiated Agreement between the Bainbridge Island School District and Bainbridge Island Education Association (10)
Action: Board Approval
- E. Policy 6010 – Fiscal Year (Elimination) (5)
Action: Board Approval
- F. Policy 6005 – Program Planning, Budget Preparation, Adoption and Implementation (First Reading) (5)
Action: Board Approval – First Reading

Personnel Actions (5)

Consent Agenda (5)

Projected Adjournment 7:00 PM

Possible Executive Session

BOARD OF DIRECTORS

Mary Curtis
Patty Fielding
Mev Hoberg
Tim Kinkead
Mike Spence



SUPERINTENDENT
Faith A. Chapel

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

June 9, 2012

TO: Board of Directors

FR: Faith A. Chapel, Superintendent

RE: District Strategic Planning Process Phase I – School Board Charge to the School Configuration Committee

At its last meeting on May 31, the Board of Directors discussed a formal proposal to form a School Configuration Committee as Phase I of the District's strategic planning efforts. It reached consensus that the committee should be formed, as proposed. Attached is a document describing the "charge" to the committee that is submitted for Board approval at its next meeting on June 14th.

Bainbridge Island School District

School Board Charge to the School Configuration Committee

June 14, 2012

Context

Economic challenges

Like all districts in Washington State, the Bainbridge Island School District has experienced five years of cumulative reductions in state funding. However, unlike many other districts, Bainbridge Island has been able to largely maintain the educational programs, services, and opportunities that directly impact student learning. To do this, the district has employed numerous strategies including deep cuts to non-teaching services such as transportation, central administration, and custodial/maintenance. It has also requested and received significant additional support from the community through the Bainbridge Schools Foundation, Parent-Teaching Organizations, Educational Programs and Operations Levies, a Technology Levy, and a Capital Facilities Bond. As the district looks to the future, it appears unlikely that state budget allocations for K-12 education will dramatically increase within the next few years.

Demographic challenges

The challenges confronting the district are now both economic and demographic. Like other districts in the Puget Sound Region that experienced significant growth in enrollment between 1990 and 2005, the Bainbridge Island School District is now serving fewer students. During the past 7 years, student enrollment decreased by 7.5%. The district regularly monitors enrollment trends, and as part of its ongoing strategic planning efforts, it commissions a demographic study every 3-4 years. The most recent demographic study was completed in April and presented to the Board of Directors on April 25th. The report indicates that student enrollment during the next 10 years is likely to remain flat or slightly decline.

Implications for School Configuration

Purpose for considering change

The primary purpose of all economically or demographically driven strategic changes is to utilize available resources to provide the students of Bainbridge Island with the highest quality educational opportunities in alignment with the district's mission, vision, and guiding principles.

During recent years, the district has significantly reduced operating costs of infrastructure and non-teaching services and operations in order to focus district resources, to the greatest extent possible, on the classroom and the educational programs and services that directly impact student learning.

The district has also been a good steward of taxpayer dollars by keeping school taxes stable, utilizing every available opportunity to reduce tax impacts of facilities bonds (e.g. Build America Bonds, Qualified School Construction Bonds, refinancing of existing bonds), and returning to citizens any unused portion of previous bonds.

Purpose for considering school configuration changes

The two key drivers for considering changes to school configuration are economic and demographic projections. Like other economically driven change processes that have occurred within the district, the purpose of revisiting school configuration is to consider whether such changes would be beneficial to the students and citizens of Bainbridge Island.

Charge to the School Configuration Committee

The School Board charge to the committee is to develop school configuration options that best accomplish the district's mission, vision, and guiding principles within the constraints of the district's economic and demographic limitations. It is expected that the committee will analyze multiple scenarios and bring to the School Board a recommended set of options to be considered for implementation.

Factors to be Considered

Competing values

The district last debated school configuration in the late 1990s, when it was experiencing rapid growth in student enrollment. At that time, there were three Gr. K-5 elementary schools (@550 students each), one Gr. 6-8 middle school (@900 students), and one Gr. 9-12 high school (@1200 students). The existing facilities were not built to accommodate those numbers, and there was significant overcrowding at the elementary and middle schools. Numerous portables were being utilized, and class sizes were large. A district committee was formed, and the decision was made to create smaller schools for Gr. K-8 students by constructing a new, Gr. 5-6 intermediate school which opened in the fall of 1999.

Student enrollment on the Island continued to grow through the 2005-06 school year; but since that time, changes in birth rate, population trends, and housing have contributed to a reduction of 365 students (43 in Gr. K-4; 47 in Gr. 5-8, and 175 in Gr. 9-12). While the community expressed its preference for smaller neighborhood schools in the late 1990s, smaller schools present an additional economic challenge when dollars for operating schools are scarce. The district cannot take advantage of economies of scale, is less able to efficiently deploy staff resources, and has more facilities to operate and renovate. Therefore, maintaining small schools is in competition with the district's need to minimize non-teaching operational costs. It is important for the School Configuration Committee to provide the forum for reconciling these types of competing values.

Programs and facilities

Any discussion of reconfiguration must also take into account the implications for existing programs and facilities. Changing grade level configurations or closing or combining schools could have significant impacts, both positive and negative, on the number and type of educational programs and opportunities that are available to students. This is especially true in Gr. 5-12 where students have elective opportunities. Additionally, consideration must be given to the costs that would be associated with improving or reconstructing facilities when closing or combining schools. Certain programs require specialized facilities (e.g. special education, science, music, art, etc.). Facilities will always be important to the quality of educational opportunities the district can offer its students.

Adaptive change

The School Configuration Committee will need to be aware of educational trends that are driving changes in the content and delivery of educational programs and services. The committee will be working in parallel with district processes to assess program and service offerings with the goal of providing the most value for the available resources. The committee must also work in concert with other district committees as they consider adaptive and innovative changes in educational programs and services.

Committee Tasks and Responsibilities

The term "configuration" refers to the relative disposition or arrangement of the parts or elements of an object or system. In this case, the School Configuration Committee is being asked to consider factors such as school size, school locations, grade levels served, and the relationship of these types of elements to educational programs and services. The committee is being asked to accomplish a number of tasks as it develops and considers a number of options:

1. Consider relevant research regarding school size and grade level configurations in determining options.
2. Consider educational programs and services in relation to space and facilities needs in determining configuration options.
3. Consider size and location of school populations that would make any recommended configuration a viable option.
4. Consider enrollment patterns and projections to determine time frame possibilities and constraints relative to configuration options.

5. Consider the current condition and location of existing facilities and implications for configuration options.
6. Develop both short-term and long-term configuration options, ranging from the option of no change to closing school(s) and combining school populations.
7. Communicate with constituent groups regarding committee activities and deliberations and solicit feedback for consideration.

Proposed Committee Composition

- District administrators (3)
- School administrators (2)
- Certificated staff (5)
- Classified staff (3)
- Parents (7)
- Community members (5)
- Ex-Officio School Board representatives (2)

Proposed Timeline

The School Configuration Committee is expected to present its recommendations to the School Board following the conclusion of its Fall 2013 meetings. The Board will receive regular updates of SCC work during the 2012-13 school year.

Should the School Board determine that schools should be reconfigured to better serve the students of Bainbridge Island, additional public process would be initiated before decisions are made.

- | | |
|---|---------------------|
| • Determine committee composition | June 2012 |
| • Distribute background information to committee members | August 2012 |
| • Committee meetings to be held 5:30-7:30 pm (day of week to be determined) | Fall 2012-Fall 2013 |

Proposed number of meetings for 2012-13:

- | | |
|---|------------------------|
| ✓ September (1 meeting) | |
| ✓ October (2 meetings) | |
| ✓ November (2 meetings) | |
| ✓ December (1 meeting) | |
| ✓ January (2 meetings) | |
| ✓ February (2 meetings) | |
| ✓ March (2 meetings) | |
| ✓ April (1 meeting) | |
| ✓ May (2 meetings) | |
| ✓ (Fall 2013 meetings TBD) | |
| • 2-3 community outreach meetings to be held in 2012-13 school year | Fall 2012 -Spring 2013 |



Bainbridge Island SD #303
Facilities/Capital Projects Office

Memo

To: Faith Chapel, Superintendent
From: Tamela Van Winkle, Director Facilities and Capital Projects
Date: 6/14/12
Re: Installation of Interior Security Cameras at Select Locations

Six years ago, the Board of Directors approved Policy and Procedure 6550 "Video Surveillance, Cameras, and Recording Equipment on School Grounds or Property." The original scope of work included installation of outdoor cameras at the Bainbridge High School "Wagon Wheel," the west end of the stadium grandstands, and the parking lot adjacent to the Commodore Commons.

District discussions regarding security cameras have evolved since those initial plans were developed. In response to concerns regarding safety, vandalism, and damage to indoor areas that have high levels of use, recent discussions have centered on the need to add cameras in several interior common areas such as gymnasiums or hallways in select locations. Procedure 6550 currently requires Board approval before interior cameras can be installed.

Bainbridge High School Principal Brent Peterson and Woodward Principal Mike Florian initiated proposals for the addition of interior cameras. They will attend the June 14th board meeting to share information about the issues and concerns that gave rise to this proposal and the discussions they have had with students and parents regarding the addition of interior cameras at select locations.

The 2009 bond request included dollars for security improvements at district facilities. The funds for this proposal would come from that allocation, and the estimated cost is approximately \$18,000 to \$20,000. We will share information with the Board regarding the proposed locations of interior cameras at BHS and WMS.

Responsible Use of Electronic Resources

The Bainbridge Island School District Board of Directors recognizes that an excellent and engaging public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that students need to be proficient, responsible, and safe users of information, media, and technology to succeed in a digital world.

Therefore, the district will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings use these tools. The district's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their **reputations and** lives.

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

The superintendent or designee will create strong electronic educational systems that support innovative teaching and learning, provide appropriate staff development opportunities, and develop procedures to support this policy.

Cross References:	Board Policy 2120	Curriculum Framework Development
	Board Policy 2310	Selection and Adoption of Instructional Materials
	Board Policy 2312	Copyright Compliance
	Board Policy 3706	Prohibition of Harassment, Intimidation and Bullying
	Board Policy 3231	Student Records
	Board Policy 3241	Classroom Management, Corrective Actions and Sanctions
	Board Policy 4340	Public Access to District Records

Legal Reference: 18 USC §§ 2510-2522

Electronic Communication Privacy
Act

Pub. L. No. 110-385

Protecting Children in the 21st
Century Act

Management Resources: *Policy News*, February 2012

Policy News, June 2008

Policy News, June 2001

Policy News, August 1998

Electronic Resources

Congress Requires Internet Blocking
at School

Permission required to review e-mail

Responsible Use of Electronic Resources

Network Responsible Use and Internet Safety Guidelines

These procedures are written to support the Responsible Use of Electronic Resources Policy 2022 of the Board of Directors of the Bainbridge Island School District and to promote safe, positive, and responsible digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Successful, technologically-fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different from face-to-face interactions.

Policy 2022 and its procedures apply to all staff, students, and guest users of the school district's network, and electronic devices and resources.

Use of Personal Electronic Devices

In accordance with all school district policies and procedures, students and staff may use personal electronic devices such as, but not limited to, laptops, tablets, mobile devices, cell phones, and e-readers to promote student learning and to further the educational and research mission of the district. The use of personally owned devices at school by staff and students is voluntary and a privilege, and subject to all school district policies and procedures. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during any school-related activity.

The district assumes no liability or responsibility for any act of a staff, student or guest user that is inconsistent with school district policies and procedures. Any individual who brings personally owned devices onto school property is solely responsible for that equipment.

If the District has reasonable cause to believe a staff member or student has violated school district policies or procedures authorized personnel may confiscate and search a staff, student's or guest user's mobile device in accordance with school district policies and procedures for privacy, and search and seizure.

Network Use

The district network includes wired and wireless devices and peripheral equipment, files and storage, E-mail and Internet content such as blogs, websites, collaboration software, social networking sites, wikis, etc. The district reserves the right to prioritize the use of, and access to, the network.

Network use is intended to support education and research and be consistent with the mission of the district. Guest users may be granted access to the district network and electronic resources by the Director of Technology or designee. Guest users are subject to all school district policies and procedures.

Connection of any personal electronic device to the district network by any person is voluntary and a privilege, and subject to all school district policies and procedures.

Responsible and acceptable use of technology by district network users includes:

- A. Creation of files, digital projects, videos, web pages and podcasts in support of education and research;
- B. Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, E-mail and webpages in support of education and research;
- C. The online publication of original educational material, curriculum related materials, and student work. Parental and student permission must be received in writing electronically or in hard copy before publishing student work. Sources outside the classroom or school must be cited appropriately.
- D. Connection of personal electronic devices, wired or wireless, including portable devices with network capabilities to the district network upon permission from the Director of Technology or designee to confirm that the device is equipped with up-to-date anti-virus software, compatible network card, and is configured properly. Permission may be granted in an electronic format as part of the network login process;
- E. Staff use of the network for incidental personal use in accordance with all school district policies and procedures.

Unacceptable network use by district students and staff includes but is not limited to:

- A. Personal gain, commercial solicitation and compensation of any kind;
- B. Actions that result in liability or cost incurred by the district;
- C. Downloading, installing and use of games, audio files, video files, games or other applications (including shareware or freeware) for non-educational purposes unless hard-copy or electronic written permission has been received from the Director of Technology or designee;
- D. Support for or opposition to ballot measures, candidates and any other political activity;
- E. Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs or changes to hardware, software and monitoring tools;
- F. Unauthorized access to other district computers, networks, and information systems;
- G. Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- H. Information posted, sent, or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
- I. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material;
- J. Intentionally searching for inappropriate material (e.g. bomb construction, pornography, sexually explicit material);
- K. Attaching or connecting unauthorized devices to the district network. Any such device will be confiscated and additional disciplinary action may be taken.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by his/her own negligence or any other errors or omissions or breach of these procedures. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

Internet Safety

Personal Information and Inappropriate Content:

- A. Students and staff should not reveal personal information including a home address and phone number on web sites, blogs, podcasts, videos, social networking sites, wikis, in E-mail, or as content on any other electronic medium;
- B. Students and staff should not reveal personal information about another individual on any electronic medium without first obtaining permission;
- C. No student pictures or names can be published on any public class, school or district website unless the appropriate permission has been obtained according to district policy; and
- D. Students or staff encountering dangerous or inappropriate information or messages are obligated to notify the appropriate school authority immediately.

Internet Safety Instruction

All students will be educated about appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

- A. Age appropriate materials and resources will be made available for use across grade levels.
- B. Training on online safety issues and materials implementation will be made available for administration, staff, and families.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes other objectionable material is a local decision made at the school district's sole discretion.

- A. Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his/her use of the network and Internet and avoid objectionable sites;
- B. Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited (e.g., proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content);
- C. E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district E-mail boxes;
- D. The district will provide appropriate adult supervision of Internet use by reasonably monitoring and supervising students as they use the Internet and electronic resources at school; and
- E. Staff members who supervise students, control electronic equipment or have occasion to observe student use of electronic devices must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to school district policies and procedures.

Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. The duplication and distribution of materials for educational purposes is permitted when such duplication and distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC), content is cited appropriately, and is consistent with school district policy and procedures regarding copyright.

Ownership of Work

All work completed by employees as part of their employment will be considered property of the district. The District will own any and all rights to such work including any and all derivative works, unless there is a written agreement to the contrary. Employees have the right to share work for educational, non-commercial purposes.

All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. If under an agreement with the district, the work will be considered the property of the District. Staff members must obtain a student's permission prior to distributing his/her work to parties outside the school.

Network Security and Privacy

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account and must not share account user information and passwords.

The following procedures are designed to safeguard network user accounts and must be followed:

- A. Change passwords according to district policy;
- B. Do not use another user's account;
- C. Do not share passwords through E-mail or other electronic communications;
- D. Keep user account passwords in a secure location;
- E. Do not store passwords in a file without encryption;
- F. Do not use the "remember password" feature of Internet browsers;
- G. Lock the screen or log off if leaving the computer.

Student Data is Confidential

District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA).

No Expectation of Privacy

The district provides the network system, E-mail and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store without prior notice information about the content and usage of:

- A. The network;

- B. User files and disk space utilization;
- C. User applications and bandwidth utilization;
- D. User document files, folders and electronic communications;
- E. E-mail;
- F. Internet access;
- G. Any and all information transmitted or received in connection with network and E-mail use.

No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages or information to law enforcement officials or third parties according to school district policies and procedures. All documents are subject to the public records disclosure laws of the State of Washington.

Archive and Backup

Barring power outage or intermittent technical issues, staff and student files are backed up on district servers regularly. The district will archive based on its records retention policy according to specific records retention requirements. All district staff E-mail correspondence is archived for purposes of public disclosure and disaster recovery.

Disciplinary Action

All users of electronic resources owned by the district are required to comply with school district policies and procedures and agree to abide by the provisions set forth in the school district's user agreements. Violation of any of the conditions of use explained in Policy 2022, in these procedures, or related user agreements could be cause for disciplinary action. Consequences for inappropriate behavior could include limited network access, suspension or revocation of network and computer privileges or other disciplinary action in accordance with school district policies and procedures.

BOARD OF DIRECTORS

Patty Fielding
Mary Curtis
Mike Spence
Tim Kinkad
Mev Hoberg



SUPERINTENDENT
Faith A. Chapel

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

June 8, 2012

TO: Faith Chapel, Superintendent

FROM: Peter Bang-Knudsen, Assistant Superintendent

RE: Bainbridge Island Education Association Collective Bargaining Agreement

As you are aware the collective bargaining limited re-opener with the Bainbridge Island Education Association was recently bargained. The following is an outline of the key areas agreed to in this re-opener:

- Change contract language to allow for a weekly 90-minute professional development time
- Schedule the weekly 90-minute professional development time on Mondays for the 2012-2013 school year, with a planned transition to Wednesdays for the 2013-2014 school year
- Continue to offset the 1.9% reduction of wages for certificated staff for the 2012-2013 school year
- Work with building leadership teams to create equitable recess duty schedules that include all available certificated staff and continue to waive contract language that provides additional payment for such recess duty
- Begin piloting the new teacher evaluation system in the 2012-2013 school year to include all provisional staff, those individuals on the evaluation committee, a randomly selected group of certificated staff members and volunteers. Should there be concerns about the evaluation, a participant may be returned to the current system of evaluation for the 2012-2013 school year only
- Delay the creation of a committee to address independent studies/contract studies and online courses until the 2012-2013 school year

We are pleased with the collaborative efforts of both teams. I recommend the Board of Directors approve this agreement. If you have any questions, please do not hesitate to contact me.

FISCAL YEAR

The district fiscal year shall begin September 1 each year and shall continue through August 31 of the succeeding calendar year.

Legal Reference: RCW 28A.505.030 District fiscal year

BOARD OF DIRECTORS

Patty Fielding
Mary Curtis
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Mev Hoberg



SUPERINTENDENT

Faith A. Chapel

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

Date: June 7, 2012

To: Faith Chapel, Superintendent

From: Peggy Paige, Director of Business Services

RE: Policy 6005 and Policy 6010

Washington State School Directors Association (WSSDA) routinely provides guidance and recommended updates for school board policies and procedures. In September 2011, we updated Policy 6005 – Program Planning, Budget Preparation, Adoption, and Implementation when new Policy 6022 - Minimum Fund Balance Policy was recommended by WSSDA, and approved by the Board. WSSDA has recently provided suggestions on additional changes to Policy 6005. These changes include replacing the word *shall* with *will* throughout the policy, and including the definition of the Fiscal Year in the policy. Approval of the proposed changes to Policy 6005 would include elimination of Policy 6010 – Fiscal Year.

It should be noted that while RCW 28A.505.030 defines the fiscal year as beginning September 1, WAC-121-031 allows school districts commencing basic education program prior to September 1 to consider school days, staff days and activities in preparation for the school year to be within the school year beginning September 1.

PROGRAM PLANNING, BUDGET PREPARATION ADOPTION AND IMPLEMENTATION

A district's annual budget is tangible evidence of the board's commitment toward fulfilling the aims and objectives of the instructional program and the attainment of effective and efficient support services for instruction in the classroom. The budget expresses in specific terms the services to be provided, consistent with immediate and long-range goals and resources available and establishes priorities within broad program areas such as basic education, other separately funded programs and support services. Each year a budget ~~shall~~ **will** be prepared for the ensuing fiscal year. The budget ~~shall~~ **will** set forth the complete financial plan of the district for the ensuing school year.

Prior to presentation of the proposed budget for adoption, the superintendent ~~shall~~ **will** prepare for the board's study and consideration appropriate documentation supporting his/her recommendations, which ~~shall~~ **will** be designed to meet the needs of students within the limits of anticipated revenues consistent with reasonable management practices. Program planning and budget development ~~shall~~ **will** provide for staff participation and the sharing of information with patrons prior to action by the board.

Fiscal Year

The district fiscal year will begin September 1 each year and will continue through August 31 of the succeeding calendar year.

Notice and Conduct of Budget Hearings

Upon completion of the proposed district budget for the ensuing school year, notices ~~shall~~ **will** be published in a local paper of general circulation in two successive weeks announcing the date, time, and place of the budget hearing as required by law. The notice ~~shall~~ **will** also state that any person may appear and be heard for or against any part of such budget. The last notice ~~shall~~ **will** be published no less than seven days prior to the hearing.

Copies of the proposed budget ~~shall~~ **will** be made available at the district office by July 10th unless the superintendent of public instruction has delayed the date because the state operating budget was not adopted by June 1st.

The district ~~shall~~ **will** submit one (1) copy of its budget to its educational service district for review and comment.

Budget: Adoption and Filing

The budget for the ensuing school year ~~shall~~ **will** be adopted by board resolution following a public hearing. Such action ~~shall~~ **will** be recorded in the official minutes of the board. Copies of the budget as adopted shall be filed with the educational service district for review, alteration, and approval by the budget review committee. Copies of the budget will be filed with the state superintendent of public instruction and made available to the public.

The dates for adoption and filing are as follows:

1st Class Districts:

Budget adopted by 8/31

Budget filed with ESD by 9/3

Budget filed with OSPI by 9/10

Adopted: December 9, 1999

Revised: September 8, 2011

Revised: XXXXX

Budget Implementation

The board places responsibility with the superintendent for administering the operating budget, once adopted. All actions of the superintendent in executing the programs and/or activities as set forth in the adopted operating budget are authorized subject to the following provisions:

- A. Expenditure of funds for the employment and assignment of staff meet the legal requirements of the state of Washington and adopted board policies,
- B. Funds held in reserve accounts (GL810-888) for self-insurance and other such contingencies may not be expended unless approved for purposes designated by the board;
- C. Complete listing of expenditures for supplies, materials, and services is presented for board approval and/or ratification;
- D. Purchases are made according to the legal requirements of the State of Washington and adopted board policy;
- E. Funds may be transferred from one budget classification to another subject to such restrictions as may be imposed by the board;
- F. The superintendent ~~shall~~ **will** be responsible for establishing procedures to authorize and control the payroll operations of the district. ~~The district may act on behalf of individual staff members to deduct a certain amount from the staff member's paycheck and remit an agreed amount to a designee of the staff member.~~ No involuntary deduction may be made from the wages of a staff member except for federal income tax, social security, medical aid, and state retirement or in compliance with a court order such as garnishment; and
- G. Financial reports are submitted to the board each month.

Cross References:	Board Policy 5111	Employment of Staff
	<u>Board Policy 6213</u>	<u>Reimbursement for Travel Expenses</u>
Legal References:	RCW 28A.300.060	Studies and adoption of classifications for school district budgets—Publication
	28A.320.010	Corporate powers
	28A.320.020	Liability for debts and judgments
	28A.320.090	Preparing and distributing information on district's instructional program, operation and maintenance—Limitation
	28A.330.100	Additional powers of the board
	28A.400.300	Hiring and discharging employees— Seniority and leave benefits, transfers between school districts
	28A.505.040	Budget—When prepared—Contents <u>Notice of completion - Copies</u>
	28A.505.060	Budget—Hearing and adoption—Copies filed with ESDs
	28A.505.080	Budget—Disposition of copies

Adopted: December 9, 1999
Revised: September 8, 2011
Revised: XXXXX

28A. 505.150	Budgeted expenditures as appropriations—Interim expenditures— Transfer between budget classes— Liability for non-budgeted expenditures—
28A.510	Apportionment to District—District Accounting
WAC 392-123-054	Time Schedule for Budget

Management Resources: *Policy News, October 2011* **Policy Manual Revisions**

Adopted: December 9, 1999
Revised: September 8, 2011
Revised: XXXXX

Date: June 8, 2012
To: Faith Chapel, Superintendent
From: Cami Dombkowski, Personnel Director *CD*
Subj: Personnel Actions

Personnel actions recommended for Board approval at the June 14, 2012 School Board meeting are as follows:

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

Goldberg, David	1.0 FTE Leave Replacement Physical Science and Chemistry Teacher at Bainbridge High School effective 08/29/12 for the 2012-2013 school year only
Hagerman, Lisa	1 hr/day Cashier and 1.5 hrs/day Food Services Assistant at Bainbridge High School effective 08/28/12
Jumpa, Julia	2.5 hrs/day Food Services Assistant at Bainbridge High School effective 08/28/12

Changes in Assignment:

Retirements:

Lertora, Anne	1.0 FTE Kindergarten Teacher at Wilkes Elementary effective 06/30/12 (21 years with BISD)
---------------	---

Resignations:

Schramling, Shaine	JV Girls Volleyball Coach at Bainbridge High School effective 06/05/12
--------------------	--

Requests for Leave of Absence:

Baggett, Michelle	"C" Team Girls Volleyball Coach at Bainbridge High School requests half-time leave of absence for the 2012-2013 school year only
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BOARD OF DIRECTORS

Patty Fielding
Mary Curtis
Mike Spence
Tim Kinhead
Mev Hoberg



SUPERINTENDENT
Faith A. Chapel

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

Board of Directors Meeting
June 14, 2012

CONSENT AGENDA

1. Staff Travel

Request for Board approval for Dave Shockley (Commodore Principal), Liz Finn (Odyssey 7-8 Teacher), Paul Sullivan (Commodore Teacher), Elizabeth Vroom (Odyssey 7-8 Teacher) to attend a British Columbia Association of IB World Schools – Middle Years Program Category workshop in Vancouver, British Columbia, Canada on July 8 – 11, 2012.

2. Donation

Donation to Bainbridge Island School District in the amount of \$373,743.00 from the Bainbridge Schools Foundation to support staffing, STEM, and teachers training.

3. Donation

Donation to Bainbridge Island School District in the amount of \$1,000.00 from Bainbridge Island Youth Soccer Club for Sakai Intermediate School field maintenance.

4. Donation

Donation to Bainbridge High School in the amount of \$1,000.00 from the Bainbridge Island Garden Club for scholarships for graduating seniors.

5. Donation

Donation to Bainbridge High School in the amount of \$1,000.00 from the Bainbridge Schools Foundation for the Liz Orr Scholarship Fund for graduating Bainbridge High School seniors.

6. Donation

Donation to Bainbridge High School in the amount of \$4,500.00 from Windermere Foundation for scholarships for graduating seniors.

7. Donation

Donation to Bainbridge High School in the amount of \$2,000.00 from the Bainbridge Island Education Association for scholarships for graduating seniors.

8. Donation

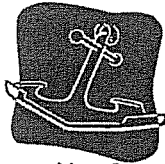
Donation to Woodward Middle School in the amount of \$26,500.00 from the Woodward PTO for the following purposes: a) Inspire Speakers (\$2,400); b) Grants (\$11,800); c) Landscaping (\$350); d) Evergreen Books (\$1,000); e) Supplies for HW Club (\$225); f) Scholarships (\$1,000); g) Technology Equipment & Club Stipends (\$8,725); h) Emergency Equipment (\$1,000)

9. **May 2012 Payroll:** (Payroll Warrants) 1001003 through 1001048
 (Payroll AP Warrants) 171761 through 171786
 TOTAL: \$2,666,913.03

10. **Vouchers**

➤ General Fund Voucher	\$ 216,713.68
➤ Capital Projects Fund Voucher	\$ 505,311.00
➤ Capital Projects Fund Voucher	\$ 38,671.89

SCHOOL BOARD OF DIRECTORS



Commodore Options School

9530 N.E. High School Road
Bainbridge Island, Washington 98110

We envision Commodore Options School as a valued K-12 educational choice within the Bainbridge Island School District emphasizing a small learning community, with a multiage environment, high parental involvement and opportunities for self-directed learning.

30 May 2012

Dear School Board Members,

This letter is to inform you of an upcoming out of state trip being taken by Liz Finin, Elizabeth Vroom, Paul Sullivan and David Shockley. We have applied for candidacy as an International Baccalaureate Middle Years Program (IBMYP), and are continuing our training.. We seek permission to attend a training workshop given through the IBBC in Vancouver, British Columbia, Canada on July 8th – 11th..

By attending the workshop, we will gain information pertaining to bringing the IB to our school, including:

- successful early years of IB implementation.
- improving the quality of the subject area content and pedagogy.
- forming a community of schools offering IB programs
- enhancing the internationalism of our program
- sharing best practices, teaching and learning methodologies and resources

Funding for this professional development opportunity is through funds provided by the Bainbridge Foundation. Please find attached staff travel requests.

Feel free to contact either myself or Elizabeth Vroom if you have any questions.

Sincerely,

Catherine Camp
David Shockley

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 DAVE SHOCKLEY Building/Position PRINCIPAL COMMODORE
 Destination VANCOUVER B.C. CANADA Proposed Date JULY 8-11, 2012
 Purpose of Travel IB MYP HEADS OF SCHOOLS TRAINING

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): PROGRESS TOWARDS IMPLEMENTATION OF IB MYP.

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 790.00
 Purchase Order attached # 5301100141

Travel

Mileage @ 50¢/mile or IRS approved rate at time of travel ... _____

Airfare _____

Ferry _____

Lodging 420.00
 Purchase Order attached # _____

Substitute (approx. \$110/day) _____

Other (extra time, meals, etc.) \$23 x 4 = \$92 290.00
training + \$198

TOTAL REQUESTING \$1500.00

Employee's Signature [Signature] D. R. Shockley

INFORMATION BELOW TO BE COMPLETED BY THE SCHOOL ADMINISTRATION

Travel approved by:

[Signature]
 Principal or Building Administrator

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

Associate Superintendent / Curriculum & Instruction

Amount Approved \$ 1500.00

Account Number(s) _____

(Charge code information must be identified)

10-E-530-0100-27-1570-530-0000-000

10-E-530-0100027-8100-530-0000-0000

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 LIZ FININ Building/Position COMMODORE / ODYSSEY 78
SS, LA, PBL
 Destination VANCOUVER B.C., CANADA Proposed Date July 31, 2012
 Purpose of Travel PROGRESS TOWARDS IMPLEMENTATION OF IB MYP
HUMANITIES TRAINING LEVEL 1-2

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): SEE ABOVE

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 790.00
 Purchase Order attached # 5301100141
 Travel
 Mileage @ 50¢/mile or IRS approved rate at time of travel ... _____
 Airfare _____
 Ferry 7.70
 Lodging share w/ Vroom _____
 Purchase Order attached # _____
 Substitute (approx. \$110/day) 4x23 = 192 _____
 Other (extra time, meals, etc.) 3x16 = 198 290.00
TOTAL REQUESTING _____

Employee's Signature Liz Finin

INFORMATION BELOW TO BE COMPLETED BY THE SCHOOL ADMINISTRATION

Travel approved by:

[Signature]
 Principal or Building Administrator

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

Associate Superintendent / Curriculum & Instruction

Amount Approved \$ 1087.70

Account Number(s) B

(Charge code information must be identified)

10-E530-0100-27-7570-530-0000-0000
10-E-530-0100-27-8100-530-0000-0000

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 PAUL SULLIVAN Building/Position COMMODORE / MATHEMATICS
 Destination VANCOUVER BC, CANADA Proposed Date JULY 8-11, 2012
 Purpose of Travel TECHNOLOGY TRAINING FOR INTERNATIONAL BACC. MIDDLE YEARS PROGRAM
 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): PROGRESS TOWARDS IMPLEMENTING MYP
 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 790.00
 Purchase Order attached # 5301100141
 Travel
 Mileage at IRS approved rate at time of travel..... 390 miles 191.40
 Airfare
 Ferry 32.80
 Lodging 140 x 3 420.00
 Purchase Order attached # _____
 Substitute (approx. \$110/day)
 Other (extra time, meals, etc.) 3 x 2 hrs planning = 198 290.00
4 x 23 dinners = 92
TOTAL REQUESTING 1,724.20
 Employee's Signature Paul Sullivan

INFORMATION BELOW TO BE COMPLETED BY THE SCHOOL ADMINISTRATION

Travel approved by:

[Signature]
 Principal or Building Administrator

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

Associate Superintendent / Curriculum & Instruction

Amount Approved \$ 1724.20

Account Number(s) _____

(Charge code information must be identified)

10-E-530-0100-27-7570-530-0000-0000
10-E-530-0100-27-8100-530-0000-0000

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 Elizabeth Vroom Building/Position Commodore / Science, Art, PBL ^{Odyssey 7-8}
 Destination Vancouver B.C. CANADA Proposed Date July 8-11, 2012
 Purpose of Travel IB MYP TRAINING - TECHNOLOGY

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): PROGRESS TOWARDS IMPLEMENTING THE INTERNATIONAL BACC. MIDDLE YEARS PROGRAM.

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	<u>790.00</u>
Purchase Order attached # <u>5301100141</u>	
Travel	
Mileage @ 50¢/mile or IRS approved rate at time of travel ... <u>165 miles x 2 = 330</u>	
Airfare	<u>—</u>
Ferry	<u>7.70</u>
Lodging	<u>420.00</u>
Purchase Order attached #	
Substitute (approx. \$110/day)	<u>—</u>
Other (extra time, meals, etc.) <u>NA</u> <u>892 + 198</u>	<u>290.00</u>
TOTAL REQUESTING	<u>\$1507.70</u>

Employee's Signature ELVroom

INFORMATION BELOW TO BE COMPLETED BY THE SCHOOL ADMINISTRATION

Travel approved by:

[Signature]
Principal or Building Administrator

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

Associate Superintendent / Curriculum & Instruction

Amount Approved \$ 1507.70

Account Number(s) _____

(Charge code information must be identified)

10-E-530-0100-27-7570-530-000-000
10-E-530-0100-27-8100-530-000-000



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.

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) Bainbridge Schools Foundation

School _____

Address 9530 NE High School RD

Phone 206-855-0530

Email bsf@bainbridgeschoolsfoundation.org

Donation Amount or Value of Donated Items: \$ 373,743.00

Purpose of Donation (specify if cash donation is to be used for a specific purpose; include details of items to be funded)

Staffing, STEM, Teacher Training

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 BSF Date: 6/5/2012

Reviewed By: _____ Date: _____
(Printed Name) (Signature)

District Review: Faith Chapel Faith Chapel Date: 6/5/2012
(Printed Name) (Signature)



8489 Madison Avenue NE • Bainbridge Island, WA 98110-2999 • 206-842-4714 • FAX 206-842-2928

Gifts and Donations

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These gifts must satisfy the following criteria:

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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.

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 Bainbridge Island Youth Soccer Club
Address PO Box 10949
BI WA 98110
Phone _____

Donation Amount or Value of Donated Items: \$ 1000.⁰⁰

Purpose of Donation *(specify if cash donation is to be used for a specific purpose)*

Sakai Field Maintenance

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 Check received @ D.O. Date 6/4/12

Reviewed By: _____ Date _____



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Gifts and Donations

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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.

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) Bainbridge Island Garden Club
School Bainbridge High School
Address _____

Phone _____ Email _____

Donation Amount or Value of Donated Items: \$ 1000 - 00

Purpose of Donation (specify if cash donation is to be used for a specific purpose; include details of items to be funded)

Scholarships for graduating senior(s)

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: Sarah Spray Spray Date: 6/1/12
(Printed Name) (Signature)

District Review: _____ Date: _____
(Printed Name) (Signature)



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Gifts and Donations

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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.

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) Bainbridge Schools Foundation
School BHS.
Address 8489 Madison Avenue
Bainbridge Island, WA 98110
Phone _____ Email _____

Donation Amount or Value of Donated Items: \$ 1,000

Purpose of Donation (specify if cash donation is to be used for a specific purpose; include details of items to be funded)

Liz Orr. Scholarship Fund - for graduating BHS
Seniors.

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: Sarah Spray Spray Date: 6/5/12
(Printed Name) (Signature)

District Review: _____ Date: _____
(Printed Name) (Signature)



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Gifts and Donations

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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.

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) Windermere Foundation
School BHS
Address 5424 Sand Point Way NE
Seattle, WA 98105
Phone (206) 527-3801 Email _____

Donation Amount or Value of Donated Items: \$ 4,500.00

Purpose of Donation (specify if cash donation is to be used for a specific purpose; include details of items to be funded)

Scholarships for graduating BHS seniors

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: Sarah Spray Spray Date: 6/4/12
(Printed Name) (Signature)

District Review: _____ Date: _____
(Printed Name) (Signature)



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Gifts and Donations

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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.

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) Bainbridge Island Education Assoc.

School BHS

Address PO Box 10868
Bainbridge Is. WA 98110

Phone _____ Email _____

Donation Amount or Value of Donated Items: \$ 2 000.00

Purpose of Donation (specify if cash donation is to be used for a specific purpose; include details of items to be funded)

Scholarships for graduating seniors

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: Sarah Spray Spruay Date: 6/11/12.
(Printed Name) (Signature)

District Review: _____ Date: _____
(Printed Name) (Signature)



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Gifts and Donations

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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.

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 Woodward PTO
Address _____

Phone _____

Donation Amount or Value of Donated Items: \$ 26,500

Purpose of Donation (*specify if cash donation is to be used for a specific purpose*)

Inspire Speakers	\$2400	Grants	\$11,800	Landscaping	\$350
Evergreen Books	\$1000	Supplies for Hw Club	\$225	Scholarships	\$1000
Technology equip & Club stipends	\$8725	Emergency equipment	\$1000		

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 Jane Sme Date 6/5/12
Reviewed By: M. F Date 6/5/12

BAINBRIDGE ISLAND SCHOOL DISTRICT NO. 303
GENERAL FUND

MONTH OF May 2012
BOARD DATE June 14, 2012

We, the undersigned, do hereby certify that the foregoing payroll is just, true and correct; that the persons whose names appear hereon actually performed services as stated for the time shown, and that the amounts are actually due and unpaid.

Sue Hardie
PAYROLL OFFICER

APPROVED GROSS IN THE AMOUNT OF: 1,985,571.71

PLUS BENEFITS IN THE AMOUNT OF: 669,607.19

ADJUSTMENTS IN THE AMOUNT OF: 11,734.13

(COBRA, Manual Warrants, Vender Adj)

TOTAL PAYROLL DISTRIBUTION: 2,666,913.03

WARRANT NUMBERS: (Payroll Warrants) 1001003 through 1001048
(Payroll AP Warrants) 171761 through 171786

DIRECTORS

PROVISION IS MADE FOR THE ADJUSTMENT OF EMPLOYEE AND EMPLOYER BENEFITS
AS NECESSARY.

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the Bainbridge Island School Dist #303, and that I am authorized to authenticate and certify to said claim.

Signature

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 14, 2012, the board, by a _____ vote approves payments, totaling \$216,713.68. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF A/P Warrants:
Warrant Numbers 2005405 through 2005517, totaling \$216,713.68.

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

Check Nbr	Vendor Name	Check Date	Check Amount
2005405	3WIRE RESTAURANT APPLIANCE	06/15/2012	1,244.80
2005406	ACE HARDWARE	06/15/2012	394.06
2005407	ADMIN REVOLVING FUND	06/15/2012	2,261.58
2005408	AMERICAN MARINE BANK	06/15/2012	119.90
2005409	AMSAN OLYMPIC SUPPLY	06/15/2012	143.13
2005410	AP EXAMINATIONS	06/15/2012	56,306.00
2005411	APP ASSOCIATED PETROLEUM PROD	06/15/2012	1,795.29
2005412	APPLE COMPUTER INC	06/15/2012	1,733.25
2005413	ARAMARK UNIFORM SERVICES	06/15/2012	156.45
2005414	ARCHIPELAGO DBA STUDY ISLAND	06/15/2012	552.78
2005415	Armentrout, Thomas Scott	06/15/2012	34.58
2005416	ARTHUR J GALLAGHER & CO	06/15/2012	100.00
2005417	BAINBRIDGE DISPOSAL INC	06/15/2012	5,793.66
2005418	BCAIBWS BRITISH COLUMBIA ASSO	06/15/2012	3,160.00
2005419	BRANOM INSTRUMENT	06/15/2012	107.59
2005420	BROWN INDUSTRIES INC	06/15/2012	476.95
2005421	BULBWORKS INC	06/15/2012	59.26

check Nbr	Vendor Name	Check Date	Check Amount
2005422	CAMP INDIANOLA	06/15/2012	892.00
2005423	CASCADIA INTERNATIONAL LLC	06/15/2012	960.60
2005424	Castellano, Connie E	06/15/2012	31.93
2005425	CE CREDITS ONLINE	06/15/2012	345.00
2005426	CENTURYLINK	06/15/2012	3,190.66
2005427	CENTURYLINK	06/15/2012	4,671.78
2005428	Chapel, Faith Aiko	06/15/2012	180.96
2005429	Claesson, Susan L	06/15/2012	442.72
2005430	COMMERCIAL BRAKE & CLUTCH INC	06/15/2012	1,561.67
2005431	COURT ENGRAVERS	06/15/2012	952.97
2005432	CUSTOM GUIDE	06/15/2012	95.00
2005433	DOOR PROS INC	06/15/2012	181.37
2005434	DRAGONFLY ADVENTURES INC	06/15/2012	6,000.00
2005435	DRUG FREE BUSINESS	06/15/2012	296.00
2005436	Duvall, Annette J	06/15/2012	359.42
2005437	EAGLE HARBOR BOOK CO	06/15/2012	39.96
2005438	ELLISON DIE CUTTERS	06/15/2012	87.97
2005439	EMP EMERGENCY MEDICAL PRODUCTS	06/15/2012	279.95
2005440	EXTERMINATION SERVICES	06/15/2012	166.15
2005441	Ferguson, Robin Michelle	06/15/2012	23.21
2005442	FERRELLGAS	06/15/2012	12,871.62
2005443	FLAGHOUSE INC	06/15/2012	879.75
2005444	FLAMINGO AUDIO	06/15/2012	1,948.01
2005445	FLINN SCIENTIFIC INC	06/15/2012	1,080.66
2005446	FOOD SERVICES OF AMERICA	06/15/2012	12,372.05

check Nbr	Vendor Name	Check Date	Check Amount
2005447	FRANZ FAMILY BAKERIES	06/15/2012	553.15
2005448	GE CAPITAL	06/15/2012	140.09
2005449	GLOBAL SOURCE EDUCATION	06/15/2012	426.00
2005450	Goldsmith, Julie Anne	06/15/2012	5.26
2005451	GOPHER SPORT	06/15/2012	710.19
2005452	GRAINGER	06/15/2012	4,615.53
2005453	Grimm, Andrew Philip	06/15/2012	245.10
2005454	Grue, Rebecca J	06/15/2012	69.00
2005455	H & H DIESEL SERVICE INC	06/15/2012	1,397.28
2005456	Havill, Ian	06/15/2012	321.90
2005457	Holloway, Michael Thomas	06/15/2012	55.50
2005458	ISLAND UTILITY	06/15/2012	532.01
2005459	ISLANDWOOD	06/15/2012	250.00
2005460	IVOXY CONSULTING LIC	06/15/2012	4,365.20
2005461	Johnson, Steven	06/15/2012	90.85
2005462	Johnson, Vanessa B	06/15/2012	102.95
2005463	JOSTENS	06/15/2012	1,697.87
2005464	KCDA	06/15/2012	3,063.93
2005465	Keller, Karen R	06/15/2012	458.00
2005466	KELVIN LP	06/15/2012	1,788.22
2005467	Kimball, Jill A	06/15/2012	9.99
2005468	KITSAP SUN	06/15/2012	58.25
2005469	KITSAP TRACTOR & EQUIPMENT	06/15/2012	133.89
2005470	Kuffel, Maria Susanna	06/15/2012	81.08
2005471	LES SCHWAB TIRES	06/15/2012	2,269.25

Check Nbr	Vendor Name	Check Date	Check Amount
2005472	LYNN BRUNELL PRODUCTIONS INC	06/15/2012	3,000.00
2005473	MARK STEARNEY DESIGN	06/15/2012	600.00
2005474	MAYDA & SONS MECHANICAL	06/15/2012	433.86
2005475	Meehan, Paul Andrew	06/15/2012	193.00
2005476	MICRO COMPUTER SYSTEMS	06/15/2012	670.89
2005477	NAFZIGER & CO INC	06/15/2012	650.51
2005478	NATUREBRIDGE	06/15/2012	18,562.75
2005479	NCS PEARSON INC	06/15/2012	370.39
2005480	NEXTEL COMMUNICATIONS	06/15/2012	330.44
2005481	Nickel, Joanne K	06/15/2012	8.32
2005482	OFFICE DEPOT	06/15/2012	327.14
2005483	OLYMPIC SPRINGS INC	06/15/2012	178.54
2005484	OLYMPIC PRINTER RESOURCES INC	06/15/2012	275.84
2005485	OSPI OFFICE OF SUPERINTENDENT	06/15/2012	4,491.51
2005486	PACIFIC POWER GENERATION	06/15/2012	1,791.90
2005487	PACKAGING HORIZONS CORP	06/15/2012	49.21
2005488	PAPER PRODUCTS ETC	06/15/2012	90.29
2005489	PEARSON EDUCATION	06/15/2012	316.15
2005490	PETTY CASH/TRANSPORTATION/C DO	06/15/2012	36.00
2005491	Pitinga, Maureen Frances	06/15/2012	70.77
2005492	PRO-BUILD	06/15/2012	17.37
2005493	PSESD PUGET SOUND ESD	06/15/2012	75.00
2005494	QUILL	06/15/2012	1,042.07
2005495	RADIO SHACK	06/15/2012	49.89
2005496	RAY PETERSON BULLDOZING	06/15/2012	56.47

check Nbr	Vendor Name	Check Date	Check Amount
2005497	ROCKLER WOODWORKING AND HARDWA	06/15/2012	220.51
2005498	Rounsley, Patricia M	06/15/2012	24.80
2005499	SAFEWAY	06/15/2012	57.17
2005500	Saliba, Elizabeth H	06/15/2012	155.94
2005501	SCHOOL NURSE SUPPLY INC	06/15/2012	109.76
2005502	SCHOOLDUDE	06/15/2012	100.00
2005503	Sheehan, Erin Anne	06/15/2012	338.02
2005504	SIX ROBBLEES' INC	06/15/2012	122.18
2005505	STAFFREHAB	06/15/2012	7,704.00
2005506	TEACHSCAPE	06/15/2012	7,182.00
2005507	THE HOUSE NEXT DOOR	06/15/2012	385.97
2005508	THE LIFEGUARD STORE	06/15/2012	165.00
2005509	TOWN & COUNTRY MARKET	06/15/2012	1,552.48
2005510	Uitvlugt, Jason H	06/15/2012	155.28
2005511	WALTER E NELSON CO	06/15/2012	1,254.01
2005512	Weldy, Theresa Share	06/15/2012	73.26
2005513	WESTBAY AUTO PARTS	06/15/2012	349.41
2005514	WITT COMPANY INC	06/15/2012	7,502.82
2005515	WSDOT MARINE DIVISION/FERRIES	06/15/2012	6,200.55
2005516	XEROX CORP	06/15/2012	1,350.92
2005517	Young, Ann M.S.D.	06/15/2012	230.11
113	Computer	Check(s) For a Total of	216,713.68

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
113	Computer	Checks For a Total of	216,713.68
Total For 113 Manual, Wire Tran, ACH & Computer Checks			216,713.68
0	Voided	Checks For a Total of	0.00
Net Amount			216,713.68

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
0	General Fund	-1,107.35	265.00	217,556.03	216,713.68

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the Bainbridge Island School Dist. #303, and that I am authorized to authenticate and certify to said claim.

Signature

he following vouchers as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified s required by RCW 42.24.090, are approved for payment. Those payments have een recorded on this listing which has been made available to the board.

s of June 14, 2012, the board, by a _____ vote approves payments, totaling \$505,311.00. The payments are further identified n this document.

total by Payment Type for Cash Account, CP A/P Warrants:
Warrant Numbers 4359 through 4359, totaling \$505,311.00.

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

Check Nbr	Vendor Name	Check Date	Check Amount
4359	CITY OF BAINBRIDGE ISLAND	06/08/2012	505,311.00

1	Computer	Check(s) For a Total of	505,311.00
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the Bainbridge Island School Dist. #303, and that I am authorized to authenticate and certify to said claim.

Signature

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.

On June 14, 2012, the board, by a _____ vote approves payments, totaling \$38,671.89. The payments are further identified in this document.

Total by Payment Type for Cash Account, CP A/P Warrants:
Warrant Numbers 4360 through 4367, totaling \$38,671.89.

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

Check Nbr	Vendor Name	Check Date	Check Amount
4360	CLARK CONSTRUCTION LLC	06/15/2012	1,632.15
4361	DAL TILE DISTRIBUTION INC	06/15/2012	5,754.64
4362	KCDA	06/15/2012	11,317.20
4363	MAHLUM ARCHITECTS INC	06/15/2012	17,697.02
4364	OLYMPIC SPRINGS INC	06/15/2012	10.81
4365	SOUND REPROGRAPHICS INC	06/15/2012	219.07
4366	VanWinkle, Tamela J	06/15/2012	16.00
4367	WETHERHOLT AND ASSOCIATES INC	06/15/2012	2,025.00

8	Computer	Check(s) For a Total of	38,671.89
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the Bainbridge Island School Dist. #303, and that I am authorized to authenticate and certify to said claim.

Signature