

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

Date: March 10, 2011

Place: Woodward Middle 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

5:36 p.m. – Board President Patty Fielding called the meeting to order and a quorum was recognized.

Public Comment

Citizen Tom Greene noted the review of curriculum updates at the elementary level and the possibilities for the high school program were listed as agenda topics for the meeting. He expressed his opinion that the Global Citizenship (course at Bainbridge High School) curriculum meets the threshold of importance and requested it be reviewed without delay. (Letter submitted is available for review upon request.) President Fielding noted the Board Curriculum Committee, represented by Directors John Tawresey and Mike Spence, would address the request through the committee process.

Superintendent's Report

Superintendent Faith Chapel shared several “good news” items with the Board. First was an announcement that several Bainbridge schools were the recipients of the 2010 Washington Achievement Awards. The awards are given by the State Board and the Office of the Superintendent of Public Instruction to schools that profoundly affect student learning. The Bainbridge schools receiving the awards are: Bainbridge High School, Woodward Middle School, Wilkes Elementary School, and Odyssey Multiage Program. An awards ceremony is scheduled for the end of April. Secondly, Ms. Chapel recognized the district's outstanding classified employees, noting their important role in the educational environment. She also read Governor Chris Gregoire's proclamation declaring March 14 – 18, 2011 as Classified School Employee Week. Bainbridge Island Educational Support Professionals Association President Mike McCloud thanked the Superintendent and Board on behalf of the membership, and introduced Dave Flieder (Maintenance), Lisa Draper (Paraeducator – Woodward), and Janet Shankland (Paraeducator- Woodward) who provided brief descriptions of their work in the district. Finally, Ms. Chapel introduced Bainbridge Schools Foundation Executive Director Vicky Marsing and Connie Feikes (Alumni Development), noting the Foundation's phenomenal fundraising efforts. Ms. Marsing presented the Board of Directors with a check in the amount of \$349,000 to support district programs. It was noted that future fundraising efforts will help support the Foundation's pledge to the District for the 2011-2012 school year.

Board Reports

Mary Curtis attended the District Budget Advisory Committee meeting held on Tuesday, March 8, 2011. She noted the committee had begun a review of possible budget adjustments for the 2011-2012 school year. She stated that without the support of the Bainbridge Schools Foundation, and the voter supported levies and bonds, the decisions regarding the budget adjustments would be even more difficult than they are now. It was noted that a 3-year history of the district's budget reductions is posted on the website.

Presentations

A. K-2 Literacy

Associate Superintendent Julie Goldsmith and Teachers Amy Pratt, Peggy Koivu and Rebecca Grue provided a progress report regarding the K-2 Literacy Adoption. They explained the new instructional materials being implemented in the kindergarten through second grade program, which have had a significant impact on instruction and student learning. The first change was the introduction and use of a set of strategies for managing literacy instruction entitled Daily 5. The Daily 5 is a new and innovative idea created by Gail Boushey and Joan Moser – former BISD staff. Daily 5 is a five part system that helps develop literacy skills in the elementary classroom that includes: read to self; read to someone; listen to reading; work on writing; and word work. Using the components of the Daily 5 helps teacher keep student focused on literacy, provides time for work with groups and individual students, and gives students the chance to be independent in their choices and take ownership of their education.

The second change has been the implementation of a new assessment tool – Developmental Reading Assessment 2nd Edition (DRA2). This new assessment tool is a way for teachers to understand each child's instructional reading level,

determine instructional strategies to move each student forward, and provide data to track individual student growth, grade level trends, and evaluate the reading program school-wide.

The last change was the implementation of new curriculum materials – Good Habits, Great Readers. These materials align to the information gained in the DRA2 assessment and provide the resources for teachers to instruct in both small group and whole class settings. Using Good Habits, Great Readers, teachers instruct students to use good habits to become great readers by introducing students to many different types of texts such as: fiction; nonfiction; poetry and; authentic literature. Students also learn seven effective, research-based habits and strategies to move toward independence in reading.

B. Monthly Technology Report

Director of Instructional Technology and Assessment Randi Ivancich introduced members of the district’s Email Committee that evaluated the current email system, and worked to develop recommendations for a new email and hosting service for the district. Committee members introduced included Linda Mackenzie (Teacher – Wilkes), Sean Eaton (Teacher – Woodward), Janet Shankland (Paraeducator – Woodward), Mike Roe (Librarian – Bainbridge High), and Jake Haley (Associate Principal – Bainbridge High). Ms. Ivancich explained the district was seeking to change email service because the current provider recently experienced changes that could impact its ability to respond to the needs of staff. In considering email providers for the district, the committee looked at the key features and functions of potential systems. Factors that influenced the committee’s choice were that the system was web-based, hosted off-site, stayed within financial and staff resources, and was compatible with other district resources. The committee’s final recommendation for email provider was Google Apps for Education – Gmail. With the move to a new email service, it was suggested the district adopt a new domain name – *bisd303.org*. This would make the domain name shorter and easier to use than the current one; *bainbridge.wednet.edu*. It was also noted that adopting the new domain name would allow a smoother transition from the old service to the new service. A timeline for implementation will be developed that will include staff training, with the new email service being fully migrated before August 2011. At the conclusion of the presentation, Board members were in consensus that the district should move forward with the contracts with Google for Gmail service, and change the district’s domain name to “bisd303.”

C. Expansion of Opportunities for Secondary Students

Associate Superintendent Julie Goldsmith, Bainbridge High School Principal Brent Peterson, and Woodward Middle School Principal Mike Florian provided an overview of recent discussions regarding how to expand opportunities for students at the secondary level. Currently, secondary schools are funded to operate on a typical 6-period course schedule. Over a four year course of study, students are able to take 24 classes and are required to earn at least 23 credits to graduate. In order to take the classes needed for graduation and college entrance, students have been requesting to take additional classes by completing Independent Study classes. The independent study is usually for a course not offered in the course description book and requires discussion and preparation with a faculty supervisor prior to approval. The experience is evaluated directly against corresponding course activities at each high school to determine whether they are equivalent to other course offered. In most instances, students receive a “P” grade for Independent Study. Independent Study PE, for example, is intended for those students who take a full load of academic classes for each of their four years making the PE courses difficult to fit into their schedules. Examples of Independent Study courses in PE submitted by students include dance and martial arts. It was noted that this year over 50 students per semester are taking advantage of this option.

The problem with Independent Study classes was described as two-fold. First, Bainbridge High School has provided a .2 FTE teacher to work with approximately 50 students enrolled in a “7th period” Independent Study PE course. This has a cost of approximately \$17,000, which is not funded through the state funding model. Second, teachers are supporting students in Independent Study without compensation for additional work responsibilities.

At the middle school level, classes are set in a 6-period model. Classes count toward mandatory course of study for each grade level. Elective courses are limited to 1.5 at each grade. This provides a conflict for students who want to enroll in both a World Language and music course. Each year, more than 50 students request a waiver of the mandatory Physical Education (PE) course. Principal Mike Florian emphasized Washington State law (WAC 180-50-135(1)) requires all student in Grades 1 – 8 to receive an average of at least 100 instructional minutes per week, per year in physical education. He noted that by allowing students to waive this requirement, the district was not in compliance with state guidelines. He further expressed his concern for ensuring students exercise and participate in regular physical activity that may impact their immediate and long-term health.

Regarding the expansion of opportunities for students, it was noted that school districts are prohibited from charging tuition for student time that is claimed for state basic education funding. However, districts are allowed to charge tuition or fees to full-time students who choose to enroll in district credit retrieval or acceleration courses, or other optional enrichment courses. Possible opportunities for students attending high school would be to offer a 7th period on a fee basis. Students

interested in taking classes beyond the school day could sign-up for an Independent Study or on-line course. The fee would be based on the actual costs of providing the course. Steps to determine the feasibility and fee structure for this opportunity would include: 1) A survey of students to determine interest; 2) Analysis of the cost implications that would determine a possible fee structure; 3) Work with BIEA to determine a compensations model and student/teacher ratios; 4) Survey parents to determine interest in a fee-based 7th period option; 5) Prepare fee schedule for Board consideration/ 6) Using survey data, work with staff to develop possible student opportunities to pilot in the 2011-12 school year; 7) Pilot a 7th period option and report the progress to the Board.

The change to the middle school program is to no longer allow students to waive participation in the state mandated PE requirement to allow them to enroll in a World Language and a music course. Instead, students would be able to sign up for a supported on-line monitored health and fitness plan. Students interested in pursuing this option would pay a fee that would cover the costs. Steps to determine the feasibility and fee structure include: 1) Work with PTO and site council to gather input; 2) Analyze cost implications to determine fee structure; 3) Work with BIEA to determine compensation model and student/teacher ratios; 4) Prepare fee schedule for Board consideration; 5) Work with staff to develop on-line PE Fitness Program; 6) Notify parents of on-line PE Fitness Program; 6) Pilot PE/Fitness option and report progress to Board.

Board discussion focused on hesitation about charging for additional course work, understanding the cost/trade-offs related to providing a 7th period option to entire student body, importance of the breadth of the educational program, communication of the concept of a 7th period option, and use of the feasibility study process. At the conclusion of the presentation, board members supported Ms. Goldsmith, Mr. Peterson, and Mr. Florian to move forward with a feasibility study about the expansion of opportunities for secondary students.

D. 2011-12 Bainbridge High School Student Fees

Bainbridge High School Principal Brent Peterson provided a summary of current and proposed BHS student fees for the 2011-12 school year. He noted that the fees are established based on an estimate of costs associated with specific materials and resources that are necessary to fully implement the identified course. Students are charged fees for courses when the student has the opportunity to keep the product created during the course and/or in situations when supplemental resources/experiences are made available to the individual student. The proposed fee changes were presented as follows:

Individual Course Fees:

<i>Course</i>	<i>2010-11 Fee</i>	<i>Proposed 2011-12 Fee</i>
Drawing I	\$15.00	\$25.00
Drawing II	\$25.00	\$25.00
Design I	\$10.00	\$25.00
Design II	\$25.00	\$25.00
Ceramics	\$7/bag of clay	\$7/bag of clay
Sculpture I, II, III, IV	\$15.00	\$25.00
Jewelry I, II, III	\$40.00	\$40.00 plus cost of silver
Painting I	\$25.00	\$25.00
Painting II	\$30.00	\$30.00
Printmaking	\$25.00	\$25.00
AP Studio Art	\$25.00	\$25.00 plus AP test fee
Photo (all levels)	\$75.00	\$75.00
Biology	\$15/semester	\$10/semester
AP Biology	\$15/Semester	\$15.00 plus AP test fee
Forensic Science	\$10.00	\$30.00
Marine Science	\$30.00	\$30.00
AP Physics	\$30.00	\$30.00 plus AP test fee
French (workbook)	\$8.70	TBD
Spanish (workbook)	\$1.70	TBD
Japanese (workbook)	\$15.00	TBD
Water Safety	\$110.00	\$110.00 (Paid to Park District)
Band Uniform Fee	\$25.00	\$50.00
Band Instrument Fee	\$75.00	\$75.00
AP Exam Fee	\$92.00	\$93.00 (estimate)

General Student Fees

Principal Peterson noted there are modest individual club fees that “come and go” via the Associated Student Body (ASB) budget development process. Any of these fees must be developed and approved by the students. In addition, the students establish a general ASB Card fee on an annual basis. The current ASB card fee is \$45.00. It is anticipated that this fee will remain at \$45.00 for next year. The revenue generated by the ASB card is a major funding source for student activities and is the source of the ASB contribution to the student athletics program budget.

There are two general student fees that are established and approved by the School Board. They are:

Fee	2010-11 Fee	Proposed 2011-12 Fee
Sports Participation Fee	\$200.00	\$200.00
Student Parking Pass	\$240.00	\$240.00

Principal Peterson noted that he will be returning to the board through the budget review process for a potential increase in athletic fees. He recommended Board approval of the fees as presented.

Motion 52-10-11: That the Board approves the 2011-2012 Bainbridge High School Student Fees as presented in the memo dated February 11, 2011. (Tawresey) The affirmative vote was unanimous.

E. Monthly Capital Project Report

Director of Facilities and Capital Projects Tamela Van Winkle reported on the capital project activities to date. Related to the Wilkes Elementary Replacement Project, Ms. Van Winkle noted the Constructability Review was in process. A team comprised of consultants representing mechanical, civil, electrical, technology, and construction, as well as district staff have reviewed and commented on the 90% specifications and drawings. A capital projects budget summary was also provided to the Board. Another project that was highlighted related to district-wide energy conservation efforts, and involved contracts completed with Guardian Security. The contracts are for the installation of wireless fire alarm transmitters on all school buildings, which is offered through Guardian for no equipment or installation costs. There is a nominal fee for wireless monitoring but the elimination of two phone lines for each building panel will save between \$50.00 and \$100.00 per month at each of the nine sites. At the conclusion of the presentation, Superintendent Faith Chapel noted a request for Authorization to Bid will be brought to the Board at their next meeting.

F. 2011-2012 School Calendar

Assistant Superintendent Dr. Peter Bang-Knudsen presented the 2011-2012 School Calendar (basic dates) to the Board. He noted the district calendar committee met in January and February to create the calendar, with the starting and ending date of the school year being similar to the 2010-2011 school calendar. In addition, the winter and spring breaks are consistent with nearby school districts. The early release and conference days will be determined later this spring in consultation with principals and teachers. Significant calendar dates include the following: August 31, 2011 – First Day of School; December 19, 2011 – Noncontract Day, No School; December 20, 2011 – January 2, 2012 – Winter Break; February 17 & 21, 2012 – Noncontract Days, No School; April 2 – 6, 2012 – Spring Break; June 9, 2012 – High School Graduation; June 12, 2012 – Last Day of School.

Motion 53-10-11: That the Board approves the basic 2011-2012 School Calendar as presented. (Curtis) The affirmative vote was unanimous.

G. Resolution 06-10-11: Private Purpose Funds

A resolution by the Board of Directors regarding private-purpose funds related to a memorial scholarship, and the authorization for the liquidation of the stock and deposit of the proceeds into a trust account. Further, the Board of Directors designates its current Superintendent, Faith Chapel, as its attorney-in-fact and agent for the purpose of liquidation of the stock.

Motion 54-10-11: That the Board approves Resolution 06-10-11: Private Purpose Funds as presented. (Tawresey) The affirmative vote was unanimous.

H. District Budget Advisory Committee Report

Superintendent Faith Chapel provided documents that had been shared at the February 15th and March 8th District Budget Advisory Committee meetings. Those documents included budget development strategic assumptions, a 3-year history of budget adjustment (2008/2011), initial committee review of potential General Fund budget adjustments for 2011-2012, and Administrative Team budget reduction options for consideration. She noted that since the board last met, the State Legislature had made decisions regarding the supplemental budget reductions for the current budget year. Legislative action included the elimination of 80% of the K-4 staffing funds (\$300K for BISD) but did not include the elimination of Highly Capable funding. Under the current scenario, Mr. Chapel noted the projected budget deficit for the 2011-2012 budget year

remain in the \$1.1 - \$1.2 million range. There is also a change in the funding for Transportation, which includes a delay in bus depreciation payments until the end of the depreciation period. It was noted that district have typically used the annual depreciation funds to make payments on their bus fleet. With the support of the Bainbridge Schools Foundation, the target budget deficit will be a minimum of \$700K. Ms. Chapel noted one of the topics discussed at DBAC was the possibility of fewer days on the school calendar. She asked for guidance from the board regarding the feasibility of this tactic for reducing cost. Board members stated that before there was a reduction in the number of school days – days of instruction lost and could impact student outcomes – they would like hear different perspectives. It was noted that if legislation is passed regarding reducing school days, it will be to give districts the flexibility to reduce those days.

I. Monthly Financial Report

Director of Business Services Peggy Paige provided a summary of financial reports for the month ending January 31, 2011. Revenues for the General Fund were 5% more than for the same period last year. Local revenues were up compared to last year with the receipt of the Bainbridge School Foundation donation. Federal revenues have increased significantly with the receipt of grant funds for EdJobs money. However, it was noted that revenues received in December and January for EdJobs funds will be deducted from the General Apportionment over the next five months (January – May). Regarding expenditures for the year to January 31, year-to-date totals are below the average. Total adjusted expense for Basic Education increased over last year but is below the average. Extracurricular is above the average and will be monitored over the next few months to determine if that category will stay within budget estimates. Officials’ fees and travel expense have been paid earlier this year but salaries and benefits seem to be consistent with last year and budget. Total special education costs are up 5.1% compared to last year but are close to the 3-year average. Costs are being well contained in this area and expenditures above budget estimates are being supported with Safety Net funding. Compensatory education is expected to be below budget with the shifting of a portion of the expense for remediation programs to Basic Ed. In future budgets, the district will only charge costs for Title I and LAP equal to grant funding. In the area of support services, energy expense (electric & propane) is down from the prior year, which may indicate a savings in this area. Food Service expense is below the average at this time but sales seem to be in line with estimates. Central Office expenditures are above last year due to the increase in the expense for legal fees.

Personnel Actions

Motion 55-10-11:

That the Board approves the Personnel Actions dated February 17, 2011, February 24, 2011, and March 9, 2011 as presented. (Curtis) The affirmative vote was unanimous.

Consent Agenda

Student Field Trips: Overnight

1. Request for Board approval from Bainbridge High School Head Tennis Coach Mike Anderson for the BHS Tennis Team to participate in the Pepsi Invitational Tennis Tournament in Yakima, Washington on April 15 – 16, 2011.
2. Request for Board approval from Bainbridge High School Marine Science Teacher Tom Armentrout for his Marine Science students to participate in a sailing field trip through Salish Sea Expeditions in the San Juans April 28 – 30, 2011.
3. Request for Board approval from Bainbridge High School Future Business Leaders of America Advisor Kim Rose for FBLA students to attend the Washington State Business Leadership Conference April 6 – 9, 2011 in Spokane, Washington.
4. Request for Board approval from MOSAIC K-8 Program Coordinator Martha Wells for MOSAIC students to attend Camp Seymour in Purdy, Washington on April 11 – 13, 2011.

Donations

1. Donation to the Bainbridge Island School District in the amount of \$2400 from Stacie LaPlaca/Microsoft Match as an unrestricted donation.
2. Donation to Blakely Elementary School in the amount of \$2,276.88 from the Blakely PTO to support the purchase of music risers, playground equipment, and library materials.
3. Donation to the Bainbridge Island School District in the amount of \$349,000 from the Bainbridge Schools Foundation for the 2010-2011 school year.

Minutes from the January 27, 2011 School Board Meeting

Minutes from the February 10, 2011 School Board Meeting

Motion 56-10-11:

That the Board approves the Consent Agenda as presented. (Tawresey) 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 2001846 through 2001961 totaling \$ 262,527.93 .

(Associated Student Body Fund Voucher)

Voucher numbers 4000235 through 4000257 totaling \$ 11,684.48 .

(Capital Projects Fund Voucher)

Voucher numbers 4002 through 4014 totaling \$ 46,868.53 .

(Associated Student Body Fund Voucher)

Voucher numbers 4000258 through 4000258 totaling \$ 167.66 .

(General Fund Voucher)

Voucher numbers 2001962 through 2001962 totaling \$ 1,514.56 .

(General Fund Voucher)

Voucher numbers 2001963 through 2002052 totaling \$ 87,443.08 .

(Capital Projects Fund Voucher)

Voucher numbers 4015 through 4019 totaling \$ 229,657.93 .

(Transportation Vehicle Fund Voucher)

Voucher numbers 62 through 62 totaling \$ 138,085.58 .

9:15 p.m. -- Board President Patty Fielding announced the Board would go into an executive session for thirty minutes regarding bargaining negotiations and potential litigation.

Adjournment

9:45 p.m. – President Fielding reconvened the meeting to a public session and immediately adjourned.