

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

Date: April 25, 2012

Place: Board Room – Commodore Campus

Board of Directors Present

Board President – Patty Fielding

Board Vice-President – Mary Curtis

Directors – Mike Spence, Tim Kinkead, Mev Hoberg

Study Session: 5:30 – 7:00 PM – District Demographic Study

Director of Facilities and Capital Projects Tamela Van Winkle explained the last demographic study was prepared for the Bainbridge Island School District in July 2009. Fluctuations in enrollment have facilitated the district’s practice of periodic review of area demographics on a regular basis. In December 2011, the district contracted with Les Kendrick of Education Data Solutions to provide a demographic report that would provide the district with enrollment expectations through 2021. Ms. Van Winkle provided background information about Mr. Kendrick who was the demographer for the Seattle Public Schools from 1990 – 1997, and provided that district with enrollment projections to facilitate staffing and capital planning. Since 1997, Mr. Kendrick has provided demographic consulting services for a variety of local school districts including Bellevue, Bellingham, Bethel, Bremerton, Central Kitsap, Everett, Edmonds, Federal Way, and Highline just to name a few. He is familiar with the different trends and patterns across the four county Puget Sound region.

Mr. Kendrick began his presentation by noting the purpose of the study was to examine the enrollment and demographic trends in the district, and to provide an update of long range enrollment projections. As part of this process, low, medium, and high range forecasts by grade levels were created for the District and for schools. Forecasts in the report were based primarily on enrollment trends, births, forecasts of births, and projected changes in housing and population growth for areas in and around the school district. During his presentation, Mr. Kendrick provided enrollment and demographic trends for the past two decades, followed by a discussion of key demographic indicators of future enrollment based on births, population growth, recent census data, and the potential for new housing within the district. In the final segment of the presentation, a discussion of the methodology and assumptions used to create the final forecasts were provided, with the final forecast numbers for the district (at the recommended medium range) indicating enrollment remaining essentially flat. At the conclusion of his presentation, Mr. Kendrick recommended a demographic analysis should be updated every few years (especially before key decision points) to take advantage of new or additional demographic information.

Call to Order

7:09 p.m. – After a short break, Board President Patty Fielding reconvened the meeting to the business session.

Public Comment

No public comment.

Oath of Office: *Director District No. 3 Replacement*

Superintendent Faith Chapel administered the Director’s Oath of Office to Mary Ellen “Mev” Hoberg, newly appointed to the Board of Directors as representative of Director District No. 3. Ms. Hoberg will serve in this position until the next regularly scheduled board election in November 2013.

Superintendent's Report

Superintendent Faith Chapel introduced David Layton, President of the Bainbridge Island Education Association, and announced Governor Gregoire had proclaimed May 7 – 11, 2012 as Teacher Appreciation Week. Ms. Chapel read a proclamation by the Board of Directors expressing appreciation for teachers who fill many roles, as listeners, explorers, role models, motivators and mentors, and for the impact of teachers on all our lives.

Ms. Chapel reported the refunding (refinancing) of the outstanding 2006 Bonds for debt service savings. She noted the district would save \$976,823 in debt service over the term of the Bond, with the present value savings of \$830,030, or 9.5% of the refunded bonds, significantly over the targeted goals.

Ms. Chapel announced the new principal of Commodore Options School will be David Shockley. Mr. Shockley comes to Bainbridge from the Meridian School District where he is currently the Director of Program Development and specialized in the district's home-school partnership program. Previously, Mr. Shockley was the Meridian High School Principal, and worked in the Anacortes, Bellingham and Squalicum School Districts. Mr. Chapel noted David Shockley would attend the May 17th school board meeting.

Board Reports

Mike Spence toured the construction site of the new Wilkes Elementary School and described the work to date as "mind blowing." He suggested other board members take a tour of the construction site.

Presentations

Board President Patty Fielding suggested item A. *Monthly Capital Projects Report* be moved down on the agenda. There were no objections.

B. Science, Technology, Engineering, & Mathematics (STEM) Update

STEM Coordinator Greg Moncada presented a brief background about the STEM initiative in the district and provided a status report on each of the eight strategies related to the initiative. The status of each strategy was highlighted as follows: *Strategy 1: Development and Research Time for BISD STEM Teachers* – This strategy has now shifted from providing general opportunities to learn more about STEM to targeted professional development opportunities. *Strategy 2: Identify Professional Development* – Identifying the most appropriate professional development is ongoing and will be determined by the needs of the teachers. STEM professional development goals must take into account the goals set at each school as well as from district curricular. *Strategy 3: Materials and Equipment* – To date, requests for materials have been minimal though will develop as each school's STEM needs solidify. The Bainbridge Schools Foundation STEM Grants offered to teachers at the beginning of the year are being monitored and some are having a significant impact on student enrichment. *Strategy 4: Outreach Activities with Local Puget Sound Businesses* – This is an ongoing activity. The STEM community on and surrounding Bainbridge Island is rich and continues to be a source of support for the STEM initiative. *Strategy 5: STEM Advisory Board* – The advisory board has been formed and meeting regularly at this time. *Strategy 6: Grant Funding* – This is a new strategy developed by the STEM Coordinator. This strategy seeks to link the interests and passions of a teacher's STEM efforts to sources of funding that help realize their plans. It was noted that Amy Evans, Grade 6 Teacher at Sakai Intermediate School had been awarded a \$10,000 3M Corporation Ingenuity Grant for her Mindstorm Robotics. *Strategy 7: Developing Baseline Data* – A working draft of the High School Exit Survey and supporting documents was brought to the board meeting. The survey questions were grounded in STEM research. Plans for extending/adapting the survey to the middle school are being considered. This data will be layered with achievement data and provided in summary form to the administration in the fall. *Strategy 8: Communicating STEM to the Community* – This strategy is ongoing and multi-layered. It was noted that all STEM news is reported the community

via webpages for parents, teachers, and students. Current information is related on the STEMBlog!, which is updated daily. Other forms of communication include regular emails to teachers as well as meetings with teachers, faculty members, and administrators. Other STEM activities highlighted during the presentation included the Wilkes STEM Activity Night, STEM Summer Camp (July 23 – 27), participation in the Leadership and Assistance for Science Education Reform group, development of the West Sound STEM Network, and development of the Next Generations Science Standards activities for elementary teachers (in collaboration with North Kitsap’s Lori McCallahan).

C. District Budget Update

Superintendent Faith Chapel reported on the status of the state and district budgets to date. Regarding the district budget planning process, Ms. Chapel noted several changes that had reduced the projected budget gap as follows: *Local Levy Calculations* – The district received updated local levy calculations from the state that shows local Program and Operations Levy will be \$100,000 lower than the current year. Originally the estimate was \$200,000. *Bainbridge Schools Foundation* – The foundation board met on Monday, April 16 at which time they agreed to make an initial pledge of \$790K for 2012-13, including \$550K for staffing. The foundation hopes that fundraising efforts this spring will allow it to increase its pledge. Their goal is to raise a total of \$1 million for the district – an amount that would match its total gifts to the District this year.

D. Resolution 03-11-12: Fiscal Emergency

A resolution by the School Board of Directors for the Bainbridge Island School District No. 303 concluding that due to insufficient funding and fiscal emergency, just and sufficient cause exists for the reduction of programs, services, and staffing as necessary to align 2012-2013 budget expenditures with projected revenues.

Motion 62-11-12: That the Board approves Resolution 03-11-12: Fiscal Emergency. (Kinkead) The affirmative vote was unanimous.

E. Resolution 04-11-12: Reduced Educational Program

A resolution by the School Board of Directors for the Bainbridge Island School District No. 303 that adopts the proposed Reduced Educational Program for the 2012-2013 school year as reflected in Exhibits 1 & 2, a copy of which was attached to the resolution. The resolution also directs the Superintendent to give notice and follow all other requirements of Washington State law, school district policy, and collectively bargained or contractual agreements to implement said program and to reduce or transfer staff as required.

Motion 63-11-12: That the Board approves Resolution 04-11-12: Reduced Educational Program with the revised Exhibits 1 & 2, and amendments to the date in item #2. (Curtis) The affirmative vote was unanimous.

A. Monthly Capital Projects Report (moved down on agenda)

Capital Projects and Facilities Director Tamela Van Winkle gave a summary of facility and capital projects-related activities for April. Highlights from that summary were as follows: *Wilkes Replacement* – a) Drilling of the ground source heat exchange boreholes continues. Drilling all 45 boreholes plus trenching for connections to the ground source “header” in the mechanical room by the gym is expected to be complete by the end of April. b) Testing of on-site septic system was delayed but completion of testing in the last week of April is expected. Sign-off by Washington Department of Health is anticipated. c) Ms. Van Winkle will spend two days at the design center finalizing the colors and fabrics for the new school furniture. *Bainbridge High* – Capital Projects Manager Nancy Josephson’s architectural talent is being fully utilized as she works on development, design and construction drawings for a full enclosure of the B200 reception area. Comfort challenges for staff have led to the decision to provide glass walls with sliding windows on both sides of the area. Transparency, accessibility, and compatibility with the

building's design will be provided. *Commodore* – The “pit” parking area is scheduled to be paved during the first two weeks of summer vacation. The work includes a curtain drain at the west edge of the parking area and re-striping the spaces.

F. Monthly Financial Report

Director of Business Services Peggy Paige led board members through a review of the financial reports for the month ending March 31, 2012. Ms. Paige focused on an analysis of the General Fund, highlighting areas of both revenues and expenditures. Total General Fund revenues to March 31 were 3% less than for the same period last year, but in line with the expected average. Tax collections were up compared to last year, with collections to date indicating a slight increase in payments on delinquent taxes when compared to last year. Local revenues were above the average, primarily in the areas of tuition and rental revenues. State revenues for Basic Ed and Special Ed were consistent with state funding expectations and the decline in enrollment. Transportation revenues were above budget estimates. As a percentage of budget, Federal Revenues are currently above the expected average since grant reimbursement claims have been filed earlier this year.

Expenditures for the year to March 31 total \$21 million, which is 1.3% lower than for the same period last year. Total expense for Basic Education continues to run below the average. The area of *Principal* reflects the reimbursement by Capital Projects for bond related expense (portion of administrator's salary). Tech Levy purchases have pushed Learning Resources higher than last year but it is still below the expected average since budget adjustments were made in anticipation of these purchases. Extracurricular expense is above the average and is currently expected to exceed budget estimates. Total special education costs were down 1.2% compared to last year and remain below the 3-year average. Costs were being well contained in this category. Compensatory Education is as expected per the annual budget and the delay in payment of the teacher certification bonus. The bonus is expected to be paid in August after the district receives funding. Also, this year only the portion of the remediation program directly funded by grant revenues will be expensed to this category with the balance on the program costs being charged to Basic Education. Total Support Services was below last year at this time and the average. Transportation/Motor Pool expenditures were above prior year but below the expected average. Current trends indicate being below budget in Utilities this year. Food costs were up compared to last year but Food Service is expected to stay within budget estimates. The transfer in March to reimburse Capital Projects expense has brought Maintenance/Grounds in line with the average. Central Office currently indicates reduced expense for legal fees, election costs and postage. Finally, Ms. Paige noted net cash outflow during March was \$101,712. As of March 31, 2012, the closing cash balance in the General Fund was \$2,960,448, with the projected cash balance at \$2.3 million at fiscal yearend.

G. Monthly Technology Report

Director of Technology and Assessment Randi Ivancich, acknowledging board members review of the submitted report, Ms. Ivancich summarized highlighted recent discussions allowing students and staff to bring their own devices to school. It was noted that an increase in the number of internet-ready devices could lead to opportunities for increased use of technology as part of the teaching and student learning process. In order to support student/staff owned devices on school campus, the Technology Department is focusing on the move to “active directory.” Technology staff have been consulting with the White River School District as they had a successful conversion to active directory last year. A site visit to White River is planned in the near future. The changeover is currently planned for the summer break. It was also noted that policies and procedures would be in place for the use of electronic resources in the district.

Personnel Actions

Motion 64-11-12:

That the Board approves the Personnel Actions dated April 20, 2012 as presented. (Spence) The affirmative vote was unanimous.

Consent Agenda

Motion 65-11-12:

That the Board approves the Consent Agenda with the amended total for the ASB Fund Voucher. (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 approved for payment.

(General Fund Voucher)

Voucher numbers 2005008 through 2005136 totaling \$ 219,975.23 .

(General Fund Voucher)

Voucher numbers 2005137 through 2005137 totaling \$ 982.19 .

(Capital Projects Fund Voucher)

Voucher numbers 4330 through 4341 totaling \$ 2,200,646.32 .

(Capital Projects Fund Voucher)

Voucher numbers 4342 through 4342 totaling \$ 132.09 .

(Associated Student Body Fund Voucher)

Voucher numbers 4000631 through 4000631 totaling \$ 321.64 .

(Associated Student Body Fund Voucher)

Voucher numbers 4000602 through 4000630 totaling \$ 36,479.01.

9:14 p.m. – Board President Patty Fielding announced the Board would move into an executive session for thirty minutes for a personnel evaluation.

Adjournment

9:45 p.m. – President Fielding reconvened the meeting to a public session and immediately adjourned.