

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

**Date:** June 28, 2012

**Place:** Board Room – Commodore Campus

**Board of Directors Present**

Vice-President – Mary Curtis

Directors – Mike Spence, Tim Kinkead

**Excused**

Patty Fielding, Mev Hoberg

**Call to Order**

5:32 p.m. – Board Vice President Mary Curtis called the meeting to order and a quorum was recognized.

**Public Comment**

Citizen Rod Stevens expressed his concerns regarding board and district staff response to citizen inquiries about district programs. Mr. Stevens also expressed his concerns about a proposed Spanish Immersion program at Mosaic Homeschool. Following Mr. Stevens comments, Board Vice-President Mary Curtis related that the Superintendent would be willing to meet with Mr. Stevens regarding any additional questions.

**Superintendent’s Report**

Superintendent Faith Chapel asked Associate Superintendent Julie Goldsmith to introduce two new staff members. Ms. Goldsmith provided background for the new Executive Director for Instructional Support Services Bill Mosiman. Mr. Mosiman most recently served as the Director of Special Services for the Central Kitsap School District. Also introduced was Jennifer Ledbetter, the new K-6 Math Teacher on Special Assignment (TOSA). Ms. Ledbetter has been with the Bremerton School District for the past 14 years, teaching at a variety of grade levels and acting as the Math Teacher Leader for Crownhill Elementary.

**Board Reports**

Tim Kinkead reported he and Mary Curtis participated in the Board Financial Committee meeting earlier in the evening. They reviewed the most recent financial reports and the actuals appear favorable. It was also noted the incoming donations from the Bainbridge Schools Foundation were positive, and could possibly support reinstatement of some of the budget driven reductions discussed at the District Budget Advisory Committee meetings.

**Presentations**

*A. Federal & State Grants Applications*

Executive Director of Instructional Support Services Betsy Minor Reid presented a summary table regarding the grant activities for which she is responsible. The grant summary for the 2012/13 school year included the following: 1) IDEA-B (Federal) - \$697,467; 2) IDEA-Section 619 (Federal) - \$26,222; 3) Title I (Federal) - \$207,921; 4) LAP (State) - \$80,008; 5) Highly Capable (State) - \$35,980; 6) Transitional Bilingual (State) - \$24,177. Ms. Minor Reid noted the highly capable and state transitional bilingual grant required board approval.

**Motion 85-11-12:**

That the Board approves the grant applications as presented. (Kinkead) The affirmative vote was unanimous. (Kinkead, Curtis, Spence)

*B. Navigation 101 Grant Application*

Associate Superintendent Julie Goldsmith and Commodore Options Teacher Elizabeth Vroom presented information related to a grant application for Navigation 101, a guidance and life planning program for student in grades 6 through 12. This program is designed to help students develop clear plans for what they would like to do with their lives after high school, and learn what they need to accomplish while still in school to reach their goals. The Washington State Legislature is providing an opportunity to apply for funding for Navigation 101 of \$5000 per school. The grant will provide the school counselor a framework for services and funding to work with staff.

*C. Reduced Educational Program – Classified*

Superintendent Faith Chapel explained to implement a prudent and balanced budget, reductions in administrative and certificated staffing were approved by the Board of Directors on April 25, 2012 in Resolution 04-11-12. The district now identifies the reductions in classified positions referenced in Exhibit 1 of the Resolution that are necessary to develop a balanced budget for 2012-2013. It was noted that as more specific information becomes available regarding enrollment and educational program requirements, the need for staffing reductions may be less than identified. It is also possible that staff attrition may reduce the number of employees who will receive notification of non-renewal. The 2012-2013 reduced educational program for classified staff included the following (all changes noted in hours per day): Special Education Paraeducator – 4.0; Non-Special Education Paraeducators – 18.0; Title I Paraeducator – 2.5; Transportation Bus Drivers – 13.4; Capital Projects – 5.0.

**Motion 86-11-12:**

That the Board approves the Reduced Educational Program for 2012/2013 – Classified Staff. (Kinkead) The affirmative vote was unanimous. (Kinkead, Spence, Curtis)

*D. Monthly Capital Projects Report*

Director of Facilities and Capital Projects Tamela Van Winkle provided several pictures of the progress on the new Wilkes Elementary. Project elements completed to date include a) A major construction milestone accomplished in June included moving out of staff, salvageable items, and surplus items. An amazing collaborative effort between teachers, custodians, maintenance and the Capital Projects team enabled the hand-over of the old school to the contractor eight days early. b) The maintenance crew salvaged approximately \$100,000 in building materials and equipment for future use throughout the district. Items such as HVAC controls door closures, hardware, locksets, MDF cooling system, commercial refrigerators, kiln, smoke detectors and fire alarm components will reduce the cost of district-wide maintenance and repairs. c) Wing B drywall is complete. Wood relite framing and aluminum clad wood windows, ceiling grids, and light fixtures are in process. Skylight glazing has been installed. Critical Issue: Rainy weather continues to hinder site work and dampness is fighting against the extra measures taken by the contractor to sufficiently cure and dry-out the concrete slab for installation of rubber flooring. Other Project Highlights: PSE and Potelco have started the next phase of the underground feeder line project. PSE plans to have multiple crews working between Sportsman Club Road, New Brooklyn Road and Madison Avenue. Capital Projects has been working closely with PSE and Potelco to be certain that the operations of school district programs have the least amount of impact possible. Portions of the parking lot at Ordway are in use for storage of equipment and material. Assisting the contractor with the use of the parking area will dramatically improve the time line for completion by reducing trucking time of materials. Ms. Van Winkle also reviewed the previously approved easement related to the project, noting a slight change in the location of the vaults.

*E. Wilkes Elementary Replacement – Change Order No. 7*

Director Tamela Van Winkle submitted Wilkes Elementary Replacement Change Order No. 7 for Board approval. Items included in the change order included the following:

CCD 023r	<u>Hydronic Manifold Cabinets</u> Provision of access panel covers that were omitted from specifications and needed to protect radiant floor heating valves.	\$10,713.00
CCD 050	<u>Can Fixture Change in Typical Wing Hall</u> Change to shorter fixtures that fit within congested piping and ductwork.	\$ 6,665.00
CCD 55	<u>LVL Clip</u> Addition of slotted deflection clips designed by the manufacturer to allow 1" vertical movement of aluminum clad wood windows at bridges.	\$ 3,985.00
CCD 57A	<u>AV Storage Change</u> Relocation of the door to the copier in this room allows access from the hall rather than through the librarian's office.	\$ 386.00
COP 033	<u>Brick Lintel at Grid 9.2 &amp; G</u> Extension of steel brick lintels with addition of steel bent plates to carry weight of brick at a corner column.	\$ 1,984.00
COP 036	<u>Casework MDF to Particle Board</u> Non-urea formaldehyde medium density fiberboard was exchanged for non-urea formaldehyde particle board for durability of fasteners and finish.	(\$ 2,000.00)
COP 037	<u>Wall Type Clarifications</u> Correction of exterior wall types in locations above doors, windows, and gym where structure changed from concrete to framing.	\$ 5,527.00
COP 038	<u>Lock for Door 100AB</u> Replacement of push and pull plates with lockset for improved security between gym, electrical rooms, and service yard.	\$ 1,381.00
COP 040	<u>Window 3A Support</u> Adding 12 gage angle to attach sill of curtain wall above Commons to metal stud framing.	\$ 1,370.00
COP 041	<u>Storefront Support at Commons Bridge</u> Correcting 8" out-of-plane misalignment between column and header with additional steel plate and metal stud framing.	\$ 1,971.00
CPO 042	<u>Geo Loop Pressure Impeller Change</u>	\$ 5,174.00

Increase in size was required to boost the water pressure needed for the length of pipe.

COP 044      Smartboard Rough-in      \$ 903.00  
Replacement of large j-boxes with thinner boxes allowing the boards to fit snugly against the wall.

**Motion 87-11-12:**      That the Board approves Wilkes Elementary Replacement Change Order No. 7. (Spence) The affirmative vote was unanimous. (Spence, Curtis, Kinkead)

*F. Monthly Technology Report*

Director of Instructional Technology and Assessment Randi Ivancich provided a summary of technology activities and projects for June 2012. Highlights from that summary include the following: Planning for Student & Instructional Technology Needs – Technology staff, with support from Maintenance and Capital Projects, removed all usable technology from Wilkes Elementary. Equipment removal included network infrastructure components, computers, sound systems, phones, interactive whiteboards, projectors, document cameras, and wireless network equipment. Through cooperative efforts, the removal was completed ahead of schedule. To further support the Wilkes staff, technology staff relocated the Wilkes “office” to the Ordway library for the summer. Telephones, fax lines and computers were up and running so there was a smooth transition to the new, temporary quarters. Infrastructure: Access & Enable – The migration to Active Directory is underway. The work is progressing according to schedule. This is a major undertaking and the district network staff will be heavily focused upon and occupied with this project all summer. Learning: Engage & Empower – Orders for student computers are in the process of being replaced so computers will be in place before school begins. One-third of the student laptops will be replaced with new computers at Bainbridge High School. One CTE program at BHS will receive new computers and monitors to meet the new curriculum requirements. Odyssey will receive upgraded computers in the grades 1-6 lab.

*G. Policy 6005 – Program Planning, Budget Preparation Adoption, and Implementation (Second Reading)*

Director of Business Services Peggy Paige presented revised Policy 6005 – Program Planning, Budget Preparation, Adoption, and Implementation for the second reading. Director Mike Spence suggested a few minor edits to be included in the final version of the policy.

**Motion 88-11-12:**      That the Board approves the second reading of Policy 6005 – Program Planning, Budget Preparation, Adoption, and Implementation with suggested edits. (Spence) The affirmative vote was unanimous. (Spence, Curtis, Kinkead)

*H. Electronic Funds Transfer*

Director Peggy Paige explained RCW 39.58.750 provides the authority for a school district to make disbursements via wire or electronic communication in accordance with accounting standards established by the state auditor to safeguard and insure accountability for the funds involved. However, the School Board must first authorize the use of Electronic Funds Transfer (EFT) for processing Accounts Payable payments for a district.

Ms. Paige requested the Board grant this authorization so the district can electronically file and pay its monthly compensating tax payments to the Washington State Department of Revenue (DOR). The DOR is requiring this electronic method be used by school districts unless they do not have access to the internet or they are unable to send or receive EFT transactions.

**Motion 89-11-12:** That the Board approves the Electronic Funds Transfer. (Kinkead) The affirmative vote was unanimous. (Kinkead, Curtis, Spence)

*I. Monthly Financial Report*

Director of Business Services Peggy Paige provided a summary of the financial reports for the month ending May 31, 2012. The analysis of the General Fund noted revenues were 1.7% less than for the same period last year but in line with the expected average. State revenues for Basic Ed and Special Ed were consistent with state funding expectations and the decline in enrollment. Expenditures for the year to May 31 were 1.6% lower than for the same period last year, with total year-to-date expenditures well below the average. Total expense for Basic Education continues to run below the expected average. Operations, Buildings was above the average but this is primarily related to extra-time that is reimbursed with rental fees. Central Office currently indicates reduced expense for legal fees, election costs and postage. Food costs were up compared to last year but Food Service is expected to stay within budget estimates. There was a brief discussion related to the anticipated changes in the changing nutritional requirements related to Food Services for next year. Finally, Ms. Paige noted the closing cash balance in the General Fund of \$4,763,629, with a projected cash balance of \$2.3 million at fiscal year-end.

**Personnel Actions**

**Motion 90-11-12:** That the Board approves the Personnel Actions dated June 28, 2012. (Spence) The affirmative vote was unanimous. (Spence, Curtis, Kinkead)

**Consent Agenda**

**Grant**

1. Grant awarded to Blakely Elementary School in the amount of \$5,000.00 from Century Link to support technology.

Minutes from the *May 17, 2012* School Board Meeting

Minutes from the *May 31, 2012* School Board Meeting

**Motion 91-11-12:** That the Board approves the revised Consent Agenda as presented. (Kinkead) The affirmative vote was unanimous. (Kinkead, Curtis, 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 2005518 through 2005663 totaling \$ 259,789.41 .

(Capital Projects Fund Voucher)

Voucher numbers 4368 through 4375 totaling \$ 2,381,941.74 .

(Associated Student Body Fund Voucher)

Voucher numbers 4000664 through 4000706 totaling \$ 64,761.06 .

(General Fund Voucher)

Voucher numbers 2005664 through 2005664 totaling \$ 2,616.05 .

(Capital Projects Fund Voucher)

Voucher numbers 4376 through 4376 totaling \$ 8.70 .

(Associated Student Body Fund Voucher)

Voucher numbers 4000707 through 4000707 totaling \$ 100.36 .

**Adjournment**

7:14 p.m. – Board Vice-President Mary Curtis adjourned the meeting.

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SCHOOL BOARD OF DIRECTORS

ATTEST: \_\_\_\_\_, Secretary to the Board of Directors