

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

Date: July 31, 2014

Place: Board Room – Commodore Campus

Board of Directors Present

Board President – Mike Spence
Board Vice-President – Mev Hoberg
Directors – Tim Kinkead, Patty Fielding

Excused

Sheila Jakubik

Call to Order

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

Public Comment

No public comment.

Superintendent's Report

Superintendent Faith Chapel reported on the school-related activities taking place during the month of July. The 2014 STEM Camp was held July 21 -24 for elementary students, and July 28 – 31 for middle school students. Summer camp activities included building structures out of spaghetti noodles, balloon rockets, engineering paper planes, building a hovercraft, robotics, video production/camera operation, and CSI investigations. The camps were held at Wilkes Elementary School and were well attended. Ms. Chapel also noted the Extended School Year (ESY) program for special education students was in session during July and August.

Board Reports

No board reports.

Consent Agenda

Donations

1. Donation to Bainbridge Island School District in the amount of \$1,330.63 from the Bainbridge Schools Foundation to support teacher grant purchases including technology and science supplies.
2. Donation to Bainbridge Island School District in the amount of \$1,336.83 from the Bainbridge Schools Foundation to support Geographic Information System (GIS) training for teachers and classroom grant science supplies.
3. Donation to Ordway Elementary School in the amount of \$3,345.51 from Ordway PTO to support Outdoor Education staff stipends.
4. Donation to Ordway Elementary School in the amount of \$2,724.84 from Ordway PTO to support the purchase of headphones and computer carrels.

Minutes from the *May 29, 2014* School Board Meeting

Minutes from the *June 12, 2014* School Board Meeting

Minutes from the *June 26, 2014* School Board Meeting

PAYROLL

July 2014 Warrant Numbers:

(Payroll Warrants) 101880 through 1001898

(Payroll AP Warrants) 172526 through 172553

Total: \$2,804,861.77

Motion 114-13-14:

That the Board approves the Consent Agenda as presented. (Hoberg)
The affirmative vote was unanimous. (Hoberg, Spence, Kinkead, Fielding)

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 2010523 through 2010580 totaling \$ 223,155.83 .

(General Fund Voucher)

Voucher numbers 2010429 through 2010522 totaling \$ 126,704.82 .

(Capital Projects Fund Voucher)

Voucher numbers 4896 through 4906 totaling \$ 450,986.00 .

(Trust/Agency AP Fund Voucher)

Voucher numbers 12 through 13 totaling \$ 2,500.00 .

(Capital Projects Fund Voucher)

Voucher numbers 4882 through 4895 totaling \$ 170,485.48 .

(AP ACH Fund Voucher)

Voucher numbers 1314000270 through 131400329 totaling \$ 10,961.78 .

Presentations

A. Facilities Master Plan Update: Process and Timeline

Director of Facilities and Capital Projects Tamela Van Winkle explained her plan to review the steps leading to an updated District Facilities Master Plan, with the related process and timeline provided (in graphic format) to facilitate Board discussion. Ms. Van Winkle noted the district will work with Mahlum Architects to assist with the development of the updated District Facilities Master Plan, with the findings of the recent Study and Survey providing the basis for the work. In addition, Ms. Van Winkle and Mahlum representatives will work with the Superintendent and other district administrators to confirm the District's strategic mission, vision and guiding principles.

As the review of the master plan moves forward, the educational program requirements will be considered as it relates to the current facility conditions and how the facility condition supports that program. Results of the recent Study and Survey indicated four of the district's facilities required a greater concentration of focus: Blakely Elementary, Bainbridge High School 100 Building, Commodore Options, and Ordway Elementary. Other elements taken into consideration include building code assessments and impacts and updated enrollment projections. All of these elements provide a basis for the estimation of costs for facility critical repairs and possible additions, modernization or replacement, and will be incorporated into the District Facilities Master Plan update. It was noted Robinson Company would be engaged once again as the cost estimators as their work had been a reliable source of data for past projects. Once a cost analysis has been developed, a prioritization of facilities needs will be established, with continuous communication with the school board and community included in the prioritization process. All of the work that will be done over the next several months will culminate in the presentation to the Board of the Final Updated District Facilities Master Plan along with a preliminary implementation schedule.

Following the presentation, board members engaged in a discussion regarding a variety of components related to the development of the updated District Facilities Master Plan. During their discussion, several additions and adjustments to the process and timeline plan were suggested. On the timeline graphic, board members thought the confirmation of the district's strategic mission, vision and guiding principles and the comparison of the educational program requirements with the current facility conditions should be considered separately. This would allow for clarification of educational programs both current and future, taking in to account the impact of such items as technology, core facilities, and option (programs) components. It was also suggested each of the elements contained in the timeline graphic be labeled as "steps." The economy of scale for staffing, programs and facilities should also be considered throughout the process. Several other areas to be considered as the process moves forward include

working assumptions, financial analysis, and ongoing communications. At the conclusion of the discussion, it was noted the process and timeline graphic would be revised to reflect the board's suggestions.

B. Preliminary Budget for Fiscal Year 2014-2015

Director of Business Services Peggy Paige provided a summary of the Preliminary Budget for Fiscal Year 2014-15. She underscored the budget being presented was the preliminary version, and typically would be adjusted prior to presentation of the final budget in August. Per WAC 392-123-054, the preliminary budget document is to be made available to the public by July 10. Ms. Paige noted challenges with the Educational Service District (ESD) system and the experience level of newly hired staff resulted in a preliminary budget that requires additional review and revision.

The preliminary draft of the 2014-15 budget includes the following assumptions (related to the General Fund):

- Total student enrollment is projected to be 3736 (current year average is 3740).
- Revenue changes include: increase in tax collections (voted levy increase); increase in apportionment (K-12 enhancements – McCleary); increase in Transportation (new funding formula); increase in Federal grants (carryover & Safety Net); decrease in donations and tuitions.
- Overall staffing projections for the 2014-15 school year increase over the previous school year as follows: positions eliminated during the financial crisis (2008-2012) strategically reinstated to better support overall district operations (custodial, transportation, human resources) and teaching and learning (associate principal – Sakai); strategically added new positions to facilitate the district mission and mandated state/federal requirements (Director of Assessment, Highly Capable Coordinator, highly staffing – teaching/coaching, staffing – 24-credit/1080 hours, Achieve Program staffing, special education staffing, Communication Specialist, etc.).

Ms. Paige explained that for two years, the district has been intentionally deficit spending to bring down the total fund balance to within a range of 4.5%-5.5% in order to fund district priorities related to teaching and learning. While the preliminary budget indicates deficit spending over \$800K, the final version of the budget will not reflect this level of deficit based on further review of staffing FTE, the alignment of grant expenditures with anticipated funding, and a review of the costs related to Materials, Supplies, and Operating Costs (MSOC). The final budget will reflect deficit spending under \$400K. It is important to underscore that last year's budget reflected deficit spending of \$1,200,000, with the final budget for 2014-15 having a substantially lower amount of deficit. Ms. Paige also provided a brief overview of the Capital Projects, Transportation, and Associated Student Body Funds.

C. Monthly Financial Report

Director of Business Services Peggy Paige presented a summary of the financial reports for the month ending June 30, 2014, with a focus on an analysis of the General Fund. She noted the total General Fund Revenues to June 30 were \$32.3 million, 3.9% more than for the same period last year. Tax collections were close to the expected average and the district did not expect to collect substantially more than budgeted. Local nontax revenues were below the 3-year average due to the receipt of the balance of Bainbridge Schools Foundation donations later in the year than in previous years. Ms. Paige noted with the district's recent budget revision, state and federal revenues were in line with the expected average. All budget categories were updated with anticipated increases based on enrollment growth or known grant awards.

Expenditures for the year to June 30 total \$32.6 million, which is 8.2% higher than for the same period last year. Ms. Paige highlighted expenditures in several of the fund areas including special education where total costs were up 7.3% compared to last year. While this fund area experienced an increase in expenditures due to salary restoration and payment for extra days, there were also increases in staff hours and payments for outside services, which drive up costs. It was noted that some of these excess costs would be offset with an increase in Safety Net revenues. Compensatory education is in line with budget estimates, with fluctuations throughout the year due to certain expense items such as teacher certification bonuses. Ms. Paige stated the district's net cash outflow during June was \$1,380,223, with a closing cash balance estimated to be \$2.2 million.

D. Monthly Technology Report

Director of Instructional Technology and Assessment provided a brief summary of the Technology Levy Budget related to the encumbrances to date that have been applied to the 2010 School Technology Levy budget for the 2013-14 school year. Additional items reported included: *Infrastructure* – Upgrades are being made to the district's wireless system, with staff also working to improve the system's battery backup capabilities for the network servers. This work should be completed early this fall. *Teaching* – Staff laptops underwent maintenance including re-imaging

and thorough cleaning. As staff reclaim their laptops, they take part in a 20-minute training to learn the updated login process and any new features. Board members briefly discussed student devices connecting to district wireless services, current/future technology trends (Horizon Report), and technology professional development for teachers.

E. Monthly Capital Projects Report

Director of Facilities and Capital Projects Tamela Van Winkle presented the Capital Projects and Facilities Report for the month of June 2014. Contained in the report was a summary of the budget related to the 2009 Bond projects, which noted a budget balance of \$8,189,173. An overview of a number of capital/facility projects were highlighted in the report as follows: Woodward Middle School – a) The Field and Track Project has been completed and staff recommends Final Acceptance of the work for Board approval. b) Roof replacement is on schedule, with Meyer Brother Roofing completing most of the demolition of the steep slope areas over the south and west classroom wings, the Commons, and the Gym. New underlayment has been installed on all of the steep slope areas except the entrance towers. Work on the five entrance tower roofs will be done by mid-August. Removal of old metal flashings, gutters and soffits will be completed shortly and installation of new metal work should be complete in early August on the western portions of the building. Rainy weather caused work stoppage July 23-24, but the contractor will work Saturdays to maintain the schedule. Ordway – HVAC demolition work has been completed. The installation of new HVAC equipment, electrical and control improvements in the Administration Area are scheduled for completion in early August. In collaboration with maintenance, improvements to the play area are currently underway and will include new toys, and an enlarged play area with new ADA ramp into the playground. An interior camera will be installed at the main entrance to Ordway. Blakely – An interior camera will be installed at the main entrance to Blakely the camera will address the lack of visual access from the office to the main entry. The camera's monitor will be placed in an inconspicuous location, viewable by office staff, within the main office. Quotes are currently under review for asphalt repairs in the parking lot area adjacent to the portables. Work is planned for completion before school starts.

F. Woodward Middle School Athletic Fields Renovation – Final Acceptance

Director of Facilities and Capital Projects Tamela Van Winkle presented the Woodward Middle School Athletic Fields and Track Renovation Project - Final Acceptance for Board consideration and approval. She noted the taxpayers of Bainbridge Island generously supported a Bond request in 2009. A portion of that bond provided funding to renovate the Woodward Athletic Fields and Track. Final Completion of the project has been achieved. Ms. Van Winkle recommended Board approval of the completed project.

Motion 115-13-14:

That the Board approves the Woodward Middle School Athletic Fields Renovation – Final Acceptance as presented. (Fielding) The affirmative vote was unanimous. (Fielding, Kinkead, Spence, Hoberg)

G. Procedure 6550: Video Surveillance Cameras and Recording Equipment on School Grounds or Property (Revision)

Director of Facilities and Capital Projects Tamela Van Winkle presented Procedure 6550 Video Surveillance, Cameras and Recording Equipment on School Grounds or Property for Board review. The procedure was revised to reflect changes in the data collection and storage of camera images. All camera images are now saved on DVRs located in the respective schools, and tapes are no longer used. Additionally, all cameras are now available for view via internet connections. Those employees selected for access to cameras at their school site are given individual login credentials, which are provided by the Director of Facilities. Data expires automatically, depending on the amount of data on each device. Surveillance cameras shall not be used to monitor placed where individuals have a reasonable expectation of privacy and shall be restricted to the exterior of buildings unless otherwise authorized by the Superintendent or designee.

Procedural revisions include allowances for monitors to be placed in main offices to allow for visual connections to the main entrances of the buildings. Monitors with a constant feed from the cameras will allow for building office staff to keep a constant visual on visitors entering and exiting from the building through the main entrance. Following a brief discussion, board members suggested Policy 6550 be edited to match the revised verbiage in the procedure. The revised Policy 6550 will be brought to the board for a first reading at a future meeting.

H. Resolution 11-13-14: Elementary Secondary Education Act Support of Reauthorization

Superintendent Faith Chapel presented Resolution 11-13-14 Reauthorization of Elementary Secondary Education Act for Board consideration. She noted local school boards in Washington were passing resolutions urging Congress to amend and reauthorize the Elementary and Secondary Education Act which is more commonly referred to as "No Child Left Behind (NCLB)." The resolution was prepared by the Washington State School Directors Association

(WSSDA) Board of Directors. The WSSDA Board passed the resolution and has asked local boards to show similar support. The resolution notes that the current law is unfair, inaccurate and misrepresents the quality and improvement of the nation's schools. To date, over 90 school boards have adopted this resolution and it was recommended the district join them. Board members asked that the paragraph indicating the lack of reauthorization of ESEA gave the US Department of Education the unlawful ability to penalize, label and financially sanction states be struck from the resolution prior to their approval.

Motion 116-13-14:

That the Board approves Resolution 11-13-14 Elementary Secondary Education Act Support of Reauthorization as amended. (Kinkead) The affirmative vote was unanimous. (Kinkead, Spence, Hoberg, Fielding)

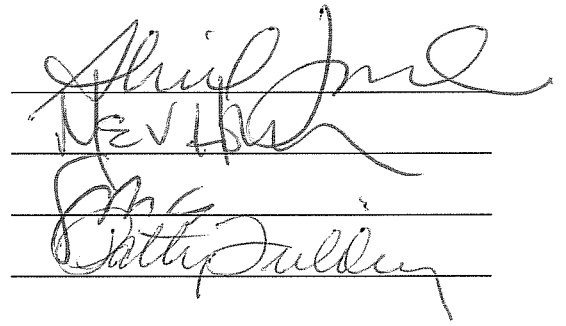
Personnel Actions

Motion 117-13-14:

That the Board approves the Personnel Actions dated July 23, 2014, and July 29, 2014 as presented. (Fielding) The affirmative vote was unanimous. (Fielding, Kinkead, Spence, Hoberg)

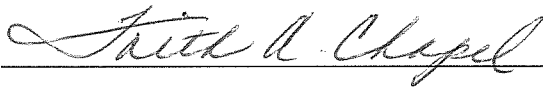
Adjournment

7:41 p.m. – Board President Mike Spence adjourned the meeting.



SCHOOL BOARD OF DIRECTORS

ATTEST:



Secretary to the Board of Directors