

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

Date: August 30, 2012

Place: Board Room – Commodore Campus

Board of Directors Present

Mike Spence, Mary Curtis, Patty Fielding, Tim Kinkead, Mev Hoberg

Call to Order

5:31 p.m. – Board President Patty Fielding called the meeting to order and a quorum was recognized.

Public Hearing: Final Budget – Fiscal Year 2012/2013

Board President Patty Fielding opened the Public Hearing and announced Director of Business Services Peggy Paige would present an overview of the budget planning process for the 2012/13 school year. The presentation began with a review of the District’s mission and vision statements that served as a focus of the District Budget Advisory Committee (DBAC) and their budget planning process. Budget priorities during this process included the following: a) Focus financial resources on programs and service that directly support student learning; b) Maintain a safe learning and working environment for students and staff; c) Maintain the district’s financial integrity and investment in facilities and technology; d) Retain essential level of support services for district operations; and e) assure revenue generating programs break even. Budget assumptions that guided budget planning included: a) Consideration of the continued downward trend in enrollment; b) Reduction in Levy revenues; c) Unfunded increases in benefits cost; d) Implementation and training for new math curriculum; e) Continued support from Bainbridge Schools Foundation; f) Existing fund balance that is available to reduce the budget gap; and g) Maintaining an ending reserve of 3% per board policy.

Ms. Paige summarized the anticipated 2012/13 General Fund total revenues as being \$36 million. Total revenues will include support from the Bainbridge Schools Foundation for staffing, the Autism program, the STEM program, and staff development. The district has conservatively estimated Safety Net Funds of \$200K and it was noted this year the district received over \$400K in that area. Tax revenues will remain consistent with voter-approved levies, there will be increase in Title I funding, but there will be a reduction in state apportionment. It was estimated that General Fund expenses for 2012/13 would be \$37.5 million. Expenses will include: a) Salary and benefit adjustments (experience step increases, retirement, L&I, unemployment expense increases); b) Adjustments for curriculum projects (implementation/training for new math curriculum and teacher evaluation pilot); c) Positions supported with grant funding (Math TOSA, Special Education Coordinator); and d) Adjustments for utility rate increases. Ms. Paige also provided summaries of the Associated Student Body Fund, Debt Service Fund, Capital Projects Fund and Transportation Vehicle Fund. At the conclusion of the presentation, it was noted the budget was posted on the district’s website.

Board President Fielding asked for public comment related to the Final Budget for 2012/13. Citizen Tom Greene asked about the increase in class size (1-2 students per class) across grade levels, the grant funded staff positions, and commented the presentation about the budget was the best to date. As there were no further public comments, President Fielding closed the hearing.

Public Comment

Citizen Brandi Bispham commented on the Spanish Immersion pilot program being implemented this year through the Mosaic Homeschool Program. Ms. Bispham encouraged the board to communicate to parents about future opportunities related to this program area. Board members noted the pilot program would be tracked over this year, with any decisions about this or other educational opportunities being well communicated to parents.

Superintendent’s Report

Superintendent Faith Chapel reported in the first two days of school, she was cautiously optimistic about enrollment counts that were on the positive side. These first numbers could mean enrollment that is significantly above the budgeted projections for this year.

Ms. Chapel noted data related to the most recent state assessments had been received earlier than expected. Board members were provided with the preliminary results for the Measures of Student Progress (MSP), High School Proficiency Exam (HSPE), and End of Course test results (EOC) for 2011/12. Director of Instructional Technology and Assessment Randi Ivancich shared a few general comments related to the data with the caveat that a true analysis of that data was yet to come. Of note was the end of course assessment for Algebra data that indicated 100% of students at grades 7 and 8 met standard – truly an accomplishment.

Finally, Ms. Chapel explained the District was invited to participate in *We Day*, an event that educates, engages and empowers students to become active local and global citizens. *We Day* is locally sponsored by Seahawks Coach Pet Carroll, and is an academic day featuring speeches and performances by global leaders, social activities and public figures, providing inspiration and entertainment for students and teachers who earn the right to attend through their service both locally and globally. It was noted district principals thought this was a worthwhile program as most schools already have student activities that relate to the focus of *We Day*. *We Day* is currently scheduled for March 27, 2013 at Key Arena.

Board Reports

Mike Spence reported a conversation with Doug Spee of Spee Construction regarding the Wilkes Elementary School Project. Mr. Spee apologized for not having the school completed to the level necessary to open on the first day, but assured Mr. Spence those items remaining would be completed for the inspection on Friday. Mr. Spence, having recently visited the school, noted there had been significant improvements.

Patty Fielding reported board members held a retreat on August 16th with topics that included strategic planning and nominations for board officers.

Presentations

A. Election of Board Officers

President Patty Fielding presented a list of nominations for the 2012/13 board officers, board committee assignments, and committee liaisons for consideration. Nominations were as follows:

Officers:

President:	Mike Spence
Vice-President:	Mary Curtis
Legislative Rep:	Mike Spence

Committee Assignments:

Capital Facilities:	Mike Spence & Patty Fielding
Finance:	Tim Kinkead & Mev Hoberg
DBAC (District Budget Advisory)	Tim Kinkead & Mev Hoberg
Curriculum & Instruction:	Mev Hoberg & Patty Fielding
Communications:	Mary Curtis & Mike Spence
School Configuration Committee	Mary Curtis & Patty Fielding
Educational Program & Innovation (K-6)	Tim Kinkead & Mary Curtis

Committee Liaisons:

Intergovernmental Work Group (IGWG):	Mary Curtis
PTOCC:	Rotation

Other Advisory Committees:
Special Education, Technology,
Health, Multicultural, etc.

Motion 95-11-12: That the Board approves the officers, committee assignments, and liaisons for 2012-2013. (Curtis) The affirmative vote was unanimous.

Patty Fielding turned the gavel over the new Board President Mike Spence. Ms. Fielding expressed her absolute pleasure in working with the board members and superintendent. President Spence decreed a new tradition that when a board president retires from office they be presented with a ceremonial gavel. He presented both Patty Fielding and Mary Curtis with gavels.

B. Resolution 07-11-12: Final Budget – Fiscal Year 2012/2013

Board members Tim Kinkead and Mary Curtis participated in a Board Finance Committee meeting prior to the board meeting and noted all areas of the budget were well explained. Following brief board comments, President Spence called for a motion.

Motion 96-11-12: That the Board approves Resolution 07-11-12: Final Budget for Fiscal Year 2012-2013. (Kinkead) The affirmative vote was unanimous.

Board President Mike Spence noted that Robert’s Rules of Order allows the chair to automatically second any motion for purposes of discussion. This eliminates the need for seconds when motions are made.

C. Wilkes Elementary School Update

Superintendent Chapel noted the district was not able to open Wilkes Elementary on the first day of school due to a variety of issues remaining to be addressed both in and out of the building. It was discouraging to be assured the school would be ready only to find out it was not; especially with the amount of time put in by school and district staff prior to the anticipated opening. Ms. Chapel offered great thanks to the Capital Projects, Maintenance, Custodial, Technology, and school staff for all their long hours and hard work. Director of Capital Projects and Facilities Tamela Van Winkle agreed that sometimes folks stumble, but things are being accomplished. Ms. Van Winkle noted that even if the City and Health Department had granted occupancy; it would have been an unpleasant three days for students, staff and others. Since the opening was delayed, a number of issues for occupancy were being addressed such as flooring, retaining walls, base molding, planting of garden beds, placement of fencing to separate students from construction areas, and continual site cleanup. Delivery of the new furniture was expected over the weekend. It was noted Phase II of the two part project, the parking lots and playfield, were always intended to be completed this fall. Even in spite of all the recent delays, Wilkes is a fabulous school and will be an incredible asset to the community for years to come. Wilkes teacher Amii Pratt thanked the Capital Projects and District staff for all their support over the past few days, and expressed gratitude for the beautiful, wonderful teaching/learning space.

D. Monthly Capital Projects Report

Director Van Winkle presented a summary of capital projects activities through August 2012 and a summary of the related budget. Projects around the district that were highlighted included the following: Bainbridge High – Paving at the rear of the school included the short section near the Teen Center and the area under the west end of the grandstand. Shades for the skylights were installed with school funds. Administration area refinements were completed. Commodore – Paving of the “Gold” parking area, formerly known as the “pit,” was completed. The area was striped and numbered with twelve inch numbers to assist staff and students in recognizing the space. Other Projects – The new Verizon tower antennas were made operational for the public on August 7th. The parking curbs around the central campus were cleaned and re-painted with red paint to indicated fire lanes. The parking stripes and pedestrian crossing areas were also painted for increased visibility. The PSE and Potelco project to install new conduits from Sportsman Club Road to High School Road has been completed. In consideration for allowing Potelco to use Ordway parking lot for staging during the last phase of this project, PSE agreed to clean eight BISD catch basins, the Ordway parking lot, and the memorial Counselor’s Corner, saving the district staff time and money.

E. Wilkes Elementary School Project: Change Order No. 9

Director Van Winkle submitted Wilkes Elementary Replacement – Change Order No. 9 for board review and approval. Items included on the change order were as follows:

CCD 014	<u>Light Fixture Refinements</u> Substitution of alternate dimmable light fixtures	\$4,778.00
CCD 061	<u>Cove Tile and Tile Layout Change</u> Design refinement in preparation for installation of student art tile	\$2,585.00
CCD 063	<u>Gypsum Board Change to Type-X</u> Substitution of standard wallboard in place of water resistant wallboard	(\$2,198.00)
CCD 065	<u>Edge Banding Change</u> Substitution of PVC banding on edge of casework	(\$550.00)
CCE 071	<u>Additional Casework at Offices</u> Casework was not originally included in Specialists offices	\$26,861.00
CCD 076	<u>Sheet Metal Head Detail at Bridges</u> Weather resistant refinement for building envelope	\$393.00
CCD 082	<u>Data Add in Reception</u> Additional data added at reception desk	\$1,258.00
COP 035	<u>Sliding White Boards at Shared Learning</u> Sliding white boards were not identified in shared learning areas	\$5,146.00

Motion 97-11-12:

That the Board approves Wilkes Elementary School Project – Change Order No. 9. (Hoberg) The affirmative vote was unanimous.

F. Bainbridge High School: Athletic Trainer

Superintendent Chapel explained that since board materials were distributed, a revised proposal for Athletic Trainer services at Bainbridge High School had been submitted. Ms. Chapel noted Bainbridge High School (BHS) was one of the few high schools in the region to not have services of a full or part-time athletic trainer. For many years, BHS was fortunate to have volunteer assistance at athletic events from parents with medical expertise or from science teacher Jim Dow, who was also an Emergency Medical Technician. This situation changed with the retirement of Jim Dow. Other high schools in the Metro League began to express concerns about the safety of athletes since an athletic trainer was not available when major contest were held at BHS. Bainbridge High Associate Principal Jake Haley spoke to the board about convening an Athletic Trainer Committee last year to discuss these concerns. The committee recommended contracting with a local agency or business to provide athletic trainer services, and two potential candidates emerged. Unfortunately, WestSound Orthopaedics, who expressed a willingness to provide service for \$12,000, was unable to find personnel and withdrew their offer.

Since WestSound Orthopaedics has withdrawn its proposal, BHS is now recommending a contractual series agreement be initiated with Children’s Hospital – the second party indicating an interest in providing athletic trainer services. Mr. Haley noted Children’s Hospital provides athletic trainers for several high schools in the Seattle area and is highly regarded. The cost for their services is higher: \$26,000. The cost for these services would come from donations to the BHS Associated Student Body Fund. While board approval is not necessary for a contractual services agreement of this limited amount, Mr. Haley noted BHS wanted to be sure the board supported the concept of securing athletic training services for high school sports. Board members unanimously expressed their support for obtaining athletic trainer services for BHS.

G. School Configuration Committee Update

Superintendent Faith Chapel noted at the board meeting held on June 14, the directors approved a proposal to form a School Configuration Committee as Phase I of the District's strategic planning efforts. Included in the proposal was a description of the committee's composition, with the notation that membership would be determined through a blend of appointments and an application process. The goal of this dual approach was to establish a committee that has broad representation of expertise and perspectives. Ms. Chapel suggested the board have some discussion around the number of positions that will be determined by appointment and by application, and what process will be utilized to review applications and make recommendations for Board approval. It was noted that there would be a total of twelve citizen/parent members of the committee. Following a brief discussion, board members agreed five committee members would be appointed and seven would be recommended from the applicant pool. It was also agreed that Directors Patty Fielding and Mary Curtis would form a subcommittee to review the applicants and bring forward a list of recommended committee members to the September 13th board meeting.

Board President Mike Spence suggested item *I. Alternative Learning Experience Report* be moved forward on the agenda. There were no objections.

I. Alternative Learning Experience Report

Associate Superintendent Julie Goldsmith, along with Commodore Principal Dave Shockley, provided an overview of the annual Alternative Learning Experience report. Board members were given a sample of the actual report submitted to the Office to the Superintendent of Public Instruction. It was explained that Alternative Learning Experiences (ALE) are primarily distinguished by off-campus instruction. The intent of this type of program is to give schools flexibility to service a diverse student population. The specific requirements and expectations of these away-from-school learning activities are detailed in a written student learning plan developed and supervised by a public school teacher. In the Bainbridge Island School District, students are provided an array of ALE experiences through the Mosaic Home Education Partnership Program, Eagle Harbor High School (Contracted Study Courses), and Bainbridge High School (Independent Study Courses).

H. Minimum Basic Education Requirement Compliance

Associate Superintendent Julie Goldsmith noted the annual Minimum Basic Education Requirement Compliance report will be submitted to the State Board of Education. The following requirements are part of the report submitted: a) Total instructional hour offerings; b) Total instructional hour offerings for Kindergarten; c) Minimum 180-day school year; d) 180-day Kindergarten school year; and e) State high school graduation minimum requirements. It was noted the certification of compliance must be signed by both the superintendent and president of the Board of Directors.

Motion 98-11-12:

That the Board approves the Minimum Basic Education Requirement Compliance Report. (Kinhead) The affirmative vote was unanimous.

J. Monthly Technology Report

Director of Instructional Technology and Assessment Randi Ivancich presented a summary of the Technology Levy budget, as well as a review of the technology-related activities through August. Ms. Ivancich and the technology staff spent time throughout August getting Wilkes online for the new school year. It was noted that having three extra days to accomplish technology setup was really appreciated. A board member asked about the SmartBoards for classrooms at Wilkes, and Ms. Ivancich explained they would be contractor installed, but district tech staff would be on hand to make sure the equipment was working well and ready for teachers. Another big project this year was the migration to Active Directory. This was a major undertaking that was well-researched and planned by Network Supervisor Bob Morley. Ms. Ivancich extended congratulations to Mr. Morley for his efforts. Related to professional development, Ms. Ivancich stated the district would be assessing staff ability and readiness to use such things as the Smart Notebook software, and the use of the district's website for communication. This type of assessment of skills has been discussed in the Technology Leadership meetings, and buildings will be asked for input as well.

K. Monthly Financial Report

Director of Business Services Peggy Paige summarized the district's financial activities through July, with a focus on an analysis of the General Fund. Total General Fund revenues to July 31 were .7% less than for the same period last year, but were in line with the expected average. Tax collections are expected to be slightly above budget estimates by fiscal year-end. Local revenues were above average with donations, tuition and rental revenues above budget estimates. Transportation revenues are expected to come in above budget estimates. Total General Fund

expenditures through July were 1.1% lower than for the same period last year, with year-to-date expenditures well below average. Expense for Basic Education continues to run below the expected average. Extracurricular expense is above the average and has exceeded budget estimates. Total special education costs were down slightly compared to last year and continue below the 3-year average. The Safety Net award this year will be \$417,537.

Total Support Services expense is below last year through July. Transportation/Motor Pool expenditures continue to be below the expected average. Salaries are in line with budget estimates while fuel expenditures still indicate savings at this time. Food costs were up compared to last year, but Food Service is expected to stay within budget estimates. Maintenance/Grounds is still slightly below the average and is not expected to exceed budget estimates. Central Office currently indicates reduced expense for legal fees, election costs and postage. Net cash outflow during July was \$458K, with the closing cash balance in the General Fund \$3.4 million. The projected cash balance is \$2.87 million at fiscal year-end.

Personnel Actions

Motion 99-11-12:

That the Board approves the Personnel Actions dated August 24, 2012, and August 30, 2012 as presented. (Fielding) The affirmative vote was unanimous.

Consent Agenda - Revised

Student Field Trip: Overnight

1. Request for Board approval from Bainbridge High School Marine Science teacher Tom Armentrout for his Marine Science students to participate in the annual Salish Sea Expeditions program October 1 – 3, 2012.
2. Request for Board approval from Odyssey Multiage Program teachers Todd Erler, Barry Hoonan, and Peggy Koivu of the Odyssey Annual Family Retreat for first through sixth grade students to be held at Fr. Flagler Park, Port Townsend September 21 – 22, 2012.

Donations

1. Donation to Bainbridge Island School District in the amount of \$36,566.64 from the Bainbridge Schools Foundation for the balance of the Wings Program expenditures.
2. Donation to Bainbridge Island School District in the amount of \$12,978.91 for the balance of the 2011-2012 Bainbridge High School Learning Strategies Grant.
3. Donation to Bainbridge High School valued in the amount of \$3,900.00 from Diane Covert – Island Sports. The donation includes shoes, gloves, knee pads, mouth guards, tops/pants, balls, straps, socks, sweats, etc., to be shared with the school athletes.

July 2012 Payroll:

(Payroll Warrants) 1001093 through 1001131
(Payroll AP Warrants) 171813 through 171836
TOTAL: \$2,715,215.22

Motion 100-11-12:

That the Board approves the revised Consent Agenda as presented. (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 **2005824** through **2005896** totaling \$ **110,951.99** .

(General Fund Voucher)

Voucher numbers **2005897** through **2005983** totaling \$ **315,318.53** .

(Capital Projects Fund Voucher)

Voucher numbers **4410** through **4432** totaling \$ **238,839.23** .

(General Fund Voucher)

Voucher numbers **4433** through **4434** totaling \$ **105,530.75** .

(Associated Student Body Fund Voucher)

Voucher numbers **4000708** through **4000729** totaling \$ **44,824.56** .

(Capital Projects Fund Voucher)

Voucher numbers **4435** through **4454** totaling \$ **3,057,347.19** .

(Funds Comp Tax)

Voucher numbers **111200003** through **111200005** totaling \$ **1,785.17** .

Adjournment

8:14 p.m. – Board President Mike Spence adjourned the meeting.