

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

**Date:** March 24, 2011

**Place:** Bainbridge High School Library

**Board of Directors Present**

Board President – Patty Fielding

Board Vice-President – Mary Curtis

Directors – John Tawresy, Mike Spence, Tim Kinkead

**Call to Order**

5:40 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 reported as part of the feasibility study regarding educational opportunities for secondary students beyond the sixth period day, parents of current and future middle and high school students were being given an opportunity to complete a short survey regarding their interest in this concept. The survey was launched on March 23<sup>rd</sup> and will be available through the week following spring break. It was noted there will also be a survey targeted to students.

Ms. Chapel received notification from the College Board that Bainbridge Island School District is one of 44 Washington districts with over 30% participation in Advanced Placement for the Class of 2010. In addition, Bainbridge is one of only 11 districts with performance scores of 3, 4, and 5.

**Board Reports**

Mary Curtis received an invitation for the Kitsap County Water Festival 2011 to be held Tuesday, May 3<sup>rd</sup> from 10:00 AM to 1:00 PM at the Kitsap County Fairgrounds in Bremerton. Students from Ordway Elementary School will participate in the festival again this year with a presentation called *Life of the Salmon* produced by teachers Julia Graves and Kathleen Ramsey and paraeducator Paulette Staab.

John Tawresy reported on the Intergovernmental Work Group meeting held Monday, March 21<sup>st</sup>. During the meeting, Director of Facilities and Capital Projects Tamela Van Winkle made several suggestions for cooperation between the agencies that were well received.

**Presentations**

*A. Science, Technology, Engineering, Math (STEM) Report*

Superintendent Faith Chapel noted over the past few months the district has met with key leaders from the Bainbridge Schools Foundation, teachers and administrators to discuss ideas for making a stronger, aligned K-12 program for Science, Technology, Engineering, and Mathematics (STEM) in the district. Along with great interest from staff and community members, there are opportunities for grants that could support the district's work to enhance and strengthen the current program. It was also noted that STEM has become a national and local priority. A new Washington State STEM nonprofit organization was recently formed with the purpose of advancing innovation, equity and excellence in STEM education. Bainbridge Schools Foundation Executive Director Vicky Marsing added the foundation shares enthusiasm for this new district initiative.

Board members were presented with a draft of a proposed action plan and funding request from the Bainbridge Schools Foundation, which will continue to be refined over the next several weeks. Components of the action plan included a statement of need, background data related to ranking, mathematics and Advanced Placement enrollment, AP success rate and awards, project goals and strategies, and approximate cost totals. Related board discussion focused on understanding the gender data regarding participation in science and math, use of more

technical terminology, availability of STEM-related extra-curricular activities for all age groups, tangible outcomes, and STEM goals that are cohesive to the district improvement plan. At the conclusion of the discussion, Ms. Chapel noted the STEM initiative will continue to be reviewed and discussed with the small task force, the Board Curriculum Committee, and district administrators.

#### *B. Consolidated Program Review Update*

Executive Director of Instructional Support Services Betsy Minor Reid provided an overview of the 2010/2011 Consolidated Program Review recently conducted in the district by the Office of the Superintendent of Public Instruction (OSPI). It was noted school districts receiving federal and state funds are typically reviewed once every four years. Bainbridge submitted a self-study in December 2010, which included the completion of a comprehensive checklist and supporting documentation demonstrating how the district met federal and state mandated requirements. Ms. Reid provided for board review, the considerable documentation involved in the submission of the self-study and noted the amount of staff time required to gather and process the materials. Step two of the review process was completed in January 2011 through a “desk audit” in which OSPI representatives reviewed the district’s self study. Following the desk audit, OSPI provides a final report summarizing any non-compliance items, actions required, observations, and recommendations of the review team. The district’s summary included five items to be resolved. Ms. Reid noted the district’s response to OSPI was submitted on March 14, 2011, and provided the necessary documentation to demonstrate its response to the compliance concerns. It was anticipated the district would receive approval of the plan.

#### *C. Wilkes Replacement Project Update*

Director of Facilities and Capital Projects Tamela Van Winkle and Capital Projects Manager Nancy Josephson provided an update about the Wilkes Elementary School Replacement Project. The Constructability Review has been completed and the comments and recommendations are being incorporated into the construction documents. The construction documents are nearing completion and Ms. Van Winkle noted receipt of the cost estimate for the project, which will be shared with the Board Capital Project Committee. The project will go to bid soon and board members were provided with a revised construction schedule reflecting the timeline for bidding and construction activities. Construction activities are ongoing and include such things as detailed analysis of earthwork, coordination of a new design for increased fire safety water flow, and refinement of operations and scrutiny of cost for geo-thermal, radiant flooring and VAV mechanical systems. Color boards and renderings were shared with the board. It was noted that the building construction and completion remain unchanged with occupancy planned for July 2012.

#### *D. Wilkes Replacement Project – Waterline Easement Agreement*

Director Van Winkle presented the board with a draft easement agreement for access by Public Utility District No. 1 of Kitsap County (KPUD) for an underground water system that will provide fire flow protection for the new Wilkes Elementary School. Ms. Van Winkle requested board members review the agreement and send suggestions to her attention. After a brief discussion, it was suggested Director Spence work with Ms. Van Winkle to revise the agreement. A final agreement will be brought to the next board meeting for review and possible approval.

#### *E. District Budget Advisory Committee Report*

Superintendent Faith Chapel provided as supplemental materials, legislative updates (dated March 17 & 18) from the Washington State School Directors’ Association, and an article from The Seattle Times (dated March 21) entitled *Drop in Revenue Forecast Forcing State Budget Re-Writes*. Contained in these publications, is information related to the latest state revenue forecast. State projections indicate there is another \$80 million shortfall in revenue for the current fiscal year. In addition, projected state revenues for the next biennium are down \$500 million, which widens the state’s budget shortfall to \$5.1 billion. This latest information has impacted the timing of state budget decisions, with budget proposals from the House and Senate yet to be released. Ms. Chapel noted it is assumed that any funds that are not considered K-12 Basic Education would be cut. This would include funding for I-728 and I-732, as well as cuts to K-4 class size enhancements, local effort assistance (LEA), highly capable students programs, and a variety of other existing programs that are part of “discretionary” expenditures.

Based on the additional reduction by the state of funds for the 2010-2011 school year, Ms. Chapel estimated a preliminary budget gap of \$1.2M for next year. However, the Bainbridge Schools Foundation has indicated they will move forward with a pledge to raise \$500K for the district. That commitment coupled with some of the other budget adjustments (enrollment, stormwater) totaling approximately \$300K leaves a budget gap of \$500K. This is the dollar amount for which DBAC has focused its work. Ms. Chapel explained that DBAC spent time at their March 22<sup>nd</sup> meeting reviewing proposed budget adjustments and discussing the impact of those adjustments. A survey based on proposed budget adjustments will be drafted with launch of the survey scheduled for after spring break. An email regarding the ongoing budget process and upcoming survey has been sent to district staff and parents. In addition, Ms. Chapel will present budget information to staff at presentations scheduled after spring break.

#### *F. Wire Transfer of Payroll Funds*

Director of Business Services Peggy Paige presented a proposal to wire funds directly from the district's Treasurer account into its payroll accounts. Ms. Paige noted currently, warrants are taken from direct deposit, FICA and Federal Withholding to the bank for deposit. A direct wire transfer would assure that funds are always deposited in a timely manner. A wire request form will be sent twice a month to the Treasurer's Office by the district's payroll officer at the close of each payroll cycle. Verification processes are in place within the system. Board approval of this change in process is required.

**Motion 57-10-11:**

That the Board approves the wire transfer of payroll funds. (Kinhead)  
The affirmative vote was unanimous.

#### *G. Monthly Capital Projects Report*

Director of Facilities and Capital Projects Tamela Van Winkle provided a summary of project activities through March 2011. Highlights from that report include the following: Capital Projects Budget Summary: Detailed information regarding the current status of the 2009 Bond budget was provided with a budget balance of \$38M. Sakai Intermediate School: Moving forward with a proposal from Community Energy Solutions to install a second 5 kw photovoltaic array. Work on this project will be completed during the summer break. Bainbridge High School: Warranty work on the Bainbridge High School field is scheduled for June 22<sup>nd</sup>, with some changes to the field submitted to the field architect. Transportation: In response to a site visit by Kitsap Health Department and the City of Bainbridge Island, the district is working on a design correct a stormwater/bus washing conflict. Currently, the bus wash and rinse areas drain into the stormwater system. The change in design will divert wash and rinse water to the sanitary sewer. Browne Engineering has been hired to provide the professional engineering services. The work will be performed in the summer.

#### *H. Monthly Financial Report*

Director of Business Services Peggy Paige presented the financial reports for the month ending February 28, 2011. Analysis of the General Fund indicated total revenues were 2.5% more than for the same period last year. Local nontax revenues currently running above average are class and field trip fees, lunch sales, and donations. Ms. Paige noted federal revenues have increased significantly with the receipt of grant funds for Ed Jobs. However, revenues received in December and January for Ed Jobs funds will be deducted from the General Apportionment until May. Due to this process, and the loss of K-4 enhancement funding, the district will see a decrease in State General Purpose revenues for the year.

Expenditures to February 2011 are below average, with adjustments in expenditures for Basic Education, Food Service and Maintenance/Grounds made to reflect EdJobs funding. Extracurricular is above the average and will be monitored over the next few months to determine if it will stay within budget estimates. Total Special Education costs are up 4.9% compared to last year but are about equal to the 3-year average. Costs are being well contained in this area and expenditures above budget estimates are supported by Safety Net funding. Vocational expense is above the average due to the expansion of the program at the middle school. These costs are funded via the Basic Ed apportionment funds and state grant funds. Compensatory education is expected to be below budget with the shifting of a portion of the expense for remediation programs to Basic Ed. Total Support Services is slightly below the average to date. Diesel expense is up in February but salaries are in line with budget for Transportation/Motor Pool. Utilities are below last year and the average. Most of this variance is from a large payment of storm water fees last year. Energy expense (electric and propane) is about equal to prior

year for the month of February. Food Service expense is below the average at this time but sales seem to be in line with estimates. Maintenance and Information Services have unreimbursed Capital Projects so the expense is inflated when compared to last February. A transfer will be completed at the end of March to move these costs to the Capital Fund. Central Office expenditures are currently below last year and the average. At the conclusion of Ms. Paige's presentation, she noted the estimated ending fund balance was 5%. Board members requested a brief overview of the Associated Student Body Fund be presented at a future meeting.

### **Personnel Actions**

#### **Motion 58-10-11:**

That the Board approves the Personnel Actions dated March 24, 2011 with the hiring recommendation for Doug Olson amended to read "long-term substitute." (Curtis) The affirmative vote was unanimous.

### **Consent Agenda**

#### **Staff Travel – Out-of State**

1. Request for Board approval for Mike Florian (Woodward Principal), Patti Schlosser (Librarian), Stacie Munoz (Woodward Teacher), and Jessica Bender (Woodward Teacher) to participate in the Only What We Could Carry delegation to Manzanar in Lone Pine, California April 13 – 16, 2011. Travel expenses will be covered by Global Source Education and through BSF professional development funds.

#### **Student Field Trip – Overnight**

1. Request for Board approval from Bainbridge High School Knowledge Bowl Advisors Dan McLean and Roberta Newland for the Knowledge Bowl Team to participate in the State Knowledge Bowl Tournament to be held March 25 – 26, 2011, at Hanford High School in Hanford, Washington.

#### **Donation**

1. Donation to Woodward Middle School in the amount of \$9,039.02 from the Woodward PTO to support the music program and to purchase computer hardware and laptop carts.
2. Donation to Wilkes Elementary School in the amount of \$13,000.00 from the Wilkes PTO to support "teacher wish lists."

### **Minutes from the March 10, 2011 School Board Meeting**

### **Minutes from the February 27, 2010 School Board Retreat (New)**

#### **February 2011 Payroll: (Payroll Warrants) 1000330 through 1000379**

(Payroll AP Warrants) 171314 through 171352 = \$2,688,341.23

#### **Motion 59-10-11:**

That the Board approves the revised Consent Agenda as presented.  
(Curtis)

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 2002053 through 2002162 totaling \$ 215,135.11.

(General Fund Voucher)

Voucher numbers 2002163 through 2002163 totaling \$ 85,885.90.

(Capital Projects Fund Voucher)

Voucher numbers 4020 through 4029 totaling \$ 47,546.52.

(Associated Student Body Fund Voucher)

Voucher numbers 4000259 through 4000281 totaling \$ 13,437.96.

(General Fund Voucher)

Voucher numbers 2002164 through 2002164 totaling \$ 588.04.

(Capital Projects Fund Voucher)

Voucher numbers 4030 through 4030 totaling \$ 90.65.

(Associated Student Body Fund Voucher)

Voucher numbers 4000282 through 4000282 totaling \$ 37.70.

8:10 p.m. – President Fielding announced the Board would move into an executive session for approximately 15 minutes regarding potential litigation.

**Adjournment**

8:25 p.m. – President Fielding reconvened the meeting to a public session and immediately adjourned.