

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

Date: April 24, 2014
Place: Board Room – Commodore Commons

Board of Directors Present

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

Call to Order

5:38 p.m. – Board President Mike Spence called the meeting to order and a quorum was recognized.

Public Comment

Citizen Ross Hathaway, President of Bainbridge Island Squeaky Wheels, announced May was bike to work and school month. He asked the board to support bike to work and school efforts, explaining the benefits of cycling including physical fitness, and overall stress reduction. Board members expressed their support of cycling.

Superintendent’s Report

Superintendent Faith Chapel announced four district schools recently received Washington Achievement Awards from the Office of the Superintendent of Public Instruction (OSPI). The schools include Bainbridge High, Eagle Harbor High, Blakely Elementary, and Wilkes Elementary. In addition, Bainbridge High School was given a *gold medal* ranking, and Eagle Harbor High School was given a *silver medal* ranking, for 2014 in the U.S. News annual Best High Schools National Rankings Report.

Board Reports

No reports.

Consent Agenda

Donations

1. Donation to Wilkes Elementary School in the amount of \$11,619.90 from the Wilkes PTO to purchase classroom/school materials and supplies, technology support, and printer ink cartridge fund.
2. Donation to Bainbridge School District in the amount of \$3,862.50 from the Bainbridge Schools Foundation as support for teacher workshops with presenter Greg Tang – Creative Smarts, Inc.
3. Donation to Bainbridge High School in the amount of \$1,140.22 from BHS Band Boosters to support transportation costs for Winterguard and support of percussion instructor’s costs.
4. Donation to Blakely Elementary School in the amount of \$6,402.76 from the Blakely PTO for the purchase of Apple iPads, math materials, iPad cases, library supplies, classroom supplies, and guest speaker costs.
5. Donation to Woodward Middle School in the amount of \$3,349.96 from the Woodward PTO for the purchase of classroom supplies, PE mats, iTunes for Sped classrooms, electronics, anti-bullying DVD, Geography Bee supplies, and graphing skills boards.

Minutes from the April 10, 2014 School Board Meeting

Motion 83-13-14: That the Board approves the revised Consent Agenda as presented. (Hoberg)
The affirmative vote was unanimous.

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 **2010004** through **2010064** totaling \$ **168,023.02** .

(Capital Projects Fund Voucher)

Voucher numbers **4832** through **4839** totaling \$ **14,246.30**.

(Associated Student Body Fund Voucher)
Voucher numbers **4001154** through **4001176** totaling \$ **25,059.98** .

Presentations

A. Elementary Planning Time/Educational Program

Assistant Superintendent Dr. Peter Bang-Knudsen provided a brief overview of the elementary planning time presentations given to the board on March 27 and April 10. In addition to the presentations, it was noted that board members heard public comment on the topic, and received copious emails and letters from staff, parents and community members. It was noted at this meeting, board members will consider moving forward with one of two options: *Option 1*: Increase current specialist time (e.g., art, library, music, PE); and *Option 2*: Create a new curriculum/content for students (e.g., world language, science, or other content area). Following the overview and review of the two options under consideration, board members had the opportunity to further deliberate on the topic, and then provide guidance on the direction they would have district staff pursue for filling the 30 hours of instructional time for students at the elementary level.

As board deliberations began, a number of clarifying questions were asked of district staff. Questions focused on the nature of the content area in the classroom that will be displaced by the additional planning time, whether an increase in current specialists' time would impact the content in those areas, how the planning time would be structured, concern for student transitions during the school day, and clarity regarding the decision before the board. In responding to the questions, district staff explained the related elements of the negotiated agreement that provides additional planning time for elementary teachers, and noted that once the board decides which option the district should pursue, the details of how the planning time would be structured would be determined through the task force process. It was further clarified that if the board decided to move forward with *Option 2*, and a pilot was developed (regardless of the content), that pilot and instructional model would be evaluated to determine the value to students and its application district-wide. (It was noted that following the board decision, if they determine the district should move forward with *Option 2*, the content implemented for that option would be the next board decision.)

Public Comment

(Public comments have been summarized.) *Citizen Juliet LeDorze* emphasized how important the issue of transitions, time, and resources was to students. Ms. LeDorze stated she supported Option 1 as it was the easiest transition for students. *Citizen David Layton* (BIEA President) spoke about the scope of a foreign language pilot and how to institute such a pilot in all three elementary schools. He stated there was a passion with the teachers to continue innovation no matter which option is chosen by the board. *Citizen Chris Thomas* (BHS Band Director) spoke about the value of current specialists' time for student learning. He noted the vast majority of elementary teachers support moving forward with Option 1, and questioned whether the district was ready to implement a new specialist content area. *Citizen Allison Krug* (Letter submitted is available upon request.) expressed her support for Option 2, although she recognized the pros and cons related to both options. She provided ideas to be considered for using the time including a focus period to provide differentiated instruction, implementing a world language program, or a combination of both these ideas. *Citizen Brian Cavanaugh* (district staff/parent) expressed concern that the board would choose an option that was not supported by the majority of teachers. He also noted communication regarding the topic had been inconsistent over the past several weeks. *Citizen Jessica Obben* spoke about the time lost during classroom transitions and the impact bringing in another specialist would have on top of what is already happening in the classroom during the school day. She also expressed her support of district staff.

Following the public comment period, Board President Mike Spence called for a roll call vote of the board.

Sheila Jakubik: Voted for Option 2
Mev Hoberg: Voted for Option 2
Patty Fielding: Voted for Option 2
Tim Kinkead: Voted for Option 2
Mike Spence: Voted for Option 2

7:02 p.m. – President Spence adjourned the meeting for a brief recess.

7:19 p.m. – President Spence reconvened the meeting to a public session, and noted Board Director Sheila Jakubik had been excused to attend a school function.

B. CTE Program Review

Superintendent Faith Chapel, with assistance from Bainbridge High School Principal Jacob Haley, provided board members an overview of the Career Technical Education (CTE) Program review process. It was noted that a committee composed of teachers, parent/community members, and administrators was formed in the fall of 2013 to begin a two-year review of the district's CTE program. The purpose of the review is to analyze current programs and courses, utilize information about model programs and best practices, and create a well-articulated, high quality, innovative, and financially sustainable CTE program to meet the needs of Bainbridge Island students. Meeting twice a month since the fall, tasks set forth to be accomplished by the committee have included: a) Review and discuss best practice, current research, model programs and student staff and parent/community aspirations for CTE; b) Identify strengths and areas of improvement for the current program; c) Establish a guiding vision and solid foundation for program development; d) Identify program clusters and courses that will maximize student success and fulfill the outcomes identified in the district's mission, vision and guiding principles; and e) Develop and present program recommendations for approval by the Board of Directors. Ms. Chapel reviewed the state standards for CTE programs and courses as established by OSPI, with sixteen different program clusters. The state approval process for CTE programs and courses involves a local advisory committee, courses submitted for approval in spring or fall, and all courses must meet state and federal program standards.

Committee actions through April 2014 have included the review of state standards, career clusters and pathways. Members also visited and gathered information from other schools, districts and regional skills centers. Discussions have focused on the program vision and future direction for CTE, review of current course offerings, strengths of the current program and gaps or areas for enhancement or improvement, and future focus for career clusters and pathways. Some of the emerging themes from the committee work have included: a) Traditional view of "vocational courses" as being separate from "academic courses" needs to be revised. b) Career awareness and career exploration are not as strongly emphasized in this district as they are in many districts. c) This district needs to focus on career clusters and pathways that are of highest priority. d) Internship and mentorship opportunities should be expanded. e) Community partnerships are valued and should be expanded whenever possible.

Mr. Haley reviewed the current course offerings related to CTE, and listed the new courses that will be available in the 2014/2015 school year. New courses at the high school include: Advanced Sports Medicine; AP Economics; Exploring Computer Science; and Composite Engineering. New courses at the middle school include: STEM Computer Technology; STEM Pre-Engineering, and STEM Video Production. The next steps in the review process will be to finalize the district vision for Career Technology Education, continue with site visitations, consideration of model programs and courses, determine CTE focus areas and priorities for the district, and develop course and program recommendations for board consideration by February 2015.

C. Authorization to Bid – Woodward Middle School Re-roofing Project

Director of Facilities and Capital Projects Tamela Van Winkle explained Capital Projects and Woodward staff were working in collaboration with Coates Design and Building Envelope Technology & Research to develop specifications for the Woodward Middle School Roof Replacement project. The project will be advertised for bid at the beginning of May. It is anticipated bids will be opened on May 21st, with preparation work beginning the first week of June. It was noted the Woodward Roof Replacement was one of the essential renovation projects identified in the 2009 Bond request.

Motion 84-13-14: That the Board approves the Authorization to Bid – Woodward Middle School Roof Replacement Project. (Hoberg) The affirmative vote was unanimous. (Kinkead, Hoberg, Spence, Fielding)

D. Woodward Middle & Bainbridge High School 200 Building Asset Preservation Program – Annual Report

Director of Facilities and Capital Projects Tamela Van Winkle explained the Office of the Superintendent of Public Instruction (OSPI) requires an Asset Preservation Program for school districts that expect to request state assisted funding for future capital projects. One requirement of the Asset Preservation Program for those facilities constructed new or new-in-lieu with state assisted funds (after 1993), and with plans to pursue eligibility for future state funding, must now complete annual building condition evaluations and present the evaluation report to the school board. Ms. Van Winkle noted two schools within the district fall under these criteria – Woodward Middle School and Bainbridge High School 200 Building. She noted the district was compliant with all stated current requirements.

Motion 85-13-14: That the Board approves the Asset Preservation Program Annual Report for Woodward Middle School and Bainbridge High School 200 Building.

(Hoberg) The affirmative vote was unanimous. (Kinkead, Hoberg, Fielding, Spence)

E. Policy 1420: Proposed Agenda and Consent Agenda (Second Reading)

Superintendent Faith Chapel explained the Washington State School Directors' Association (WSSDA) recommended revision of Policy 1420 – Proposed Agenda and Consent Agenda based on revisions in Washington State law. The revised policy includes new language related to special meetings and changes to the consent agenda.

Motion 86-13-14: That the Board approves the second reading of Policy 1420 – Proposed Agenda and Consent Agenda. (Fielding) The affirmative vote was unanimous. (Kinkead, Fielding, Spence, Hoberg)

F. Policy 1450: Absence of a Board Member (Second Reading)

Superintendent Faith Chapel explained the Washington State School Directors' Association (WSSDA) recommended revision of Policy 1450 – Absence of a Board Member based on revisions to Washington State law. The revised policy includes new language related to board member absences due to illness or military service.

Motion 87-13-14: That the Board approves the second reading of Policy 1450 – Absence of a Board Member. (Hoberg) The affirmative vote was unanimous. (Kinkead, Fielding, Hoberg, Spence)

G. Monthly Financial Report

Director of Business Services Peggy Paige presented financial reports for the month ending March 31, 2014, including an analysis of the General Fund, a summary of fund balances, and budget status reports. Ms. Paige noted total General fund revenues to March 31 were 5.2% more than for the same period last year. Local nontax revenues were above the 3-year average, which is primarily due to the donation from the Bainbridge Schools Foundation received in March. State revenues related to Basic Ed are beginning to move above the expected average since the district will receive more than budget estimates with its increased enrollment. Special Education is still below the average but enrollment and funding tend to increase as the year progresses. It was noted that Safety Net revenues are not received until the end of the year. Ms. Paige stated she planned to bring a proposed Budget Extension to the board in June.

Expenditures for the year to March 31 were 8.6% higher than for the same period last year, with year-to-date expenditures above average. Special Education costs were up 7% compared to last year. This area is also impacted by salary restoration and payment for extra days, and has been reviewed to determine excess costs related to FTE and payments for outside services. Some of the excess costs *may* be offset with an increase in Safety Net revenues. Vocational expense was down from last year, and the district expects to see a change in this area after posting an adjustment for salaries coded in error to Basic Ed. Total Support Services was above last year, with Maintenance up primarily due to some necessary (and unbudgeted) repairs. Central Office expenditures were up from prior year and currently running above average. There have also been unbudgeted expenditures related to the review of all certificated personnel files, leasehold tax due on parking revenues and atypical levels of expense in substitute costs, overtime and legal fees. At the conclusion of her report, Ms. Paige noted the net cash inflow during March was \$625,560, with a closing cash balance in the general fund of \$2,261,767.

H. Monthly Capital Projects Report

Director of Facilities and Capital Projects Tamela Van Winkle provided a summary of the Capital Projects Budget, including the 2009 Bond projects to date. Other highlights from the report through April included the following: Woodward/Athletic Track and Field Renovations – Minor punch list work remains, correcting drainage in the discus area as well as the testing of the irrigation system. On April 7th, the new track and field was opened with the track team christening the new track. Coaches, Principal Mike Florian, staff, the media and School Board Director Mev Hoberg participating in the open ceremonies. Woodward/Roof Replacement – Capital Projects staff and Coates Design Architects are preparing to go out to bid for the Roof Replacement Project in May. Design details, plans, specifications, and estimates for the replacement of the roofing systems, flashing, and gutters, refurbishment of skylights and related elements are nearing completion. Work is scheduled to begin in early July immediately following the Rotary Auction. Wilkes Replacement/Utility Drive and Sidewalk Drainage – Over spring break, a heavy duty trench drain was installed across the width of the utility driveway apron to collect storm water runoff that exceeds the capacity of the previous paving in the utility drive. In July, additional drainage will be added along the sidewalk adjacent to Madison Avenue, and a low height block wall will be added along the north side of the utility drive.

I. Monthly Technology Report

Director of Instructional Technology and Assessment Randi Ivancich provided a summary of the Technology Levy Budget, and technology projects/activities to date. Highlights from this summary included the following: Learning and Teaching – Over 30 District staff members participated in one or more days of the Northwest Council for Computer Education (NCCE) held March 12 – 14, 2014 in Seattle. Attendees have shared their insights and suggestions through a Google Document available to the district participants on the network. It was noted representatives from Technology Leadership review the documents to check for innovations that could be considered for the district, identify new ways to encourage technology integration, and look for opportunities for professional development. Communications & Productivity – Classified staff have been participating in professional development in document creation and sharing through Google Drive, iPad applications in the special education classroom and an overview class of district technology available to staff and students. It was noted that by the end of May, all district and school office support staff will have received new desktop computers. This is in line with the district schedule to replace administrative staff computers every 6-8 year. Computers with remaining life will be repurposed into a location appropriate to its computing capabilities.

Personnel Actions

Motion 88-13-14:

That the Board approves the Personnel Actions dated April 18, 2014, and April 24, 2014 as presented. (Kinkead) The affirmative vote was unanimous. (Hoberg, Spence, Fielding, Kinkead)

Adjournment

8:19 p.m. – Board President Mike Spence adjourned the meeting.