

BAINBRIDGE ISLAND SCHOOL DISTRICT NO. 303
SCHOOL BOARD MEETING MINUTES

Date: August 28, 2014

Place: Board Room – Commodore Campus

Board of Directors Present

Board President – Mike Spence

Board Vice President – Mev Hoberg

Directors – Sheila Jakubik, Patty Fielding

Excused

Tim Kinkead

Call to Order

5:30 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 in August. Ms. Chapel extended a thank you to Randi Ivancich and the technology department for planning and offering an incredible array of courses for teachers and staff. Today was a Learning Improvement Day at all of the schools and most offered an all-day workshop or retreat.

Ms. Chapel introduced Director of Assessment, Title I and Highly Capable Jeff McCormick. Mr. McCormick brings a wealth of experience as a teacher, administrator, and principal with a doctorate from the University of Washington.

Communications Specialist Galen Crawford joins BISD with over 26 years of experience. Ms. Crawford has worked as a television reporter, a public information officer for the Seattle Aquarium and most recently providing internal communications for Fred Hutchinson.

Human Relations Director (interim) Lynn Stellick has an extensive background in HR having spent the last 2 years in South Kitsap and as the director of personnel in both the Kent and Puyallup districts.

Board Reports

Board members Mev Hoberg and Sheila Jakubik attended a curriculum meeting with Julie Goldsmith and Jeff McCormick to discuss assessment and No Child Left Behind.

Mike Spence thanked the staff for the past year. A heartfelt thank you was extended to retiring Board Recording Secretary Kathy Roberts for her many years of service.

Revised Consent Agenda

Student Field Trip: Overnight

1. Odyssey Multiage Grades 1-6 to attend an Annual Family Retreat at Ft. Flagler State Park, Friday, 9/26 – Saturday, 9/27 for planning and community building.
2. Odyssey Multiage Grades 7 and 8 with teacher Liz Finin to attend Camp Seymour for an outdoor education experience October 1 – 3, 2014.

Donations

1. Donation to Sakai Intermediate School in the amount of \$8,076.44 from Sakai PTO for stipends funded by the PTO: Math Club, TV Broadcast Club, Student Council, Intramurals Club, Geo Bee, Music Supplies, and a Workshop Presenter.
2. Donation to Bainbridge High School in the amount of \$1,618.83 from Bainbridge High School PTSO for the purchase of art supplies, photography supplies, sheet music, calculators, office supplies and organizers.
3. Donation to Bainbridge High School in the amount of \$1,900.00 from the Spartan Booster Alumni Club, Boys Soccer, to support the purchase of uniforms.

Minutes from the July 31, 2014 School Board Meeting

PAYROLL

August 2014 Warrant Numbers

(Payroll Warrants) 1001899 through 1001915
(Payroll AP Warrants) 172554 through 172588
Total: \$2,870,211.08

Motion 118-13-14: That the Board approves the Revised Consent Agenda dated August 28, 2014 as presented. (Hoberg) The affirmative vote was unanimous. (Hoberg, Spence, Jakubik, 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 **2010581** through **2010624** totaling **\$67,617.14**.

(General Fund Voucher)

Voucher numbers **2010625** through **2010697** totaling **\$190,238.06**.

(CP A/P Fund Voucher)

Voucher numbers **4907** through **4919** totaling **\$404,938.73**.

(Associated Student Body Fund Voucher)

Voucher numbers **4001235** through **4001246** totaling **\$53,929.55**

(AP ACH Fund Voucher)

Voucher number **131400340** through **131400354** totaling **\$6,409.89**.

(CP A/P Fund Voucher)

Voucher numbers **4920** through **4927** totaling **\$67,044.32**.

Board Nominations for the 2014 – 2015 School Year.

Motion 119-13-14: That the Board approves Mev Hoberg as Board President for the 2014 – 2015 School Year. (Fielding) The affirmative vote was unanimous. (Hoberg, Spence, Jakubik, Fielding)

Motion 120-13-14: That the board approves Shiela Jakubik as Board Vice President for the 2014 – 2015 School Year. (Fielding) The affirmative vote was unanimous. (Hoberg, Spence, Jakubik, Fielding)

Motion 121-13-14: That the Board approves Mike Spence as the Legislative Representative for the 2014 – 2015 School Year. (Jakubik) The affirmative vote was unanimous. (Hoberg, Spence, Jakubik, Fielding)

Public Hearing

Director of Business Services Peggy Paige restated the BISD mission to get every student future ready whether it be the global workplace, college or personal success. With a BISD vision to provide an excellent academic program in an engaging and supportive environment that fosters a passion for learning, instills a sense of civic and social responsibility, and develops the skills for success in career, college and life.

Budget assumptions this year include: A stable enrollment, increase in levy revenues, enhanced state funding, funding from Bainbridge Schools Foundation, existing fund balance available to offset expenditures, and a total ending fund balance goal of 4.5 – 5%.

In summary, the general fund will continue deficit spending utilizing the existing fund balance but still ending up with a 4.7% total fund balance. Ms. Paige anticipates next year will not be deficit spending due to an increase in state support and an increase in levy collections.

Thirty-nine point six million in total revenues. Increases in state funding, support from the Schools Foundation, Safety Net funds estimated at \$400,000, tax revenues consistent with voter approved levies, and a decrease in federal grant funds. Total local support is approximately 32% of funding support.

General fund total expenditures are \$39.9 million. BISD added additional staff to support enrollment growth and reinstated 3 positions: technology director to 1.0, human resources director 1.0, additional custodian, plus a reduction in non-salary expenditures and shifting contracted services to staff.

Strategic positions added to support teaching and learning: director of assessment/highly capable coordinator, staffing for highly capable teaching and coaching, teacher on special assignment staff, Achieve, special education, classified staff for student supervision, communication specialist.

Certificated salaries are the bulk of expenditures at 86%. Central administration is 5.5% of all staff.

Capital projects fund total revenues \$1,932,768 collected from tax collections (tech levy) and investment earnings. Total expenditures projected at \$7,623,443. BISD continues to work on projects authorized by the 2009 bond measure and technology improvements.

Debt service fund established for payment of principal, interest and expenditures related to redemption of outstanding bonds. Total revenues of \$8,028,592. Total expenditures \$6,110,000. The Associated Student Body budget includes Bainbridge High School, Eagle Harbor High School, and Woodward Middle School. Budgets are developed and approved by the students. Total revenues of \$643,300 from ASB cards, gate receipts, yearbooks, club fees, fund raising, and donations. Expected expenditures of \$897,619, which includes extra capacity for fundraising.

Transportation vehicle fund total revenues \$124,500 which is depreciation payments funded by state formula, investment earning and a Department of Ecology grant. Total expenditures of \$430,000 for the purchase of 3 buses.

Ms. Chapel responded to public comment from citizen Kristin Snapp regarding consulting fees tied to No Child Left Behind. Puget Sound ESD will make a formal report to the board in September and the district committee will evaluate the priorities. The committee will make a recommendation to the board with the process to be concluded by April 2015. Money has been set aside but not apportioned yet. The results will impact the next budget cycle.

Presentations

A. Resolution 12-13-14: Final Budget – Fiscal Year 2014 - 2015

Director of Business Services Peggy Paige presented the Final Budget for the Fiscal Year 2014-15.

Motion 122-13-14

That the Board approves Resolution 12-13-14: Final Budget – Fiscal Year 2014- 2015 as presented. (Spence) The affirmative vote was unanimous. (Hoberg, Spence, Jakubik, Fielding)

B. Changes in State Accountability System

Director of Assessment, Title I & Highly Capable Programs Jeff McCormick presented the changes in the accountability system. Legislature did not renew the conditional waiver and BISD is now under the progress rules of No Child Left Behind. A school must have 100% of all students meeting proficiency standards in math and reading. And at least 95% of all students must take part in the assessment. Unexcused absence or parent/student refusal is counted against the school. The legislation has not been updated since 2001. Ordway and BHS are in Step 1 in improvement due to 2010-11 results. All other schools are in the warning stage. Ordway, Blakely, and Woodward are currently receiving Title I part A funds. Ordway has sanctions and must set aside \$40,000 at the district level for transporting students. Title I funds reading and math specialists.

Students at all grade levels continue to excel. BISD experienced gains in math in 3rd, 4th, 6th and 8th and increase in 4th grade reading. BISD experienced slight decreases in two areas – 5th grade math and 7th grade writing. BISD scores continue to be significantly higher than state averages. BISD will implement Smarter Balance next year for student measurement.

State results just released contain a couple discrepancies. Corrections still need to be made with the state. Mr. McCormick continues to meet with his peers to address the issues surrounding compliance and No Child Left Behind. The State of Washington has been seriously impacted by the loss of the waiver.

Seven students have requested transportation from Ordway. Next year, if at Step II, low-income/low achieving students will be eligible for tutoring funds.

Necessary to communicate the situation clearly to parents and staff.

C. Minimum Basic Education Requirement Compliance

Associate Superintendent Julie Goldsmith presented the updated Minimum Basic Education Requirement Compliance. An annual requirement by the state to demonstrate that BISD is meeting all of the basic education requirements of instructional hours, number of days, and the type of program being offered.

Motion 123-13-14:

That the Board approves Minimum Basic Education Requirement Compliance as presented. (Spence) The affirmative vote was unanimous. (Hoberg, Spence, Jakubik, Fielding)

D. Alternative Learning Experience Report

Eagle Harbor High School Principal Dave Shockley presented the Alternative Learning Annual Report. The report is broken down into online courses, remote courses and site-based courses. A written student learning plan is a state level requirement that drives everything – evaluations, assessments and progress. By law, students participating in the home school partnership program cannot spend more than 30% of their time on the campus. Eagle Harbor High has approximately 10% in alternative learning.

Motion 124-13-14:

That the Board approves The Alternative Learning Experience Report as presented. (Fielding) The affirmative vote was unanimous. (Hoberg, Spence, Jakubik, Fielding)

E. Volunteer Program Update

Community Relations Specialist Pam Keyes expressed gratitude for the incredible volunteers sharing talents and time in the schools. Ms. Keyes reviewed and updated the program forms and elements. All volunteers must submit a packet of information containing a driver's license, volunteer application, volunteer agreement, and a disclosure statement. Ms. Keyes maintains a protected Google Doc which lists approved volunteer for staff to access. Volunteers are approved for a two year period.

Ms. Keyes will be offering staff and volunteer orientations. Schools may attend in person or online. Fingerprints are required for un-supervised contact with students.

When volunteers arrive at the school, they must swipe/check in – a national sex offender check occurs and an ID badge is printed. The system also tracks volunteer hours. The Raptor system is being piloted at Blakely and Wilkes. BIPD has ordered a digital fingerprint system and volunteers will fingerprint at the local police department.

Discussion is occurring around the PTO's purchasing the badge materials and possibly picking up the cost of the fingerprint process.

The Raptor technology will also work for visitors/guest speakers for badges and the national sex offender check.

Concern was expressed about the online education system using the word assessment. Ms. Jakubik suggested adding a thank-you to the end of the assessment.

The paragraph lead-in needs to be re-written to indicate the level of importance and that the volunteer has read and understood the information. The first part/language needs to be changed from assessment to "you as a volunteer are very important to the school and it is important that you understand . . ."

The Parent/Teacher Odyssey element is under discussion.

F. Monthly Technology Report

Director of Instructional Technology Randi Ivancich reported that the technology department just completed 3 days of technology professional development courses. The courses were well attended and provided an opportunity to test the upgraded wireless system. The department is focused on providing direct support for each school to provide a successful start to the school year.

E-rate reimbursement is typically \$40,000 – \$45,000 each year - a federal reimbursement program for telecommunications. A re-distribution of E-Rate reimbursement is under review by the FCC. Ms. Ivancich will attend an E-Rate seminar in late October to learn more.

Chromebooks are becoming a popular student device choice in K-12 as a way to meet teaching and learning needs in a sustainable and affordable way.

G. Monthly Capital Projects Report

Director of Capital Projects Tamela VanWinkle provided an update. Contractors and painters are working hard to prepare Woodward for students. Along with a new roof, key areas were painted and some pressure washing occurred. The project is on-time even with the rain delays.

Cameras at Blakely and Ordway are up and running. The image is projected on a monitor in the school office.

H. Six-Year Capital Facilities Plan – First Reading

Director of Capital Projects Tamela VanWinkle discussed the adjustments that were made to the Facilities Master Plan. The plan discusses the projects for this year and the condition of the buildings. Enrollment is not discussed and changes are primarily in chapter 5, Facilities Assessment. The update states that all future bond requests are based on board direction and spending resources are identified in the 2005 Master Plan and resources from the 2009 bond request.

Board member Patty Fielding suggested making the following edits:

Chapter 1: Page 2 & 3

"It will guide the district . . . it will support the district's decision to provide new capital facilities in the future." Recommend change to make it sounds like an ongoing thing "it will support the district's future decisions for new capital facilities over time (or in the future)". Let people know it's an ongoing thing.

Chapter 5: Page 21 New, 3rd paragraph, 3rd sentence

“ . . . power and communications are deficient” (relative to what) is deficient the right word. What does that mean? How deficient or use other word.

4th Paragraph

“information for BISD school board to prioritize facility’s needs . . . “prioritize facility’s needs for future projects”. Don’t get so specific.

Chapter 6: Page 22

“measure addressed 25% of health, life, safety infrastructure across the district.” Should be “measure addressed essential renovations.

Motion 125-13-14: That the Board approves Six Year Capital Facilities Plan – First Reading as revised. (Jakubik) The affirmative vote was unanimous. (Hoberg, Spence, Jakubik, Fielding)

I. Woodward Roof Replacement – Change Order No. 1

Tamela Van Winkle discussed the credit change order in the amount of \$32,529.00

Motion 126-13-14: That the Board approves Woodward Middle School Roof Replacement Credit Change Order #1. (Spence) The affirmative vote was unanimous. (Hoberg, Spence, Jakubik, Fielding)

J. Woodward Roof Replacement Project – Change Order No. 2

Tamela VanWinkle pleased with the progress of the project even with the rain delays and deck repair replacing rotten wood near the bus drop location. Increase of \$2,980.51.

Motion 127-13-14: That the Board approves Woodward Middle School Roof Replacement Change Order #2. (Fielding) The affirmative vote was unanimous. (Hoberg, Spence, Jakubik, Fielding)

K. Monthly Financial Report

Director of Business Services Peggy Paige discussed the financial reports for the month ending July 31, 2014. The total general fund revenues to July 31 were \$34.9 million, 4% more than for the same period last year and at the average. Tax collections were above budget estimates. Local nontax revenues were below the 3 year average but should be close to budget estimate by the close of the fiscal year. Expenditures for year to July 31 total \$35.7 million, 7.6% higher than previous year. Basic education increased 8% over last year. Total special education costs were up 7%. Some of the excess costs will be offset with \$410,000 in Safety Net revenues. Vocational expenses are down. Compensatory education now reflects the National Board Certification payments. Expenditures related to the review of the highly capable program and the purchase of new testing materials pushed this area over the estimated budget. Total support services were above last year but at the average. Transportation expenditures were above last July but in line with budget estimates. Operation, buildings were down from last year but above average. Utilities were up from the prior year and above the expected average. Propane costs remain high and are expected to be over budget estimates. Food service was in line with budget estimates. Maintenance was up from the prior year due to some necessary repairs. Information services was below the expected average. Central office expenditures were up from the prior year but below average. There were unbudgeted expenditures and atypical levels of expense in substitute costs, overtime and legal fees.

Net cash outflow during July was \$461,270. The closing cash balance in the general fund was \$2,041,014 as of July 31, 2014.

Personnel Actions

Motion 128-13-14:

That the Board approves Personnel Actions dated August 22, 2014 and August 28, 2014 as presented. (Spence) The affirmative vote was unanimous. (Hoberg, Spence, Jakubik, Fielding)

Adjournment

7:23 p.m. Board President Mev Hoberg adjourned the meeting.