

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

**Date:** December 9, 2010

**Place:** Bainbridge High School Library

**Board of Directors Present**

Board President - Patty Fielding

Board Vice-President – Mary Curtis

Directors – John Tawresey, Mike Spence

**Excused**

Tim Kinkead

*4:00 – 5:30 PM – Community Work Session: District Mission, Vision and Strategic Actions*

The Community Work Session began at 4:00 p.m., with Board President Patty Fielding and Superintendent Faith Chapel welcoming the attendees. This was the second of two scheduled community work sessions held to provide additional opportunities for community members, parents and interested staff members to discuss the preliminary draft of the District’s Strategic Directions document. Board President Patty Fielding and Superintendent Faith chapel provided a brief report describing the District’s strategic planning process to date. Work session participants, most of who had attended the November 18<sup>th</sup> meeting, continued the review of the strategic directions document and engaged in a rich conversation regarding the various elements such as the mission and vision statements. After much in-depth discussion, participant comments, suggestions and reactions were recorded and will be incorporated into the next iteration of the draft document.

**Call to Order**

5:35 p.m. – Board President Patty Fielding called the meeting to order and a quorum was recognized. It was noted that Director Tim Kinkead was excused.

**Public Comment**

No public comment.

**Superintendent’s Report**

Superintendent Faith Chapel offered a huge thank-you to the staff members of the Transportation and Maintenance/Grounds Departments for their service above and beyond normal duties during the November snow storm. The storm required the bus mechanics to chain up all the buses prior to transporting students home, which is no small task. Road conditions caused most bus routes to take much longer than usual, and all students were safely returned home. The power outages related to the storm kept Maintenance staff busy for days checking buildings for frozen pipes, etc. Transportation staff members Karen and Tom Olson, and Maintenance staff member David Fleider, attended the meeting and accepted the accolades on behalf of all department staff.

Ms. Chapel and Board President Patty Fielding expressed gratitude and appreciation to Bainbridge Island Public School Supporters Co-Chairs Julie Yunt and Trish Franznick for their leadership during the last levy campaign. President Fielding presented the co-chairs with a small token of appreciation on behalf of the Board.

Ms. Chapel provided the enrollment report for December 2010, which indicated a growth of 70 students over last year.

## **Board Reports**

No reports.

## **Presentations**

### *A. District Mission, Vision, and Strategic Actions: Summary of Community Work Session*

President Fielding provided an overview of the Community Work Session regarding the revision of the District Mission, Vision and Strategic Actions. She appreciated the fresh insight from the meeting participants. All of the information from the community work sessions, surveys, and district leadership will be incorporated into the revision.

### *B. Policy 4130: Title I Parent Involvement (Second and Final Reading)*

Executive Director Betsy Minor Reid presented Policy 4130 Title I Parent Involvement for the second and final reading. She noted the minor word changes suggested by board members at the November 18, 2010 meeting had been incorporated into the policy. She added that the policy was consistent with federal laws that require parental involvement in the development and evaluation of policy.

**Motion 27-10-11:** That the Board approves the second and final reading of Policy 4130 Title I Parent Involvement including the revisions. (Curtis) The affirmative vote was unanimous. (Curtis, Fielding, Tawresey, Spence)

### *C. Policy 2162: Transitional Bilingual Instruction (First Reading)*

Executive Director Betsy Minor Read presented Policy 2161 Transitional Bilingual Instruction for a first reading. She noted that changes in federal and state laws required the policy to be updated for compliance purposes. After reviewing the policy, board members suggested some minor edits to the policy language. The suggested edits included a clarification in item "B" as follows: "within 10 school days of enrollment."

**Motion 28-10-11:** That the Board approves the first reading of Policy 2162 Transitional Bilingual Instruction as amended. (Tawresey) The affirmative vote was unanimous. (Tawresey, Fielding, Curtis, Spence)

### *D. Wilkes Elementary Replacement Project Update*

Director of Facilities and Capital Projects Tamela Van Winkle explained the presentation would focus on two critical elements of the project; the site and the mechanical design. She noted the design team met for the last time with the Design Review Board and got that organization's full support. Mahlum Architects Principle David Mount joined the presentation, providing an overview of the site development and related updates to the design. Site development updates included the areas of the bus loop, onsite septic/bore field, street improvements, paths and sidewalks, and parking. John Davies of Cascade Design Collaborative provided additional and focused information about the parking lot design.

Mechanical Engineer Shane Day (ARUP) provided the mechanical systems update that included a central heating/cooling plant based on a hybrid geothermal heat pump, mixed mode air distribution and radiant floors. One of the major decisions related to the mechanical systems will be the choice between a 4 pipe distribution and a 2 pipe distribution. Mr. Day explained the operation impacts of each of the choices, as well as the pros and cons related to each distribution system. The cost difference between the two distribution systems is estimated to be \$150K - \$175K. At the conclusion of the presentation, board members asked a number of clarifying questions.

*E. Resolution 05-10-11: Purchase of Property*

It was noted that on November 17, 2010, the Bainbridge Island Fire Department elected to surplus a 1/3 acre parcel located on the northwest side of the Wilkes Elementary School property adjacent to Day Road. In the opinion of the Wilkes Elementary School Design Team, acquisition of this property will significantly improve traffic safety on Day Road by improving bus driver sight lines. New information also indicates acquisition of the property would positively support the projects waste water management system. The 2009 Bond enables the District to acquire land needed for an approved project as referenced in Resolution 03-08-09, Section 2, Capital Improvements. In addition, the school district and the fire department both obtained formal appraisals for the property.

**Motion 29-10-11:** That the Board approves Resolution 05-10-11: Purchase of Property. (Curtis) The affirmative vote was unanimous. (Curtis, Fielding, Tawresey, Spence)

*F. Instructional Materials Committee Report*

Associate Superintendent Julie Goldsmith presented the Instructional Materials Committee report from that committee's meeting on October 12, 2010. The report included minutes from the meeting and a list of instructional materials reviewed and approved by the committee. Materials being presented to the Board included: 1) Life & Debt (film), by Stephanie Black (Grade 12 Social Studies – Global Citizenship Course); 2) The Annotated Mona Lisa, by Carol Strickland (Grades 9-12 Art History – Art History Appreciation Course). It was noted that committee member Tom Greene submitted a letter to the board expressing his opinion of the film Life & Debt and other curriculum materials related to the Global Citizenship class at Bainbridge High School. Mr. Greene also made public comment during review of the agenda topic stating that, in his opinion, the curriculum of the class was completely one-sided. At the conclusion of Ms. Goldsmith's presentation, Director Spence commented on the film Life & Debt, which he recently viewed. In his opinion, based on his personal experience, the film was somewhat biased and asked for assurance that there was opportunity for students to identify the bias and engage in discussion, analysis and critical thinking. Ms. Goldsmith noted the film was thought provoking and students in the classroom do engage in discussion about controversial topics. Board members suggested an assessment of the class curriculum be conducted to assure balance. Superintendent Chapel offered to gather the data suggested by the board for their review. Board members agreed that information about the Global Citizenship classroom curriculum could be addressed through the board committee process. The second issue was the instructional materials being recommended by the committee for approval, and President Fielding called for a motion.

**Motion 30-10-11:** That the Board approves the Instructional Materials Committee materials recommendations as presented. (Tawresey) The affirmative vote was unanimous. (Tawresey, Curtis, Fielding, Spence)

*G. Options Program Procedures*

Associate Superintendent Julie Goldsmith explained that at the November 18<sup>th</sup> Board of Directors meeting, a draft set of guidelines and procedures for proposing and approving options programs in the district was presented. Ms. Goldsmith provided a copy of the draft document that was revised based on the input received from the board at that meeting. She noted a group of parents, the BI Learning Community will be coming before the Board in January to present their proposal for an options program in the district. After review of the procedures, board members emphasized there will need to be a certain threshold for enrollment in such a program before moving forward with it.

*H. Policy 5900: Use of Tobacco on School Property (Second and Final Reading)*

Associated Superintendent Julie Goldsmith presented a draft revision for Policy 5900: Use of Tobacco on School Property for the second reading. It was noted that current law requires every district to have a written policy prohibiting the use of all tobacco products on public school property. The revision to the policy was to include a comprehensive definition of tobacco that captures known nicotine devices, such as electronic cigarettes, as well as those developed in the future.

**Motion 31-10-11:** That the Board approves the second and final reading of Policy 5900: Use of Tobacco on School Property. (Curtis) The affirmative vote was unanimous. (Curtis, Tawresey, Fielding, Spence)

*I. Policy 6570: Data Management (Second and Final Reading)*

Policy 6570: Data and Records Management has been updated to reflect changes to RCWs and recommendations from the Washington State School Directors' Association (WSSDA). Portions of Policy 6570 have been either eliminated or incorporated into other policies. The remaining policy content reflects language and requirements included in the RCWs. As the "records" element of Policy 6570 is now part of another policy, the policy title has been changed to read Data Management.

**Motion 32-10-11:** That the Board approves the second and final reading of Policy 6570: Data Management. (Tawresey) The affirmative vote was unanimous. (Tawresey, Fielding, Curtis, Spence)

*J. Policy/Procedure 6801 Capital Assets/Theft-Sensitive Assets (Second and Final Reading)*

Policy and Procedure 6801 Capital Assets, Theft-Sensitive Assets, and Property Records were presented for the second and final reading. It reflects changes to RCWs and recommendations from WSSDA. Additionally, at the time of the district's last audit, the auditor made a recommendation to update policies to align asset management and inventory systems to practices. Policy and Procedures 6801 outlines a system for asset and inventory record-keeping, and details specific information that will be recorded in the district's asset management and inventory system.

**Motion 33-10-11:** That the Board approves the second and final reading of Policy 6801 Capital Assets/Theft-Sensitive Assets. (Spence) The affirmative vote was unanimous. (Spence, Curtis, Tawresey, Fielding)

*K. Monthly Technology Report*

Director of Instructional Technology and Assessment Randi Ivancich provided the Board with an overview of technology projects and planning for the year to come. She explained the Technology Department was in the process of detailing technology plans for the next four-five years.

Additionally, a district committee is currently working to recommend a vendor to design, develop and host the district's website environment. The focus for determining the vendor for the project is the features, function and infrastructure for the new website. Board members suggested the goals for the project be measurable. They also would like to engage in a discussion about the project, which is slated to be brought before the board in January. It was further noted that following winter break, the Technology Department will convene a committee to investigate the district's email options including the possibility of hosting its email system off-site.

*L. Monthly Financial Report*

Director of Business Services Peggy Paige provided the Board with a summary of financial activities for the month ending October 31, 2010. Ms. Paige reported General Fund revenues to October 31<sup>st</sup> were 4% less than for the same period last year, and below average. Tax collections were below the expected average, but it was noted that taxes received after October 28<sup>th</sup> would be posted to November business. Local revenues were down compared to last year because of the one month delay in posting Food Service revenues and the receipt of "Save Our Teachers Funds" from the Bainbridge Schools Foundation last October. State revenues were consistent with state funding

expectations and budgeted enrollment. General Fund expenditures for the year to October 31<sup>st</sup> were 2.5% lower than for the same period last year, with year-to-date expenditures a bit below the average. Ms. Paige highlighted total special education costs, noting they were up by 7.6% compared to last year and were above the three year average. This was attributed to new out-of-district placements and enhanced services for several students. The area of Support Services was below last year except in the area of Maintenance/Grounds, which was above last October and the average. However, Ms. Paige felt salary reimbursements from the Capital Projects Fund should decrease the year-to-date percentage by the end of December. Finally, Ms. Paige explained that the projected cash balance was expected to be \$1.9 million at fiscal year-end but with the latest news from the State, expectations for the fund balance are not quite as optimistic.

#### *M. Monthly Capital Projects Report*

Director of Facilities and Capital Projects Tamela Van Winkle presented a summary of capital projects activities for the month of December. Highlights from the report included the following: Wilkes Replacement – a) The project design goes before the City of Bainbridge Island Planning Commission on Wednesday, December 15<sup>th</sup> with the full support of the Design Review Board. b) Through excellent coordination and leadership by Capital Projects Manager Nancy Josephson, in collaboration with Mahlum Architects mechanical, electrical, and landscape consultants, the Maintenance Department, and District staff, the first comprehensive set of Design and Construction Standards for the Bainbridge Island School District has been created. c) The Schematic Design for additional fire flow is in progress by Bill Whiteley. The design includes a new pump house at the water towers on Madison for booster pumps and a diesel-driven generator. A new 10” line from the water towers to Wilkes will provide both the fire flow and domestic water. Bainbridge High School – a) Warranty issues are being addressed regarding the BHS Stadium Field. b) The 200 Building Landscape Plant Establishment and Maintenance contract and 2-year warranty will end on December 26<sup>th</sup>. Final testing, fertilizing and walk-through with the landscaping contractor, the landscape architect, and District Grounds staff will occur during early December.

#### **Personnel Actions**

##### **Motion 34-10-11:**

That the Board approves the Personnel Actions dated December 2, 2010, and December 9, 2010 as presented. (Curtis) The affirmative vote was unanimous. (Curtis, Fielding, Tawresey, Spence)

#### **Consent Agenda**

##### **Donations**

1. Donation to Bainbridge High School in the amount of 1,500.00 from Bainbridge Island Junior Golf c/o Erika Seidel to help offset the cost of purchasing new golf bags and outerwear for boys’ golf team inventory.
2. Donation to Bainbridge High School in the amount of \$ 1,995.94 from an anonymous donor for the Bainbridge High School French Club account toward possible future French exchange activity or otherwise general ASB use.

November 2010 Payroll: Warrant Numbers (171200 – 171237) and (1000183 – 1000236) = \$2,773,355.75

##### **Motion 35-10-11:**

That the Board approves the revised Consent Agenda as presented. (Spence) The affirmative vote was unanimous. (Curtis, Spence, Tawresey, Fielding)

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 2001185 through 2001307 totaling \$ 157,638.46 .

(General Fund Voucher)

Voucher numbers 2001308 through 2001308 totaling \$ 631.51 .

(Capital Projects Fund Voucher)

Voucher numbers 3944 through 3957 totaling \$ 196,892.44 .

(Capital Projects Fund Voucher)

Voucher numbers 3958 through 3958 totaling \$ 756.16 .

(Associated Student Body Fund Voucher)

Voucher numbers 4000143 through 4000178 totaling \$ 37,731.28 .

(Associated Student Body Fund Voucher)

Voucher numbers 4000182 through 4000182 totaling \$ 194.83 .

(Associated Student Body Fund Voucher)

Voucher numbers 4000179 through 4000181 totaling \$ 1,692.82 .

(General Fund Voucher)

Voucher numbers 2001309 through 2001398 totaling \$ 125,340.96 .

### **Adjournment**

8:43 p.m. – President Patty Fielding adjourned the meeting.