

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

Date: July 28, 2011

Place: Bainbridge High School Library

Board of Directors Present

Mary Curtis
Tim Kinkead
Mike Spence

Excused

Patty Fielding
John Tawresey

Call to Order

5:39 p.m. – Board Vice-President Mary Curtis called the meeting to order and a quorum was recognized.

Public Comment

No public comment.

Superintendent's Report

Superintendent Faith Chapel reported that since the last board meeting held on June 30th, the Bainbridge Schools Foundation notified the District they would increase their donation to \$650K for staffing in the 2011-2012 school year. This donation increase is based on the tremendous community support through several fundraising events including the "Dollar a Day" campaign. Ms. Chapel and the Board expressed their gratitude for the incredible support demonstrated by the community through the efforts of the Bainbridge Schools Foundation.

Ms. Chapel noted receipt of a congratulatory letter from the State Superintendent of Public Instruction, Randy Dorn. The letter referred to the results of the recent Washington State Patrol annual inspection of the district's transportation fleet. Superintendent Dorn congratulated the Transportation staff for the outstanding school bus inspection results.

Board Reports

No board reports.

Presentations

A. Preliminary Fiscal Budget 2011-2012

Director of Business Services Peggy Paige provided an overview of the Preliminary Budget for 2011-2012, noting some changes will be made prior to final budget adoption in August. Ms. Paige highlighted selected pages for the budget as follows: 1) GF1 – Enrollment and Staff Counts: The projected enrollment (excluding Running Start) reflects no change. There will be a certificated FTE decrease of 1.123, and a classified FTE decrease of 3.504. 2) GF2 – Summary of General Fund Budget: Revenue changes include an increase in tax collections with increased Program and Operations Levy up to the current voter approved amount, increases in lunch revenues, increases in gifts and donations, and increases in rental revenues. Revisions in state and federal funding will cause decreases in Apportionment (K-3 enhancement, salary reduction), Transportation (ridership), and Special Education Federal Stimulus Funds. In the area of expenditures, changes include a reduction in certificated staff (adjustments for enrollment and loss of state funding for class size, salary adjustments provided for in the stat apportionment formula), a reduction in classified staff (adjustments in para-ed hours and custodial staff), alignment of Title and LAP with estimated grant revenues, and anticipated increases in materials, supplies and operating costs. Other budget areas reviewed included the summary of ASB budgets from the high school, and summaries of the Debt Service Fund, Capital Projects Fund, and Transportation Vehicle Fund. At the conclusion of the presentation, Ms. Paige noted a public hearing on the Final Budget for Fiscal Year 2011-2012 was scheduled for the August 25th school board meeting. Following the hearing, the final budget will be presented for board approval.

B. Bainbridge High & Woodward Middle Schools – Fee Increase

Superintendent Faith Chapel noted in the spring, the District Budget Advisory Committee (DBAC) conducted a survey to gather information related to budget priorities and strategies to help bridge the projected budget shortfall. Survey responses indicated support for maintaining secondary athletic program offerings but increasing fees to offset a higher percentage of the costs. Based on this feedback, DBAC recommended increasing high school athletic fees from \$220 per sport to \$250 per sport, and middle school fees from \$100 per sport to \$125 per sport. Bainbridge High School Principal Brent Peterson, and Woodward Middle School Mike Florian submitted letters recommending and supporting the fee increases. Principal Florian also recommended increasing the fees for student planners from \$8.00 to \$9.00, which will offset the increase in the cost of producing the planners. Ms. Chapel recommended approval of the fees increase.

Motion 100-10-11:

That the Board approves the Bainbridge High and Woodward Middle School fees increases as submitted. (Kinkead) The affirmative vote was unanimous. (Kinkead, Spence, Curtis)

C. District Plan for Director Districts

Superintendent Chapel explained this past spring, school districts began receiving the results of the 2010 Federal Census. The Washington State Redistricting Commission, the bipartisan group charged with redrawing political boundaries, distributed information describing the redistricting process. They also provided disks containing data from the U.S. Census Bureau. Following past practice, Bainbridge Island School District's data was sent to Sammamish Data Systems for analysis.

It was noted that by law, the school board is responsible for reviewing the data from the federal census to determine if school director district boundaries need to be adjusted. Each school district has eight months from receipt of the data to develop and approve its plan for redrawing district boundaries. Ms. Chapel presented the proposed plan and timeline for determining new boundaries for board review. The plan and timeline will be presented for board approval at the August 25th meeting, with the plan timeline calling for final approval of new director districts by the end of November. Ms. Chapel noted that in the course of reviewing state law and procedures for revising director district boundaries, relevant district policies were also reviewed. The district's current policy was approved in 1999 and is outdated. The Washington State School Directors' Association has provided copies of a revised policy and the process for updating Policy 1105 – Director Districts is included in the proposed timeline.

D. Monthly Financial Report

Director of Business Services Peggy Paige provided a brief overview of the Monthly Financial Report for June. Financial reports for the General Fund, along with a summary of the other fund balances, were submitted for board review. Ms. Paige noted total General Fund revenues at the end of June were 1.2% more than for the same period last year and above average. Local, Nontax revenues were well above the expected average due to the donations from the Bainbridge Schools Foundation, increases in rental revenues, class fee/fine collections, and investment earnings. General Fund expenditures for the year to June 30 total \$30 million and were below the three-year average. Ms. Paige noted a portion of this reduction was due to the decision to move payment for non-salary expenditures to July 1st to help offset the one-day delay in receiving some apportionment funding. Regarding the projected cash balance, the current spending patterns indicated a total ending fund balance of over 6% (not including the reserve for inventory). Of this balance, 3% was reserved per board practice, 1.5% was reserved to offset funding reductions for FY11-12, and 0.5% was reserved for school building and grant carryovers. Ms. Paige noted she will bring new Policy 6022 – Minimum Fund Balance to the August 25th meeting for first reading by the board. This policy, which is recommended by the Washington State School Directors' Association, will update the old district policy related to fund balance.

E. Monthly Capital Projects Report

Director of Capital Projects and Facilities Tamela Van Winkle reported on capital and facilities related projects through July. Highlights from her report include the following: Capital Projects Budget Summary – A detailed Bond 2009 project summary was provided to the board regarding the status of the budget to date. Wilkes Replacement Project – 1) It was noted that a construction camera has been installed on the roof of the covered play shed. The camera belongs to Clancy Wolf, Educational Director at Islandwood, and a parent of a Wilkes graduate. Mr. Wolf met with the Maintenance, Technology, and Capital Projects departments to demonstrate its ability and identify the best location. The camera can be programmed to take photos at specific times of the day, every day. These photos can be made available on the district's website. 2) Through the interlocal agreement with KPUD, Lydel Construction

will begin replacement of the existing 8" waterline with a new 10" waterline in the eastern land of Day Road, from the tank farm to the intersection at Madison. These off-site improvements will address code requirements for fire flow to the new elementary school. Bainbridge High School – The final walk through for the Stadium Field turf replacement project is scheduled for July 29th. It was noted that nearly 100% of the old turf has been delivered to groups and individuals for reuse in non-competition venues. Even the cardboard cores from the turf rolls were collected by a local theater group for use in an upcoming play. Transportation – Lydel Construction was awarded a contract in the amount of \$33,612.24 for a project to meet stormwater best management practices requirements for the diversion of vehicle waste wash to the sanitary sewer. Site work for the project began July 18th and is scheduled to conclude mid-August.

F. District Principals' Agreement 2011-2012

Assistant Superintendent Dr. Peter Bang-Knudsen presented the 2011-2012 Building Administrators Contract and Addendum for board consideration. Changes to the previous contract and addendum were reviewed by the board. Following the conclusion of the review, Dr. Bang-Knudsen recommended approval of the building administrators contract and addendum.

Motion 101-10-11: That the Board approves the 2011-2012 Building Administrators Contract and Addendum. (Kinkead) The affirmative vote was unanimous. (Kinkead, Curtis, Spence)

Personnel Actions

Motion 102-10-11: That the Board approves the Personnel Actions dated July 20, 2011, and July 28, 2011, as submitted. (Kinkead) The affirmative vote was unanimous. (Kinkead, Curtis, Spence)

Consent Agenda

Donations

1. Donation to *Sakai Intermediate and Woodward Middle Schools* in the amount of \$6,000.00 (\$3,000 each) from Windermere Real Estate of Bainbridge Island to support tutoring programs.

Minutes from the June 8, 2011 School Board Meeting

Minutes from the June 30, 2011 School Board Meeting (NEW)

June 2011 Warrant Numbers: (Payroll Warrants) 1000522 through 1000575
(Payroll AP Warrants) 171462 through 171492
TOTAL: \$2,711,455.46

Motion 103-10-11: 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 2003105 through 2003136 totaling \$ 131,133.37 .

(General Fund Voucher)
Voucher numbers 2003011 through 2003104 totaling \$ 136,143.74 .

(General Fund Voucher)
Voucher numbers 2003010 through 2003010 totaling \$ 1,196.24 .

(Associated Student Body Fund Voucher)
Voucher numbers 4000394 through 4000394 totaling \$ 114.64 .

(Capital Projects Fund Voucher)
Voucher numbers 4136 through 4136 totaling \$ 444.06 .

(Capital Projects Fund Voucher)
Voucher numbers 4122 through 4135 totaling \$ 66,668.01 .

(Capital Projects Fund Voucher)
Voucher numbers 4137 through 4148 totaling \$ 588,705.14 .

(Trust/Agency Fund Voucher)
Voucher numbers 7 through 7 totaling \$ 1,000.00 .

(Capital Projects Fund Voucher)
Voucher numbers 4149 through 4149 totaling \$ 21.93 .

(General Fund Voucher)
Voucher numbers 2003138 through 2003138 totaling \$ 152.05 .

(General Fund Voucher)
Voucher numbers 2003137 through 2003137 totaling \$ 21,500.00 .

Adjournment

6:35 p.m. – Vice-President Mary Curtis adjourned the meeting.