

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

Date: January 30, 2014

Place: Board Room – Commodore Campus

Board of Directors Present

Mike Spence, Patty Fielding, Mev Hoberg, Sheila Jakubik

Excused

Tim Kinkead

Call to Order

5:37 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 announced Governor Jay Inslee proclaimed January as School Board Recognition Month, which provides the opportunity to thank board members for the hundreds of hours they work to support the Bainbridge Island School District. Board members were given a small token of appreciation from the district and Ms. Chapel read a portion of Governor Inslee's Proclamation.

Ms. Chapel introduced Kathy Ellison, the librarian at Sonoji Sakai Intermediate School for the past seven years. Ms. Ellison was one of ten winners of the Carnegie Corporation of New York/New York Times *I Love My Librarian* Award. The award ceremony and reception took place in December in New York City, hosted by The New York Times. Each winner also received a \$5,000 award. Ellison was nominated for the award by Ailene Isaf, a paraeducator at Sakai. In the nomination Ms. Isaf noted the library was the *hub and the heart of the school, and Ms. Ellison was the heart, the head, and the hands of that library.*

Ms. Chapel announced the district had received a state grant in the amount of \$39,000 to support the district's work related to the Teacher/Principal Evaluation System. The application for the grant was written by Assistant Superintendent Dr. Peter Bang-Knudsen and Teacher On Special Assignment Amii Pratt.

Board Reports

Patty Fielding reported attending a recent meeting of the Multicultural Advisory Committee, and commented there was incredible value in board members participating in these types of meetings. The meetings are a good way to understand "the pulse" of the various committees working throughout the district.

Mike Spence noted a meeting with a member of the State Board of Education at which the new requirement of additional instructional hours for the 2014/2015 school year was discussed. It was noted that legislators have been asked to consider more time for thoughtful preparation and planning for the new requirement. It was also noted the funding provided by the state to support the new requirement was insufficient.

Presentations

A. New Course Proposals – Secondary Schools

Associate Superintendent Julie Goldsmith opened the presentation by noting most new course recommendations are sent through the Program Review Process. This year, secondary principals worked with the Curriculum Department to develop a process for vetting new courses that are being created outside of an established program review. The process was developed using the guidelines established by the Elementary Program and Innovations Committee last year. The key elements include: 1) Identify the needs of the course (student interest, new requirements, teacher interest); 2) Use the new course rubric as a guide for developing the course proposal; 3) Work with the subject department chair and principal to determine the long and short term impacts of the proposed course on other course or schools in the district; 4) If the program has a large-scale impact, a plan needs to be developed and implemented with the district curriculum department to ensure articulation K-12 and resolve any potential negative impacts on the

other schools/programs; 5) Complete the new course proposal form, with a recommendation for approval signed by the department chair, site council, and principal prior to being submitted to the curriculum department. It was noted the new course approval rubric will be used to evaluate each course proposal prior to a final recommendation being presented to the Board of Directors.

Following Ms. Goldsmith's opening presentation, Woodward Middle School Principal Mike Florian, Bainbridge High School Principal Jake Haley, and Eagle Harbor High School Principal Dave Shockley provided an overview of the new courses being recommended for board approval. The courses presented include: Woodward Middle – a) *Achieve* expanded to grades 7-9 (Diversified Arts); b) *STEM Video Production* for grades 7-8 (Career and Technical Education); c) *STEM Computer Technology* for grades 7-8 (Career and Technical Education); d) *STEM Pre-Engineering* for grades 7-8 (Career and Technical Education). Bainbridge High/Eagle Harbor High – a) *AP Economics* (1 Semester Micro/1 Semester Macro) for grades 11-12 (Career and Technical Education); b) *Athletic Medicine Level II* for grades 11-12 (Career and Technical Education); c) *Material Composite Design* for grades 11-12 (Career and Technical Education); d) *Exploring Computer Science* (pilot) for grades 9-12 (Career and Technical Education). Following brief board discussion, board approval of the new courses was recommended for inclusion in the 2014/15 school year.

Motion 50-13-14:

That the Board approves the new course proposals for secondary schools as presented. (Hoberg) The affirmative vote was unanimous. (Hoberg, Jakubik, Spence, Fielding)

B. Update – Volunteer Policy/Procedures Revision

Assistant Superintendent Dr. Peter Bang Knudsen provided an informational update regarding the revision of the policy, procedures and handbook related to volunteers. Work related to the revisions has included the following: a) Consultation with the district's insurance carrier regarding best practices in volunteer practices; b) Review of policy/procedures recommended by the Washington State School Directors' Association; c) Review of reports and community feedback from fall 2013; d) Review of other district policies and practices; and e) Conduct a meeting with the Volunteer Committee comprised of PTOCC and staff representatives.

Changes in Policy 5430 were highlighted as follows: a) In working with volunteers, district staff shall clearly explain the volunteer's responsibilities regarding the particular activity for which the volunteer is assisting. On field trips, both students and volunteers are to be informed of the rules and expectations of student behavior, and the means by which they are to be held accountable to those rules and expectations. b) When working directly with students or when coming in contact with student records, all volunteers must maintain strict confidentiality regarding the release of information regarding any student. c) The superintendent or designee shall be responsible for developing and implanting procedures for the utilization of volunteers that will include, but not be limited to appropriate screening, assignment, training, and supervision of volunteers, as well as limiting volunteer participation when necessary. The updated procedure has been revised to include clear expectations for district staff, building staff, and the volunteers themselves. The volunteer handbook has been revised to include the following: a) Alignment with policy/procedures; b) Volunteers will be required to review and sign the volunteer agreement (contained in the handbook); c) Handbook reflects the "do's" and "don'ts" from the revised procedure; d) All forms for signature and review will be available in "hard copy" and on the district's website, with all forms submitted and background checks completed prior to beginning volunteer service; e) Volunteers will be required to complete paperwork and background checks every two years.

Following a review of the revisions to the policy, procedures and handbook, board members engaged in discussion regarding elements of the revisions including the renewal of paperwork and background checks every two years, guidance regarding the process for submitting concerns regarding volunteers, and understanding the use of the information regarding skills and training of volunteers. It was noted that a first reading of the revised Policy/Procedure 5430 – Volunteers would be presented to the board at the February 13, 2014 meeting.

C. Resolution 05-13-14: Waiver of 180-Day Calendar

Associate Superintendent Julie Goldsmith presented background information related to Resolution 05-13-14: Waiver of the 180-Day Calendar. It was explained that a waiver by the State Board of Education from the requirement of schools having 180 days of attendance must be accompanied by a resolution adopted and signed by the Board of Directors. For the past several years, district schools have utilized full-day parent/guardian/teacher conference schedules. Approval of the resolution will allow district staff to use full days for parent/guardian/teacher conferences.

Motion 51-13-14: That the Board approves Resolution 05-13-14: Waiver of 180-Day Calendar. (Hoberg) The affirmative vote was unanimous. (Hoberg, Spence, Fielding, Jakubik)

D. Instructional Materials Committee Report & Recommendations

Associate Superintendent Julie Goldsmith present the Instructional Materials Committee report and recommendation from the committee’s December 17, 2013 meeting. The instructional material recommended for board approval was as follows:

| <u>Title/Author or Publisher</u> | <u>Grade Level/Course</u> |
|---------------------------------------|---|
| <i>Kelso’s Choice</i> by Clark & Hipp | Grades K-2/Counseling for Conflict/Resolution |

Motion 52-13-14: That the Board approves *Kelso’s Choice* by Clark & Hipp. (Jakubik) The affirmative vote was unanimous. (Jakubik, Hoberg, Fielding, Spence)

E. Policy/Procedure 3122 – Excused and Unexcused Absences (Second Reading)

Associated Superintendent Julie Goldsmith presented revised Policy 3122: Excused and Unexcused Absences for a second reading. It was noted that the Washington Legislature amended RCW 28A.225.030 and 28A.225.035 to change the mandatory truancy petition filing provision to apply only to students under seventeen years of age. The updated Policy 3122 reflects this change.

Motion 53-13-14: That the Board approves the second reading of Policy 3122 – Excused and Unexcused Absences. (Fielding) The affirmative vote was unanimous. (Fielding, Hoberg, Jakubik, Spence)

F. Monthly Technology & Levy Report

Superintendent Faith Chapel presented the monthly report on Director of Instructional Technology & Assessment Randi Ivancich’s behalf. The report delineated some of the professional development opportunities for certificated staff during January and early February. In addition, information regarding NWEA MAP testing for the winter test period of February 3 – 27 was included in the report.

G. Monthly Financial Report

Director of Business Services Peggy Paige reported a recent notification from D.A. Davidson & Co. representative Dave Trageser that rates were such there was an opportunity to refund the remaining 2006 Bond that would potentially save tax payers over \$400K. Ms. Paige provided board members with a preliminary schedule of events related to the refunding (refinancing) process. Over the past several years, and thanks to Mr. Trageser’s guidance, the amount of savings to tax payers is \$2.7 million dollars.

Ms. Paige provided the monthly financial reports through December 31, 2013, and focused on a summary of the fund balances in the General Fund. Total General Fund revenues through December were 3.4% more than for the same period last year and at the average. Local nontax revenues were below the three year average, but it was explained that a donation from the Bainbridge Schools Foundation was received earlier in a prior year so the expected percentage was inflated. Expenditures through December were 9.6% higher than for the same period last year. Total expense for Basic Education increased 11% over last year and while some of this increase is due to salary adjustments restoration of previous year reductions) and payment of extra professional development days at the beginning of the school year, the district is spending at a pace that suggests it will exceed budget estimates. A review of the actual FTE and staffing costs to budget estimates will be conducted after January payroll is posted. Total Special Education costs were up 8.5% compared to last year. This area is also impacted by salary restoration and payment for extra days, and a review of budgeted FTE to actual FTE will also be conducted in this area. There was a brief discussion regarding the continued increase costs in the area of special education, and Executive Director Bill Mosiman noted he would conduct a review of costs in this area with a focus on historical trend that may assist with budget planning. At the conclusion of the report, Ms. Paige noted the net cash outflow was \$727,175, with the closing cash balance in the General Fund being \$2,710,550.

H. Monthly Capital Projects Report

Director of Facilities and Capital Projects Tamela Van Winkle reported on capital and facilities activities through December, and provided a summary of the Capital Projects Budget. Ms. Van Winkle noted, with a few minor projects left at Wilkes, the Capital Projects Department was re-directing their efforts toward essential renovations. One project will be the standardization of assisted listening systems, with Instructional Support Services and Capital Projects jointly planning to identify needs and analyze products. It was noted these listening systems would be installed in classrooms district wide. Other projects highlighted during the report were as follows: Commodore – The Commodore Administration Modernization Project opened to staff on January 4, 2014. Construction began the day after school was released for Winter Break. Electricians, carpenters, drywall installers, painters, and furniture installers of both existing and new pieces worked effectively and efficiently to ensure that the project was completed before staff returned. District employees from Technology, Facilities Maintenance, and Capital Projects worked collaboratively over the break. Additional work to complete the project included finishing and hanging new doors that enclose the copy/work room, modification of an existing base cabinet for paper storage, and an extension of new entry transaction counter to cover unfinished infrastructure. Woodward – Substantial Completion of the Athletic Fields Renovation has been achieved. The track with rubberized surfacing and striping has been completed and the grass sod and hydro seeding are rooting. Ordway – Improvements to the Ordway music room are in progress, with a protective cover installed over old acoustic insulation. Additional recommendations are under consideration to address improved acoustical performance.

I. Woodward Middle School Field Project – Substantial Completion

Director Tamela Van Winkle presented a letter of Substantial Completion for the Woodward Athletic Field Renovation Project. The letter states the work performed under the contract has been reviewed and found to be substantially complete as of January 16, 2014. This action establishes the date for commencement of all warranties associated with the Woodward Athletic Field Renovation Project.

Motion 54-13-14: That the Board approves the Woodward Athletic Field Renovation Project – Substantial Completion. (Fielding) The affirmative vote was unanimous. (Fielding, Hoberg, Jakubik, Spence)

Personnel Actions

Motion 55-13-14: That the Board approves the Personnel Actions dated January 22, 2014 and January 30, 2014 as presented. (Hoberg) The affirmative vote was unanimous. (Hoberg, Jakubik, Fielding, Spence)

Consent Agenda - Revised

Board Committee Assignments

1. Board committee assignments for 2013/2014 have been determined as follows: ***Capital Facilities*** – Spence & Hoberg; ***Finance*** – Kinkead & Jakubik; ***District Budget Advisory*** – Kinkead & Jakubik; ***Curriculum and Instruction*** – Hoberg & Fielding; ***Communications*** – Hoberg & Spence.

Donations

1. Donation to Bainbridge High School in the amount of \$2,015.67 from the Bainbridge Booster Club – Cheer Boosters to support the cost of cheer uniforms.
2. Donation to Wilkes Elementary School in the amount of \$1,214.96 from Wilkes PTO to support the purchase of Kindergarten blocks and carts. In addition, 2 sets of wooden blocks and 2 storage carts for the blocks were donated.
3. Donation to Wilkes Elementary School in the amount of \$2,441.27 from Wilkes PTO to support after school programs, robotics, Lego robotics, and computer programs.
4. Donation to Blakely Elementary School in the amount of \$12,006.79 from Blakely PTO to support purchases of books, classroom supplies, math materials.

Student Field Trips: Overnight

1. Request for Board approval from Wilkes Elementary School 4th Grade teachers for Wilkes 4th grade students to participate in Outdoor School May 27 – 29, 2014 at Islandwood.

PAYROLL January 2014 Warrant Numbers:

(Payroll Warrants) 1001700 through 1001728

(Payroll AP Warrants) 172334 through 172364
Total: \$2,802,650.21

Minutes from the December 19, 2013 Special School Board Meeting

Minutes from the January 9, 2014 School Board Meeting

Motion 56-13-14: That the Board approves the Revised Consent Agenda as presented.
(Hoberg) The affirmative vote was unanimous. (Fielding, Hoberg,
Jakubik, Spence)

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 2009528 through 2009610 totaling \$ 222,653.02.

(Capital Projects Fund Voucher)
Voucher numbers 4791 through 4794 totaling \$ 67,396.74 .

(Associated Student Body Fund Voucher)
Voucher numbers 4001090 through 4001105 totaling \$ 52,869.62 .

(AP ACH Fund Voucher)
Voucher numbers 131400105 through 131400135 totaling \$ 4,070.15 .

(Trust/Agency AP Fund Voucher)
Voucher numbers 11 through 11 totaling \$ 399.60 .

Adjournment

7:38 p.m. – Board President Mike Spence adjourned the meeting.