

**BAINBRIDGE ISLAND SCHOOL DISTRICT NO. 303**  
**SCHOOL BOARD MEETING MINUTES**  
**Study Session and Regular Business Meeting**

**Date:** December 12, 2013

**Place:** Commodore Commons – Commodore Campus

**Board of Directors Present:**

Board President - Mike Spence

Directors - Tim Kinkead, Mev Hoberg, Sheila Jakubik

**Excused:** Patty Fielding was absent and excused.

**Call to Order**

**4:33 p.m.** – Board President Mike Spence called the meeting to order and a quorum was recognized.

**Oaths of Office**

Superintendent Faith Chapel administered the Oath of Office to newly elected Board Directors Mike Spence (representing Director District 2), Mev Hoberg (representing Director District 3), and Sheila Jakubik (representing Directors District 2).

**Study Session**

*Washington Interscholastic Athletic Association (WIAA) Classification for Bainbridge High School Athletics and Activities.*

Bainbridge High School Principal Jake Haley and Associate Principal Kristen Haizlip presented information regarding new classification standards for all high schools in Washington State based on recent enrollment numbers released in November from WIAA. (Principal Haley noted WIAA would be making accounting corrections with new numbers to be released that may change outcomes.) For the past ten years, Bainbridge High School (BHS) has been a member of the Metro 3A League in District Two. Every four years the WIAA adjusts the enrollment standards for each school with the goal of having roughly the same number of schools in each classification. This year, alternative schools are no longer included in the enrollment count, with only students in the 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grades are included. The BHS student count for 2014 is 924. The new WIAA enrollment numbers now place the BHS athletic programs in the 2A classification. With this new classification, BHS has the choice between “opting up” to a 3A designation that would keep them in the Metro League, or apply for acceptance into the Olympic League with a 2A designation.

Principal Haley noted the BHS Administrative Team and Athletic Director gathered information about the best league alignment fit for the student participants in WIAA sanctioned sports asking four overarching questions: 1) *Time* – How are student athletes impacted by lost instructional time and total travel time in a league-by-league comparison (Metro vs. Olympic)? 2) *Cost* – What are the school and district-incurred costs for participation in a league-by-league comparison (Metro vs. Olympic)? 3) *Competition* – How do student athletes and specific sport programs perceive, and what is the reality of, the level of competition in each league? 4) *Projection* – What do we project each league to “look like” moving forward and how will district student athletes and grater athletic program be impacted?

Ms. Haizlip addressed the time issue and spoke about how student athletes would be impacted by lost instructional time and total travel time using a league-by-league comparison. It was noted due to ferry

travel, there would be an average two-hour difference of door-to-door travel time between the Olympic and Metro leagues. Regarding loss of instructional time, on average students miss about two hours of instruction per away event traveling to schools in the Metro League, and about 1.25 of instruction per away event in the Olympic League. The cost differential between the two leagues amounts to \$30K (Metro - \$92K, Olympic - \$62K) for bus drivers and ferry travel. Cost calculations included a general equation and formula. Principal Haley came up with approximately \$30,000.00 as the difference between Olympic (\$62000) vs. Metro league (\$92000).

Ms. Hazlip provided an overview of survey results from students, parents and coaches regarding their preferences for league placement. Comments from coaches regarding their league preferences were shared with the board. The parent survey results (250 participants) indicated 56% preferred the Metro League, and 44% preferred the Olympic League. Results from the student athletes surveyed indicated their preferences as follows: 85% 3A Metro League, 11% 2A Olympic League, 2% 2A Metro League, 1% 3A Olympic, and 3A had no league preference. The student athlete survey result data was also presented for single-sport, 2-sport, and 3-sport participants.

Mr. Haley explained that with the survey results, and through conversations with students, coaches, and parents, it was recommended Bainbridge High School opt up to the 3A Classification. With the opt up to the 3A classification, the choice becomes league alignment. The league options under consideration are Olympic 2A/3A, and Metro 3A. There have been expensive discussions with the BHS administration, site council, counselors, and department heads, and they believe there is a genuine opportunity to regain significant instructional minutes by considering a league change from Metro to Olympic. Mr. Haley noted that as a school, priority is placed on instructional minutes, which is a major factor of consideration in league alignment. The difference between a mixed 2A/3A league and a 3A league, and the road to state level competitions was explained to the board. Board discussion included the balance between instructional time loss/gain, the value of athletes, and the difference in the level of team competitions. Following the presentation, Board President Mike Spence opened the floor to public comment.

### **Public Comment**

(Public comments summarized.) *Citizen Riley Gregoire* spoke as a student athlete and addressed the issue of lost instructional time stating that students who play sports assume the responsibility to use their time wisely. *Citizen Andrew Grimm* spoke about the culture of the community and the likeness to schools in the Metro League and those in the Olympic League. He also talked about the impact of the ferry travel as compared to bus travel to play local teams. *Citizen Brian Bignold* asked for clarification regarding the cost difference between participation in the Metro and Olympic Leagues. *Citizen Brent Gregoire* spoke about the high expectations for participation in sports, especially since moving to the Metro League. He advocated for continued participation at the highest level. *Citizen Mike Mattheson* spoke about his personal and positive experience participating in sports in Kitsap County, and ferry travel can be an issue. *Citizen Scott Orness* spoke as both a teacher and coach about his vision about what he would like his students to prepare for and be capable of when they graduate high school. He advocated for participation in the Olympic League, which would give student athletes the ability to excel both on the court and in the classroom. The time gained by participation in the Olympic League is valuable and gives each student the ability to reach their potential.

At the conclusion of the public comments, Board President Mike Spence explained the decision making process going forward. A special board meeting will be held on Thursday, December 19<sup>th</sup> at which time the board will make a decision regarding the Washington Interscholastic Athletic Association classification and league alignment for the BHS athletic and activities program. He noted the record would remain open for additional public comment until that time.

**5:33 p.m.** – President Spence adjourned the meeting for a short break.

**5:59 p.m.** – President Spence reconvened the meeting to a public session.

### **Public Comment**

No public comment.

### **Superintendent’s Report**

Superintendent Faith Chapel distributed to the Board Members copies of STEM Echo—a new publication created by STEM TOSAs Juliette Brown and Greg Moncada about the Science, Technology, Engineering and Math (STEM) activities occurring throughout the district. Both colorful and succinct, the publication highlights all the wonderful things happening throughout the district around STEM, with many of the activities funded through the Bainbridge Schools Foundation.

Ms. Chapel announced December 9 – 15 was the “Hour of Code” week, which is an opportunity for every student to try computer science for one hour. Many local companies including the Gates Foundation sponsored this week for students across the nation to provide opportunities for students to learn computer code. Ms. Chapel noted at last count in this district, there were approximately 700 student involved in the week’s ‘code’ activities.

### **Board Reports**

There were no Board reports.

### **Presentations**

#### *A. Woodward Investigation Report & Recommendations*

Assistant Superintendent Peter Bang-Knudsen provided overview of the Woodward Volunteer Investigative Report and Recommendations as presented to the Board of Directors at their study session held on December 3, 2013. The district recommendations presented at that meeting included the following: 1) Use only paid staff at Woodward Middle School during the lunch hour. (It was noted that Woodward was the only school that used volunteers during the lunch hour, and this change will result in consistent volunteer opportunities across the district.) 2) Volunteer policies, procedures and the hand book will be revised. 3) The district will ensure all schools have a common application and screening process for volunteers. 4) All volunteers will have clearly defined roles and will receive appropriate training. 5) The district will communicate to students, parents and staff the process for hearing their concerns and complaints. The proposed timeline for implementing these recommendations is: *January 2014* – a) Implement change to using paid staff for lunch supervision at Woodward. b) Revise and update district volunteer policy and procedures. c) Communicate information about district complaint process. *February 2014* – a) Revise volunteer handbook and forms. b) Develop plan and timeline for communicating changes in procedures and implementing recommended changes. c) Identify volunteer training needs and develop plan and timeline for addressing needs.

### **Public Comment**

*Citizen Kalpreet Rana* asked if a component of the revised policies and procedures would include oversight to ensure the policies were being followed. Dr. Bang-Knudsen responded by oversight would be addressed through consistent training of not only volunteers but staff and administrators. *Citizen Kathy Rana* suggested that when policies are revised the issue of adult volunteers involved in other school activities – dances, registration – be reviewed. She also asked if the investigative report presented to the public was the complete report. Superintendent Chapel stated it was the complete report.

**Motion 38-13-14:**

That the Board approves the Woodward Volunteer Investigative Report and Recommendations dated December 6, 2013. (Jakubik) The affirmative vote was unanimous. (Jakubik, Spence, Kinkead, Hoberg)

Board President Mike Spence suggested item F. Instructional Materials Committee (IMC) be moved forward on the agenda. There were no objections.

*F. Instructional Materials Committee (IMC)*

Associate Superintendent Julie Goldsmith presented the Instructional Materials Committee meeting notes from October 15<sup>th</sup> and November 19<sup>th</sup> for board review. Contained within the meeting notes was the recommendation from the committee for board approval of the following instructional materials:

<u>Title/Author or Publisher</u>	<u>Grade Level/Course</u>
<i>The One and Only Ivan</i> by Katherine Applegate	Grades K-4/Language Arts/Library
<i>Temas</i> (Vista Learning Publisher – 2104)	Grade 11-12/AP Spanish
<i>Miller Levine Biology</i> (Pearson Publisher – 2010)	Grades 9-12/Biology

Citizen Tom Greene commented the meeting notes reflected the IMC was in good hands, and contained a recommendation by the committee not to adopt a particular instructional material. He also asked if the Spanish publication recommended for approval was a “hard copy” book. Ms. Goldsmith stated there was both a book and an online component to the publication. She also noted publishers are saying within 5-7 years instructional materials would only be available in an electronic form.

**Motion 39-13-14:**

That the Board approves the Instructional Materials Committee report and recommended instructional materials. (Kinkead) The affirmative vote was unanimous. (Kinkead, Spence, Hoberg, Jakubik)

Board President Mike Spence suggested item D. District Growth Percentiles and Achievement Report be moved forward on the agenda. There were no objections.

*D. District Growth Percentiles & Achievement Report*

Director of Instructional Technology and Assessment Randi Ivancich presented information regarding student growth percentiles (SGP) to be released by the Office of Superintendent of Public Instruction (OSPI) and will provide information related to student growth over time. Ms. Ivancich provided some background information in terms of the vocabulary used when talking about the “norm referenced” SGP, which contains information about the performance of one or more groups of test takers. In Washington State, norm groups are referred to as “academic peers” in the reports. A norm-referenced score indicated the test taker’s relative position in the norm group or academic peers. The scores are reported in one of two ways: by percentile score or standard score. Ms. Ivancich explained how individual student growth percentiles were reported, then noted the school and district level scores were reported in terms of the median scores state wide. Board members were provided the median growth percentiles and achievement for the MSP, EOC, and MSP/HSPE assessments for 2012-2013 in the form of a “bubble” chart. It was noted that extensive information was contained in the several reports included in the OSPI data release. Administrators are studying this data to learn what it tells them and how the information can be used effectively to improve learning for all students. At the state level, the Washington State Board of Education will include data from the student growth percentiles in calculating the newly revised State

Board of Education's Achievement Index. Additional information about mean growth and achievement and student growth percentiles can be found on the OSPI website:  
<http://www.k12.wa.us/assessment/studentgrowth.aspx>.

#### *B. Measure of Academic Progress (MAP) Math Data Report*

Associate Superintendent Julie Goldsmith introduced district consultant Alli Krug who provided a presentation highlighting her finding from analyzing district data from the Measure of Academic Progress (MAP), and the state's Measure of Student Progress (MSP). Ms. Krug reviewed the preliminary finding that included the following: 1) There was demonstrated growth increase in math for most subgroups (ethnicity, income, gender) and cohorts of students. 2) There was a decline in math MSP rates in 8<sup>th</sup> grade for three cohorts. 3) Spatial Temporal (ST/JiJi) Math appears to support MSP passing rates and growth for all subgroups (gender, ethnicity, income, class standing). 4) Income status and ethnicity appear to have the most impact on academic outcomes in middle school. 5) There was demonstrated good growth among struggling students, especially in grades 1-4. 6) MAP is a good predictor of MSP outcomes, and a tool to identify at-risk students. Ms. Krug also reviewed the impact of ST Math, subject mastery assessments and EPGY Math for higher level learners on MAP and MSP assessment outcomes. It was noted that Ms. Krug's data presentation would be posted on the district's website.

#### *C. Multicultural Advisory Council (MAC) Report*

Associate Superintendent Julie Goldsmith introduced two members of the Multicultural Advisory Council Katy Curtis (Co-Chair) and Dianne Juhl. Ms. Goldsmith noted the goals of the multicultural education program are to have each student feel valued and respected; be successful, both academically and socially; recognize and understand diverse perspective; and make meaningful contributions in a democratic society. The focus of the Multicultural Advisory Council for 2013-2014 is as follows: 1) Achievement/Opportunity GAP – Understand how schools are addressing the issue in relationship to the areas of gender, socio-economic, and ethnicity. 2) Outreach to Principals and Lead Teachers - Determine how MAC can support school efforts. 3) Continued Outreach to Community – Develop closer relationships between the district and the Island's diverse communities.

MAC Co-Chair Katy Curtis read into record, a proposal to the Board of Directors (full proposal available upon request). To support the Board's current and continuing efforts to eliminate the achievement/opportunity gaps that exist in the district, MAC respectfully put forward the following proposals for board consideration: 1) In addition to the Board's commitment that all Bainbridge schools meet or exceed the "Annual Measurable Objectives" (AMOs), MAC proposes that the Board consider including language that specifically addresses the goal of closing any achievement or opportunity gap that may exist among subgroups of students (ethnicity/race, low income, gender, etc.) at all grade levels, not just those enrolled in rigorous academic courses at the high school level, as currently stated. This goal would include appropriate timelines, and reporting. 2) If it is the intent of the district that, over the course of the next few years, the School Improvement Plans (SIP) will continue to align and have a greater connection with the District Improvement Plan (DIP), MAC Proposes that the board consider having each future building SIP include the identification of the closing of any achievement or opportunity gap that may exist at their school among any subgroup of students (racial/ethnic, low income, gender, etc.), as part of their school's stated goals/actin plan. This could include, but not be limited to, achieving the specific AMO goals that have been set by the State for their particular building, appropriate timeline, and reporting. It was noted that in January, the district will begin work on a DIP for the 2014-15 school year and these recommendations will be used in that development process. In addition, principals are working with the district data consultant to identify achievement/opportunity gap issues for each of their schools.

### *E. School Configuration Committee (SCC) Report*

Superintendent Faith Chapel explained the School Configuration Committee reconvened on November 13<sup>th</sup> to review results of staff and parent/community surveys that were available online from May through mid-September. The also reviewed the October 1 enrolment data and discussed changed in state funding for K0-12 education for this school year. After reviewing the original charge to the committee, survey results and changes in enrollment, the committee unanimously recommended that any consideration of changes to school configuration be placed on hold for at least one year. The consensus was that current conditions suggest it would be prudent to observe future enrollment and financial trends before conducting further discussion of configuration changes that would impact a significant percentage of the district's students, staff and families. If the Board of Directors adopts this recommendation, the work of the current SCC members would come to an end.

Ms. Chapel also provided the board with a copy of the minutes from the November 13<sup>th</sup> SCC meeting and a draft copy of the final report of the 2012-13 committee work. It was noted that the report was being submitted in draft form to allow additional time for SCC members to review and approve additional revisions. The final version of the SCC report will be submitted to the Board of Directors in January.

#### **Motion 40-13-14:**

That the Board approves, subject to the final report, the School Configuration Committee recommendation to put the committee work on hold for one year. (Hoberg /Jakubik) The affirmative vote was unanimous. (Hoberg, Jakubik, Kinkead, Spence)

### *G. Financial Report*

Director of Business Services Peggy Paige presented information related to a number of financial activities in the month of December. First, Ms. Paige noted on December 3<sup>rd</sup>, the district sold the final series of bonds issue under the \$42,000,000 authorization approved by the voters in 2009. Alan Dashen & Associates served as the district's financial advisor for this transaction. Their role was to review legal documents, discuss various aspects of the transaction with district underwriter D.A. Davidson, and represent the district during the pricing of the bonds. A letter from Alan Dashen & Associates describing the bond rating, bond market, details about the issue of the bonds, and an assessment of underwriter fees was submitted for board review.

Ms. Paige provided an overview of the Fiscal Year End Report for 2012-13, noting the district received final written approval from Puget Sound ESD 121. Revenues were above estimates by \$410,120, with tax collections above budget by \$75K and local revenues over estimates by \$300K. Some if the increase in revenues correlated with increases in expenditures (rentals, PTO purchases, testing fees). In addition, average enrolment, including Running Start, was above budget and generated more revenues. Expenditures for 2012-13 were \$572,911 below budget. Areas of savings included utilities, central office services (legal fees, election costs) and purchases of instructional materials. The ending und balance in categories per accounting guideline were as follows: GL 872 *Committed to Minimum Fund Balance Policy* - \$1,100,000 (3%); GL 888 *Assigned to Other Purposes* - \$1,265,000 (3.5%) (This is the portion of fund balance that was committed to Fiscal Year 2013-14 as well as a reserve for grant and building carryovers); GL 840 Inventory Reserve - \$165K; GL 890 Unassigned - \$326,741 (.9%).

Finally, Ms. Paige presented a summary of financial reports for the month ending October 31, 2013, with a focus on the General Fund. She noted that total General Fund revenues were \$8.3 million, which is 5.9% more than for the same period last year. State revenues were consistent with state funding expectations and budgeted enrollment. Federal revenues were up compared to the expected average were very close to the prior year at this time. General Fund expenditures for the year total \$6.6 million, which is 8.1% higher than for the same period last year. Total expense for Basic Education increased 17.7% over last year, with this increase due to salary adjustments, payment for extra days at the beginning of the school year, and

tech levy related professional development. Total special education costs were up 10.5% compared to last year, with this area also impacted by salary restoration and payment for extra days. Utilities were lower than last October, and Maintenance is up from the prior year due to some necessary costly repairs related to a sewer lift station and a variation in payment cycle for contracted services. Information Services increases were related to contract renewals and purchases that were expected to be reimbursed with Tech Levy funds later in the year. Central Office expenditures are currently running below the average. Net cash inflow during October was \$2,111,801 million. As of October 31, the closing cash balance in the General Fund was \$4,399,361.

#### *H. Monthly Technology Report*

Director of Instructional Technology and Assessment Randi Ivancich provided a summary of technology projects and Technology Levy Budget expenditures to date. Three items from the report were highlighted as follows: 1) Technology staff met with each school principal to finalize plans for technology projects for the 2013/2014 school year. It was noted that new curriculum often changes the technology needs for student and staff, and these meetings help to identify and prioritize areas of technology that support learning and teaching. 2) Based in an initial trial in two science classrooms, the Science Department at Bainbridge High School has received iPads to augment the classroom presentation stations and classroom sets of student response devices (clickers). The iPads allow the presenter to move about the classroom while presenting. The clickers allow teachers to assess student learning so students and teachers receive immediate feedback. 3) Students in grades 1-8 participated in MAP testing in early October. District and school level results were available by late October. District and school staff are in the process of analyzing those results and using that information to provide differentiation of instruction and to address student learning needs.

#### **Personnel Actions**

##### **Motion 41-13-14:**

That the Board approves the Personnel Actions dated December 5, 2013, and December 12, 2013 as presented. (Kinkead) The affirmative vote was affirmative. (Kinkead Spence, Hoberg, Jakubik)

#### **Consent Agenda**

##### **Donation**

1. Donation to Ordway Elementary School in the amount of \$6,427.13 from the Ordway PTO for support for September and October purchases of Renaissance Learning Online resources, and CDW-G Chromebooks.
2. Donation to Blakely Elementary School in the amount of \$1,792.68 from Blakely PTO for support of the October Transportation charges.
3. Donation to Sakai Intermediate School in the amount of \$2,273.01 from Sakai PTO for Renaissance Learning Online Resources, Eagle Harbor Books, KCDA supplies and support of the ice cream social.
4. Donation to Bainbridge High School in the amount of \$3,034.01 from BHS PTSO for contribution towards the cost of student planners distributed to BHS students.

##### **Out-of-State Staff Travel Request**

1. Request for Board approval from Bainbridge High School for teacher Benjamin Hart to attend an out-of-state professional development opportunity in San Diego, California with the majority of the funding for the event supported by a science education grant provided by the Murdock Charitable Trust along with the Bainbridge Schools Foundation professional development funds.

November 2013 Payroll: Payroll Warrant Numbers 1001623 – 1001663  
Payroll AP Warrant Numbers 172275 – 172303  
**Total: \$2,839,739.83**

Minutes for October 24, 2013 School Board Meeting

Minutes for November 14, 2013 School Board Meeting

**Motion 42-13-14:** That the Board approves the Consent Agenda as presented.  
(Kinkead) The affirmative vote was unanimous. (Kinkead,  
Spence, Hoberg, Jakubik)

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 **2009262** through **2009338** totaling **\$425,693.63**

(General Fund Voucher)  
Voucher numbers **2009151** through **2009261** totaling **\$350,586.31**

(AP ACH Fund Voucher)  
Numbers **131400009** through **131400064** totaling **\$ 8,028.83**

(Associated Student Body Fund Voucher)  
Numbers **4001048** through **4001068** totaling **\$ 13,802.19**

(Associated Student Body Fund Voucher)  
Numbers **4001069** through **4001070** totaling **\$ 6,237.41**

(Capital Projects Fund Voucher)  
Numbers **4747** through **4755** totaling **\$ 19,536.48**

(Capital Projects Fund Voucher)  
Numbers **4756** through **4763** totaling **\$ 40,340.03**

(DOR Comp Tax Fund Voucher)  
Numbers **131400065** through **131400067** totaling **\$ 1,295.50**

8:18 p.m. - President Spence announced the Board would move into an executive session to discuss personnel evaluation and collective bargaining.

**Adjournment**

8:50 p.m. - President Spence reconvened the meeting to a public session and immediately adjourned.