

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

**Date:** July 26, 2012

**Place:** Bainbridge High School Library

**Board of Directors Present**

**President – Patty Fielding**

**Vice-President – Mary Curtis**

**Directors – Mike Spence, Tim Kinkead, Mev Hoberg**

**Call to Order**

5:32 p.m. - Board President Patty Fielding called the meeting to order and a quorum was recognized.

**Public Comment**

No public comment.

**Superintendent's Report**

Superintendent Faith Chapel announced receipt of a letter from the Superintendent of Public Instruction Randy Dorn and Washington State Patrol Chief John Batiste recognizing the Bainbridge Island School District's Transportation Department for completing the inspection of school buses with exceptional results. The letter further noted for the past two years, the bus inspection results for the district have been outstanding. Superintendent Chapel and the Board congratulated Transportation Director Cami Dombkowski and her staff for their excellent work and continued support of student transportation safety.

Superintendent Chapel reported the Bainbridge Schools Foundation fundraising during the spring campaign had been very successful. They have increased their pledge to the District by \$125K, projecting the total donation will match its high mark for 2011/12 of one million dollars, with \$600K of that going to staffing.

Ms. Chapel noted one of the variables that caused concern during this year's budgeting process was the delay by the state of the Safety Net reimbursement application process and the change to only one submission at the end of April. Because of this legislative change, the district budgeted conservatively for that revenue. With the stellar work of district staff, in particular Executive Director Betsy Minor Reid, Diane Leonetti, Connie Castellano, and Personnel Director Cami Dombkowski, the district was awarded \$429K in Safety Net reimbursement.

At the last school board meeting, board members heard testimony around language emersion and the Mosaic Homeschool Program. Ms. Chapel noted there was a group of Mosaic parents interested in expanding on the Spanish offerings at the homeschool partnership program, including a language emersion component. As of June, the K-6 student enrollment for language emersion totaled 25.5 and Mosaic will be implementing a pilot program for 2012/13.

**Board Reports**

Mike Spence noted the Board Capital Facilities Committee recently toured the new Wilkes Elementary School construction site. He said the new school was looking great.

**Presentations**

*A. STEM Summer Science Camp Update*

Science, Technology, Engineering and Math (STEM) Coordinator Greg Moncada, assisted by high school volunteers Jenny Han, Anna Sides, and Erin Jones, provided an overview of the STEM Summer Camp taking place July 23 – 27. It was noted 110 intermediate and middle school students participated in the five activity-filled days of STEM-related experiences, including a presentation on July 25 by Astronaut John Fabian. Eight district teachers, assisted by high school student volunteers, engaged students in activities focusing on robotics, technology, engineering, and mathematics. "Welcome to Moonbase" for students in Grades 4 and 5 focused on what life on the moon might be like, with participants being divided into robotics programmers, Moon Base Engineers, Communications Officers, and Agriculture Technicians. "Deep Space Terraformers" for students in Grades 6 and 7 focused on the development

of tools and experiments to be used to make a moon-like planet habitable for humans. “Mission specialists” were designated as robotics programmers, botany specialists, mechanical engineers, and communications officers.

#### *B. Preliminary Budget for Fiscal Year 2012/2013*

Director of Business Services Peggy Paige provided a review of the 2012-2013 Preliminary Budget noting adjustments would be made prior to final budget adoption in August. Ms. Paige highlighted several areas of the proposed General Fund budget as follows: *Budget Page GF1 – Enrollment*: Projected enrollment reflects a reduction from the 2011/12 budget. *Budget Page GF2 - Summary of General Fund*: a) Local revenues are consistent with changes in tax collection, fees, and anticipated donations. State and Federal funding is based on projected enrollment and estimated grant awards. b) Expenditures reflect the adjustments in staffing to align with enrollment, as well as salary adjustments provided for in the state funding formula and known increases in non-employee related costs. c) Ending Fund Balance consist of Inventory (GL840) and Committed to Fund Balance Policy (GL872). Anticipated adjustments to revenues, beginning fund balance and expenditures (related to staffing) will result in further changes to ending fund balance in the final budget. Ms. Paige explained changes in revenue detail include a) decrease in tax collections (reduction in Supplemental Levy); b) increase in lunch revenues; c) decreases in gifts/donations; d) revisions in State and Federal funding (increase in Transportation; loss of Special Ed Federal Stimulus Grant Funds); and e) inclusion of transfer of funds from Capital Projects Fund for Technology purchases.

Regarding expenditures by program, changes include: a) reduction in certificated and classified staff (adjustments for enrollment); b) implementation and training related to new curriculum and the teacher evaluation pilot; c) carryover for curriculum review and adoption; and d) anticipated increases in pension costs, utilities, and departmental costs. Ms. Paige included in her review, summaries of the ASB budgets from Bainbridge High School, Eagle Harbor High School, and Woodward Middle School, Debt Service Fund, detail of current outstanding bonds, Capital Projects Fund, description of Capital Projects for 2012-13, and the Transportation Vehicle Fund (includes capacity for purchase of a new bus).

President Fielding suggested moving items *D. Monthly Capital Projects Report* and *E. New Wilkes Project – Change Order No. 8* up on the agenda. There were no objections.

#### *D. Monthly Capital Projects Report*

Director of Capital Projects and Facilities Tamela Van Winkle submitted the Capital Projects and Facilities Report for July, and assuming board prior review of the information, focused her comments on the Wilkes Elementary Replacement Project. Ms. Van Winkle stressed the project was created in two phases, and underscored that the school would be ready on the first day of school. She was joined in the presentation by Project Manager Nancy Josephson, project contractor Doug Spee (Spee Construction), Butch Reifert (Mahlum Architects), and Wilkes Principal Sheryl Belt. Mr. Spee spoke of being completely focused on those areas of the project needed to open school such as life-safety requirements. The building is scheduled to receive fixtures, furniture, and equipment on August 8, the principal and administrative secretary are scheduled to return on August 13, the teachers return on August 20, the annual “meet and greet” is scheduled to be held August 28, and school opens on August 29. Mr. Spee felt the project was under control with a whole lot of work happening on site. He noted everyone on site had positive attitudes even though the crew was putting in lots of overtime. Mr. Spee said the gym, administration area and other areas would be ready for opening. Fencing will be in place during school to separate students and construction. Ms. Van Winkle noted a collaborative meeting with the City of Bainbridge Island and the Bainbridge Island Fire Department regarding the three-phase approach to the Temporary Certificate of Occupancy.

When asked about the architectural design of the new school “coming alive,” Mr. Reifert spoke of being surprised by things he hadn’t expected such as all the light, the layering of the two story building, and the learning clusters with the outdoor courtyards being very successful. Principal Belt added the new Wilkes was one of the most beautiful schools she had seen, and it was built to facilitate collaboration, which could change the way they do business. Project Manager Nancy Josephson noted Ms. Belt and her administrative assistant would move in on August 13, with the true impact being felt when the students arrive on the first day. Ms. Josephson added a thank-you to the neighbors surrounding the project and the way they have tolerated all the construction activities.

#### *E. New Wilkes Project – Change Order No. 8*

Director Tamela Van Winkle submitted Wilkes Elementary Replacement Change Order No. 8 for Board approval. Items included in the change order included the following:

<b>CCD 011</b>	<u>Crawl Space Lighting and Power</u> Minimal lighting and convenience power allow storage in crawl spaces.	\$ 11,766.00
<b>CCD 042</b>	<u>Sliding Door Details at Admin</u> The addition of wood trim for aesthetic improvement.	\$ 0.00
<b>CCD 046a</b>	<u>Add Coiling Door and Transfer Grille</u> Preventing access to Commons during community use of gym.	\$ 7,901.00
<b>CCD 048r</b>	<u>Casework Changes per Submittal</u> Design refinements for improved functionality and durability.	\$ 11,386.00
<b>CCD 052</b>	<u>Gym Powered Backstops</u> Electric height adjusters reduce prep time and increases instruction time.	\$ 6,304.00
<b>CCD 060</b>	<u>Chain Link Fence Height</u> Reduced potential for falling into Service Yard by raising height to 5'-0".	\$ 2,303.00
<b>CCD 066</b>	<u>Steel Add at Admin Gallery Wood Windows</u> Improved resistance to out-of-plane seismic movement.	\$ 1,986.00
<b>CCD 068</b>	<u>Cedar Siding Changes</u> Simplification of detail and aesthetic improvement.	(\$3,000.00)
<b>COP 043</b>	<u>Gym Duct Relocation</u> Moving location of ducts from under skylight northward adjacent to truss.	\$ 507.00
<b>COP 46r</b>	<u>Beam at Covered Play</u> Shared cost for beam extension due to dimensioning and fabrication errors.	\$ 810.00
<b>COP 047</b>	<u>Add Steel at Admin</u> Design refinement for unequal bays between covered entry columns.	\$ 2,378.00
<b>PR 010</b>	<u>Heat Pump Bypass</u> Allows isolation of boiler for repair without losing ground source heat.	\$ 2,787.00

**Motion 92-11-12:** That the Board approves Wilkes Elementary Replacement Project – Change Order No. 8 as presented. (Spence) The affirmative vote was unanimous.

*C. Monthly Financial Report*

Director of Business Services Peggy Paige provided summary of the financial reports for the month ending June 30, 2012, including the General Fund and associated budget status reports. She noted total General Fund revenues to June 30 were 0.9% less than for the same period last year but in line with the expected average. Tax collections were expected to be slightly above budget estimates by fiscal year end. Local revenues were above the average with donations, tuition and rental revenues above budget estimates. State revenues for Basic Ed and Special Ed were consistent with state funding expectations and enrollment. Transportation revenues were expected to come in slightly above budget estimates.

Expenditures for the year to June 30 were 0.3% lower than for the same period last year, with total year-to-date expenditures well below the average. Total expend for Basic Ed continued to run below the expected average. In the area of Extracurricular, expense was above the average and was expected to exceed budget estimates. This was related to athletic playoffs throughout the year. Total Special Ed costs were down slightly compared to last year and continue to be below the 3-year average. Total Support Services was below last year and the average. Transportation/Motor Pool expenditures continue to be below the expected average. Salaries were in line with budget estimates, while fuel expenditures still indicated possible savings. Operation, Buildings was above the average but this was primarily related to extra-time that was reimbursed with rental fees. Utilities were well below the average, and current trends indicate being below budget this year. Maintenance/Grounds was below the average with the transfer from the Capital Projects Fund to reimburse for bond project management expense. Central Office currently indicates reduced expense for legal fees, election costs, and postage. At the conclusion of her presentation, Ms. Paige noted the net cash outflow during June was \$871,514, with a closing cash balance as of June 30 of \$3,892,115. The projected cash balance was \$2.5 million at fiscal yearend.

#### *F. Monthly Technology Report*

Director of Instructional Technology and Assessment Randi Ivancich provided an overview of technology and assessment activities for July. Highlights from this report were as follows: Planning for Students and Instructional Technology Needs – In June, the National Media Consortium released its Horizon Report 2012 (K-12 Edition). The Horizon Report identified the technologies most likely to impact education within the next several years. It is organized into three time frames, with each time frame containing two emerging technologies. This report will help the district prepare for the technological opportunities that lie ahead for students and staff. Learning: Engage and Empower – Wireless infrastructure is being expanded to provide better access and coverage at locations in which there will be increase wireless demand from students based on curriculum program needs. Assessment: Measure What Matters - The data lead teachers met for a 2-day training session in June related to the Measures of Academic Progress assessments. They will use information from this session to plan for data analysis in their own buildings during the course of the next school year. Data lead teachers and principals will meet in mid-August to identify data analysis needs and goals for their buildings. Infrastructure: Access and Enable – The migration to Active Directory is underway. The work is progressing according to schedule. This is a major undertaking and the entire technology staff will be heavily focused on this project all summer. The re-cabling project at Sakai began in mid-July. This project will give better and more reliable network access throughout Sakai and lay the foundation for a *Bring Your Own Device* option in the second half of the 2012-2013 school year.

#### Personnel Actions

##### **Motion 93-11-12:**

That the Board approves the Personnel Actions dated July 26, 2012 as presented. (Spence) The affirmative vote was unanimous.

#### Consent Agenda

##### Minutes from the June 14, 2012 School Board Meeting

##### Minutes from the June 28, 2012 School Board Meeting

##### **Motion 94-11-12:**

That the Board approves the revised Consent Agenda as presented, with the Minutes of June 14, 2012 amended to reflect Mike Spence was excused from the second half of the meeting. (Curtis) 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 **2005665** through **2005763** totaling \$ **158,644.08** .

(General Fund Voucher)

Voucher numbers **2005764** through **2005786** totaling \$ **51,450.82** .

(Capital Projects Fund Voucher)

Voucher numbers **4377** through **4396** totaling \$ **79,901.73** .

(Capital Projects Fund Voucher)

Voucher numbers **4397** through **4409** totaling \$ **2,790,788.22** .

(Comp Tax Voucher)

Voucher numbers **111200001** through **111200002** totaling \$ **2,330.52** .

(Trust/Agency Fund Voucher)

Voucher numbers **9** through **10** totaling \$ **1,500.00** .

(General Fund Voucher)

Voucher numbers **2005787** through **2005823** totaling \$ **80,838.89** .

7:42 p.m. – Board President Patty Fielding announced the board would move into executive session for 30 minutes regarding personnel evaluation.

**Adjournment**

8:15 p.m. – President Fielding reconvened the meeting to a public session and immediately adjourned.