

BAINBRIDGE ISLAND SCHOOL DISTRICT

SCHOOL BOARD MEETING AGENDA

Date: April 25, 2013
Time: 5:30 PM
Place: Board Room – Commodore Campus

Board of Directors

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

Call to Order (5)

Public Comment (5)

Superintendent's Report (10)

Board Reports (10)

Presentations

A. Sakai Murden Cove Watershed STEM Study (15)
Action: Information Only

B. K-5 Mathematics Differentiation (10)
Action: Information Only

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

D. Monthly Financial Report (10)
Action: Information Only

E. Resolution 05-12-13: Fiscal Emergency (10)
Action: Board Approval

F. Resolution 06-12-13: Reduced Educational Program (10)
Action: Board Approval

G. Monthly Technology Report (10)
Action: Information Only

H. Policy 2022 – Responsible Use of Electronic Resources (Second Reading) (10)
Action: Board Approval – Second Reading

I. Policy 3246 – Bring Your Own Device (Second Reading) (10)
Action: Board Approval – Second Reading

Personnel Actions (5)

Consent Agenda (5)

Projected Adjournment
Possible Executive Session

8:00 PM

To: Superintendent Faith Chapel
From: Jim Corsetti, Principal
Date: April 18, 2013
Subject: Sakai Watershed Project Report to the Board on April 25, 2013

Sonoji Sakai Intermediate is hard at work creating an innovative STEM educational opportunity for 5th grade students. The Murden Cove Watershed Project will give students the opportunity to learn and apply their scientific data gathering and analyzing skills, and their knowledge of scientific concepts to a real community watershed issue. We are busy writing a curriculum to be piloted this Spring (2013) and fully implemented next school year (2013-2014). As part of the pilot, students are working on community outreach and being trained in data collection. The Murden Cove Watershed Project is a coordinated effort among Bainbridge Island City Public Works (Water Resources Department), Kitsap County Public Health, Kitsap County Conservation District, Bainbridge Island Watershed Council, Far Bank Enterprises (Sage), Islandwood, and Sonoji Sakai Intermediate.

As you recall in a previous presentation to the Board in October of 2012, Greg Moncada (BISD STEM Coordinator) and I presented our plans for developing a STEM Project for 5th grade students that focused on monitoring the habitat of Murden Creek. This project was reliant upon a 3M Ecology Grant that Sakai Intermediate applied for in partnership with Islandwood. I'm pleased to announce we were awarded that grant and our efforts are underway. This grant has afforded students the opportunity to become valuable scientists in the Murden Cove Watershed Project.

On Thursday, April 25, 2013 we will share the following with the BISD School Board of Directors:

1. Brief Overview of the Islandwood/Sakai 3MGrant Murden Creek Partnership and Goals- Jim Corsetti
2. Murden Cove Watershed Project and Water Quality Monitoring at Sakai- Cami Apfelbeck , Bainbridge Island City Water Resources Specialist
3. Murden Cove Community Outreach "Go Animate" Project – Adam Rabinowitz and Students
4. 5th Grade Curriculum Development- Kathy Ellison

We look forward to sharing this overview of the Murden Cove Watershed Project with the BISD School Board of Directors and Superintendent Faith Chapel.

Sincerely,

Jim Corsetti, Principal of Sonoji Sakai Intermediate



Curriculum & Instruction

8489 Madison Avenue NE . Bainbridge Island, Washington 98110-2999 . (206) 780-1067 . Fax (206) 780-1089

TO: Faith Chapel, Superintendent

FM: Julie Goldsmith, Associate Superintendent

RE: K-5 Mathematics Differentiation

Date: April 19, 2013

At the April 25th Board of Directors meeting, members of the K-5 Mathematics Committee will be presenting information on how the newly adopted My Math materials will be used to differentiate instruction within classrooms next year. In addition, the committee will provide information on a potential pilot of software or other strategies to meet the needs of all students.



Bainbridge Island SD #303
Facilities/Capital Projects Office

Memo

To: Faith Chapel, Superintendent
From: Tamela Van Winkle, Director Facilities and Capital Projects
Date: 4/25/13
Re: Capital Projects and Facilities Report-April

Capital Projects Budget Summary:

- The attached Bond 2009 Project Summary provides detailed information regarding the current status of the 2009 budget. Please notice that the budget has been realigned with the Bond 2009 request. Through value engineering and project progression we have been able to make these adjustments to the budget:

Estimated Budget	\$42,561,137
Encumbered To Date	\$31,141,232
Expenditures To Date	\$29,997,007
Encumbered PO Balance	\$ <u>1,144,225</u>

Capital Project Budget Balance	\$11,419,905
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Wilkes Replacement

- Capital Projects staff continues to work with contractor to achieve Phase 1B Final Completion. Communication to contractor has detailed work that is still outstanding. Final Completion will not be issued until all corrective work and deliverables are reviewed and meet contractual specifications. Progress continues on a daily basis.
- Ten of eleven divisions of back-punch are in various stages of progress. Two of nine sets of O&M manuals are complete. Two of nine divisions of as-built drawings are complete, and five divisions are in process.
- Twelve of nineteen divisions of training are complete.
- The Final Commissioning Report by McKinstry is complete and is based on the thorough inspection, with correction by the contractor, of all components of the mechanical system as well as the lighting control system. Board acceptance of the Report is a stipulation of the construction contract.
- An updated survey of civil engineering improvements is under consultant review.
- Proximity cards have been issued to all staff.
- Irrigation lines are being installed in the field. Completion will be followed by testing, import of the approved root zone mix, and laying of sod.
- The drainfield effluent dispersal lines have been inspected, cleaned, and tested to the level required by Indigo Design, the State-approved septic and drainfield technician.
- The contractor will clean the drainage ditch north of the Day Road wetland as directed by the City. The work is expected to occur when the field is complete and the ground becomes a little drier.

Critical Issues:

- Completing all activities and providing all deliverables for Phase 2B Substantial Completion and Phase 1B Final Completion.

Other

- Working through use issues with BARN. Confirming use with COBI and BIFD.
- Assessing immediate and long term needs of the Woodward field.
- Access Control at Maintenance is complete. Proximity cards are compatible with Wilkes.
- Notification signs of video surveillance are in process of being installed.

Critical Issues:

- Staffing
- Work continues with BIFD and BIPD to conduct a security assessment of each of the BISD facilities. BHS security assessment is complete. Report preparation is in progress.
- Meetings are ongoing with building administrators regarding their immediate needs for security and safety.

CAPITAL PROJECTS BUDGET UPDATE
BOND 2009 PROJECT SUMMARY
As of April 30, 2013

	ESTIMATED BUDGET	ENCUMBERED TO DATE	EXPENDITURES TO DATE	ENCUMBERED PO BALANCE	CP BUDGET BALANCE
Bond Costs					
Bond Costs - 9000	\$ 500,000	\$ 286,010	\$ 286,010	\$ 0	\$ 213,990
Sub-total Bond Cost	500,000	286,010	286,010	0	213,990
Wilkes					
Wilkes Core - 9001	29,760,611	28,627,403	27,540,790	1,086,612	1,133,209
Sub-total Wilkes	29,760,611	28,627,403	27,540,790	1,086,612	1,133,209
Blakely Elementary School					
Blakely Essential Renovations - 9010	514,498	27,840	27,840	0	486,658
Blakely Roof Replacement - 9015	358,752	668	668	0	358,084
Sub-total Blakely	873,250	28,508	28,508	0	844,742
Ordway Elementary School					
Ordway Essential Renovations - 9020	1,048,258	9,674	9,674	0	1,038,585
Ordway Portables Roof Replacement - 9025	122,313	48,776	48,776	0	73,537
Sub-total Ordway	1,170,571	58,449	58,449	0	1,112,122
Sakai Intermediate School					
Sakai Essential Renovations - 9030	242,250	68,205	68,205	0	174,044
Sub-total Sakai	242,250	68,205	68,205	0	174,044
Woodward Middle School					
Woodward Essential Renovations - 9040	331,787	17,477	17,477	0	314,310
Woodward Roof Replacement - 9045	252,792	35,085	35,085	0	217,707
Woodward Site Improvements - 9046	1,003,187	0	0	0	1,003,187
Sub-total Woodward	1,587,766	52,562	52,562	0	1,535,204
Bainbridge High School					
Bainbridge HS Essential Renovations - 9050	2,095,170	154,877	154,877	0	1,940,293
Bainbridge HS Roof Replacement - 9055	443,817	2,263	2,263	0	441,554
Sub-total Bainbridge HS	2,538,987	157,140	157,140	0	2,381,847
Commodore Options School					
Commodore Essential Renovations - 9060	993,599	235,628	235,628	0	757,971
Commodore Roof Replacement - 9065	56,664	39,409	39,409	0	17,255
Sub-total Commodore	1,050,263	275,037	275,037	0	775,226
Transportation					
Transportation Essential Renovations - 9070	713,945	46,260	46,260	0	667,686
Transportation Roof - 9075	35,559	293	293	0	35,267
Sub-total Transportation	749,504	46,552	46,552	(0)	702,952
District Office					
District Office Essential Renovations - 9080	118,378	117,312	115,163	2,149	1,066
Sub-total District Office	118,378	117,312	115,163	2,149	1,066
Districtwide Security					
Districtwide Security - 9090	473,533	83,083	32,001	51,082	390,450
Sub-total Districtwide Security	473,533	83,083	32,001	51,082	390,450
Energy Conservation					
Energy Conservation - 9095	947,026	31,934	31,934	0	915,092
Sub-total Energy Conservation	947,026	31,934	31,934	0	915,092
Capital Projects Administration - 9100	2,098,997	859,037	854,656	4,381	1,239,960
Sub-total Capital Projects Administration	2,098,997	859,037	854,656	4,381	1,239,960
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= Total of Projects and Fees	\$ 42,111,137	\$ 30,691,232	\$ 29,547,007	\$ 1,144,225	\$ 11,419,905
South Island Sewer (paid May 2012)	450,000	450,000	450,000		0
= Total Expected Expenditures	\$ 42,561,137	\$ 31,141,232	\$ 29,997,007	\$ 1,144,225	\$ 11,419,905

BOARD OF DIRECTORS

Mary Curtis
Mike Spence
Tim Kinkad
Patty Fielding
Mev Hoberg



SUPERINTENDENT

Faith A. Chapel

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

MEMORANDUM

To: Faith Chapel, Superintendent Date: April 18, 2013
From: Peggy Paige, Director of Business Services
RE: Monthly Financial Reports – March

Attached are the financial reports for the month ending March 31, 2013.

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

Analysis of General Fund

Revenue

Total General Fund revenues to March 31 were \$21.2 million, above prior year and the expected average. Tax revenues continue to run above the average expected percentage, indicating that we are on target to hit our estimate of \$8.7 million. Local revenues are now above the 3 year average with the receipt of \$500,000 from the Bainbridge Schools Foundation. State revenues are consistent with state funding based on the actual average enrollment to date. Transportation revenues are now based on actual ridership and we expect to receive about \$13,000 more than budgeted. Federal Revenues are in line with the expected average.

Expenditure

Expenditures for the year to March 31 total \$21 million, less than 1% above last year. Year-to-date expenditures are well below the average.

Total expense for Regular (Basic) Education increased .5% and is below the average. Learning Resources and Extracurricular are above the expected averages. Learning Resources has a classified position that was budgeted under Teaching and unbudgeted purchases for online resources (primarily supported with PTO donations). Expenditures for Extracurricular salaries are expected to exceed budget estimates due to extended play for several sports.

Total special education costs are up compared to last year and are above the 3-year average. This would indicate that we will exceed budget estimates by year end. Some of this expense will be offset by Safety Net revenues.

Vocational expense is up from last year and above the average. This is primarily related to an increase in the purchase of supplies and equipment for the middle school program. This area will be monitored to insure that total expenditures do not exceed funding.

Compensatory education is as expected per the budget. This category fluctuates throughout the year due to the fact that certain expense items (such as teacher certification bonus) do not occur in a regular monthly pattern. We are charging significantly more to Title 1 this year (due to an increase in our grant allocation) so there is a difference when doing a year to year comparison.

Other Instruction reflects expenditures for grant funded staff development activities. This category will fluctuate during the year as training activities occur.

Total Support Services is currently below the expected average. Transportation/Motor Pool and Operation, Buildings are being impacted by a decrease in budget allocations for substitute expense. In addition, Operation Buildings is reflecting the decision to move to a centralized purchasing system with increased spending on custodial supplies to begin the year. It is expected that this area will exceed budget estimates by year end while Transportation is expected to be slightly under budget if diesel costs remain stable. Utility expenditures are currently well below the average but we have several invoices for propane that are being held for review and possible adjustment. We still expect to see savings again in this area. Food Service expense is up from prior year but in line with budget estimates. Maintenance and Information Services are in line with the expected average after reimbursement by the Capital Projects Fund this month. Central Office expenditures are currently running well below the average. Several areas (election, legal, postage and contracted services) will be below budget estimates at year end.

Cash Flow

Net cash inflow during March was \$631,770. As of March 31, 2013, the closing cash balance in the General Fund was \$3,133,888. Projected year end cash balance is \$2.6 million.

GENERAL FUND
Summary of Revenues & Expenses
March 31, 2013

	Mar-13 Actual YTD \$	% Incr/Decr prior year	Mar-12 Actual YTD \$	Annual Budget Budget	% YTD	Avg %
Revenues - By Revenue Source						
Local Taxes	4,767,745	1.5%	4,696,344	8,700,000	54.8%	51.3%
Local Nontax	2,359,589	3.3%	2,283,360	3,085,400	76.5%	70.7%
State, General Purpose						
Basic Education	11,100,953	1.1%	11,207,050	18,485,000	60.1%	59.7%
Special Education	232,902	2.8%	226,528	400,000	58.2%	59.5%
State, Special Purpose						
Special Education	1,359,662	-1.5%	1,380,435	2,700,000	50.4%	56.7%
Transportation	501,495	1.1%	496,235	830,000	60.4%	59.3%
Other	248,834	38.8%	179,255	541,655	45.9%	55.4%
Federal, Special Purpose	659,036	13.9%	578,468	1,296,000	50.9%	50.0%
TOTAL	21,230,216	0.9%	21,047,675	36,038,055	58.9%	57.9%
	Actual YTD \$	% Incr/Decr prior year	Actual YTD \$	Budget	% YTD	Avg %
Expenses - By program code						
Regular Instruction*						
Teaching	9,188,006	1.0%	9,094,934	16,347,611	56.2%	57.0%
Principal	1,261,879	4.5%	1,207,743	2,208,640	57.1%	57.3%
Guidance/Counseling	544,234	-4.7%	571,004	1,017,360	53.5%	54.3%
Learning Resources	387,041	-3.1%	399,518	614,274	63.0%	57.2%
Extracurricular	449,117	-14.1%	523,095	648,860	69.2%	64.6%
Other	542,287	6.2%	510,656	1,187,696	45.7%	58.4%
Total Regular (Basic) Ed.	12,372,563	0.5%	12,306,950	22,024,441	56.2%	57.2%
Special Education						
Teaching	2,197,497	-0.1%	2,200,402	3,511,131	62.6%	57.5%
Other	888,011	4.5%	849,692	1,614,592	55.0%	58.5%
Total Special Ed.	3,085,508	1.2%	3,050,094	5,125,723	60.2%	57.8%
Vocational Education	558,082	8.1%	516,223	909,713	61.3%	58.6%
Compensatory Education	237,242	37.9%	172,072	638,581	37.2%	52.3%
Other Instruction	29,267	54.5%	18,948	89,359	32.8%	43.2%
Support Services						
Transportation/Motor Pool	821,198	-6.3%	876,740	1,402,018	58.6%	59.8%
Operation Buildings	866,499	7.2%	808,029	1,314,784	65.9%	57.2%
Utilities	639,743	-11.7%	724,814	1,550,000	41.3%	62.1%
Food Services*	580,941	2.4%	567,440	1,003,503	57.9%	59.2%
Maint/Grounds*	491,376	0.4%	489,355	829,037	59.3%	61.2%
Information Services	386,950	6.0%	364,967	639,278	60.5%	63.5%
Central Office	670,283	-2.2%	685,127	1,372,758	48.8%	58.6%
Other	267,669	-13.7%	310,113	300,371	89.1%	86.3%
Total Support Services	4,724,659	-2.1%	4,826,585	8,411,749	56.2%	61.0%
TOTAL	21,007,321	0.6%	20,890,872	37,199,566	56.5%	58.1%
Excess (Deficiency) of Revenues over Expenditures	222,895		156,803	(1,161,511)		

GENERAL FUND CASH FLOW FORECAST 2012-13

March 2013

	Actual March	Projected April	Projected May	Projected June	Projected July	Projected August	Budget 2012-13
OPENING CASH BALANCE							
Imprest	6,800.00						
Cash on hand	95,860.85						
Cash on deposit	1,198,439.18						
Warrants outstanding	(1,040,281.60)						
Investments	2,241,299.58						
<i>Total opening cash balance</i>	<i>2,502,118.01</i>	<i>3,133,887.64</i>	<i>4,890,977.39</i>	<i>4,584,891.47</i>	<i>3,412,550.36</i>	<i>2,781,876.05</i>	
Cash Inflows							
Local taxes	488,555.92	2,626,711.28	1,188,123.63	63,794.51	35,619.79	45,733.16	8,700,000.00
Local Support nontax	839,515.42	199,215.92	181,093.19	227,895.87	67,591.11	61,016.57	3,085,400.00
State, general purpose	1,704,294.56	1,703,501.56	1,027,395.07	1,080,451.68	1,935,150.68	1,928,362.53	18,885,000.00
State, special purpose	299,076.07	294,224.83	208,407.74	258,921.96	373,775.77	527,360.79	3,796,655.00
Federal, general purpose	-	-	-	-	-	-	
Federal, special purpose	87,075.08	96,342.56	153,967.93	139,336.81	122,454.02	166,526.09	1,296,000.00
Other Financing Sources	28,065.68	-	-	20,000.00	-	20,000.00	275,000.00
Adjustments (accruals, receivables due)		20,000.00	15,000.00	10,000.00		95,000.00	
<i>Total cash inflows</i>	<i>3,446,582.73</i>	<i>4,939,996.15</i>	<i>2,773,987.56</i>	<i>1,800,400.82</i>	<i>2,534,591.36</i>	<i>2,843,999.14</i>	<i>36,038,055.00</i>
Cash Outflows							
Regular Instruction	(1,727,147.58)	(1,885,343.19)	(1,802,557.03)	(1,925,501.51)	(1,773,588.19)	(1,910,334.64)	22,024,437.00
Special Education Instruction	(450,708.93)	(449,029.62)	(445,250.80)	(438,054.09)	(435,921.86)	(430,823.33)	5,125,723.00
Vocational Education Instruction	(91,214.21)	(76,330.68)	(71,380.16)	(73,116.90)	(68,566.79)	(67,597.89)	909,715.00
Compensatory Education Instruction	(34,413.55)	(32,223.73)	(30,512.52)	(48,854.49)	(100,435.02)	(145,832.04)	638,581.00
Other Instructional Programs	(6,264.97)	(4,803.24)	(6,201.31)	(3,221.80)	(18,265.72)	(15,029.83)	89,359.00
Support services	(503,424.39)	(735,175.95)	(724,171.66)	(483,993.13)	(768,488.10)	(556,337.59)	8,411,751.00
Adjustments (accruals, payables due)	(1,639.47)	-	-	-	-	100,000.00	
<i>Total cash outflows</i>	<i>(2,814,813.10)</i>	<i>(3,182,906.41)</i>	<i>(3,080,073.48)</i>	<i>(2,972,741.93)</i>	<i>(3,165,265.68)</i>	<i>(3,025,955.33)</i>	<i>37,199,566.00</i>
Net change in cash balance	631,769.63	1,757,089.75	(306,085.92)	(1,172,341.10)	(630,674.31)	(181,956.19)	(1,161,511.00)
CLOSING CASH BALANCE	3,133,887.64	4,890,977.39	4,584,891.47	3,412,550.36	2,781,876.05	2,599,919.86	
Composition of closing cash balance							
Imprest	6,800.00						
Cash on hand	130,293.99						
Cash on deposit	1,804,358.17						
Warrants outstanding	(1,049,946.43)						
Investments	2,242,381.91						
<i>Total closing cash balance</i>	<i>3,133,887.64</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	

GENERAL FUND CASH FLOW FORECAST 2012-13

March 2013

	Actual August	Actual September	Actual October	Actual November	Actual December	Actual January	Actual February
OPENING CASH BALANCE							
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	12,748.09	31,751.12	29,574.76	139,188.78	96,249.84	88,291.20	100,994.24
Cash on deposit	1,112,672.01	1,497,329.18	975,267.29	3,386,148.35	1,256,659.19	1,610,949.06	1,138,351.51
Warrants outstanding	(978,091.76)	(1,272,878.30)	(1,227,905.41)	(1,133,907.83)	(1,205,566.45)	(1,149,336.98)	(1,062,824.52)
Investments	3,279,967.25	2,982,226.61	2,983,734.88	2,210,072.43	3,861,849.77	3,063,693.83	2,815,005.98
<i>Total opening cash balance</i>	<i>3,434,095.59</i>	<i>3,245,228.61</i>	<i>2,767,471.52</i>	<i>4,608,301.73</i>	<i>4,015,992.35</i>	<i>3,620,397.11</i>	<i>2,998,327.21</i>
Cash Inflows							
Local taxes	52,920.53	164,426.88	2,830,687.16	957,368.19	81,165.32	44,322.40	201,218.65
Local Support nontax	59,811.75	459,914.62	277,283.31	209,897.36	200,224.12	170,299.84	202,454.66
State, general purpose	1,920,409.15	1,703,440.69	1,698,842.78	1,038,181.70	1,698,842.79	1,785,538.65	1,704,714.04
State, special purpose	481,433.92	292,486.23	296,664.50	180,129.52	298,047.75	280,705.35	299,589.08
Federal, general purpose	-	-	-	-	-	-	-
Federal, special purpose	411,575.94	(10,974.77)	111,873.70	119,751.66	117,164.48	108,436.89	125,708.70
Other Financing Sources	51,789.15	-	-	-	135,226.62	-	-
Adjustments (accruals, receivables due)	98,252.98	(339,048.58)	(117.89)	117.89	-	-	-
<i>Total cash inflows</i>	<i>3,076,193.42</i>	<i>2,270,245.07</i>	<i>5,215,233.56</i>	<i>2,505,446.32</i>	<i>2,530,671.08</i>	<i>2,389,303.13</i>	<i>2,533,685.13</i>
Cash Outflows							
Regular Instruction	(2,167,142.88)	(1,747,359.27)	(1,790,191.81)	(1,776,768.01)	(1,820,639.18)	(1,773,540.45)	(1,736,695.77)
Special Education Instruction	(437,153.31)	(380,434.01)	(434,542.54)	(432,798.18)	(475,633.91)	(469,162.41)	(442,228.33)
Vocational Education Instruction	(73,940.38)	(61,687.55)	(90,476.48)	(72,002.79)	(75,258.85)	(90,556.81)	(76,884.85)
Compensatory Education Instruction	(67,713.73)	(35,742.09)	(38,174.39)	(41,062.00)	(38,449.11)	(16,828.79)	(32,793.33)
Other Instructional Programs	(23,806.30)	(1,953.48)	(3,993.66)	(10,623.74)	(2,366.51)	(2,633.54)	(1,430.93)
Support services	(664,646.23)	(537,264.12)	(1,008,773.22)	(764,420.78)	(514,374.54)	(659,762.66)	(742,630.59)
Adjustments (accruals, payables due)	169,342.43	16,438.36	(8,251.25)	(80.20)	455.78	1,111.63	2,769.47
<i>Total cash outflows</i>	<i>(3,265,060.40)</i>	<i>(2,748,002.16)</i>	<i>(3,374,403.35)</i>	<i>(3,097,755.70)</i>	<i>(2,926,266.32)</i>	<i>(3,011,373.03)</i>	<i>(3,029,894.33)</i>
Net change in cash balance	(188,866.98)	(477,757.09)	1,840,830.21	(592,309.38)	(395,595.24)	(622,069.90)	(496,209.20)
CLOSING CASH BALANCE	3,245,228.61	2,767,471.52	4,608,301.73	4,015,992.35	3,620,397.11	2,998,327.21	2,502,118.01
Composition of closing cash balance							
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	31,751.12	29,574.76	139,188.78	96,249.84	88,291.20	100,994.24	95,860.85
Cash on deposit	1,497,329.18	975,267.29	3,386,148.35	1,256,659.19	1,610,949.06	1,138,351.51	1,198,439.18
Warrants outstanding	(1,272,878.30)	(1,227,905.41)	(1,133,907.83)	(1,205,566.45)	(1,149,336.98)	(1,062,824.52)	(1,040,281.60)
Investments	2,982,226.61	2,983,734.88	2,210,072.43	3,861,849.77	3,063,693.83	2,815,005.98	2,241,299.58
<i>Total closing cash balance</i>	<i>3,245,228.61</i>	<i>2,767,471.52</i>	<i>4,608,301.73</i>	<i>4,015,992.35</i>	<i>3,620,397.11</i>	<i>2,998,327.21</i>	<i>2,502,118.01</i>

SUMMARY OF FUND BALANCES

31-Mar-13

Mar-13	2012-13
YTD Actual	Annual Budget

General Fund

Opening fund balance		
Reserved for Inventory	191,500.00	200,000.00
Restricted for Carryover	18,400.00	-
Committed to Minimum Fund Balance	1,100,000.00	1,100,000.00
Assigned to Other Purposes	1,257,000.00	1,000,000.00
Unassigned	468,322.11	550,000.00
Total opening fund balance	<u>3,035,222.11</u>	<u>2,850,000.00</u>

Revenue	21,230,215.60	36,038,055.00
Expenditure	<u>(21,007,320.57)</u>	<u>(37,199,566.00)</u>
Excess (Deficiency) of Revenues over Expenditures	222,895.03	(1,161,511.00)

Reserved for Inventory	191,500.00	200,000.00
Restricted for Carryover	18,400.00	-
Committed to Minimum Fund Balance	1,100,000.00	1,100,000.00
Assigned to Other Purposes	1,257,000.00	
Unassigned	691,217.14	388,489.00
Total closing fund balance	<u>3,258,117.14</u>	<u>1,688,489.00</u>

Capital Projects Fund

Opening fund balance	10,932,862.66	14,000,000.00
Revenue	776,296.10	8,581,000.00
Expenditure	<u>(3,337,064.80)</u>	<u>(19,151,487.00)</u>

Reserve of bond proceeds	6,381,006.30	2,154,119.00
Reserve of levy proceeds	1,239,377.10	504,155.00
Unreserved Fund Balance	<u>752,710.56</u>	<u>771,239.00</u>

Closing fund balance	<u>8,372,093.96</u>	<u>3,429,513.00</u>
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Debt Service Fund

Opening fund balance	2,890,986.35	2,120,000.00
Revenue	22,160,732.31	8,135,000.00
Expenditure		
Principal	(2,095,000.00)	(4,337,000.00)
Interest	(2,063,084.36)	(4,078,000.00)
Other	<u>(17,777,555.47)</u>	<u>(5,000.00)</u>
Closing fund balance	<u>3,116,078.83</u>	<u>1,835,000.00</u>

ASB Fund

Opening fund balance	288,671.57	383,000.00
Revenue	347,483.01	654,700.00
Expenditure	<u>(246,418.67)</u>	<u>(881,619.00)</u>
Closing fund balance	<u>389,735.91</u>	<u>156,081.00</u>

Transportation Vehicle Fund

Opening fund balance	174,033.89	175,000.00
Revenue		
Depreciation	-	200,000.00
Investment Earnings	603.69	3,400.00
Grant Revenue	-	-
Sale of Equipment		
Expenditure	<u>-</u>	<u>(150,000.00)</u>
Closing fund balance	<u>174,637.58</u>	<u>228,400.00</u>

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2012 (September 1, 2012 - August 31, 2013)

For the
BAINBRIDGE ISLAND SD #303
School District for the Month of
March
, 2013

REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
0000 LOCAL TAXES	8,700,000	488,555.92	4,767,744.52		3,932,255.48	54.80
0000 LOCAL SUPPORT NONTAX	3,085,400	839,515.42	2,359,589.33		725,810.67	76.48
0000 STATE, GENERAL PURPOSE	18,885,000	1,704,294.56	11,333,855.21		7,551,144.79	60.02
0000 State, Special Purpose	3,796,655	299,076.07	1,946,698.50		1,849,956.50	51.27
0000 FEDERAL, GENERAL PURPOSE	0	.00	.00		.00	0.00
0000 FEDERAL, SPECIAL PURPOSE	1,296,000	87,075.08	659,035.74		636,964.26	50.85
0000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
0000 REV FR OTH AGNCY * ASSOC	0	.00	.00		.00	0.00
0000 OTHER FINANCING SOURCES	275,000	28,065.68	163,292.30		111,707.70	59.38
<u>Total REVENUES/OTHER FIN. SOURCES</u>	36,038,055	3,446,582.73	21,230,215.60		14,807,839.40	58.91
<u>EXPENDITURES</u>						
Regular Instruction	22,020,582	1,727,147.58	12,372,563.43	7,672,617.94	1,975,400.63	91.03
Federal Stimulus	0	.00	.00	0.00	.00	0.00
Special Ed Instruction	5,125,693	450,708.93	3,085,508.31	2,053,691.70	13,507.01-	100.26
Voc. Ed Instruction	909,715	91,214.21	558,081.54	343,897.85	7,735.61	99.15
Skills Center Instruction	0	.00	.00	0.00	.00	0.00
+60 Compensatory Ed Instruct.	638,581	34,413.55	237,241.90	161,392.08	239,947.02	62.42
Other Instructional Pgms	89,359	6,264.97	29,266.83	6,289.29	53,802.88	39.79
Community Services	30,000	.00	.00	0.00	30,000.00	0.00
Support Services	8,385,636	503,424.39	4,724,658.56	3,071,738.96	589,238.48	92.97
<u>Total EXPENDITURES</u>	37,199,566	2,813,173.63	21,007,320.57	13,309,627.82	2,882,617.61	92.25
<u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	1,161,511-	633,409.10	222,895.03		1,384,406.03	119.19-
<u>TOTAL BEGINNING FUND BALANCE</u>	2,850,000		3,035,222.11			
<u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
<u>TOTAL ENDING FUND BALANCE</u>	1,688,489		3,258,117.14			
<u>(E+F + OR - G)</u>						

<u>ENDING FUND BALANCE ACCOUNTS:</u>			
/L 810 Reserved For Other Items	0		.00
/L 815 Resr Unequalized Dedu Rev	0		.00
/L 821 Restricted for Carryover	0	18,400.00	
/L 825 Restricted for Skills Center	0		.00
/L 828 Restricted for C/O of FS Rev	0		.00
/L 830 Restricted for Debt Service	0		.00
/L 835 Restricted for Arb Rebate	0		.00
/L 840 Reserve for Inventory	200,000	191,500.00	
/L 845 Restricted for Self Insur	0		.00
/L 850 Restrict Uninsured Risks	0		.00
/L 870 Committed-Other Purposes	0		.00
/L 872 Comm to Min Fnd Bal	1,100,000	1,100,000.00	
/L 875 Assigned to Contingenies	0		.00
/L 884 Assign to Oth Cap Proj	0		.00
/L 888 Assigned to Other Purpose	0	1,257,000.00	
/L 890 Unreserved Fund Balance	388,489	691,217.14	
<u>TOTAL</u>	1,688,489	3,258,117.14	

20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2012 (September 1, 2012 - August 31, 2013)

for the BAINBRIDGE ISLAND SD #303 School District for the Month of March, 2013

REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
00 Local Taxes	1,431,000	85,030.48	737,540.08		693,459.92	51.54
00 Local Support Nontax	150,000	4,140.44	38,756.02		111,243.98	25.84
00 State, General Purpose	0	.00	.00		.00	0.00
00 State, Special Purpose	0	.00	.00		.00	0.00
00 Federal, General Purpose	0	.00	.00		.00	0.00
00 Federal, Special Purpose	0	.00	.00		.00	0.00
00 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
00 Other Agencies and Associates	0	.00	.00		.00	0.00
00 Other Financing Sources	7,000,000	.00	.00		7,000,000.00	0.00
Total REVENUES/OTHER FIN. SOURCES	8,581,000	89,170.92	776,296.10		7,804,703.90	9.05
EXPENDITURES						
Sites	1,045,000	.00	6,999.27	0.00	1,038,000.73	0.67
Buildings	15,317,247	274,818.22	2,342,155.41	1,554,817.84	11,420,273.75	25.44
Equipment	2,214,240	176,873.58	824,617.82	139,640.10	1,249,982.08	43.55
Energy	300,000	.00	.00	0.00	300,000.00	0.00
Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	18,876,487	451,691.80	3,173,772.50	1,694,457.94	14,008,256.56	25.79
OTHER FIN. USES TRANS. OUT (GL 536)	275,000	28,065.68	163,292.30			
OTHER FINANCING USES (GL 535)	0	.00	.00			
EXCESS OF REVENUES/OTHER FIN.SOURCES						
OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)	10,570,487-	390,586.56-	2,560,768.70-		8,009,718.30	75.77-
TOTAL BEGINNING FUND BALANCE	14,000,000		10,932,862.66			
G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXX		.00			
TOTAL ENDING FUND BALANCE	3,429,513		8,372,093.96			
(E+F + OR - G)						

<u>ENDING FUND BALANCE ACCOUNTS:</u>			
L 810 Restricted For Other Items	0		.00
L 825 Restricted for Skills Center	0		.00
L 830 Restricted For Debt Service	0		.00
L 835 Restrictd For Arbitrage Rebate	0		.00
L 850 Restricted for Uninsured Risks	0		.00
L 861 Reserve Of Bond Proceeds	2,154,119	6,381,006.30	
L 862 Reserve Of Levy Proceeds	504,155	1,238,377.10	
L 863 Restricted from State Proceeds	0		.00
L 864 Restricted from Fed Proceeds	0		.00
L 865 Restricted from Other Proceeds	0		.00
L 866 Restricted Impact Fees	0		.00
L 867 Restrictd Mitigation Fees	0		.00
L 869 Restricted fr Undistr Proceeds	0		.00
L 870 Committed to Other Purposes	0		.00
L 889 Assigned to Fund Purposes	771,239	752,710.56	
L 890 Unassigned Fund Balance	0		.00
<u>TOTAL</u>	3,429,513	8,372,093.96	

40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2012 (September 1, 2012 - August 31, 2013)

for the BAINBRIDGE ISLAND SD #303 School District for the Month of March, 2013

	ANNUAL	ACTUAL	ACTUAL			
REVENUES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
00 General Student Body	151,100	2,665.60	77,834.27		73,265.73	51.51
00 Athletics	96,500	1,052.41	84,055.47		12,444.53	87.10
00 Classes	31,300	.00	1,157.00		30,143.00	3.70
00 Clubs	313,000	8,220.46	142,781.08		170,218.92	45.62
00 Private Moneys	62,800	23,000.00	41,655.19		21,144.81	66.33
Total REVENUES	654,700	34,938.47	347,483.01		307,216.99	53.08
EXPENDITURES						
00 General Student Body	211,500	2,480.00	30,248.20	1,923.07	179,328.73	15.21
00 Athletics	148,800	14,240.07	65,374.30	14,663.34	68,762.36	53.79
00 Classes	32,800	.00	1,228.61	0.00	31,571.39	3.75
00 Clubs	354,700	19,118.84	138,376.53	31,504.21	184,819.26	47.89
00 Private Moneys	133,819	160.00	11,191.03	0.00	122,627.97	8.36
Total EXPENDITURES	881,619	35,998.91	246,418.67	48,090.62	587,109.71	33.41
EXCESS OF REVENUES						
OVER (UNDER) EXPENDITURES (A-B)	226,919-	1,060.44-	101,064.34		327,983.34	144.54-
TOTAL BEGINNING FUND BALANCE	383,000		288,671.57			
G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXX		.00			
TOTAL ENDING FUND BALANCE	156,081		389,735.91			
C+D + OR - E)						
ENDING FUND BALANCE ACCOUNTS:						
L 810 Restricted for Other Items	0		.00			
L 819 Restricted for Fund Purposes	156,081		389,735.91			
L 840 Nonspend Fnd Bal Invent	0		.00			
L 850 Restricted Uninsured Risk	0		.00			
L 870 Committed to Oth Purposes	0		.00			
L 889 Assigned to Fund Purposes	0		.00			
L 890 Unreserved Fund Balance	0		.00			
TOTAL	156,081		389,735.91			

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2012 (September 1, 2012 - August 31, 2013)

For the BAINBRIDGE ISLAND SD #303 School District for the Month of March, 2013

<u>REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
000 Local Taxes	0	.00	.00		.00	0.00
000 Local Nontax	3,400	84.22	603.69		2,796.31	17.76
000 State, General Purpose	0	.00	.00		.00	0.00
000 State, Special Purpose	200,000	.00	.00		200,000.00	0.00
000 Federal, General Purpose	0	.00	.00		.00	0.00
000 Other Agencies & Assoc	0	.00	.00		.00	0.00
000 Other Financing Sources	0	.00	.00		.00	0.00
<u>TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	203,400	84.22	603.69		202,796.31	0.30
<u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
<u>Total REV./OTHER FIN. SOURCES</u>	203,400	84.22	603.69		202,796.31	0.30
<u>EXPENDITURES</u>						
pe 30 Equipment	150,000	.00	.00	0.00	150,000.00	0.00
pe 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
pe 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	150,000	.00	.00	0.00	150,000.00	0.00
<u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>EXCESS OF REVENUES/OTHER FIN SOURCES</u>						
<u>OVER(UNDER)EXP/OTH FIN USES(C-D-E-F)</u>	53,400	84.22	603.69		52,796.31-	98.87-
<u>TOTAL BEGINNING FUND BALANCE</u>	175,000		174,033.89			
<u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXX		.00			
<u>TOTAL ENDING FUND BALANCE</u>	228,400		174,637.58			
<u>(G+H + OR - I)</u>						
<u>ENDING FUND BALANCE ACCOUNTS:</u>						
L 810 Restricted for Oth Items	0		.00			
L 830 Restricted for Debt Service	0		.00			
L 835 Restricted Arb Rebate	0		.00			
L 850 Restrict Uninsured Risks	0		.00			
L 870 Committed to Oth Purposes	0		.00			
L 889 Assigned to Fund Purposes	228,400		174,637.58			
L 890 Unreserved Fund Balance	0		.00			
<u>TOTAL</u>	228,400		174,637.58			

BOARD OF DIRECTORS

Mary Curtis
Patty Fielding
Timothy Kinkead
Mike Spence



SUPERINTENDENT
Faith A. Chapel

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

April 17, 2013

TO: Board of Directors
FR: Faith A. Chapel, Superintendent
RE: District Budget Update & Resolution 05-12-13

State & Federal Budget:

Legislative updates provided to the Board of Directors at previous meetings outlined Governor Inslee's budget priorities and the Senate's proposal for K-12 funding in 2013-14. A summary of the House of Representative's budget was received by the District on April 11th, and a copy is attached. The summary provides a comparison of the 3 state budget proposals. Unfortunately, the Legislature has not yet reached final agreement on a state budget for 2013-14, and there is speculation that a special session may be necessary.

Despite uncertainty about the final outcome, the good news for Washington school districts is that each of the 3 initial budget proposals contained additional funding for K-12 education. All 3 versions provide different levels of increased funding for student transportation and maintenance, supplies and operating costs. Unfortunately, the proposals fall far short of ameliorating the reductions that school districts have sustained during the past 5 years. The budgets also fail to provide funding to address state mandates including curriculum alignment to new "Common Core" standards adopted by our state and implementation of new evaluation processes for teachers and principals. School districts must continue to rely on local revenues to support these and other state-mandated changes that require new materials and resources to train staff.

In addition to the uncertainties surrounding state funding for K-12 education, school districts are grappling with the potential ramifications of federal sequestration. The Bainbridge Island School District does not qualify for many types of federal funding; however, the District must consider the possibility that it could lose a small percentage of its funds for programs such as special education and Title I. The estimated loss is \$90,000.

District Budget:

The District Budget Advisory Committee (DBAC) met on April 16th to discuss enrollment projections, staffing implications, and a preliminary estimate of key budget components for 2013-14:

1. **Local levy and rental revenue:** We have just received updated local levy calculations from the state. Our Business Services Department has also noted higher levels of rental income for the past few years and has revised revenue estimates. The new data shows that local Program and Operations Levy will be \$100,000 higher than the current year, and rental income estimates should be adjusted upward by \$35,000.
2. **State revenue:** It is difficult to predict what the final outcome will be of legislative budget negotiations. A modest estimate for additional revenue is \$490,000 which reflects preliminary data regarding possible allocations for transportation; materials, supplies, and operating costs; and staff salaries. District level administrators have generated this estimate with strong

reservation, given the difference in allocations among the 3 budget proposals and the lack of information from the Legislature regarding the current status of negotiations.

3. **Projected enrollment:** Budgeted enrollment is projected to decline to 3585 student FTE (full-time-equivalent). This represents a rather modest budget reduction of 25 students (a loss of \$130,000). However, it should be noted that the District started this school year with an enrollment of 3641 FTE – a number that was much higher than forecasted and budgeted. If enrollment for 2013-14 truly drops to 3585 as projected, it would translate to an actual reduction of 56 FTE.
4. **Staffing reductions:** The number of staff positions that must be reduced to align with lower enrollment is estimated to be 4.0 FTE (a reduction of \$340,000), which reflects changes in enrollment for general education, career technical education and special education classes. While the staffing reductions may seem high compared to the projected loss of enrollment, the staffing levels for 2012-13 were bolstered by the Bainbridge Schools Foundation and the higher-than-anticipated enrollment at the beginning of this year. Our registration data for next year indicates that current staffing levels cannot be sustained and will need to be reduced. The District Budget Advisory Committee (DBAC) met on April 23rd and discussed these enrollment-related reductions. District administrators also met with representatives of the Bainbridge Island Education Association to discuss the projected changes in staffing
5. **Increased costs:** The District has also received wide-ranging estimates regarding increased costs for pensions, insurance, substitute costs, and unemployment. District administrators estimate that the increases could be as high as \$250,000 for these expenses. Again – this estimate was generated with strong reservation, given the preliminary nature of the data issued to the District by state budget analysts.
6. **Bainbridge Schools Foundation:** The Bainbridge Schools Foundation will be meeting in May to discuss its pledge to the District for the 2013-14 school year. The District's request for BSF support has been delayed by the lack of definitive budget information from the State. However, if state allocations increase to a level that allows the District to resume funding all "Basic Education" staff positions, District administrators recommend that the Foundation help to fund important activities that are necessary to accomplish the goals outlined in the District Improvement Plan but are not likely to receive state funding: teacher training for Common Core standards, classroom assessments, new math curriculum, and the teacher-principal evaluation project; innovative efforts in areas such as science, technology, engineering and math (STEM), differentiation of instruction, and exploration of elementary world languages.
7. **District fund balance/reserves for 2013-14:** At the time this memo is written, the Business Services Department had not yet completed an update of estimated fund balance/reserves that could potentially be applied to the 2013-14 budget.

Given statutory requirements for notification of certificated staff regarding the possibility that their staff positions may be reduced, combined with the information that is currently available to the District regarding a projected decline in enrollment, increased costs, and lack of certainty surrounding state and federal allocations for K-12 education, the District must move forward with processes for declaring the possibility of a "fiscal emergency" and "reduced educational programs." It should be noted that the declaration of a fiscal emergency is defined as the district's belief that it will not have sufficient enrollment and funds to maintain its current level of staffing, programs, and services.

NOTE: More specific budget information may become available prior to the April 25th Board meeting, as the regular session of the Legislature comes to a close next week.

BOARD OF DIRECTORS
Mary Curtis
Patty Fielding
Tim Kinkad
Mike Spence



SUPERINTENDENT
Faith A. Chapel

8489 Madison Avenue NE * Bainbridge Island, Washington 98110-2999 * (206) 842-4714 * Fax: (206) 842-2928

RESOLUTION 05-12-13

WHEREAS, the School Board of Directors for the Bainbridge Island School District No. 303, Kitsap County, Washington, has reviewed the revenue implications for the 2013-14 school year, relative to projected reductions in student enrollment, estimated cost increases, and the uncertainty of state and federal allocations; and

WHEREAS the Board has concluded that the enrollment and funds available for the 2013-14 school year will be insufficient to maintain the same staffing levels, programs, and services as provided for the 2012-2013 fiscal year and the district must therefore reduce specific staff, programs, and services to align expenditures with enrollment and revenue for the 2013-2014 school year; and

WHEREAS, the School Board of Directors would concur with the Superintendent's proposal to make those staff, program and service adjustments necessary to align expenditures in 2013-2014 with forecast enrollment and revenue; and

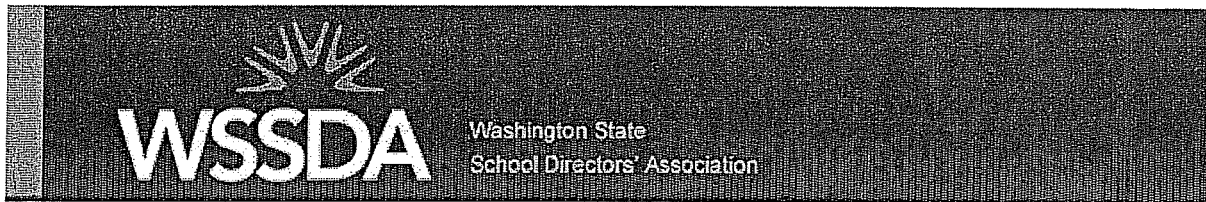
WHEREAS, the negotiated labor agreements between the District and respective employees, as represented by the Bainbridge Island Educational Support Personnel Association (BIESPA) and/or the Bainbridge Island Education Association (BIEA), provide for the layoff of personnel for reasons of fiscal emergency or changes in enrollment, which provisions may here apply;

NOW, THEREFORE, BE IT RESOLVED on this 25th day of April 2013, the School Board of Directors hereby finds that, due to insufficient enrollment and fiscal emergency, just and sufficient cause exists for the reduction of programs, services, and staffing as necessary to align 2013-2014 budget expenditures with projected revenues.

FURTHER: Should staff attrition be insufficient to accommodate reductions in personnel, the Secretary to the School Board of Directors is hereby directed to give notice to each affected employee as required by law and consistent with the terms of the respective negotiated labor agreements.

SCHOOL BOARD OF DIRECTORS

ATTEST: _____, Secretary to the Board of Directors



Legislative Update

By Marie Sullivan, WSSDA Director of Governmental Relations

April 10, 2013

House Democrats propose \$1.3 billion to meet McCleary

The 2013-15 operating budget proposal released by House Appropriations Chair Ross Hunter, D-Medina, would invest \$1.3 billion to the state's redefined program of basic education. The proposal includes funding for transportation, Materials, Supplies, and Operating Costs (MSOC), and full-day kindergarten and smaller K-3 class sizes for high poverty schools.

Also included in the proposal is funding to support an additional 80 instructional hours for grades 7-12 and \$30 million for implementation of the new teacher and principal evaluation. And, unlike any of the proposals to date, the House Democratic budget would start to pay for administrative and classified employee gaps in compensation that are currently funded by local levies.

"We believe this is an honest, responsible and sustainable budget that will help move our state forward over the next two years," said House Democratic Majority Leader Pat Sullivan, D-Covington.

Sullivan was joined by House Appropriations Committee chairman Ross Hunter, D-Medina, and House Finance Committee chairman Reuven Carlyle, D-Seattle. Hunter described how they would spend new investments to meet the state's K-12 education obligation under McCleary, while Carlyle shared the caucus vision and approach for how they would pay for the new investments.

Carlyle said McCleary was a game changer and the Legislature could no longer afford ignore the 640 tax exemptions, tax preferences, or tax credits that have been enacted over the years. "We will bring a new level of rigor and review to existing tax exemptions," he said, stating that some preferential policies are valuable while others don't stack up against the need to fund public schools and services for the state's most vulnerable citizens.

The proposal aligns perfectly with the priorities adopted by the WSSDA Legislative Assembly and Board of Directors for the 2013 session. At the top of the list is implementation through a phased-in approach of ESHB 2261 (2009), starting with transportation and MSOC to relieve pressure on local levy dollars being used to meet state obligations, and making substantial investments through 2018.

The House Democrat's two-year spending plan would suspend I-732 for a savings of \$295 million; the Senate budget permanently repeals the initiative.

To bridge the shortfall and make a significant down payment to meet McCleary, House Democrats would increase revenues by \$1 billion through a combination of tax extensions, new revenues, and closing 15 tax preferences or exemptions. The approach is very different from the Senate's, which relied on fund transfers, projected savings, and permanent reprioritization of funds.

Activity Funded <i>Enhancement</i>	Senate (31-18) ESSB 5034	House PSSB 5034	Governor Inslee priorities	House Republicans (PSHB 1057)
Maintenance, Supplies and Operational Costs (MSOC) <ul style="list-style-type: none"> Senate would make a 17 percent increase in the 2013-14 school year and 100 percent funding for the 2014-15 school year 	\$520 million	\$461.2 million	\$466.8 million	\$128 million
Transportation <ul style="list-style-type: none"> Senate would fully fund in the 2013-14 school year 	\$197.5 million	\$144 million	\$198 million	Not included
Class size reductions <ul style="list-style-type: none"> The House Democrat proposal would reduce K-3 class sizes from 25.23 students to 23.58 students for 2013-14, and to 21.94 in 2014-15; for high poverty schools , it would decrease from 24.10 to 22.68 in 2013-14, and to 21.26 in 2014-15 	Not included Senate made conscious decision not to fund this go-around	\$225.3 million House funds K-3	\$128 million Governor would fund high poverty, K-1 first	\$302 million House Republicans would fully fund K-2
Full-day kindergarten	\$41 million Senate would fund high poverty schools first, increasing the percentage of schools funded from 22 percent to 30 percent in 2013-14 and to 35 percent in 2014-15 school year	\$91.5 million House Ds would increase from 22 percent to 37.6 percent in 2013-14 school year and to 53.2 percent in the 2014-15 school year <i>Note: budget notes say 59.6% in 2014-15</i>	\$116 million Governor would fund high poverty schools first, increasing the percentage of schools funded from 22 percent to 50 percent, at class sizes of 20	\$229 million House Republicans would fund 100 percent of all kindergarten classes by the 2014-15 school year
Increased instructional hours from 1,000 to 1,080 for grades 7 – 12 <ul style="list-style-type: none"> Governor indicated this would lead to 1,400 new 	Not included	\$63.4 million	\$98 million	\$158 million

<p>positions and that the funding was not tied to a 24-credit diploma as described by the State Board of Education</p> <ul style="list-style-type: none"> House Republicans boosted instructional hours by 1.1111 per week in the 2013-14 school year and 2.2221 hours per week in the 2014-15 school year 				
<p>Salary Allocation for classified and administrative salaries</p> <ul style="list-style-type: none"> House would increase above maintenance level classified salary allocations by \$3,008 and for administrator salary allocations by \$11,378 for the 2013-14 and 2014-15 school years. 	Not included	<p>\$117.8 million (classified)</p> <p>\$100.5 million (administrative)</p>	Not included	Not included
<p>Professional development</p> <ul style="list-style-type: none"> Senate would fund teacher evaluation training Governor would fund 18 hours of state-directed training for school-based staff <ul style="list-style-type: none"> Proposal equates to one additional hour every other week This equates to a 1.25 percent increase in the salary allocation 	\$10 million	\$30 million	\$90.4 million	Not included
<p>Learning Assistance Program</p> <ul style="list-style-type: none"> Governor would make new investments in Learning Assistance Program (LAP) funds to address dropout prevention in grades 6-9. <ul style="list-style-type: none"> Districts with a dropout rate exceeding 16 	<p>Senate would make significant investments in LAP for reading, writing and math for K-12, using evidence-based</p>	<p>House would increase LAP instructional hours as part of a Career and College Ready plan, with full</p>	\$28 million	Not included

percent based on students who start in the 9 th grade and graduate would be required to use targeted strategies.	strategies. Funding would come from consolidation of a number of different grant and statewide programs (see proviso consolidation below).	implementation by the 2017-18 school year.		
Governor would add funding to LAP to focus on getting students to standard in 3 rd grade reading assessments. <ul style="list-style-type: none"> No strings in the first year. In the second year, for schools with not reaching 60 percent 3rd grade reading standard, evidence-based programs must be used. 	See LAP above		\$12.5 million	Not included
Transitional Bilingual Instruction Program (TBIP) <ul style="list-style-type: none"> Governor would make Transitional Bilingual Instruction Program (TBIP) enhancement for students who exit the program for up to two years of additional instructional support. <ul style="list-style-type: none"> The accountability is based on length of time in TBIP. When the average exceeds five years, the school will be required to implement evidence-based strategies. 	\$5.7 million <p>Senate would make TBIP enhancement for students who exit the program, beginning with the 2014-15 school year.</p>	\$11.9 million <p>House would fund increased instructional hours for two years following exit from the program.</p>	\$22 million	Not included
School turnaround – Required Action District state funding (SB 5329) <ul style="list-style-type: none"> Senate would fund 10 RADs at about \$1 million 	\$10.2 million	Not included	\$12.5 million	\$10 million FY14 only

each in the second fiscal
year, 2014-15 school year

STEM Alliance Partnership	\$253,000		\$10.9 million	Not included
Principal residency pilot program	Not included	Not included	\$4.1 million	Not included
In-school mentor and beginning teacher support (BEST):	Not included	Not included	\$37.5 million	Not included
<ul style="list-style-type: none"> • \$2,500 stipend first year; \$1,250 next two years for mentors • \$2,200 stipend first year; \$1,000 next two years for beginning teacher participating in the program • Mentors may have no more than two beginning teachers • Stipends would pay for two additional hours per week in the first year and one additional hour in the second year 				
Strategic Innovation Grant Grants would be provided as incentives for hard-to-fill subject areas and challenging schools' assignments, among other evidence- and research-based compensation strategies.	\$5 million	Not included	Not included	Not included
Sections 501 and 513 individual budget provisos	Senate would consolidate a number of disparate budget provisos for a savings of \$37 million; put into LAP total amount above.	House shifted some provisos to other sections, does not appear to have eliminated any of the provisos.		
<ul style="list-style-type: none"> • House and Senate budgets direct OSPI to report on the outcomes of the various provisos 				

School construction assistance program funded in capital budget proposals

Yesterday the Senate Majority Caucus released a proposed substitute to the two-year construction budget, including \$487 million in maintenance level funding for School Construction Assistance Program (SCAP) projects. The proposal does not include additional funding for energy efficiency grants and the small repair program, both of which have been funded in previous years, and makes no new skills center appropriations.

Senate Majority Capital Budget Chairman Jim Honeyford, R-Sunnyside, had previously proposed – and the Senate passed – an early action school construction budget that has languished in the House Capital Budget Committee for more than a month. SSB 5445 is scheduled for a public hearing Friday, April 12 at 8 a.m. The committee also will hold a work session on school construction assistance.

Today House Capital Budget Chairman Hans Dunshee, D-Snohomish, and Ranking Member Judy Warnick, R-Moses Lake, released their budget proposal. Here's a look at how it stacks up against the Senate budget proposal and former Governor Chris Gregoire's budget submitted last December.

Activity funded	Senate Proposed (PSSB 5035)	House Proposed (PSHB 1089)	Gregoire (HB 1089)	Comments
School Construction Assistance Program (SCAP)	\$487.5 million	\$494.8 million	\$496.6 million	<ul style="list-style-type: none"> Senate funds maintenance level House changes space allocation for funding assistance for districts with senior or four-year high schools with fewer than 400 students, as outlined in WAC 392-343-035, to be computed in accordance with the following formula: <ul style="list-style-type: none"> 0-200 students – 42,000 square feet 201-300 – 48,000 square feet 301 or more – 52,000 square feet Gregoire funded at policy level
Small Repair Grants	Not included	Not included	\$10 million	
Energy Efficiency Grants	Not included	\$15 million	Not included	
Emergency Repair Pool	\$500,000	Not included	\$500,000	New this year. Emergency funds to be spent in accordance with WAC 392-343-600-615
Kindergarten full-day expansion	Not included	Not included	\$10 million	<ul style="list-style-type: none"> House proposed Gregoire funding for capacity needs

School Security Improvement Grants (SB 5197)	\$10 million	Not included	Not included	<ul style="list-style-type: none"> Senate funding would support SSB 5197 as it passed the Senate.
Distressed Schools (Seattle)	Not included	\$10 million	Not included	<ul style="list-style-type: none"> House would fund capital improvements in Seattle Public Schools to address extraordinary current and projected enrollment growth and facility preservation needs of the district.
Tahoma School District	Not included	\$4 million	Not included	<ul style="list-style-type: none"> House would provide funding to purchase property from King County to site a school within Tahoma School District.
Study of SCAP	\$250,000	Not included	Not included	<ul style="list-style-type: none"> Senate would direct OSPI to make recommendations on how the school construction assistance program can better support state policy objectives to reform and improve public education. Areas to be considered include: <ul style="list-style-type: none"> Access to STEM; Smaller class sizes for grades K-3; Increased efficiency for use of high-cost specialized facilities, such as skills centers and community colleges; Multiple release dates for SCAP; Possible opportunities to increase efficiency through consolidation. Report due Sept. 1, 2014. Report must include recommendations and projected costs and benefits.

BOARD OF DIRECTORS

Mary Curtis
Patty Fielding
Tim Kinkad
Mike Spence



SUPERINTENDENT
Faith A. Chapel

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

RESOLUTION 06-12-13

WHEREAS, the School Board of Directors for the Bainbridge Island School District No. 303, Kitsap County, Washington, has reviewed the revenue implications for the 2013-2014 school year, relative to projected reductions in enrollment, estimated cost increases, and the uncertainty of state and federal allocations; and

WHEREAS, the Board has concluded the enrollment and funds available for the 2013-2014 school year will be insufficient to maintain the same staffing levels, programs, and services as provided for the 2012-2013 fiscal year; and

WHEREAS, the Board of Directors would concur with the Superintendent's proposal to make those staff, program, and service adjustments necessary to ensure alignment of expenditures in 2013-2014 with forecasted enrollment and revenue;

NOW, THEREFORE, BE IT RESOLVED on this 25th day of April 2013, the School Board of Directors:

1. Hereby adopts the proposed Reduced Educational Program for the 2013-2014 school year as reflected in Exhibit 1, a copy of which is attached hereto and incorporated herein by this reference.
2. Hereby directs the Superintendent to give notice and follow all other requirements of Washington State law, school district policy, and collectively bargained or contractual agreements to implement said program and to reduce or transfer staff as required.

SCHOOL BOARD OF DIRECTORS

ATTEST: _____, Secretary to the Board of Directors



April 18, 2013

TO: Board of Directors
FR: Faith A. Chapel, Superintendent
RE: REDUCED EDUCATIONAL PROGRAM FOR 2013-14 - EXHIBIT 1

EXHIBIT 1

Based on the information available at this time regarding a projected decline in enrollment, estimated cost increases, and the uncertainty of state and federal revenues for the 2013-14 school year, the District believes there will be insufficient enrollment and funds to maintain current staffing levels, programs, and services. To implement a prudent and balanced budget, reductions in certificated staffing will be necessary.

The following Reduced Educational Program delineates the positions that are being projected for reduction. As additional information becomes available regarding enrollment and revenue, the need for staffing reductions may be less than identified. The District also anticipates that staff attrition may reduce the number of employees who will receive notification of non-renewal.

It is recommended that the Board approve the 2013-14 Reduced Educational Program.

2013-14 REDUCED EDUCATIONAL PROGRAM

CERTIFICATED STAFF REDUCTIONS

The figures below reflect the number of positions that are subject to "Reduction in Force (RIF)." It should be noted that retirements, resignations, and leaves of absence reduced the number of certificated staff positions subject to non-renewal.

- 0.4 FTE Gr. 7-12 Music - Vocal
- 0.6 FTE Gr. 7-12 World Languages – French
- 0.2 FTE Gr. 7-12 Career Technical Ed – Family/Consumer Science
- 0.2 FTE Gr. 9-12 Career Technical Ed – Photography
- 0.2 FTE Gr. 9-12 Career Technical Ed – Technology Education
- 0.4 FTE Gr. 9-12 Social Studies

TOTAL: 2.0 FTE Certificated Staff

CLASSIFIED STAFF: Decisions regarding classified staff will be determined at a later date, per negotiated agreement. The District does not currently anticipate making significant changes in classified staffing for 2013-14; however, some reductions may be necessary due to enrollment changes or changes in funding.

BOARD OF DIRECTORS
Patty Fielding
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Tim Kinkad
Mev Hoberg



SUPERINTENDENT
Faith A. Chapel

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

To: Faith Chapel, Superintendent
From: Randi Ivancich, Director of Instructional Technology & Assessment
Date: April , 2013
Re: Technology Projects and Levy Monthly Report

*Technology...
fosters a passion for learning;
delivers challenging & meaningful curriculum;
develops & supports the skills necessary for career, college and life.*

Technology Levy Budget Summary

This summary provides information on the encumbrances to date applied to the 2010 Technology Levy budget for the 2012/2013 school year.

FY 2012/2013 Technology Levy Budget		\$1,940,044
Encumbered Purchase Orders	\$ 191,780	
Expenditures to Date	\$ 650,985	
Total Encumbrances to Date		<u>\$ 842,765</u>
FY 2012/2013 Technology Levy Budget Balance		\$1,097,279

Learning and Teaching

Technology Department staff installed new desktop computers in the Woodward Middle School lab, the Woodward library and the Sakai library over spring break. Additionally, Woodward Middle School chose to replace some of its aging student use computers with forty-one laptops and nineteen desktops to meet curriculum and instruction needs. This represents approximately half of the allotment for general use computing devices at WMS from the 2010 Technology Levy. WMS is exploring additional computing device options for next year's allotment. The older computers were removed from WMS and Sakai and will be re-deployed in other, less demanding areas; used for parts; or surplusd according to RCWs.

Six new Smartboards were installed at Bainbridge High School in the English/Language Arts classroom and four Smartboards were installed at Eagle Harbor High School. Teachers who received the new Smartboards and those who were interested in a refresher were invited to attend an after school training session on April 11 in the use of Smartboards for instruction.

The Technology Department staff wants to thank the Maintenance Staff for their work to install the boards. We know that the Maintenance staff re-arranged work schedules to accommodate these installations in March and April. We appreciate the cooperation and coordination between Tech and Maintenance.

Technology leaders at each school have been training the certificated staff in new features of the website. One feature, MyView will be available to all users who log into the BISD website. Once logged into the BISD website, MyView allows each user to customize his/her view of the website by choosing from the “blocks” of information on the BISD website. The new features also include a Planner that allows the user to choose from all BISD website calendars and merge them onto one calendar or Planner. These new features will go live for staff and students during the month of May, and for parents at the beginning of the next school year.

Additional training at the schools has included sessions in ST Math, participation through Olympic ESD in Open Educational Resources, and at BHS, Flipped Classroom Strategies for Social Studies teachers and probeware software training for Science teachers.

Infrastructure and Staffing

Our network infrastructure is ready to support our first forays into Bring Your Own Device by students and staff. Personally owned devices on the BISD network will operate as Internet access devices. District-owned devices and personally-owned devices will have different pathways to the Internet and be in compliance with FCC CIPA requirements.

The next steps in the BYOD process include:

- School Board approval of Policies 2022 and 3246 will be the next step in the process
- Signed electronic resources user agreements for students/parents at Bainbridge High School and the three schools at the Commodore Options School
- Presentation tool distributed to BHS and COS staff to inform staff and students of expectations
- Information posted on BISD/Technology website with announcement on the BISD website
- BYOD at COS and BHS this spring
- Signed agreements next fall for students/parents at Woodward Middle School and Sakai Intermediate School

Communications & Productivity

Staff training continues for classified staff in Microsoft Excel 2010. Spring sessions have included formatting worksheets in the basic course and pivot tables and analyzing data in the intermediate course.

Proposal for Future School Board Presentations related to Technology Project Planning

May 9, 2013	Summary of technology survey results Draft of rationale and goals for Technology Project Plans & Levy Request Five “Focus” Areas with line items to meet technology goals Mapping of technology goals and focus areas to District Improvement Plan
May 30, 2013	Funding scenarios for Technology Project Plans Determine scope of items included in levy proposal
June 13, 2013	Updated levy proposal documents Recommendations to measure progress and success of technology implementation
June 27, 2013	Revised (final) draft of Technology Planning documents and levy request Revised funding proposal

2010 TECHNOLOGY LEVY
2012-13 District Fiscal Year Summary

	ESTIMATED BUDGET	ENCUMBERED TO DATE (TOTAL AMT)	EXPENDITURES TO DATE	ENCUMBERED PO BALANCE	LEVY BUDGET BALANCE
LEARNING:					
Engage and Empower	746,500				427,035
Hardware	676,500	269,754	269,284	470	406,746
Software	70,000	49,711	49,628	83	20,289
Professional Development	0	0	0	0	0
<i>Sub-total LEARNING</i>		319,465	318,912	553	
TEACHING:					
Prepare and Connect	265,311				203,536
Hardware	139,950	13,695	13,694	2	126,255
Software	0	0	0	0	0
Professional Development	125,361	48,079	45,823	2,256	77,282
<i>Sub-total TEACHING</i>		61,775	59,517	2,257	
ASSESSMENT:					
Measure What Matters	67,500				7,755
Hardware	0	3,537	3,537	0	(3,537)
Software	48,500	51,810	51,810	0	(3,310)
Professional Development	19,000	4,399	4,121	277	14,602
<i>Sub-total ASSESSMENT</i>		59,745	59,467	277	
INFRASTRUCTURE:					
Access and Enable	359,400				350,729
Hardware	317,500	4,478	3,457	1,021	313,022
Software	33,100	3,010	2,824	187	30,090
Professional Development	8,800	1,183	0	1,183	7,617
<i>Sub-total INFRASTRUCTURE</i>		8,671	6,280	2,391	
COMMUNICATIONS + PRODUCTIVITY	247,880				93,913
Hardware	101,250	79,626	51,503	28,123	21,624
Software	95,890	66,456	66,265	191	29,434
Professional Development	50,740	7,885	4,730	3,155	42,855
<i>Sub-total COMM. + PROD.</i>		153,967	122,498	31,469	
Technical Support	253,453	239,143	84,311	154,832	14,310
<i>Sub-total Technical Support</i>		239,143	84,311	154,832	
= Total	\$ \$1,940,044	\$842,765	\$650,985	\$191,780	\$1,097,279

BOARD OF DIRECTORS

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Faith A. Chapel

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

To: Faith Chapel, Superintendent
From: Randi Ivancich, Director of Instructional Technology & Assessment
Date: April 25, 2013
Re: School Board Policies related to Technology

The following policies are being presented for their second reading by the School Board. I am seeking approval of these two policies to support technology goals and projects in our district.

- Policy 2022 Responsible Use of Electronic Resources

The federal government required an update of this policy by July 1, 2012. WSSDA updated its recommendations for Policy 2022. This revision to Policy 2022 incorporates recommendations from WSSDA.

- Policy 3246 Bring Your Own Device

This is a new policy to support the use of personally owned devices at school. It incorporates recommendations from WSSDA and other Washington school districts that have recently implemented policies of this nature.

Along with these policies, I am submitting Procedures 2022, Procedures 3246, and a Responsible Use of Electronic Resources User Agreement for students to give you a more detailed context for review of the policies.

I recommend approval of Policy 2022 and Policy 3246.

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 **online** 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.

Use of the Internet

To promote the safe and appropriate online behavior of students and staff as they access material from the Internet, the district will use the following four-part approach. However, given the ever-changing nature of the Internet, the district cannot guarantee that a student will never be able to access objectionable material.

As specific by the FCC, the question of Internet safety includes issues regarding the use of the Internet, Internet-capable computing devices, and other electronic devices in a manner that promotes safe online activity for children, protects children from cybercrimes, including crimes by online predators and cyberbullying, and, to the extent reasonable, helps parents shield their children from materials that are inappropriate for minors.

1. Electronic Resources User Agreement

Any student, staff member, or guest using the Internet from an Internet-capable computing device in any district facility will be required to sign a network user agreement before access is granted.

2. Filter

All district-owned and personally-owned Internet-capable devices in all district facilities accessing the Internet through district network resources will be filtered and monitored to prevent access to obscene, racist, hateful, violent, or other objectionable material as specified in the FCC Children's Internet Protection Act or district policies.

3. Supervision

When students and staff access the Internet from any district facility, district staff will make a reasonable effort to supervise student access and use of the Internet. If material is accessed that violates district policies, procedures and/or the network use agreement, then district staff may instruct the person to cease using that material and/or implement sanctions contained in district policies, procedures and/or the network use agreement.

4. Instruction

All students will be educated about appropriate online behavior, including, but not limited to, interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Cross References:	Model Policy 2020	Curriculum Development and Adoption of Instructional Materials
	Model Policy 2025	Copyright Compliance
	Model Policy 3207	Harassment, Intimidation and Bullying
	Model Policy 3231	Student Records
	Model Policy 3241	Classroom Management, Corrective Actions or Punishment
	Model Policy 4040	Public Access to District Records
	Model Policy 4400	Election Activities
	Model Policy 5281	Disciplinary Action and Discharge

Legal Reference:	18 USC §§ 2510-2522	Electronic Communication Privacy Act
	Pub. L. No. 110-385	Protecting Children in the 21 st Century Act

Management Resources:

<i>Policy News</i> , October 2012	Updates and Corrections
<i>Policy News</i> , February 2012	Federal Guidance Requires Changes to Electronic Resources Policy
<i>Policy News</i> , June 2008	Electronic Resources
<i>Policy News</i> , June 2001	Congress Requires Internet Blocking at School
<i>Policy News</i> , August 1998	Permission required to review e-mail

For Kathy Roberts: Should we include a cross-reference to Policy 3245 Bring Your Own Device? It will be presented for initial reading at the same School Board meeting as recommendation to update Policy 2022.

Adoption Date:

School District Name:

Revised: 10.00; 10.01; 04.08; 06.08; 02.12; 10.12

Classification: Priority

Responsible Use of Electronic Resources

K-20 Network Acceptable Use Guidelines/Internet Safety Requirements

These procedures are written to support the Electronic Resources Policy of the board of directors and to promote positive and effective 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, **electronic devices**, and resources.

Use of Personal Electronic Devices

In accordance with all district policies and procedures, students and staff may use personal electronic devices such as, but not limited to, laptops, 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 blogs, websites, collaboration software, social networking sites, wikis, etc. **Policies and procedures related to use of the district network resources includes access through district-owned and personally-owned computing devices.** The district reserves the right to prioritize the use of, and access to, the network.

Staff, students and parents/guardians, and guest users will sign an electronic use agreement before access to the district network and electronic resources is granted. The signed agreement will remain in force unless the parent/guardian notifies the district to revoke his/her child's privilege to access network resources or the user has violated district policies or procedures. Violations may result in suspension or termination of network privileges and be subject to other disciplinary action according to district policies.

All 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 and electronic resources users includes:

- A. **Documents, files, and storage of information in support of education and research and consistent with the mission of the district;**
- B. Creation of files, digital projects, videos, web pages and podcasts in support of education and research;
- C. Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and webpages that support education and research;
- D. 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;
- E. Connection of personal electronic devices, wired or wireless, including **Internet-capable** portable devices 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. Connection of any personal electronic device is subject to all **district policies and procedures**. Permission may be granted in an electronic format as part of the network login process; or
- F. Staff use of the network for incidental personal use in accordance with all 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); or
- K. Attaching or connecting unauthorized devices to the district network. Any such device will be confiscated and additional disciplinary action may be taken **according to district policies and procedures**.

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 **the user's** own negligence or any other errors, **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, 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 in or information about online safety issues and materials ~~implementation~~ will be made available for ~~administration~~, staff, **students**, 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 **such as, but not limited to**, proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication **or distribution 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;
- E. Staff members who supervise students, control electronic equipment, or have occasion to observe student use of said equipment online must make a reasonable effort to monitor

the use of this equipment to assure that student use conforms to the mission and goals of the district.

- F. **The district will review its Internet filter categories at least once a year to ensure the Internet filtering software category filters are set appropriately in accordance with federal, state, and district policies including the Childrens' Internet Protection Act.**
- G. **The district will provide methods for staff and students to request a review for access to a site or filtering category that may have been mis-categorized or is blocked by the district's Internet filtering software. The content on the requested website or in the category must be consistent with and for the purpose of education and research in support of the district's mission. Information for requests to review a website or categorization can be located on the BISD website under Programs & Services/Technology/Content Filtering.**

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. However, 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) and content is cited appropriately.

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.

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 their account password.

The following procedures are designed to safeguard network user accounts:

- A. Change passwords according to district policy;
- B. Do not use another user's account;
- C. Do not insert passwords into e-mail or other communications;
- D. If you write down your user account password, keep it 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; and
- 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; and
- G. Any and all information transmitted or received in connection with network and e-mail use.

No student, staff, or guest user should have any expectation of privacy when using the district's network or electronic resources. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

Archive and Backup

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

Disciplinary Action

All users of the district's electronic resources are required to comply with the district's policy and procedures and agree to abide by the provisions set forth in district user agreements.

Violation of any of the conditions of use explained in Policy 2022 and related district policies, 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.

Date: 06.01; 06.08; 06.11; 02.12; 10.12

Bainbridge Island School District #303
School Board Policy 2022 Responsible Use of Electronic Resources – User Agreement

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 online 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.

Use of the Internet

To promote the safe and appropriate online behavior by students and staff as they access material from the Internet, the district will use the following four-part approach. However, given the ever-changing nature of the Internet, the district cannot guarantee that a student will never be able to access objectionable material.

As specified by the FCC, the question of Internet safety includes issues regarding the use of the Internet, Internet-capable computing devices, and other electronic devices in a manner that promotes safe online activity for children, protects children from cybercrimes, including crimes by online predators and cyberbullying, and, to the extent reasonable, helps parents shield their children from materials that are inappropriate for minors.

1. Electronic Resources User Agreement

Any student, staff member, or guest using the Internet from an Internet-capable computing device in any district facility will be required to sign a network user agreement before access is granted.

2. Filter

All district-owned and personally-owned Internet-capable devices in all district facilities accessing the Internet through district network resources will be filtered and monitored to prevent access to obscene, racist, hateful, violent, or other objectionable material as specified by the FCC Children's Internet Protection Act and district policies.

3. Supervision

When students and staff access the Internet from any district facility, district staff will make a reasonable effort to supervise student access and use of the Internet. If material is accessed that violates district policies, procedures and/or the network use agreement, then district staff may instruct the person to cease using that material and/or implement sanctions contained in district policies, procedures and/or the network use agreement.

4. Instruction

All students will be educated about appropriate online behavior, including, but not limited to, interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

For more information:

BISD School Board Policies and Procedures are posted the BISD website: <http://www.bisd303.org/Page/815> Policies 2022 and 3246, and their related procedures, specifically address use of district network and electronic resources.

Bainbridge Island School District #303
Electronic Resources User Agreement for Students

The Bainbridge Island School District is pleased to offer students access to the district's network and electronic resources. Current technologies have become an integral part of today's society and play an increasingly significant role in the lives of our students. Technology fosters a passion for learning, delivers challenging and meaningful curriculum, and develops and supports the skills necessary for career, college and life.

The district provides the network system, Internet access, and other electronic resources (that could include accounts for file storage, district email, network access, and collaboration systems) as tools for education and research in support of the district's mission. Due to the dynamic nature of the Internet, there is some risk of accessing information that may be deemed inappropriate or objectionable by some people. The district will create policies and procedures to minimize risks; employ content filtering software, and other network safety measures; and educate students about safe and responsible technology use. Users further reduce risks by taking personal responsibility for their conduct when using district network and electronic resources.

Ultimately parents and guardians of minors are responsible for setting and conveying standards for the use of responsible and appropriate use of technology resources. The school district asks for your help by discussing with your child the following guidelines to be a responsible digital citizen. These digital citizenship guidelines apply to the use of any district-owned and personally owned computing devices through the district's network or other electronic resources.

Guidelines to Promote Positive and Effective Digital Citizenship

1. The expectations for positive student behavior online are the same as for face-to-face interactions. Treat others respectfully online as you would if you were talking or working with them face-to-face.
2. The use of district network and electronic resources is a privilege. Any inappropriate use could lead to suspension of network access or other disciplinary action.
3. Use the Internet for legitimate educational purposes only. Do not attempt to bypass content filtering systems or access inappropriate or harmful material. If you accidentally access inappropriate material, let your teacher or other school district staff know so they can remove the inappropriate material and notify the appropriate district personnel.
4. Be ethical and responsible with all use of the network and electronic resources. Do not attempt to bypass or alter network security systems or settings. Do not modify, destroy, or abuse technology systems, hardware, applications, or software in any way.
5. Use network or email account information responsibly and safely. Do not share username or passwords with anyone other than parents/guardians or appropriate school district staff.
6. Information posted electronically is public. Protect your identity, safety, and personal information. Do not share your home address, telephone number, or information about your family through electronic communications.
7. Information posted electronically is permanent and can have a lifelong impact. Protect the identity, safety and personal information of others. Do not share or spread information about other students or district staff through electronic communications.
8. Respect intellectual property rights and copyright laws. Do not claim someone else's work or words as your own. Give full credit to original authors and developers by citing sources appropriately.
9. Maintain the availability of the network for all users. Protect the network so it can be used by others. Do not disrupt or attempt to disrupt the use of the network or other electronic resources by others.
10. The district reserves the right for authorized personnel to review system use and file content for security and administrative purposes. No user should have any expectation of privacy when using the district's network or electronic resources.

As a responsible digital citizen and user of the Bainbridge Island School District network and electronic resources, I understand and agree to these guidelines and will abide by all district policies and procedures.

Signature of Student

Date

Printed Name of Student

As the student's parent or guardian, I have reviewed this information with my child and stressed the importance of being a responsible digital citizen as outlined in Policy 2022 and this user agreement.

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

BOARD OF DIRECTORS

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SUPERINTENDENT
Faith A. Chapel

8489 Madison Avenue NE

* Bainbridge Island, Washington 98110

* (206) 842-4714

* Fax: (206) 842-2928

To: Faith Chapel, Superintendent
From: Randi Ivancich, Director of Instructional Technology & Assessment
Date: April 25, 2013
Re: School Board Policies related to Technology

The following policies are being presented for their second reading by the School Board. I am seeking approval of these two policies to support technology goals and projects in our district.

- Policy 2022 Responsible Use of Electronic Resources

The federal government required an update of this policy by July 1, 2012. WSSDA updated its recommendations for Policy 2022. This revision to Policy 2022 incorporates recommendations from WSSDA.

- Policy 3246 Bring Your Own Device

This is a new policy to support the use of personally owned devices at school. It incorporates recommendations from WSSDA and other Washington school districts that have recently implemented policies of this nature.

Along with these policies, I am submitting Procedures 2022, Procedures 3246, and a Responsible Use of Electronic Resources User Agreement for students to give you a more detailed context for review of the policies.

I recommend approval of Policy 2022 and Policy 3246.

Policy 3246 Bring Your Own Device

The Bainbridge Island School District is committed to preparing every student for the global workplace, for college, and for personal success in the 21st century. As part of this commitment, access to the District's wireless network, including the Internet, shall be made available to students, employees, and members of the Board of Directors primarily for instructional and administrative purposes and in accordance with this and other BISD policies. Guest access may be granted to users who have received advance approval as noted in the procedures of this policy. All users of the District's wireless network and electronic resources must comply with all school district policies and procedures including Policy 2022 Responsible Use of Electronic Resources. Limited personal use of the District's wireless network shall be permitted if the use:

- imposes no tangible cost to the district;
- does not unduly burden the District's network or electronic resources; or
- has no adverse impact on a student's academic performance and learning environment, or an employee's work responsibilities and job performance.

Access to the District's network systems is a privilege. All users shall be required to acknowledge receipt and understanding of District policies, procedures, and agreements governing use of network systems and electronic resources and must comply with them. Noncompliance with policies, procedures, or user agreements may result in suspension or termination of privileges and other disciplinary action consistent with District policies.

The Board permits the use of personal, mobile, computing devices for educational and operational purposes. Computing devices shall not be used in any way that disrupts or detracts from the educational process or school and work environments. The Board further permits personal computing devices for non-disruptive use during non-instructional and non-operational times in locations designated by the administration. The use of personal computing devices during school-related activities may be permitted in accordance with guidelines established by the district.

Students, staff, and guest users are responsible for the devices they bring to school, on school buses, and to school-sponsored events. The District shall not be liable for the loss, theft, damages or misuse of any electronic device brought to school, possessed/used during the school day, in/on district buildings, district property, district vehicles or contracted vehicles, during transport to/from school, while attending school-sponsored activities during the school day, and/or any/all school-sponsored activities. The District will provide no technical support, troubleshooting, or repair for personally owned computing devices.

In accordance with all district policies and procedures, the District reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

Legal Reference:

RCW 28A.600.010	Government of school, pupils, employees, rules and regulations for – Due process guarantees – Enforcement
28A.600.020	Government of schools, pupils, employees optimum learning atmosphere
28A.600.040	Pupils to comply with rules & regulations
28A.300.285	Harassment, intimidation, and bullying prevention Policies
28A.640.020	Sexual Harassment
WAC 392-400-225	School district rules defining misconduct – Distribution of rules
47 U.S.C. § 254 (h)	Children’s Internet Protection Act (CIPA) and Authentication Policies
18 U.S.C. §§ 2510	Electronic Communication Privacy Act
Pub. L. No. 110-385	Protecting Children in the 21 st Century Act
Pub. L. No. 106-554	Neighborhood Children’s Internet Protect Action
47 U.S.C. § 254(1)(B)	Children’s Internet Protection Act

RSD #400

Adopted: November 13, 2012

Bring Your Own Device

Personal Computing Devices

The Bainbridge Island School District recognizes the value that personal computing devices can bring to students and the educational process. The district will allow students and staff to use personal computing devices with the approval and supervision of school district staff and to connect those devices to the district's wireless network. Network wireless access will be prioritized to support direct classroom, instructional, and business operations of the school district before allocating network wireless resources to personally owned devices. Categories of approved personal mobile computing devices include, but are not limited to, the following:

- laptops including netbooks, notebooks, chromebooks;
- tablets and eReaders such as iPads, Kindles, Nooks;
- smartphones, feature phones; and
- iPod Touches.

Classroom Use

While students are allowed to bring their own computing devices to school, students may only use them in class with teacher permission. Teachers will define if, when, and how these devices may be used in their classrooms. Teachers, and designated instructional staff, have the authority to permit, limit, or prohibit the use of personal computing devices by students in their classes.

School staff are responsible for providing guidelines for students about responsible digital citizenship including appropriate Internet use, and appropriate use of personal computing devices at school. Staff members must provide reasonable supervision for students accessing the Internet through the district's wireless network to ensure that it is being used for educational purposes and in accordance with BISD Policy 2022 Responsible Use of Electronic Resources.

Instruction

A student will be allowed to use the District's wireless network for educational purposes after a signed electronic resources user agreement is received by the District. Once on file, the student's parent or guardian can revoke the agreement by notifying the school principal or designee. If a student does not have parental permission to use the Internet or such access has been revoked by the school, teachers will provide an equivalent assignment covering the same benchmarks contained in the Internet-based instruction.

In the event that equivalent instruction cannot be reasonably provided, an alternative assignment will be given to the student. However, if the parent revokes permission for the student's privilege to use the Internet, the parent/guardian will assume responsibility for the student's mastery of those benchmarks that cannot be addressed in the alternative assignment.

Expectations for Use of Personal Computing Devices

After submitting a signed network user agreement and with classroom teacher approval, students may use their own personal computing devices in the classroom to positively contribute to the educational process and mission of the district.

Students who bring their own personal computing devices to school must always be in compliance with District policies related to their use such as Policy 2022 Responsible Use of Electronic Resources, Policy 3200 Students Rights and Responsibilities, and 3706 Prohibition of Harassment, Intimidation, and Bullying. Students shall not send, share, view or possess pictures, text messages, e-mails, or other material of a sexually explicit nature in electronic or any other form on cell-phones or other electronic device, while the student is on school grounds, at a school sponsored event, or on school buses or vehicles provided by the district. Students will only use appropriate technology at teachers' discretion. Students are permitted to access only the school's wireless network, not private networks, through personal devices when engaged in school-related events and activities. Private networks include, but are not limited to, personal cellular data plans. Possession or use of mobile computing devices may not, in any way:

1. disrupt the educational process of the school district;
2. endanger the health or safety of student or others at school;
3. invade the rights and privacy of others at school; or
4. involve illegal or prohibited conduct of any kind.

Loss of access to personal computing devices can occur if the school becomes concerned about its appropriate use. Concerns may include but are not limited to: safety, potential for disruption to educational process, and security issues related to connecting a personal device to the district's network systems. If used inappropriately, students are subject to disciplinary action, including suspension or expulsion, and losing the privilege of bringing such a device onto school property. In addition, staff may confiscate or with reasonable articulable suspicion can search the device. Content or images that violate criminal laws will be turned over to law enforcement.

Responsibility for Use of Personally Owned Devices

Students are responsible for the devices they bring to school, on school buses, and to school sponsored events. The District shall not be liable for the loss, theft, damages or misuse of any electronic device brought to school, possessed/used during the school day, in/on district buildings, district property, district vehicles or contracted vehicles, during transport to/from school, while attending school-sponsored activities during the school day, and/or any/all school sponsored activities. The District will provide no technical support, troubleshooting, or repair for electronic devices. The District reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred. Additional responsibilities include:

1. Students and parents/guardians should be aware that the Bainbridge Island School District does not have control of the information on the Internet, but the District takes all measures possible to protect students through content filtering software and education of appropriate use as specified in the Children's Internet Protection Act and BISD Policy 2022.
2. Use of personal mobile devices is prohibited in locker rooms, bathrooms, nurses' offices, and other locations that are private in nature.
3. Phone calls and texting are not allowed during class time unless directed by the teacher.
4. Technical support will not be provided for personal devices. Students take full responsibility for setting up and maintaining their personally owned devices.
5. During the school day, students must access the internet through the District's network systems and not personal or other private data plans.
6. Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including but not limited to suspension, criminal charges, and expulsion.
7. Unauthorized streaming of audio or video is not allowed at any time.
8. If a staff member holds reasonable suspicion of inappropriate use of a personally owned device, students must surrender the device to school staff upon request. School staff may examine the device for inappropriate use, content or images in accordance with district policies and procedures. Content or images that violate state or federal laws will be referred to legal authorities.

Date: April 19, 2013
To: Faith Chapel, Superintendent
From: Cami Dombkowski, Personnel Director *cd*
Subj: Personnel Actions

Personnel actions recommended for Board approval at the April 25, 2013 School Board meeting are as follows:

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

Sloan, Pamela	8.0 hrs/day Payroll Officer effective 05/06/2013
Speers, Dianne	8.0 hrs/day Facilities/Capital Projects Analyst effective 04/19/13

Changes in Assignment:

Mejia, Bernie	From 8.0 hrs/day Maintenance Worker to 8.0 hrs/day Maintenance Lead Worker effective
---------------	--

Retirements:

Connelly, Carol	1.0 FTE 4 th Grade Teacher at Blakely Elementary School effective 06/30/13 (24 yrs with BISD)
McDonald, Virginia	1.0 FTE Kindergarten Teacher at Ordway Elementary School effective 06/30/13 (24+ yrs with BISD)
McMahon, Barbara	1.0 FTE 4 th Grade Teacher at Blakely Elementary School effective 06/30/13 (26 th yrs w BISD)
Smith, Nancy	1.0 FTE 5 th Grade Teacher at Sakai Intermediate School effective 06/30/13 (26 yrs w BISD)
Staab, Paulette	6.33 hrs/day Building Technology Support Specialist, Library Media and Office Paraeducator effective 06/30/13 (28 yrs with BISD)

Resignations:

Requests for Leave of Absence:

Minor, Shelley	1.0 6 th Grade Teacher at Sakai Intermediate School requests continuation of Leave of Absence for the 2013-2014 school year for suitable reasons
Parsons, Ann-Marie	.6 FTE Special Education Teacher at Commodore Options School requests Leave of Absence for the 2013-2014 school year for suitable reasons

BOARD OF DIRECTORS
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SUPERINTENDENT
Faith A. Chapel

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

Board of Directors Meeting
April 25, 2013

CONSENT AGENDA

1. **Donation**

Donation to Odyssey Multiage Program in the amount of \$2,281.00 from the Odyssey PTO to support Camp Seymour Outdoor Education.

2. **Donation**

Donation to Woodward Middle School in the amount of \$1,160.77 from the Woodward PTO for purchases including Read Naturally, KCDA supplies, and facility rental.

3. **Minutes from the March 14, 2013 School Board**

4. **Vouchers**

➤ General Fund Voucher	\$ 197,555.18
➤ Associated Student Body Fund Voucher	\$ 14,684.69
➤ Capital Project Fund Voucher	\$ 163,641.81
➤ DOR – COMP TAX	\$ 875.59

SCHOOL BOARD OF DIRECTORS



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

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 Odyssey PTO
Address _____

Phone _____

Donation Amount or Value of Donated Items: \$ 2281.00

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

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

AR invoice 2012007530 - Camp Seymour Outdoor
Education 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 [Signature] for Odyssey PTO Date 4-19-13

Reviewed By: _____ Date _____



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:

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: \$ 1160.77

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

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

A/R invoice #2012007642 February PTO funded
purchases including: Read Naturally, KCDA supplies
and facility rental.

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 Jodie Coz for Woodward PTO Date 4-11-13

Reviewed By: _____ Date _____

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

Date: March 14, 2013

Place: Board Room – Commodore Campus

Board of Directors Present

Board President – Mike Spence

Directors – Patty Fielding, Tim Kinkead, Mev Hoberg

Excused

Mary Curtis

Call to Order

5:35 p.m. – Board President Mike Spence called the meeting to order and a quorum was recognized.

Public Comment

President Mike Spence explained public comment related to agenda item A. Feasibility Study Phase I – Spanish Immersion Pilot would be taken following the presentation of that item. Public comment on other aspects of the Spanish Immersion issue would be taken during this segment of public comment. In addition, public comments regarding items other than those listed on the agenda were welcomed at this time. Citizens making public comment were as follows: (statements summarized): *Fred Whittlesey* voiced his concern regarding the policy for entry into the Odyssey program related to students with an IEP, and asked the Board to reconsider the policy. *Stephanie Stephens* spoke as a past member of the Bainbridge Island Learning Community, an organization that brought the idea of increasing the multiage program concept to the school board in the past. She stated while the implementation of the Spanish Immersion had some issues, the district should keep the program in place so as not to harm the academic progress of those students already enrolled. *Susie Gleason* noted her involvement as a school volunteer, PTOCC Treasurer, and member of the K-6 Educational Programs and Innovation Committee. She expressed her disappointment in the way critics were treated by the district, noting a letter of response related to the Spanish Immersion issue that had been posted on the website. She also stated while the large contributions made by the Bainbridge Schools Foundation to the district were wonderful, careful accounting and necessary bureaucracy are extremely important. *Tom Greene* asked if instructional materials submitted for consideration to the Instructional Materials Committee would be reviewed by the Board. It was noted that only those recommendations approved by the IMC are brought before the Board for approval. Citizen *Dale Perry* submitted written comments to the Board that called into question a variety of elements of the Spanish Immersion Pilot Project, a copy of which is available upon request.

Superintendent's Report

Superintendent Faith Chapel introduced the new Principal at Bainbridge High School (BHS), Jake Haley. Mr. Haley has been the Associate Principal at BHS since 2010, and will take the helm of the high school starting in July 2013, following the retirement of current principal Brent Peterson. He has come full circle having graduated from BHS where he held student leadership roles throughout his high school career. He graduated with honors from Whitworth College with a B.A. in Mathematics. He taught mathematics and coached at BHS from 1998 to 2005, and completed his administrative internship in 2005. Mr. Haley moved to California where he was a teacher, coach, and an Associate Principal.

Ms. Chapel announced the week of March 11 – 15, 2013 had been declared Classified School Employee Week by Governor Jay Inslee. She read the Governor's Proclamation that stated in part "classified school employees are involved in nearly every aspect of education – maintaining buildings and grounds, preparing and serving meals, keeping school facilities clean and orderly, assisting in the classroom, performing and conducting research activities, providing information technology and media services, administrative support functions, safe transportation, a secure and healthy environment, and many other specialized services." Ms. Chapel presented the proclamation to Bainbridge Island Educational Support Professional Association President Mike McCloud, who introduced representatives from the classified employees group including Susie Stricker (paraeducator), David Flieder

(maintenance), Stacie Boyd and May Sperber (food service), and Sandy Van Eps (building tech support). Mr. McCloud also presented a video of classified employees as they performed their various work responsibilities.

Board Reports

Tim Kinkead reported on the recent K-6 Educational Programs and Innovation Committee meeting held March 7th. The committee worked in small groups to address the topics of differentiation and foreign language, with Mr. Kinkead participating in the discussion around differentiation. He noted the description by teachers of the variety of successful strategies used around differentiation, and how they were dramatically different. It brought to life the core challenge faced by the district administrators as they lead the move toward change. The committee members also talked about the framework for change, guiding principles, and how the district improvement plan and school improvement plans fit together. The committee has not addressed the fiduciary elements of change, with this topic yet to come.

Patty Fielding reported the School Configuration Committee met March 13, with committee members reviewing facility data compiled by Tamela Van Winkle and her subcommittee. They also talked about taking a “first run” at communication strategies with staff and community.

Mev Hoberg reported attendance at the Sakai Intermediate School 6th Grade Leaving Our Island panel discussions during which Japanese-American citizens who were internees talked about their experiences. Ms. Hoberg noted it was a wonderful experience, with the students interacting with the guests and learning so much about the history of that time.

Mike Spence and Superintendent Faith Chapel attended the Washington State School Directors’ Association (WSSDA) and Washington Association of School Administrators (WASA) Annual Legislative Conference in Olympia. The two organizations laid out their legislative agendas for the year, and the Governor spoke about his plan for funding K-12 education for the upcoming biennium. Discussion also focused on the McCleary case and the determination the state needs to adequately fund K-12 education.

Presentations

A. Feasibility Study Phase I – Spanish Immersion Pilot

Associate Superintendent Julie Goldsmith presented the Spanish Immersion Pilot Project Feasibility Study for board review and consideration. She noted the purpose of the evening’s meeting was to provide an overview of the importance of Second Language Learning including the process for studying Foreign Language in Elementary Schools (FLES), and a review of the feasibility study. Ms. Goldsmith asked board members to provide input on any additional data needed for their final decision (scheduled for March 28), and she noted public input would be a part of the information gathering process. The need to study a second language relates back to the District’s mission of ensuring every student is future-ready, prepared for the global workplace, college and personal success. Learning a second language prepares students to: a) become global citizens, ready for life in the interconnected world of the 21st Century; b) be ready for college meeting Higher Education Coordinating Board requirements; and c) achieve higher levels of cognitive development at an earlier age indicated by research on children who are exposed to a foreign language. It was noted the demographic forecast from 2011 indicated enrollment at grades K-4 and 5-8 will continue to decline through 2016. Establishing innovative programs, especially those unique to this area may attract additional students to help counteract the effects of the declining enrollment.

Ms. Goldsmith noted the K-6 Educational Programs and Innovation Committee (EPIC) identified World Language as an innovation the district needs to strongly consider. In addition, the last two World Language Program Reviews have recommended early second language instruction, and recent survey data from parents demonstrated strong interest in a FLES model. Ms. Goldsmith explained an EPIC subcommittee will be formed with a goal of bringing second language instruction to all elementary students during the school day. The subcommittee will be comprised of EPIC members, parents and staff from each building and secondary world language teachers, and will begin their work in late March. The first subcommittee report will be brought to the school board in May.

Ms. Goldsmith talked about the complexity of developing a FLES model, and that the FLES subcommittee will need time and district support to develop an instructional model for approximately 1800 students. Developing this model will include research on effective FLES models, design of curriculum scope and sequence, development of program structures, cost analysis, and understanding the impact on current instructional programs. It was noted the EPIC

members were looking at the process for development of innovative programs with a draft of the Improvement and Innovations Planning Guide provided during this presentation.

An overview of the current Spanish Immersion model was provided including goals to produce students who are bilingual and bi-literate, create a keen awareness of different world cultures, increase overall student academic achievement, and produce students who can be competitive in the global marketplace. The instructional model for the Spanish Immersion Pilot has kindergarten and first grade students with approximately 90 percent of their instruction in Spanish and 10 percent in English. As the students transition to higher grades, more of the instruction shifts to English, so that in the upper grades there will be 50 percent Spanish and 50 percent English instruction.

A chart indicating the level of interest in the Spanish Immersion model was shown, with 53 new applicants (current district students 47, new to the district 6) and 28 current immersion students that would roll up in the 2013/14 school year. The break-out from each elementary school was given, as was the current waitlists for all the choice programs (total of 143). Ms. Goldsmith explained the assumptions and considerations taken into account regarding the many possible options for the future of Spanish Immersion. Those considerations include: a) Long and short-term impact on neighborhood schools; b) Maximum three multi-age classrooms with enrollment of 75-78 students; c) Enrollment should focus on admitting students during the kindergarten and/or first grade years; d) Any option selected would need to be evaluated annually to determine enrollment interest and the impact on neighborhood schools; e) Projections and current enrollment data demonstrates that enrollment at all three elementary schools is declining over the next several years; f) The options have been built on a kindergarten to fifth grade model.

Ms. Goldsmith prefaced the description of each option by explaining how staffing projects and declining enrollment have affected planning for next year. It was projected elementary staffing for next year would be 58 teachers, down 1.5 FTE from this year. The five possible options presented included the following: *Option 1* – Discontinue the pilot; *Option 2* – Continue a limited pilot project with current students for one more year; *Option 3* – Create one additional classroom of Spanish Immersion; *Option 4* – Create two additional classrooms of Spanish Immersion (K/1 class, ½ class, and 3/4/5 class for a total of 3 classes); *Option 5* – Create two to three additional classrooms of Spanish Immersion (K/1 class, 2/3 class, and 4/5 class for a total of 3 classes). Each individual option included a summary of the related pros and cons, as well as an overview of the impact on staffing. During this portion of the presentation, current Spanish Immersion teacher Denise Melton-Todd provided brief insight into the various options, noting her preference would be Option 5. Additional information included an analysis of possible program locations in accordance with the draft District procedures for proposing and approving pilot/option programs. These procedures state new programs will be sited on a space available basis. Potential locations for the Spanish Immersion program include remaining at Commodore Options School, and relocation to Ordway Elementary School. The impact of Spanish Immersion remaining at Commodore would include: a) The addition of up to .55 FTE for Specialists (music, PE, art) depending on the option; b) Increased playground supervision for the addition of students; and c) The addition of up to .12 FTE for counseling. It was noted that declining enrollment, due to changing demographics, will impact Ordway with the loss of up to 1.5 classroom teachers in 2013/14. This will impact the staffing allocation at Ordway for specialist and counseling. If Spanish Immersion were to be located at Ordway, there would be no need for a reduction of any staffing.

The analysis of the costs related to staffing, start-up, transportation, and including possible revenue was provided. It was noted that instructional staffing would not be impacted. The impact would be on specialists and could be significant depending on the size and location of the Spanish Immersion classes. Startup costs would be approximately \$7800 to \$13,600 needed to support the expansion of the pilot immersion project. Possible revenue would come from new students to the district and could bring in additional funds of up to \$26,000. In addition, the Spanish Immersion program (coupled with a potential FLES program for all students) may provide increased interest in enrollment and increased revenue over time. Ms. Goldsmith noted a researcher was engaged to provide an interim evaluation of the pilot program. The initial report of student progress was provided as an addendum to the feasibility study.

Ms. Goldsmith talked about the selection of students for the Spanish Immersion Pilot for the 2013/14 school year. She noted that to ensure the efficacy of instruction and optimization of academic outcomes, it is clear that having an experienced cohort would serve the incoming students well as they transition to this unique learning environment. It was recommended those students currently enrolled in the program continue to provide a stable base and embedded mentors. The timeline for the Feasibility Study was reviewed with board action scheduled for March 28, and

notification to parents going out March 29. At the conclusion of the presentation, board members speculated about additional interest in the pilot program based on the fifth grade option as it was not publicized prior to submission of applications. It was also noted that the language consultant provided for the first year would not be continued, and classroom support could come from volunteers.

President Spence opened the floor to public comment (statements have been summarized). Citizen *Heather Scott* spoke as a parent of a student enrolled in Spanish Immersion. She noted current volunteers in the classroom include returning college students who want to use and practice their language skills. Another citizen thanked the school board for continuing the program and for considering expansion. She noted environment for these programs is important and asked that it remain on the Commodore campus. *Annie Gratten* spoke as a parent with students enrolled in the district, one at Ordway and one in the Spanish Immersion Pilot. She stated concern about parents fundraising for the differential (costs) for the program, and about the lottery for current students in the program. She advocated that those students currently enrolled be allowed to continue. *Pauline Simon* spoke about the location of the Spanish Immersion program and advocated it remain on the Commodore campus, at least for one more year. She also asked that the option for fourth grade students to continue in the program through fifth grade. *Cindy Pratt* spoke about the Spanish Immersion Pilot started with the Mosaic program. She asked that someone be held accountable for the damage done to Mosaic during the process to establish the Spanish Immersion Pilot. *Lisa Cass* spoke as a parent with a child in the Spanish Immersion Pilot. Noting the animosity toward participants in the program and asked that people come together for the benefit of the students, and the majority of parents want to be part of the solution. At the conclusion of the public comment segment, Director Mev Hoberg stated conflict drives discussion, and this "conflict" has driven discussion on foreign language for all students further than it has ever gone before, with the Educational Programs and Innovation Committee looking deeply at the topic. She stated, "We are at the point where we can choose to work together going forward and look at the changes that need to be made, or continue to be divisive. It is time to use conflict as a catalyst for change." Additional citizen comments focused on the declining enrollment at Ordway, continued interest in the Odyssey program, the impact on Mosaic Parent Partnership Program, continuation of Spanish Immersion at Commodore, and encouragement to continue the program through fifth grade. President Spence noted the record would remain open to written comment.

Board discussion continued with directors asking for clarification on the options starting with Option 3, creating one additional classroom. Classrooms connected to this option would be balanced in the 2016/17 school year. There was a discussion about attrition related to this program when students leave. Ms. Goldsmith noted she would bring additional information to the next meeting. She also noted a public process would be implemented to address openings from student's leaving the program. Additional discussion focused on whether to place the program at Ordway and the rationale for that placement, and keeping the program at Commodore and the rationale related to that placement. It was noted the board would discuss the topic again at the March 28th meeting.

B. District Improvement Plan Update

Superintendent Faith Chapel explained for the last two years, the district began the process of developing annual District Improvement Plans (DIP) to reflect its commitment to continuous, district-wide improvement of student learning. The 2013/14 plan lists several important targeted outcomes. It also describes the district's "theory of action" – the strategies that will be utilized to improve student learning – which then drives the allocation of district resources as well as plans for district level professional development. The DIP also provides direction for individual school improvement efforts and plans.

This year, the District Improvement Plan incorporates changes made at the state level. Washington State recently developed "Annual Measurable Objectives (AMOs)" for every district and school. These improvement targets are now the focus of both state and federal accountability systems, replacing the "Adequate Yearly Progress" goals that were developed a decade ago to meet requirements of the federal "No Child Left Behind" legislation. The AMOs describe the percentage of students that need to graduate from high school and achieve proficiency in reading and mathematics. Targets are set for all students as well as specific subgroups. The strategies outlined in the District Improvement Plan are divided into three focus areas that build upon the plans established two years ago. Those focus areas include: *Priority 1* – High Quality Instruction and Instructional Leadership; *Priority 2* – High Quality Curriculum that Supports Instructional Goals; and *Priority 3* – High Quality Assessment that Informs and Supports Differentiated Instruction. Ms. Chapel noted the district is building on the work done over the past couple of years, with some changes in the strategies. One example is under the area or Priority 1, with the percentage of teachers

participating in the Teacher Evaluation Pilot Project possibly increased. Another is under the area of curriculum with the number of students participating in accelerated mathematics courses on the increase.

C. District Assessment Update

Director of Instructional Technology and Assessment Randi Ivancich presented information regarding several areas related to student assessments including the state and federal assessments. She described the assessments as an “alphabet soup” including the High School Proficiency Exam (HSPE), End of Course Exams (EOC) in Mathematics, Biology, Washington Alternative Assessment System (WAAS), Washington Alternative Assessment System – Developmentally Appropriate Performance Exam (WAAS-DAPE), Washington Alternative Assessment System – Portfolio, Second Grade Fluency and Accuracy Assessment, OSPI Developed Assessments, Washington English Language Proficiency Assessment (WELPA), and National Assessment of Educational Progress (NAEP). Ms. Ivancich noted the District has been chosen to participate in the Smarter Balanced Assessment – Scientific Pilot Test this spring. This assessment will be developed into a system aligned to the Common Core Standards in English language, arts, literacy and mathematics. It was noted the Common Core Standards are designed to inform students about their college and career readiness, whereas the HSPE is designed as a high school graduation requirement.

Ms. Ivancich provided information about the Washington State Student Growth Percentiles, which is being developed by OSPI as a new measurement to describe a student’s academic growth compared to other students with similar testing histories. It also provides a comparison of academic peers and measures growth in percentile terms. This new measurement of academic growth will be included on the OSPI website for the Washington State Report Card in Fall 2013.

D. District Technology Long Range Plan

Director Randi Ivancich provided an overview of technology planning to date noting she was seeking input from board members. Technology planning groups – Technology Advisory, Technology Leadership, school administrators, district administrators, technology department staff - have been framing the district’s vision of learning powered by technology that will guide the district from 2014/15 – 2017/18. These groups reviewed the District Strategic Plan and District Improvement Goals to make sure technology would support these goals, as well as curriculum and instruction. With guidance from the planning groups, the title – Assured Access to Information and Learning Resources – was proposed, as were five goal areas to frame the District technology planning for the 2014/15 – 2017/18 school years. The five proposed goal areas include: Goal 1: Learning; Goal 2: Teaching; Goal 3: Assessment – Measure What Matters; Goal 4: Infrastructure; and Goal 5: Communications & Productivity. These five areas have evolved during the course of the last two years, and have been presented to the School Board at previous meetings. These broad goal areas meet the district’s planning needs and provide organization and support for current technology projects and needs.

The technology planning groups focused on priorities within goal areas, with discussions targeting three goal areas – learning, teaching and assessment – Measure What Matters. These three areas will inform decisions about infrastructure, communications and productivity. The proposed priorities in each goal area include: *Goal 1: Learning* – 1) student computing devices; 2) personalized learning through differentiation; 3) science, math, and career & technology education (CTE); 4) information systems; 5) collaboration tools; 6) wireless access. *Goal 2: Teaching* – 1) presentation equipment and resources; 2) computing devices; 3) professional development; 4) innovation. *Goal 3: Assessment* – 1) adaptive assessments; 2) data integration; 3) Common Core State Standards; 4) professional development. It was noted that once the priorities for the first three goal areas are established, the district will be able to better frame the priorities for the remaining areas. Future school board presentation will provide priorities for all goal areas, line items within those priorities (hardware, software, etc.) will be added, a draft funding proposal will be developed, and the results from staff, student, and parent technology surveys will be available. The timeline for other board presentations was also provided for board consideration.

E. Resolution 04-12-13: Urging the WA State Legislature to Address K-12 Funding

Superintendent Faith Chapel presented Resolution 04-12-13 – Urging the Washington State Legislature to Address K-12 Funding for board review and consideration.

Motion 62-12-13:

That the Board approves Resolution 04-12-13 – Urging the Washington State Legislature to Address K-12 Funding. (Hoberg) The affirmative vote was unanimous. (Hoberg, Spence, Kinkead, Fielding)

F. Policy/Procedure 2030: Service Animals in Schools – First Reading

Executive Director of Instructional Support Services Bill Mosiman presented new Policy/Procedure 2030: Service Animals in Schools for Board review and consideration. Following brief discussion, a motion was made.

Motion 63-12-13:

That the Board approves Policy 2030 – Service Animals in Schools for first reading. (Kinkead) The affirmative vote was unanimous. (Kinkead, Fielding, Spence, Hoberg)

G. Policy/Procedure 2163: Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973 – First Reading.

Executive Director Bill Mosiman explained how Policy 2163 has been revised to reflect the most recent changes in the Americans with Disability Act. The Act expanded the definition of a qualified person under Section 504. Additionally, provision was revised that describe eligibility when mitigating factors exist or if an individual's impairment is temporary.

Citizen Nancy Lorimer commented on the application for entry into the Odyssey program at Commodore Options School that contains a letter to parents of students with IEPs. In part, the letter states that as part of the application process, Odyssey staff will review the most current evaluation and IEP to determine if the services are available at Odyssey. Ms. Lorimer asked board members to consider that under Section 504, students with IEPs should not be discriminated against for this choice program. Another parent also expressed his concerns regarding how a student's IEP will be evaluated and suggested the verbiage of the letter was unclear. Citizen Charlotte Rovelstad noted districts are encouraged to carefully review how they implement their Section 504 plans, and asked board members to continue the conversation about this topic. Mr. Mosiman noted the Policy before the board was a separate issue from the application letter for entry into Odyssey. He noted a recent presentation to the Commodore parent group, and offered to meet individually with families. He added the placement of students related to needed services is a district decision. Parent representatives contended Commodore Options is a unique program and students should not be denied because the services they need are not available at that site, but are available at another school. They noted there was a deadline for the applications to be submitted for entry into the program. Superintendent Chapel will work with district administrative staff to review the language contained in the letter.

At the conclusion of the public comments, Board President Mike Spence called for a motion regarding Policy 2163.

Motion 64-12-13:

That the Board approves the first reading of Policy 2163 – Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973. (Fielding) The affirmative vote was unanimous. (Fielding, Spence, Kinkead, Hoberg)

H. Policy 5010: Nondiscrimination and Affirmative Action – Second Reading

Director of Human Resources Cami Dombkowski explained the revisions made to Policy 5010 Nondiscrimination and Affirmative Action based on amendments suggested by board members.

Motion 65-12-13:

That the Board approves the second reading of Policy 5010: Nondiscrimination and Affirmative Action with amendments. (Fielding) The affirmative vote was unanimous. (Fielding, Spence, Kinkead, Hoberg)

Personnel Actions

Motion 66-12-13:

That the Board approves the Personnel Actions dated March 11, 2013, and March 14, 2013 as presented. (Hoberg) The affirmative vote was unanimous. (Hoberg, Kinkead, Fielding, Spence)

Consent Agenda

Director Patty Fielding commented on the donations listed on the Consent Agenda and noted the district has a history of accepting donations for specific schools, for specific purposes. It was also recommended the district review the board policy on gifts and donations.

Donations

1. Donation to Blakely Elementary School in the amount of \$5,524.70 from the Blakely PTO to purchase Kindergarten classroom supplies and Apple computer iPads.

2. Donation to Sakai Intermediate School in the amount of \$1,032.42 from the Sakai PTO to support teachers grants – Library, Evans, DeGuzman and Atkins.
3. Donation to Bainbridge High School (BHS) in the amount of \$20,000.00 from Harry Abernathy to support the Abernathy Family Scholarship Fund for graduating seniors (annual donation).
4. Donation to Bainbridge High School in the amount of \$1,541.54 from the BHS Instrumental Music Boosters to support percussion instruction and transportation.

Staff Travel: Out-of-State

1. Request for Board approval from BHS AP Physics “C” Teacher Enrique Chee to participate in AP Physics training at Rice University in Houston, Texas July 23- 26, 2013. (Costs funded by AP STEM Grant)
2. Request for Board approval from Math TOSA Jennifer Ledbetter to attend the National Council of Teachers of Mathematics Conference in Denver, Colorado to be held April 17 – 20, 2013.

Student Field Trip: Overnight

1. Request for Board approval from Mosaic K-8 Home Education Program teacher Martha Wells and students in that program to attend Camp Seymour in Purdy, Washington on April 8 – 10, 2013.

Motion 67-12-13: That the Board approves the Consent Agenda as presented. (Fielding)
The affirmative vote was unanimous. (Fielding, Spence, Hoberg, Kinhead)

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.

(General Fund Voucher)

Voucher numbers **2007375** through **2007474** totaling \$ **145,973.47** .

(Capital Projects Fund Voucher)

Voucher numbers **4601** through **4613** totaling \$ **234,936.66** .

10:00 PM - Board President Mike Spence announced the Board would move into an executive session for thirty minutes to discuss matters of litigation.

Adjournment

10:30 PM – President Spence reconvened the meeting to a public session and immediately adjourned.

SCHOOL BOARD OF DIRECTORS

ATTEST: _____, Secretary to the Board of Directors

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 April 25, 2013, the board, by a _____ vote, approves payments, totaling \$197,555.18. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF A/P Warrants:
Warrant Numbers 2007656 through 2007763, totaling \$197,555.18

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

Check Nbr	Vendor Name	Check Date	Check Amount
2007656	ACE HARDWARE	04/30/2013	410.65
2007657	ACTION COMMUNICATIONS INC	04/30/2013	111.96
2007658	ADMIN REVOLVING FUND	04/30/2013	1,761.80
2007659	APP ASSOCIATED PETROLEUM PROD	04/30/2013	10,676.62
2007660	ARAMARK UNIFORM SERVICES	04/30/2013	119.31
2007661	BAINBRIDGE HIGH SCHOOL ASB	04/30/2013	606.00
2007662	BAINBRIDGE RENTALS	04/30/2013	267.96
2007663	BAINBRIDGE COMMUNITY DEVELOPME	04/30/2013	750.00
2007664	BANK OF AMERICA	04/30/2013	139.75
2007665	BPA BAINBRIDGE PERFORMING ART	04/30/2013	994.00
2007666	BREMERTON SCHOOL DISTRICT	04/30/2013	2,002.29
2007667	Bruns, Janet Lynn	04/30/2013	26.56
2007668	CATHERINE GOLDSTON	04/30/2013	600.00
2007669	CED CONSOLIDATED ELETRICAL DI	04/30/2013	5.84
2007670	CENTURYLINK	04/30/2013	3,217.48
2007671	CENTURYLINK	04/30/2013	3,943.94
2007672	CENTURYLINK	04/30/2013	296.93

Check Nbr	Vendor Name	Check Date	Check Amount
2007673	Chapel, Faith Aiko	04/30/2013	281.43
2007674	Chee, Enrique	04/30/2013	286.39
2007675	CHILD CHILDRENS INSTITUTE FOR	04/30/2013	1,120.00
2007676	CLOVER PARK SCHOOL DISTRICT	04/30/2013	236.21
2007677	CMI EDUCATION INSTITUTE	04/30/2013	378.00
2007678	Colby, Janice L	04/30/2013	109.96
2007679	COMMERCIAL BRAKE & CLUTCH INC	04/30/2013	210.21
2007680	CONTENTI COMPANY	04/30/2013	184.73
2007681	CUMMINS NORTHWEST INC	04/30/2013	120.17
2007682	DAIRY FRESH FARMS	04/30/2013	4,284.28
2007683	ELLIOTT BAY BOOK CO	04/30/2013	404.71
2007684	EWING IRRIGATION PRODUCTS INC	04/30/2013	5,448.46
2007685	Ferguson, Robin Michelle	04/30/2013	11.30
2007686	FOLLETT LIBRARY RESOURCES CO	04/30/2013	1,486.58
2007687	FOLLETT SOFTWARE COMPANY	04/30/2013	257.22
2007688	FOOD SERVICES OF AMERICA	04/30/2013	14,139.42
2007689	GE CAPITAL	04/30/2013	140.09
2007690	GRAINGER	04/30/2013	849.19
2007691	HOLLY RIDGE CENTER	04/30/2013	6,111.50
2007692	HOUGHTON MIFFLIN COMPANY	04/30/2013	1,169.48
2007693	Houk, Robert R	04/30/2013	106.70
2007694	Hruska, Robin Beth	04/30/2013	20.74
2007695	HSC WORKSHOPS	04/30/2013	308.00
2007696	ISLAND UTILITY	04/30/2013	465.68
2007697	JW PEPPER & SON INC	04/30/2013	66.26

Check Nbr	Vendor Name	Check Date	Check Amount
2007698	KCDA	04/30/2013	1,311.80
2007699	KITSAP COUNTY TREASURER	04/30/2013	31,052.02
2007700	KITSAP SUN - ADVERTISING REMIT	04/30/2013	59.88
2007701	LAY & CUYKENDALL	04/30/2013	1,564.00
2007702	LEMAY MOBILE SHREDDING	04/30/2013	64.50
2007703	Leonetti, Diane D	04/30/2013	283.01
2007704	LISTEN & TALK	04/30/2013	3,852.00
2007705	Lynn, Katrina M	04/30/2013	75.00
2007706	Matheson, Colin Lane	04/30/2013	56.11
2007707	MAYDA & SONS MECHANICAL	04/30/2013	976.32
2007708	MBR, LLC	04/30/2013	543.00
2007709	McCassey, Lisa Elizabeth	04/30/2013	407.30
2007710	MCGRAW-HILL SCHOOL EDUCATION	04/30/2013	56.07
2007711	MESOLINI GLASS STUDIO	04/30/2013	369.24
2007712	MICRO COMPUTER SYSTEMS	04/30/2013	1,087.08
2007713	Milander, Vicki Lynn	04/30/2013	376.52
2007714	Moore, Charisa L	04/30/2013	48.82
2007715	Mosiman, William P	04/30/2013	26.30
2007716	NCS PEARSON INC	04/30/2013	1,074.84
2007717	NEWEGG INC	04/30/2013	249.00
2007718	NEXTEL COMMUNICATIONS	04/30/2013	333.25
2007719	OESD 114 OLYMPIC ESD 114	04/30/2013	21,496.00
2007720	OFFICE DEPOT	04/30/2013	229.27
2007721	OLYMPIC SPRINGS INC	04/30/2013	200.54
2007722	OLYMPIC PRINTER RESOURCES INC	04/30/2013	241.09

Check Nbr	Vendor Name	Check Date	Check Amount
2007723	OSCAR GRAYBILL, EDUCATIONAL CO	04/30/2013	430.00
2007724	OSPI OFFICE OF SUPERINTENDENT	04/30/2013	3,049.38
2007725	Paeth, Janet L	04/30/2013	14.02
2007726	Paige, Peggy J	04/30/2013	93.79
2007727	PAPER PRODUCTS ETC	04/30/2013	231.43
2007728	PARR FORD INC	04/30/2013	1,230.50
2007729	PETTY CASH/SAKAI/PEG CHAPMAN	04/30/2013	82.55
2007730	PRO-BUILD COMPANY LLC	04/30/2013	143.32
2007731	QUILL	04/30/2013	368.07
2007732	RIBBONS GALORE	04/30/2013	89.59
2007733	RICOH USA PROGRAM PROVIDED BY	04/30/2013	187.25
2007734	RICOH USA, INC	04/30/2013	319.39
2007735	SAFEWAY	04/30/2013	71.65
2007736	SBI SAXTON BRADLEY INC	04/30/2013	2,062.31
2007737	SCHOLASTIC BOOK FAIRS	04/30/2013	179.32
2007738	SCHOOL SPECIALTY INC	04/30/2013	326.91
2007739	SEATTLE POTTERY SUPPLY INC	04/30/2013	376.63
2007740	SEATTLE SYMPHONY	04/30/2013	520.00
2007741	SECRET GARDEN BOOKSHOP	04/30/2013	593.81
2007742	SHERWIN-WILLIAMS	04/30/2013	260.63
2007743	SIEMENS BUILDING TECHNOLOGIES	04/30/2013	1,964.44
2007744	Silcott, Alan W	04/30/2013	38.74
2007745	STATE AUDITOR OFFICE	04/30/2013	209.00
2007746	SUNBELT STAFFING LLC	04/30/2013	1,152.00
2007747	TRANSPORTATION ACCESSORIES CO	04/30/2013	772.80

check Nbr	Vendor Name	Check Date	Check Amount
2007748	UNITRENDS INC	04/30/2013	25,447.15
2007749	US BANCORP	04/30/2013	3,314.76
2007750	US BANK CORP PAYMENT SYSTEM	04/30/2013	12,499.01
2007751	US POSTMASTER C/O CMRS-PB	04/30/2013	1,604.00
2007752	UW AUTISM CENTER	04/30/2013	700.00
2007753	VANDEBERG JOHNSON & GANDARA,L	04/30/2013	1,221.00
2007754	VERIZON WIRELESS	04/30/2013	103.32
2007755	WA ST DEPT OF REVENUE	04/30/2013	58.14
2007756	WALTER E NELSON CO	04/30/2013	1,560.10
2007757	Weldy, Theresa Share	04/30/2013	51.13
2007758	WEST MUSIC COMPANY	04/30/2013	833.38
2007759	WESTBAY AUTO PARTS	04/30/2013	282.80
2007760	WITT COMPANY INC	04/30/2013	216.77
2007761	WSDOT MARINE DIVISION/FERRIES	04/30/2013	3,569.85
2007762	XEROX CORP	04/30/2013	1,096.23
2007763	Zuzelski, Thomas J	04/30/2013	69.25

108	Computer	Check(s) For a Total of	197,555.18
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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
108	Computer	Checks For a Total of	197,555.18
Total For 108 Manual, Wire Tran, ACH & Computer Checks			197,555.18
ess	0	Voided	Checks For a Total of 0.00
Net Amount			197,555.18

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
0	General Fund	-280.17	1,761.80	196,073.55	197,555.18

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 April 25, 2013, the board, by a _____ vote, approves payments, totaling \$14,684.69. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB A/P Warrants:
Warrant Numbers 4000904 through 4000925, totaling \$14,684.69

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

Check Nbr	Vendor Name	Check Date	Check Amount
4000904	ACE HARDWARE	04/30/2013	85.48
4000905	BAINBRIDGE ISLAND SD #303	04/30/2013	2,806.68
4000906	BAINBRIDGE HIGH SCHOOL ASB	04/30/2013	410.00
4000907	BAINBRIDGE HIGH SCHOOL (GF)	04/30/2013	270.00
4000908	COLUMBIA TOWER CLUB	04/30/2013	1,500.00
4000909	DISPLAY & COSTUME SUPPLY	04/30/2013	563.47
4000910	JINKLE SPECIALISTS INC	04/30/2013	509.40
4000911	KIMMEL ATHLETIC SUPPLY	04/30/2013	1,006.11
4000912	NASSP NATL ASSOC OF SECONDARY	04/30/2013	95.00
4000913	NW CASCADE INC	04/30/2013	174.50
4000914	PRO-BUILD COMPANY LLC	04/30/2013	334.71
4000915	PSESD PUGET SOUND ESD	04/30/2013	70.00
4000916	SEATTLE CHILDRENS HOSPITAL	04/30/2013	2,986.11
4000917	SOUND PUBLISHING	04/30/2013	347.12
4000918	SOUND REPROGRAPHICS INC	04/30/2013	64.03
4000919	STUMPS	04/30/2013	144.95
4000920	TRYLON MUSIC	04/30/2013	3,000.00

Check Nbr	Vendor Name	Check Date	Check Amount
4000921	WA ST DEPT OF REVENUE	04/30/2013	30.00
4000922	WESTSIDE PIZZA	04/30/2013	47.13
4000923	WOODWARD ASB IMPREST	04/30/2013	160.00
4000924	WOODWARD MIDDLE SCHOOL GF	04/30/2013	20.00
4000925	WSMC W ST MATHEMATICS COUNCIL	04/30/2013	60.00

22	Computer	Check(s) For a Total of	14,684.69
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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
	22	Computer	Checks For a Total of	14,684.69
Total For	22	Manual, Wire Tran, ACH & Computer Checks		14,684.69
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		14,684.69

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 April 25, 2013, the board, by a _____ vote, approves payments, totaling \$163,641.81. The payments are further identified in this document.

Total by Payment Type for Cash Account, CP A/P Warrants:
Warrant Numbers 4628 through 4634, totaling \$163,641.81

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

Check Nbr	Vendor Name	Check Date	Check Amount
4628	INDIGO DESIGN INC	04/30/2013	325.80
4629	LENOVO (UNITED STATES) INC	04/30/2013	21,478.91
4630	OLYMPIC SPRINGS INC	04/30/2013	10.81
4631	PATRICK WALKER INC	04/30/2013	11,674.50
4632	SBI SAXTON BRADLEY INC	04/30/2013	6,512.75
4633	SPEE WEST CONSTRUCTION CO	04/30/2013	123,418.47
4634	TODD ROBINSON PAINTING INC	04/30/2013	220.57

7	Computer	Check(s) For a Total of	163,641.81
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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.

On April 25, 2013, the board, by a _____ vote, approves payments, totaling \$875.59. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:

CHECK Numbers 121300019 through 121300021, totaling \$875.59

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

Check Nbr Vendor Name	Check Date	Check Amount
121300019 DOR - COMP TAX	04/09/2013	456.27
121300020 DOR - COMP TAX	04/09/2013	286.97
121300021 DOR - COMP TAX	04/09/2013	132.35

3	ACH	Check(s) For a Total of	875.59
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0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
3	ACH	Checks For a Total of	875.59
0	Computer	Checks For a Total of	0.00
total For 3	Manual, Wire Tran, ACH & Computer Checks		875.59
ess 0	Voided	Checks For a Total of	0.00
	Net Amount		875.59

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
0	General Fund	456.27	0.00	0.00	456.27
0	Capital Projects	286.97	0.00	0.00	286.97
0	Associated Stude	132.35	0.00	0.00	132.35