

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

Date: May 26, 2011

Place: Bainbridge High School Library

Board of Directors Present

Board President – Patty Fielding

Board Vice-President – Mary Curtis

Directors – John Tawresey, Mike Spence, Tim Kinkead

Call to Order

5:33 p.m. – Board President Patty Fielding called the meeting to order and a quorum was recognized.

Public Comment

Citizen Kristen Brelsford continued her advocacy for the district band program and asked that before any actions were taken to change the program, the district would communicate with parents.

Superintendent’s Report

Superintendent Faith Chapel introduced Global Source Education representatives Jon Garfunkel and Katie Curtis. Global Source Education was recently chosen by the Washington Association of School Administrators (WASA) as their Community Recognition State Honoree for their contributions to education. Three examples of Global Source Education’s leadership include: “Only What You Can Carry” – a two-day professional development workshop that highlights an important element of the community’s local history (the internment of Bainbridge Island Japanese-Americans during WWII); facilitation of a community dialogue and workshops for teachers and district staff related to “food, farming, education and culture;” and leadership with the district’s Multicultural Education Program.

Director of Facilities and Capital Projects Tamela Van Winkle introduced a Bainbridge High School student, Stephen Mackey, who completed an Eagle Scout project at the high school. Stephen designed and installed several concrete benches at the tennis courts, and he explained in delightful terms how the project came to fruition.

Board Reports

Mike Spence announced the Bainbridge Schools Foundation planned a Family Fun Fair for Saturday, June 5th. He reported that he signed up several board members for a stunt in the “dunk tank” at that event. He added the Bainbridge High School Soccer Team was playing in the State Finals and already won the Best in Academics with an average GPA of 3.7.

Public Hearing: 2011-2012 District Budget

Board President Patty Fielding opened the public hearing regarding the 2011-2012 District Budget and opened the floor to public comment. No public comment was submitted and the public hearing was closed.

Presentations

A. Policy & Procedure 2133: Multicultural Advisory Council

Associate Superintendent Julie Goldsmith provided a historical overview of the Multicultural Advisory Committee (MAC), which has been active for 30+ years. She shared highlights of the committee’s accomplishments as follows: 1974 – Created the publication *They Cast a Long Shadow*, which was used as a fundraising activity to support professional development; 1998 – Created a mission statement; 1999 –

Sponsored the premiere of the movie screening *Snow Falling on Cedars*, with proceeds used to support professional development; 1999 – Advocated for Title IX Indian Education Grant, which supports a part-time coordinator; 2002 – Brought the Living Voice Theater to Bainbridge Island as a fundraiser featuring *Within the Silence*, the story of the Japanese-American experience during WWII. Proceeds from this activity benefited teacher scholarships for professional development; 2005 – Sponsored Dr. Geneva Gay workshop integrating Multicultural Education into the K-12 curriculum; 2009 – Developed critical response procedures for schools when dealing with issues of bias, harassment or hate; 2011 – Initiated a Lunch Buddy program at Ordway, and a mentoring program at Bainbridge High and Blakely Schools.; August 2011 – Will sponsor Government-to-Government professional development to develop a better understanding of tribal governance and U.S. Government. Following Ms. Goldsmith’s presentation, Multicultural Committee members presented copies of the booklet *They Cast a Long Shadow* to the school board.

Ms. Goldsmith submitted Policy/Procedure 2133 – Multicultural Advisory Council to the Board for review and consideration. She explained the original policy was contained within a section entitled Governance and Administration, and when the district aligned the policy and procedures manual to the Washington State School Directors’ Association (WSSDA) recommended numbering and format, the policy was not included. Policy/Procedures 2133 being submitted are replications of the previous policy but with the new numbering system within the Instruction section of the current manual. Ms. Goldsmith recommended approval of the first reading of Policy/Procedures 2133.

Motion 79-10-11: That the Board approves the first reading of Policy/Procedures 2133 – Multicultural Advisory Council. The affirmative vote was unanimous.

B. Wilkes Replacement Project – Award of Bid

Director of Facilities and Capital Projects Tamela Van Winkle described the bidding process for the Wilkes Elementary School Replacement Project. The bids for the project were opened at 3:00 p.m. on May 19, 2011. There were a total of eight contractors who submitted bids. The lowest bid was submitted by Spee West Construction Company with a base bid of \$20,780,000.00. Ms. Van Winkle noted that Spee West Construction comes highly recommended from other school districts and Mahlum Architects. Company owner Doug Spee was introduced to the Board of Directors and expressed his enthusiasm for the project. Ms. Van Winkle explained that the Base Bid plus recommended alternatives were within the project budget for construction of Wilkes Elementary School, and recommended award of the Base Bid for the Wilkes project to Spee West Construction Company in the amount of \$20,780,000.00 plus Alternates 1B and 7 as follows: Base Bid - \$20,780,000.00; Alt Bid 1B – Alteron Controls \$555,000.00; Alt Bid 7 – Casework at (16) Learning Settings \$24,000.00; for a total of \$21,359,000.00.

Motion 80-10-11: That the Board approves the Award of Bid to Spee West Construction Company. (Tawresey) The affirmative vote was unanimous.

C. State Budget Update

Superintendent Faith Chapel provided the board with a legislative update from the Washington State School Directors’ Association (May 24 edition), and a special edition update from the Washington Association of School Administrators regarding the 2011 – 2013 Operating Budget. Both publications outline the elements of the state operating budget and the impact on school districts. Several elements of the state budget reductions were expected; suspension of I-728 (Student Achievement fund) and I-732 (COLA), elimination of the K-4 class size enhancement funding, and loss of the Federal Edu Jobs funds. There were also some funding adjustments to reflect changes to Alternative Learning Experience programs. The final state budget also reduced K-12 salaries by 1.9 percent for certificated instructional and classified staff, and 3 percent for administrative staff. It was noted the National Board for Professional Teaching Standards bonus program will be maintained, with changes in the first year base bonus. With all

the final budget information now available, Ms. Chapel estimated the impact on the district would be a budget gap of between \$600K - \$700K. She will meet with the District Budget Advisory Committee to review the final state budget information. It was hoped that budget decisions could be made by mid-June.

D. Outdoor Education Update

Associate Superintendent Julie Goldsmith presented a brief review of the district's 4th Grade Outdoor Education program. The program involves an environmental component of the science curriculum, takes place in the Spring, and involves a three-day, two night experience. Each of the three elementary schools have developed a unique program involving travel to a facility or campground. Since 2008, the cost of the Outdoor Education program has been funded through parent fundraising and fees. An Outdoor Education Task Force was formed in 2009-10 that included the elementary principals, and parent and teacher representatives. The goal was to develop options for Outdoor Education that included learning outcomes, structure, funding options, and survey information. The task force determined fund raising efforts to support the program would continue, and conducted parent surveys regarding the outdoor education program. The latest survey was sent to parents in April 2011 and, based on the parent input, the Outdoor Education Program will continue for the 2011-12 school year. Each School PTO will work with the principal to determine how fundraising for the 4th grade outdoor education program will be conducted. Parents will pay full tuition or work through the 4th grade parent group to do organized fundraising to offset costs. All fundraising efforts need to be coordinated through the PTOCC and principals.

E. Washington State Leadership Academy Update

Associate Superintendent Julie Goldsmith provided an overview of the Washington State Leadership Academy, which is a unique two-year program for district administrative teams. The outcomes for participation in this program include: a) the identification and support of leadership behaviors and actions that directly improve the quality of instruction in classrooms resulting in increased student achievement; and b) creation effective learning communities for district and school administrators supported by a coach, case studies, reading and dialogue that results in leadership that improves student learning. Ms. Goldsmith noted that the opportunity for district administrators to work together under an organized structure was beneficial in helping the group to identify issues, narrow the focus, and make decisions about the most important goals that will drive the future work as a district. Elements of the organizing structure include implementing a leadership curriculum, creating a cycle of inquiry, determining a problem of practice, and instituting a theory of action.

Ms. Goldsmith explained the district's administrators determined their problem of practice was as follows: *How will Bainbridge Island School District (BISD) enhance instructional practice in each school and classroom to ensure that each student in BISD achieves at or above standard in order to graduate ready for college, career, and responsible citizenship?* The group then defined enhanced instructional practice as follows: a) Development of a comprehensive assessment system that includes formative and summative assessments that inform instruction; b) Development of an instructional framework that will support the adoption of a new teacher/principal evaluation system; and c) Development of a coordinated curriculum in all areas. The area the group will focus on first is mathematics, with the core piece being the defining of a common curriculum and learning targets (curriculum review process). Ms. Goldsmith explained initial data analysis, particularly in AP classes at the high school, indicated some concerns. This data, along with data gathered throughout the year, will help guide the curriculum review process and set common learning targets. Board member discussion included comments on the importance of staying focused on the concepts of STEM (science, technology, engineering, mathematics), and how success of the WSLA program structure and actions will be measured.

F. Monthly Financial Report

Director of Business Services Peggy Paige provided a summary of financial reports for the month ending April 30, 2011. General Fund revenues at the end of April were 1.3% more than for the same period last

year and above average. Local Taxes were below the average due to the recording of tax payments received after April 28th as May revenues. Local, Nontax revenues are well above the expected average due to the receipt of a large donation from the Bainbridge Schools Foundation in March, increases in rental revenues and increases in class feel collections. State revenues were consistent with the anticipated reductions in current year funding (loss of K-4 enhancement and replacement of apportionment funding with Ed Jobs funding).

General Fund expenditures for the year to April 30th were below the three-year average. In the area of Basic Education, total adjusted expense increased over last year but is below the average. Extracurricular was still running above average and may exceed budget estimates for extra time, officials' fees and travel. Total Special Education costs were up 5.1% compared to last year, but were close to the three-year average. Costs in this area are being well contained and expenditures were above budget estimates will be supported by Safety Net funding. Safety Net funds will be received over the next several months. Vocational expense was above average due to the expansion of the program at the middle school. Total Support Services was in line with the average at this time. Diesel expense was up compared to last year but total expenditures are in line with budget estimates for Transportation/Motor Pool. Operation, Buildings is down slightly from last year but above the average. Overages in this area are offset by rental revenues. While utility costs are above last year, they are in line with the average. Most of this variance is from a large payment of storm water fees to bring the district's account current last year. Propane, water and sewer expense are currently above the prior year, while electric and telephone expense have declined. Food Service expense is below the average but sales are in line with budget estimates. Unreimbursed Capital Projects costs in Maintenance were transferred to Central Office expenses in April to align the expense code to the salaries that will be reimbursed later this year. Maintenance/Grounds are now in line with the average while Central Office is now above the average due to this transfer. Information Services is below the average and in line with budget estimates. At the conclusion of the presentation, Ms. Paige noted the projected cash balance for the fiscal year-end would be \$2.2 million. Current spending patterns indicate an ending fund balance in the range of 5.5% - 6%, not including the reserve for inventory.

G. Monthly Capital Projects Report

Director of Facilities and Capital Projects Tamela Van Winkle reported on capital projects activities for May. Highlights from that report include the following: Wilkes Replacement Project – The review process by code officials continues. Approved permits include the Large On-Site Septic System (LOSS) from the Washington State Department of Health and Food Service from Kitsap Health District. Permits in the last stages of review include the Building Permit from the City of Bainbridge Island, Kitsap Health District Review, the General Construction Stormwater Permit from the Department of Ecology, and the Electrical Permit from L&I. The Wilkes Elementary Off-Site Water Improvements project opened bids May 17. Six general contractors submitted bids based on Whiteley Engineering construction documents and specifications. The bid form was split into school district work and KPUD work. The engineer's last estimate for the school district work was \$399,875. The low bid from Lydel Construction was \$498,698. Second low was \$508,334.20. The award of contract requires the school district's approval of the apparent low bidder. The district is currently conducting an analysis of the discrepancy between engineer's estimate and the low bid. Bainbridge High School – Warranty work at Bainbridge High School Stadium Field will begin June 20th. The current schedule allows for twenty-two days for completion of the work. Transportation – The City of Bainbridge Island has agreed to allow district buses to use the wash facility at the City's maintenance department until the end of the school year. The District bus wash area is expected to be in compliance and functional by the beginning of the next school year. District Wide/Energy Conservation – Guardian has completed the installation of the wireless fire alarm monitoring system and cancellation of the POTS lines is underway. This project is expected to save the district approximately \$12,000 per year in utility costs. District Wide Security – Advise Security has been contracted to provide an assessment of security needs at certain buildings in the district. The result of the assessment and recommendations are expected this month.

H. Monthly Technology Report

Director of Instructional Technology and Assessment Randi Ivancich provided a report on technology related activities in the district to date. She noted the technology staff were involved with ordering equipment in preparation for summer work. Timelines for installation of the equipment are being developed based on the vendor delivery schedules. Some of the equipment replacement will include new computers for high school science staff as well as student computers in the science classrooms that will replace the current MPC laptops purchased in 2005-2006. When asked about recycling of the laptops, Ms. Ivancich explained the older laptops would be repurposed as “web browser only” computers. The move to a new district email system was also briefly described, with a note that Network Administrator Bob Morley orchestrated the migration of over one million email messages to the new system. The district is now using Google for email, document sharing and calendars, and the change is going very well.

I. Resolution 11-10-11: VEBA Trust Certificated

A resolution of the Board of Directors to authorize a sick leave conversion medical expense reimbursement plan (VEBA Service Group) for eligible retiring Bainbridge Island Education Association members.

Motion 81-10-11: That the Board approves Resolution 11-10-11: VEBA Trust Certificated as presented. (Spence) The affirmative vote was unanimous.

J. Resolution 12-10-11: VEBA Trust Classified

A resolution of the Board of Directors to authorize a sick leave conversion medical expense reimbursement plan (VEBA Service Group) for eligible retiring Bainbridge Island Educational Support Professionals Association members.

Motion 82-10-11: That the Board approves Resolution 12-10-11: VEBA Trust Classified as presented. (Spence) The affirmative vote was unanimous.

Personnel Actions

Motion 83-10-11: That the Board approves the Personnel Actions dated May 20, 2011, and May 26, 2011 as presented. (Curtis) The affirmative vote was unanimous.

Consent Agenda

Donations

1. Donation to Bainbridge High School in the amount of \$10,904.00 from the Bainbridge High School Instrumental Boosters to support the Bainbridge High School Band trip to Disney, California on May 27 – 30, 2011.
2. Donation to Bainbridge High School in the amount of \$2,000.00 from Janet Herren as the annual donation to the Herren Waller Scholarship Fund for deserving BHS graduates.
3. Donation to Blakely Elementary School in the amount of \$15,891.42 from the Blakely PTO to support outdoor education, field trips and various other needs.

Staff Travel: Out-of-State

1. Request for Board approval from Bainbridge High School Science Teacher Enrique Chee to attend a STEM workshop (on suborbital astronautics) July 24 – 29, 2011, in Palmdale, California.

Minutes from the April 28, 2011 School Board Meeting

Minutes from the May 5, 2011 School Board Meeting

Motion 84-10-11:

That the Board approves the revised Consent Agenda as presented. (Kinhead) 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 2002538 through 2002681 totaling \$ 245,804.33.

(Capital Projects Fund Voucher)

Voucher numbers 4073 through 4093 totaling \$ 167,407.01.

(Associated Student Body Fund Voucher)

Voucher numbers 4000312 through 4000337 totaling \$ 25,873.32.

(Associated Student Body Fund Voucher)

Voucher numbers 4000338 through 4000338 totaling \$ 116.04.

(General Fund Voucher)

Voucher numbers 20002682 through 20002682 totaling \$ 926.90.

8:16 p.m. - Board President Patty Fielding announced the Board would move into an executive session for twenty minutes regarding negotiations.

Adjournment

8:36 p.m. – President Fielding reconvened the meeting to a public session and immediately adjourned.