

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

Date: September 26, 2013

Place: Board Room – Commodore Campus

Board of Directors Present

Board President – Mike Spence

Board Vice-President – Mary Curtis

Directors – Tim Kinkead, Mev Hoberg, Patty Fielding

Call to Order

6:03 p.m. – Board President Mike Spence called the meeting to order and a quorum was recognized.

Public Comment

Citizen Tricia Kurtzman (statement summarized) spoke about the importance of Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) training for teachers. Ms. Kurtzman shared how health concerns had impacted her family and raised her awareness of the need for teacher training. While the school attended by Ms. Kurtzman's children has implemented a plan to support their need, she expressed concern about other students and staff throughout the district. Ms. Kurtzman researched programs in place in other areas of the country, and noted ten other states had legislation in place, or had legislation pending, regarding training for teachers. She asked the school board to consider implementing CPR and AED training for teachers.

Bainbridge Island Fire Department Chief Hank Teran (statement summarized) echoed Ms. Kurtzman's support for CPR training, and spoke of the isolation of the island in the event of a large scale disaster. He applauded the excellent relationship that continues between the school district and fire department, and pledged his staff and his time to develop a program that will support CPR training in the district.

Citizen Rik Besser (statement summarized) spoke about continued concerns regarding Commodore's application procedure, the IEP process as it relates to student placement decisions, and testimony he heard while attending a recent hearing.

Superintendent's Report

Superintendent Faith Chapel reported that as part of the district's emergency planning, ongoing training is being revamped for all teams that are part of each school (and district office) Circle of Nine Emergency Teams. The target for this year will be First Aid Teams, and Ms. Chapel noted she spoke with both Mr. Kurtzman and Chief Teran about training for staff. In addition, the Athletic Trainer at Bainbridge High School is a certified trainer in CPR and may be a resource for training other school staff. A Blakely parent, Dr. Fred Walters, has offered to survey district schools regarding the best placement of AEDs in each location. Currently, there are AEDs in each school but additional units are the goals.

Ms. Chapel provided information about the Bainbridge Healthy Youth Summit sponsored by Bainbridge Youth Services, Rotary Club of Bainbridge Island, Raising Resilience (formerly Just Know Coalition), and Bainbridge Island School District. The event takes place Saturday, September 28 from 10 – 11:30 AM in the Bainbridge High School Library, and is a short but informative meeting for community mentors and leaders. In addition, three community events are planned throughout the year and include: Forum 1: November 2; Forum 2: January 11; and Forum 3: March 15.

Ms. Chapel noted attending a meeting at Olympic College to learn about a partnership between Kitsap K-12 schools and the college related to articulation of high school programs and growing baccalaureate programs.

Board Reports

No board reports.

Presentations

A. Annual Interscholastic Activities Report

Bainbridge High School representatives Kristen Haizlip (Associate Principal) and Kaycee Taylor (Athletic Director) provided an update regarding the school's student and interscholastic activities. The goals for the activities program are to provide access to all BHS students to participate in activities and athletics, to ensure student safety by having the support of an Athletic Trainer, and to increase visibility and information by communicating regularly with staff, students, families and the community. A review of district Policy 2150 – Student Activities Programs was provided, and a listing of student clubs and other activities was presented. District Policy 2151 that guides athletic activities was presented as was the interscholastic activities code, a listing of the fall, winter, and spring sports available to students. Data regarding student participation in sports was also reviewed.

Woodward Middle School Associate Principal Kristen Nelson provided an overview of that school's student and interscholastic activities program. The goals of that program are similar to that of the high school, to provide access to all students, to ensure safety and accountability, and to increase participation and opportunity with the addition of C-team sports. Ms. Nelson also provided a listing of all the clubs and sport activities available to Woodward students. Upcoming changes for the student activities program include the merging of the West Sound Middle School League and the Olympic League starting in the fall of 2014. This will mean less distance to travel for competitions, and the possible addition of other sport teams such as cross country, early winter girls soccer and spring baseball/fastpitch.

B. Proposal for Low-Powered FM Radio License – Sustainable Bainbridge

Superintendent Faith Chapel explained the District received a request from Sustainable Bainbridge, a local nonprofit organization, to approve moving forward with an application for a low-power FM radio license. The license would allow placement of an antenna on the Bainbridge Island Fire department tower located on the school district's Mandus Olson property. Since the antenna would be installed on school district property, the Board of Directors is being asked to (1) consent to placement of the equipment in a manner to be approved by the Fire Department and Cencom, and (2) authorize the superintendent to write a letter, on behalf of the district, endorsing the project. Ms. Chapel introduced Barry Peterson who has been appointed by Sustainable Bainbridge Board to be the volunteer project manager for the placement of the low-powered FM antennae, and development of the community radio station. Mr. Peterson gave a brief overview of the vision for the community radio station that would include the potential involvement by BISD students with their education component. In addition, the radio station would serve the community during emergency situations. He asked for board approval for the installation of the FM antenna, and to authorize the superintendent to start thinking about how students could become involved with the radio station.

Motion 07-13-14:

That the Board approves the proposal to add a low-powered FM antenna to the Bainbridge Island Fire Department tower located on school district property. (Kinhead) The affirmative vote was unanimous.

C. Agreement between Bainbridge Island School District & Bainbridge Island Educational Support Professional Association.

Human Resources Director Cami Dombkowski provided a brief synopsis of the Collective Bargaining Agreement between Bainbridge Island School District and Bainbridge Island Educational Support Professional Association for 2013 – 2015. Ms. Dombkowski noted the collaborative manner in which agreement with both sides was reached. Highlights of the new agreement include: a) A compressed salary schedule reduced from 18 steps to 10; b) Benefits provided to bus drivers for trips and extra time; c) Committees will be formed to revise job descriptions and evaluation models; d) Establishment of monies to be used for professional development for technology specialists; e) In recognition of additional workload, a one-time stipend based upon years of service with the district will be offered. Ms. Dombkowski commented the negotiations had been remarkably positive and collaborative with the focus centered on what was best for students.

Motion 08-13-14:

That the Board approves the agreement between Bainbridge Island School District and Bainbridge Island Educational Support Professional Association. (Curtis) The affirmative vote was unanimous. (Curtis, Spence, Hoberg, Kinhead)

D. Technology Levy Planning & Monthly Report

Director of Instructional Technology and Assessment Randi Ivancich, along with Bainbridge High School staff members Mike Roe and Amanda Ward, provided an overview of planning for the use of technology in the district. Two commonly asked questions are: (1) *Why does the district need a technology levy?* and (2) *Why do students need technology?* In answer to the first question, the following facts were noted: a) The district receives no federal or state funding dedicated to technology; b) Replacement cycles for hardware and software are driven by technology advances; c) Grants, donations, and Capital Project bonds spur innovation; the technology levy supports equity of access for all students; d) The Bainbridge community has supported technology levy requests in 2006 and 2010; the district's current levy collection ends in December 2014. A successful levy in 2014 will ensure a continuation of funding for technology. Information related to the second question included: a) Technology is no longer an option; it is an essential tool for learning. Today's world is a world of technology and students need to be fluent. Textbooks and resources are rapidly moving online. b) District students will be digital world citizens. Digital citizenship requires safe, effective and responsible use of technology. c) Technology cannot replace a teacher, but a teacher with technology leads students to new levels of engagement and motivation.

Bainbridge High School Librarian Mike Roe shared information about a pilot project for the use of Chromebooks by students in two of the school's classrooms – Social Studies and Language Arts. In the past when a teacher wanted students to use computers for class work, they would have to schedule time in the computer lab or reserve time with a laptop cart. With this pilot project, the chromebooks “live” in the classrooms for student use anytime it is necessary. Having the flexibility to match devices to meet learning needs is a new concept when it comes to technology levy planning. Social Studies teacher Amanda Ward explained for the average student technology is all about communication – use of Facebook, Instagram, smartphones, etc. Technology for adults involves communication but also includes ways to deliver information, conduct research, analyze and manipulate data, assess understanding, and promote products. Ms. Ward noted that with technology in the classroom teachers can on a daily basis assess student understanding and gain feedback from students using Google forms, use online textbook resources, assist student in conducting research and teaching students how to assess the reliability and accuracy of sources, and have students work together to create presentations. Having the flexibility to use technology resources to support student work means the opportunities are endless. The goal (for the next technology levy) is to match the right technology device to the student learning needs in a cost-effective way.

(Director Patty Fielding was excused and left the meeting.)

E. Calendar Change – October 2013

Superintendent Faith Chapel explained the board meetings calendar adopted for 2013-2014 indicates the second meeting in October is currently scheduled to take place on Thursday, October 31st – Halloween. Given the festivities that usually occur on that evening, and the likelihood that a meeting held on that date would create conflicts for community members, it had been suggested it would be prudent to change the meeting date to Thursday, October 24.

Motion 09-13-14:

That the Board approves changing the second meeting in October from the 31st to the 24th. (Curtis) The affirmative vote was unanimous.
(Curtis, Hoberg, Spence, Kinkead)

F. Monthly Financial Report

Director of Business Services Peggy Paige provided a summary of the financial reports for the month ending August 31, 2013. Ms. Paige focused her report on an analysis of the General Fund. She noted the total General Fund revenues to August 31 were \$36.2 million, which was above budget estimates. Local revenues were above budget estimates due to tuitions/fees, donations, and rental revenues. It was noted that some of the increased revenues were associated with increased expenditure levels for rentals, PTO purchases, and AP testing fees. Total expenditures to the year to August 31 were below the expected average. Ms. Paige explained some payments made in September would be accrued back to fiscal year 2012/13 so total expenditures would increase after the final close of the fiscal year. The area of utility expenditures was highlighted and it was noted those expenditures were well below budget estimates with savings in propane, water/sewer, stormwater fees, and telephone expense. Central Office expenditures were also below budget in the areas of election, legal, postage, contracted services, and travel. Net cash

outflow during August was \$249,661, and as of August 31, the closing cash balance in the General Fund was \$3,084,746.

G. Monthly Capital Projects Report

Director of Facilities and Capital Projects Tamela Van Winkle provided a summary of project activities through the month of September, as well as a summary of the Capital Projects budget expenditures to date. Highlights from the report included the following: Wilkes Replacement Project - a) Capital Projects staff continues to work with Spee West Construction and the City of Bainbridge Island to achieve Final Occupancy. The latest back-to-back punch list from the contractor is being checked by in-house staff and a revised, and shorter, list will be sent to Spee West before the end the month. b) The Landscape Maintenance plan is in progress. Mowing and weeding by contractor forces is continually monitored for timeliness. Organic compost tea with sea kelp and small amounts of fish fertilizer has been applied to the landscape beds in accordance with current IPM standards. c) Additional proximity card readers will be added to Wilkes to augment security needs. d) Backpack cubbies and new coat hooks have been installed in the halls of each wing. First grade cubbies are shorter than grade 2-4 so they can reach the coat hooks above.

H. Policy 5000: Recruitment and Selection of Staff (First Reading)

Superintendent Faith Chapel presented a revised Policy 5000 – Recruitment and Selection of Staff for board review. She noted there had been a number of minor revisions, including changes to the titles of subsections, the addition of some phrases, and substitution of specific words. Several of the changes reflect recommendations recently forwarded to school districts by the Washington State School Directors’ Association (WSSDA) legal/policy department.

The most significant change is the addition of a new section regarding “nepotism.” Although Washington State law does not require school districts to adopt a nepotism policy, and WSSDA does not have any model policies that address this topic, the district’s auditor recommended that it add this provision to codify existing internal practices that prohibit staff members from hiring or supervision family members.

Motion 10-13-14: That the Board approves the first reading of Policy 5000 – Recruitment and Selection of Staff. (Kinkead) The affirmative vote was unanimous. (Kinkead, Curtis, Spence, Hoberg)

I. District Work Plan

Superintendent Chapel presented the final draft of the 2013-2014 School District Workplan and noted at the September 12th school board meeting, she shared the first draft of the plan during the Superintendent’s report. The workplan provides a comprehensive summary of the major tasks that will be accomplished during the school year, including those related to instructional improvement and program as well as district strategic planning and management. In the past, there has not been a single document that provided this type of overview. Board member previously stated a workplan would be a valuable document for communication and recommended that it be put into final form and posted on the district website.

Personnel Actions

Motion 11-13-14: That the Board approves the Personnel Actions dated September 20, 2013, and September 26, 2013 as presented. (Kinkead) The affirmative vote was unanimous. (Kinkead, Hoberg, Spence, Curtis)

Consent Agenda

Student Field Trip: Overnight/Out-of-State

1. Request for Board approval from Jacob Millican, Bainbridge High School Water Polo Coach to travel with the Boys Water Polo Team to Salem, Oregon to participate in the South Salem Water Polo Tournament to be held October 18 – 20, 2013.

Donations

1. Donation to Bainbridge High School in the amount of \$5,096.00 from The Seattle Foundation for the Betsy Hodges Memorial Fund to support scholarships awarded to graduating seniors.

- 2. Donation to Bainbridge High School in the amount of \$5,000.00 from The Americana Foundation for the Sadayoshi Omoto Memorial Scholarship Fund to provide scholarships to graduating seniors interested in arts, culture, and civic leadership.
- 3. Donation to Woodward Middle School in the amount of \$4,080.56 from the Woodward PTO for the purchase of classroom supplies for the Math Department, computer tables, banquet supplies, support for the library, and projector lamps.
- 4. Donation to the Odyssey Multiage Program in the amount of \$2,463.36 from the Odyssey PTO for the support of Outdoor Education.
- 5. Donation to the Odyssey Multiage Program in the amount of \$2,320.00 from the Odyssey PTO for the support of Outdoor Education, and swimming at BI Parks.

Minutes from the August 8, 2013 Special School Board Meeting

Minutes from the August 29, 2013 School Board Meeting

Motion 12-13-14: That the Board approves the Consent Agenda as presented. (Kinkead) The affirmative vote was unanimous. (Kinkead, Hoberg, Spence, Curtis)

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 **2008655** through **2008664** totaling \$ **18,736.07** .

(General Fund Voucher)
Voucher numbers **2008665** through **2008756** totaling \$ **198,291.61** .

(General Fund Voucher)
Voucher numbers **2008757** through **2008817** totaling \$ **158,777.55** .

(Capital Projects Fund Voucher)
Voucher numbers **4710** through **4723** totaling \$ **179,300.01** .

(Capital Projects Fund Voucher)
Voucher numbers **4724** through **4726** totaling \$ **19,731.30** .

(Associated Student Body Fund Voucher)
Voucher numbers **4001000** through **4001020** totaling \$ **62,052.86** .

Adjournment

8:29 p.m. – Board President Mike Spence adjourned the meeting.

SCHOOL BOARD OF DIRECTORS

ATTEST: _____, Secretary to the Board of Directors