

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

**Date:** October 28, 2010

**Place:** Bainbridge High School Library

**Board of Directors Present**

Board President – Patty Fielding

Board Vice-President – Mary Cutis

Directors – Mike Spence, Tim Kinkead

**Excused**

John Tawresey

**Call to Order**

5:31 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 highlighted information published in the fall edition of the district's OpenBook newsletter. Featured articles include the celebration of 150 years of Bainbridge schools, facts about the proposed levy measures that will supplement state funding and sustain technology, and how capital projects continue to save taxpayer dollars.

Ms. Chapel received notification from Sue Mills, Executive Director of the Center for Educational Effectiveness (CEE) that both Odyssey Multiage Program and Eagle Harbor High School were 2010 Schools of Distinction Award winners. Sponsored by CEE and Phi Delta Kappa – Washington, the award is given for continuous improvement. It was noted that this was the third year Eagle Harbor High School has received the award.

**Board Reports**

Patty Fielding reported the board and district administrators are currently working on strategic planning for the district, which includes a more focused approach to communication. Details of the work will be covered under agenda item A. *District Vision and Strategic Planning*.

**Presentations**

***A. District Vision and Strategic Planning***

Board President Patty Fielding noted a recent board retreat involved both board members and district administrators and had resulted in ideas being generated about updates to the district vision and strategic plan – Vision 2010. During the retreat, it was recognized that the foundation beliefs of the district's Vision 2010 still hold true, as does so much of the content. However, in order to meet today's needs, it was determined the district needs to focus on more targeted goals, specific strategic outcomes, and information-based decision making throughout the district. As a follow-up to the work done during the board retreat, a small group of board members and district leaders worked to establish strategic priorities and developed an initial draft document for review and consideration at the board meeting. In addition, a timeline and process for completing the development of the district's vision and strategic priorities was presented. It is the board's intent to use the revised vision document as the framework for development for specific goals, both short and long-range.

Ms. Fielding explained a community work session regarding the draft vision document would be scheduled before the November 18<sup>th</sup> board meeting. The Board hopes to solicit reactions and suggestions of Bainbridge citizens and District staff through in-depth discussion about the draft vision document. It was noted the draft document will be posted on the district's website. Following that meeting, the preliminary draft will be reviewed and brought back for a second community work session before the December 9<sup>th</sup> board meeting, with board approval targeted for the January 13, 2011 board meeting. Superintendent Chapel added district staff will be invited to the community work session, and the district will develop a survey tool to gather additional comments about the draft vision document. It was also noted that principals reviewed the draft document and provided input that will help clarify some of the concepts.

Related to the draft vision document, President Fielding provided copies of the draft Bainbridge Island School District Communications Strategic Advisory Committee (CSAC) guidelines that were recently developed by the Board Communications Committee. The mission, as stated in the guidelines, is to create an articulated strategy for ongoing dialogue between BISD and the Bainbridge community-at-large that support the District's Vision and Mission, and acknowledges the value of ongoing citizen engagement. Proposed committee membership will include Board representatives, the Superintendent (or designee), and communication professionals with experience in marketing, communication, and organizational change management. The task given to the committee will be to create a district-wide communication strategy to be reviewed, revised and adopted by the District Leadership and Board of Directors. The draft guidelines also included a definition of the roles and responsibilities of the committee as well as guiding principles.

#### *B. District Budget Advisory Committee Update*

Superintendent Chapel reported the District Budget Advisory Committee held its initial meeting on October 19<sup>th</sup> to begin the budget process for the 2011/2012 school year. The committee discussion focused on the critical issues and variables to be addressed in the coming year. Materials provided at the meeting included an update of the committee roles, responsibilities, and guiding principles, the district enrollment counts for October, projections for the fiscal year 2011 across the board cuts by the state, and the district's preliminary estimate of the 2011-12 General Fund Budget gap. The preliminary estimate for the 2011/2012 budget gap, based on a subtotal of all reductions and increased costs, is \$1.7 million. With the additional revenue that assumes passage of the Supplemental EP & O Levy and funds from the Federal Education Jobs Bill, the budget gap is reduced to \$502K. If the levy is not approved, the budget gap for 2011/2012 grows to \$915K. Ms. Chapel noted that committee members agreed to engage in a two-year planning process, based on the best information available. Regular committee meetings will begin in January when more specific budget information becomes available from the state.

#### *C. Monthly Technology Report*

Director of Instructional Technology and Assessment Randi Ivancich reported the district sponsored two successful technology open houses, on September 28<sup>th</sup> and October 13<sup>th</sup>, that included teachers and students demonstrating the use of technology in teaching and learning. Participants will receive a short questionnaire that asks for feedback about the events, which will guide planning for future technology events.

Ms. Ivancich included the 2006 technology levy budget and narrative current to 2010/2011 in her report, noting the district continues a conservative approach to the use of the remaining funds. The focus has been on purchases critical to core areas such as science. As an example, a Bainbridge High School science teacher reported the additional RAM purchased for student laptops has improved the functionality of those computers. Ms. Ivancich underscored that voter decisions made in the next several weeks will clarify available resources to support the district's technology needs in the coming years.

#### *D. Monthly Capital Projects Report*

Director of Facilities and Capital Projects Tamela Van Winkle reported the Bainbridge High School 200 Building was recognized on October 16<sup>th</sup> with an Honor Award from The American Institute of Architects. The building was recognized as an extraordinary learning environment for students. The Region Design Award Competition included over 70 entrants submitted by architects from Hong Kong to Montana.

A variety of projects were noted in the monthly report, including undertakings at Commodore, Ordway Elementary and Blakely Elementary, Sakai Intermediate, Woodward Middle and Bainbridge High Schools. Ms. Van Winkle highlighted the Wilkes Elementary Replacement Project, and related a story about one Wilkes student with a keen interest in the project. In addition, featured project elements included the following: a) The Conditional Use Permit has been submitted to the City of Bainbridge Island. b) The SEPA checklist is complete. c) The traffic report has been completed and is ready for submission to the City. d) Design development is nearly complete. e) Discussion continues with the district's consultant overseeing KPUD fire flow upgrades. f) City of Bainbridge Island held an open house at Wilkes. About 50 people attended the presentation followed by an extensive question and answer period. Traffic on Day Road, parking, and fencing were popular topics. Many attendees expressed their approval of the project. g) Design documents have been received and a one-day work session with consultants and the district's Maintenance Department is planned to review the documents. It was anticipated that design refinements, recommendations for cost reductions, and design development cost estimates will be presented to the board at the next school board meeting.

#### *E. Monthly Financial Report*

Director of Business Services Peggy Paige provided an analysis of the financial reports for the month ending September 30, 2010. Total General Fund revenues to date were 1.7% less than for the same period last year. Local revenues are below the average but do not include all Food Service revenues to date due to a change in the collection/deposit process. Expenditures for the year were 1.3% lower than for the same period last year. Basic Education decreased 2.3% over last year due primarily to expenses charged to FY 2009/2010 for work done prior to September 1<sup>st</sup>. Special Education costs were up 9.7% over last year, but this is attributed to beginning the year fully staffed, whereas last year began with several positions unfilled. Vocational expense is up from last year but this was due to early purchases of supplies for Business Education. Transportation/Motor Pool expenditures are lower than last September, Support Services is equal to last year, and Maintenance/Grounds expenditures are above last September, primarily in the area of supplies and contracted services. Ms. Paige noted that while the projected cash balance was good at fiscal year-end, it is expected that there will be some significant changes in state funding during the year.

#### **Personnel Actions**

##### **Motion 16-10-11:**

That the Board approves the Personnel Actions dated October 22, 2010, and October 28, 2010 as presented. (Curtis) The affirmative vote was unanimous. (Curtis, Fielding, Kinhead, Spence)

#### **Consent Agenda**

##### **Donations**

1. Donation to Bainbridge High School in the amount of \$3,608.23 from the Bainbridge High School PTSO as the annual donation to the ASB to help cover the cost of student planners.
2. Donation to Bainbridge High School in the amount of \$1,000.00 from the University of Washington as a general use donation to the building budget.
3. Donation to Sakai Intermediate School in the amount of \$11,886.53 from the Sakai PTO to support books, club stipends, and smart boards.

4. Donation to Bainbridge Island School District in the amount of \$3,250.00 from Bainbridge Island Junior Golf to support the stipend for JV coaches.
5. Donation to the Odyssey Multiage Program in the amount of \$5,484.25 from the Odyssey PTO to support tennis and outdoor education.
6. Donation to Wilkes Elementary School in the amount of \$14,500.00 from the Wilkes PTO to support field trips, staff development, and printing.

**Minutes from the September 30, 2010 School Board Meeting (Amended)**

**Minutes from the October 14, 2010 School Board Meeting**

**September 2010 Payroll: Warrant Numbers 171121 - 171160 and 1000093 - 1000129 = \$2,795,177.15**

**Motion 17-10-11:**

That the Board approves the revised Consent Agenda as presented. (Kinkead) The affirmative vote was unanimous. (Kinkead, Spence, Curtis, 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 2000906 through 20001037 totaling \$ 563,189.72 .

(Associated Student Body Fund Voucher)

Voucher numbers 4000102 through 4000141 totaling \$ 35,697.83 .

(Capital Projects Fund Voucher)

Voucher numbers 3899 through 3918 totaling \$ 102,833.77 .

**Adjournment**

7:12 p.m. – President Fielding announced the Board would move into an executive session regarding acquisition of real estate until 7:30 p.m.

7:30 p.m. – President Fielding reconvened the meeting and immediately adjourned.