

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

**Date:** July 25, 2013

**Place:** Board Room – Commodore Campus

**Board of Directors Present**

Board President – Mike Spence

Board Vice-President – Mary Curtis

Directors – Patty Fielding, Tim Kinkead, Mev Hoberg

**Call to Order**

5:34 p.m. – Board President Mike Spence called the meeting to order and a quorum was recognized.

**Public Comment**

Citizen Mariah Mason spoke about her participation in the work to develop integrated pest management and air quality policies in the school district. She noted Bainbridge was the first school district in the state to develop these types of policies. Ms. Mason talked about working together with the district, parents, and the community to resolve the issues related to integrated pest management.

Board President Mike Spence suggested items E. Wilkes Elementary Project – Water Easement Agreement, F. Wilkes Elementary Project – Bill of Sale, and G. Award of Bid – Woodward Fields Project be moved forward on the agenda. There were no objections.

**Superintendent’s Report**

Superintendent Faith Chapel provided a memo from Director Tamela Van Winkle regarding the topic of integrated vegetation and pest management. Ms. Van Winkle explained in the memo that in an effort to manage the difficult challenge of weed control, a request was made by maintenance staff to use pre-emergence herbicide and herbicide product, Snapshot and Finale. The process led to the identification of several issues, which have been communicated by parents and community members to District staff and the Board of Directors. The district acknowledged mistakes were made, and in the future will not proceed with any grounds applications requiring public notification until a number of steps have been taken that include the review of WSDA requirements, evaluation of all products intended for application, ongoing training for district staff, and proper posting of IPM information on the district website amongst other actions. Moving forward, the District noted its commitment to implement integrated pest management practices that align with state laws, WSDA requirements, and recommended best practice, including full transparency and reporting. An Integrated Vegetation and Pest Management report will be presented to the Board on August 29<sup>th</sup>, and will include a draft revision of Policy/Procedure 6522.

Ms. Chapel spoke about the elementary level STEAM (Science, Technology, Engineering, Arts, and Mathematics) Summer Camp taking place this week at Wilkes Elementary, with a picture slide show of the camp activities. There were approximately 88 students involved in the program, and next week there will be a camp for intermediate level students.

**Board Reports**

No board reports

**Presentations**

*A. Preliminary Budget for Fiscal Year 2013/2014*

Director of Business Services Peggy Paige provided a complete version of the Preliminary Budget for board review and noted that, due to the late legislative session, it had been very challenging to create the preliminary budget by the required date of July 17<sup>th</sup>. Ms. Paige explained the board could expect to see

adjustments to the final budget, especially in the area of staffing FTE (full time equivalent). Board members suggested for the next iteration of the budget, staffing FTE could be broken down into a user-friendly format, perhaps showing trends over time (1-2 years). Ms. Paige continued the preliminary budget review noting the following assumptions: Enrollment and Staff – a) Projected enrollment is reduced by 25 FTE. b) Certificated and classified FTE were aligned with enrollment. c) TOSA (Teacher on Special Assignments) positions funded by Bainbridge Schools Foundation. Revenue Changes – a) Increase in tax collections (voted levy increase). b) Increase in donations and rental revenues. c) Decrease in food service revenues. d) Revisions in state and federal funding. e) Increase in Apportionment (K-12 enhancements – McCleary). f) Increase in Transportation (new funding formula). g) Decrease in Federal grants (sequestration). Expenditure Changes – a) Reduction in staff (enrollment driven). b) Increase in benefits cost. c) Increased expenditures for K-12 innovations (BSF funded). d) Decrease in departmental budgets (includes utilities). At the conclusion of the review and discussion, it was noted the final budget would be presented for board approval at the August 29<sup>th</sup> school board meeting. Board members talked about the need for additional review of the budget before it was presented for final approval. They would like to review the final changes in staff FTE and changes in expenditures aligned with enrollment. To facilitate the additional budget review, board members will schedule a special board meeting, most likely on August 8<sup>th</sup>.

*E. Wilkes Elementary Project – Water Easement Agreement*

Director of Facilities and Capital Projects Tamela Van Winkle explained that prior to Kitsap Public Utility District No. 1 (KPUD) accepting the Underground Water System for operation and maintenance, the easement agreement must be approved. Ms. Van Winkle noted the system was operational and ready for maintenance. The water system provides domestic water for the new Wilkes Elementary School.

**Motion 109-12-13:** That the Board approves the Easement for the Underground Water System. (Hoberg). The affirmative vote was unanimous.

*F. Wilkes Elementary Project – Bill of Sale*

Director Van Winkle explained before KPUD accepted the water main extension for operation and maintenance, a Bill of Sale must be approved. The Bill of Sale grants KPUD the equipment as identified for the provision of domestic water service to Wilkes Elementary School. It was noted the system is operational and ready for maintenance.

**Motion 110-12-13:** That the Board approves the Bill of Sale for the property used in providing domestic water service to Wilkes Elementary School. (Fielding) The affirmative vote was unanimous.

*G. Award of Bid – Woodward Fields Project*

Director Van Winkle distributed a memo that described the bidding process for the Woodward Middle School Athletic Fields Renovation. She noted the bids for the project were opened at 2:00 p.m. this day (7/25). Two general contractors submitted bids, and the apparent low bidder was Hellas Construction, Inc. with a base bid of \$724,250. Hellas Construction, Inc. is based in Austin, Texas, and has done many field and track projects in the Pacific Northwest including work for the District (track portion of the Bainbridge High School field and track project in 2008). Consultant Jeff Burke with D.A. Hogan reported the bidder was a good, reputable company. Ms. Van Winkle recommended an award of bid for the Woodward Middle School Athletic Fields Renovation to Hellas Construction, Inc. in the Base Bid amount of \$724,250, plus Alternates No. 1 (Football Goal Posts and Pads) in the amount of \$204,400, and No. 4 (South Multipurpose Field Drainage Improvements) in the amount of \$79,863.90. It was explained that having Alternative No. 1 would allow for users groups to have access to additional sport field. (Patty Fielding was excused from the meeting.) Following a brief board discussion, it was determined additional information related to Alternative No. 1 would be needed and would be brought back to the board at a later date.

**Motion 111-12-13:** That the Board awards the Base Bid and Alternate No. 4 (South Multipurpose Field Drainage Improvements) to Hellas Construction, Inc. (Hoberg) The affirmative vote was unanimous. (Hoberg, Spence, Kinkead, Curtis)

### *B. Monthly Financial Report*

Director of Business Services Peggy Paige presented a summary of the financial reports for the month ending June 30, 2013, and focused the report on an analysis of the General Fund. Ms. Paige briefly reviewed the report submitted to the Board, noting at the end of the review the District was in a strong financial position, with a projected year-end cash balance of \$2.9 million.

### *C. Technology Levy Planning & Monthly Report*

Director of Instructional Technology and Assessment Randi Ivancich provided a summary of technology projects through July, and information related to the ongoing technology planning with a focus on assured access to learning resources. The technology planning information shared with the board explained the 2006 Technology Levy set the district on a moderate course for implementation of technology. The 2010 Technology Levy (total amount less than the 2006 levy) allowed for maintenance of essential technology systems and existing levels of technology were maintained. Significant budget cuts in federal and state funding coupled with increased unfunded mandates, such as the requirement to participate in online based testing, further strained the district's resources. The incorporation of new technologies was limited during the last four years. A proposed three-year 2014 Technology Levy for \$6.6 million would allow for improved student-to-device ratios, maintenance of existing classroom technologies, and some upgrades to infrastructure systems. The Technology Department will look for opportunities to partner with STEM, Bainbridge Schools Foundation, and Curriculum and Instruction to include technology training for staff to improve student learning and maximize the district's technology investments.

Ms. Ivancich presented a graph depicting the per-student, per-year technology expenditures from 2006 to present comparisons with similar school districts. It was noted that while the current district proposal would allow the district to recover some lost ground in the area of technology, the spending per student would still be below most other districts included in the comparison chart. Ms. Ivancich also provided a comparison matrix containing information from similar school districts that included total student enrollment, the dates of approved or planned technology levies, the duration of each levy, the total levy amount, the per \$1,000 average, and the per student, per year expenditures for technology. Board discussion focused on how far behind Bainbridge is from other area districts, how bonds can support technology in new buildings, keeping the technology focus on what supports students, and being flexible as educational mandates such as Common Core and Smarter Balance come online. Ms. Ivancich noted a final technology levy proposal will be brought to the board for consideration at the end of October, with the target of a February 2014 election.

### *D. Monthly Capital Projects Report*

Director of Facilities and Capital Projects Tamela Van Winkle presented the Capital Projects and Facilities Report through June, and a summary of the Capital Projects budget to date. Highlights from the report included the following: Wilkes Replacement – a) Additional improvements requested by Principal Sheryl Belt are underway. Among these are playground fencing at the steps to the parking lot, additional proximity card readers at doors to the playground, and casework cubbies for backpack storage in the hallways. b) Final Completion will not be issued until all corrective work and deliverables are reviewed and meet contractual specifications. c) Warranty corrective work of the impervious sidewalk on Madison is complete. Warranty corrective work of the pervious concrete at the base of the bus loop where the buses exit has also been completed. Warranty work to repair rubber flooring is underway. Woodward Middle – a) The new wood gym floor and striping will be installed by Western Hardwoods, the installer of the Wilkes gym wood floor. The work will begin July 18 with the delivery of wood. Capital Projects is acting as general contractor and is responsible for sub-contracting work for new resilient flooring materials and installation, new ACA ramps to mitigate the change in elevation of the new gym floor, and coordinating with Maintenance on raising basketball backboards, modifying existing doors and hardware, and subletting work for bleacher maintenance and relocation during installation of the wood floor. Substantial Completion of the wood floor is scheduled for August 23, 2013. b) New interior paint has been added to the gym area and the hallway leading to the gym. The color scheme reflects a more sophisticated feel and

incorporates the school colors. *Sakai Intermediate* – The Detention Pond Restoration for Sakai and Woodward is scheduled to begin late July. The low bid was received by island resident and owner of High Meadows Excavating, David Monsaas.

*H. New Policy 2414: Community Service (First Reading)*

Superintendent Faith Chapel explained that this spring, Governor Inslee signed into law ESHB 1412, which state “By September 1, 2013, each school district shall adopt a policy that is supportive of community service and provides an incentive, such as recognition or credit, for students who participate in community service.” A draft of a board policy was received from the Washington State School Directors’ Association (WSSDA), with language that adheres closely to the legislation. Ms. Chapel noted the district will need to develop procedures that describe how it will encourage community service, and what incentives or forms of recognition will be provided. District administrators will work with high school principals and staff to develop those procedures, and a copy will be provided to the Board. Board members suggested several edits to the text of the policy, which will be incorporated into the next iteration.

**Motion 112-12-13:** That the Board approves the first reading of Policy 2414 Community Service as amended by the points raised in board discussion. (Curtis) (Curtis, Spence, Hoberg, Kinhead)

**Personnel Actions**

**Motion 113-12-13:** That the Board approves the Personnel Actions dated July 25, 2013. (Kinhead) The affirmative vote was unanimous. (Kinhead, Curtis, Spence, Hoberg)

**Consent Agenda**

**Donations**

1. Donation to Bainbridge High School in the amount of \$1,500.00 from the Spartan Booster Alumni Club to support the school’s Special Education Department.
2. Donation to Bainbridge Island School District in the amount of \$1,000.00 from the Suquamish Indian Tribe to support the District’s Indian Education Program.
3. Donation to Bainbridge Island School District in the amount of \$1,112.98 from the Bainbridge Gardens, Inc. to support multiculturalism on the Island and the Multicultural Advisory Committee via C. Peato, Indian Ed Coordinator.
4. Donation to Eagle Harbor High School in the amount of \$2,062.31 from the Eagle Harbor High School PTO to purchase Smartboard clickers.
5. Donation to Woodward Middle School in the amount of \$32,500.00 from the Rotary Club of Bainbridge Island as a contribution to the wood flooring project in the gym.

Minutes from the *May 9, 2013* School Board Meeting

Minutes from the *May 30, 2013* School Board Meeting

Minutes from the *June 13, 2013* School Board Meeting

Minutes from the *July 9, 2013* School Board Retreat

**PAYROLL June 2013 Warrant Numbers:**

(Payroll Warrants) 1001452 through 1001483  
(Payroll AP Warrants) 172122 through 172152  
Total: \$2,766,548.82

**Motion 114-12-13:**

That the Board approves the Consent Agenda as presented.  
(Curtis) The affirmative vote was unanimous. (Curtis, Kinkead,  
Spence, Hoberg)

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 **2008285** through **2008372** totaling \$ **267,704.58** .

(General Fund Voucher)

Voucher numbers **2008373** through **2008417** totaling \$ **97,652.65** .

(Capital Projects Fund Voucher)

Voucher numbers **4660** through **4670** totaling \$ **152,528.07** .

(Capital Projects Fund Voucher)

Voucher numbers **4671** through **4674** totaling \$ **99,777.39** .

(DOR COMP TAX Fund Voucher)

Voucher numbers **121300026** through **121300028** totaling \$ **1,808.84** .

**Adjournment**

7:58 p.m. – Board President Mike Spence adjourned the meeting.

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SCHOOL BOARD OF DIRECTORS

ATTEST: \_\_\_\_\_, Secretary to the Board of Directors