

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

**Date:** January 31, 2013

**Place:** Board Room – Commodore Commons

**Board of Directors Present**

Board President – Mike Spence

Board Vice-President – Mary Curtis

Directors – Patty Fielding, Tim Kinkead, Mev Hoberg

**Call to Order**

5:35 p.m. – Vice – President Mary Curtis called the meeting to order and a quorum was recognized. Ms. Curtis noted Board President Mike Spence was delayed and would be joining the meeting later.

**Public Comment**

Several citizens addressed the Board about the 2012/13 Spanish Immersion Pilot Project, a topic not listed on the meeting agenda. A brief overview of the comments is as follows: *Cindi Pratt* – Speaking as a parent with two children in the district (Bainbridge High and Mosaic Home Education Program), Ms. Pratt wanted to express her concerns regarding the funding and approval of the pilot project. She also asked about the process for enrollment in the program, the long-term plan for the program, and the process for approving donations to the school district. *Kathi Murphy* – Ms. Murphy noted she had not heard about the pilot project other than “word-of-mouth” and wanted to know if the Spanish Immersion Pilot would be the topic on an upcoming board agenda. (It was noted a report had been on the agenda for the January 10<sup>th</sup> board meeting, and an updated timeline would be addressed under the Superintendent’s Report. Further, it was noted Commodore Options would hold an Open House on February 12<sup>th</sup> at 6:30 p.m., and would include information regarding the Spanish Immersion program.) *Tricia Chilton-Peralta* – Asked about the plans for the future of the program and asked if there was a waiting list for the program. *Lisa Webb* – Ms. Webb has a child in the Spanish Immersion Pilot Project and talked about that child’s positive experience in the program. Ms. Webb also volunteers in the classroom twice a week and observes the gains students have made in fluency and comprehension. *Sarah Spoor* – Ms. Spoor explained how she became involved with the Spanish Immersion Pilot Project, moving from a private school environment to the public schools. She and her husband approached the district about a language immersion program. Ms. Spoor apologized for the way the program was developed, but asked folks to move on in a positive way. *Robert Miller* – Mr. Miller expressed concern about the lack of notice about the Spanish Immersion Pilot Project. He asked if the district had plans to provide foreign language instruction at the same level of quality for all students in the district, including those at Ordway, Blakely, Wilkes and Sakai. (It was noted the K-6 Educational Programs and Innovation Committee was addressing innovation, including educational trends, one of which is world language.) *Tera Eerkes* – Ms. Eerkes has a child in the program and spoke as acting chair of the program’s parent group. She expressed appreciation for the insight into what is not working in the program, and noted that parents in the program would like to see world language education across the district. She invited audience members to the Open House to be held on February 12<sup>th</sup> and noted the website El Veleró created for the program has a place to express interest in the program.

**Superintendent’s Report**

Superintendent Faith Chapel asked Associate Superintendent Julie Goldsmith to provide an overview of the updated timeline for the Spanish Immersion Pilot Project Feasibility Study and Action Plan. Ms. Goldsmith explained as work moved forward regarding Kindergarten registration for next year, it was necessary to move up submission of the interest form timeline for the Spanish Immersion Pilot as there is a kindergarten level in that program. The previous timeline had the feasibility study being presented to the school board in April, and it will now be presented to the board on March 14. A final determination regarding the Spanish Immersion Pilot Project will be made by the board on March 28<sup>th</sup>. The information will be posted on the District’s website, and Ms. Goldsmith will present the information at the next PTOCC meeting.

Superintendent Chapel noted a Community Open House to celebrate the opening of the new Wilkes Elementary School would be held Saturday, February 2<sup>nd</sup> from 1:00 – 3:30 p.m. with self-guiding tours using maps of the school complex.

Ms. Chapel provided a legislative update from the Washington State School Directors' Association (WSSDA), with a stunning number of education bills being considered by the legislators. This will be an important year for education funding, with the State Supreme Court determining the state is not adequately funding education, and is not meeting its constitutional requirement to do so. It will be extremely important that district's communicate with local legislators regarding a variety of legislation being proposed.

Board President Mike Spence joined the meeting.

Ms. Chapel announced Governor Christine Gregoire declared January 2013 as School Board Recognition Month. She read the Governor's Proclamation that described in part that school directors across the state *and the districts they lead serve more than one million students, have a combined annual budget of nearly \$10 billion, and employ more than 160,000 people.* School board members have incredible responsibilities, and provide a passionate voice of advocacy for public schools and the welfare of school children. Board members were provided with a small token of appreciation.

### **Board Reports**

Patty Fielding reported on a meeting of the School Configuration Committee (SCC) held the previous evening. The SCC is a board appointed committee whose charge is to consider the number, location, and size of schools that serve students in grades K-8. The committee has been meeting for months and last night the group examined several configuration options, and the evaluation criteria to be used. The committee is a group of energetic and committed people that represent both parents and the general community. Over the months ahead, the committee will develop recommendations to bring to the school board.

### **Presentations**

#### *A. "Homeroom" and Data Dashboard*

Director of Technology and Assessment Randi Ivancich explained that District instructional staff are in the early stages of learning to use a new tool for improving student learning and instruction called a data dashboard. The data dashboard selected to be used is called Homeroom for Educators developed by School Data Solutions. Homeroom for Educators is a web-based application that combines student data from multiple sources, personalized to each student and Homeroom user. Educators can view current and historical data for students, with a particular emphasis on assessment data. The goal for the use of Homeroom is to provide data that will assist teachers and administrators in making well-informed instructional decisions by providing them with easy access to a full range of student performance data and other education-related data.

Ms. Ivancich, with assistance from teachers familiar with the data dashboard, provided an overview of Homeroom for Educators. Woodward Middle School teacher Jason Shutt (7<sup>th</sup> grade Science) likes the analogy of the dashboard of a car, with a trained professional to plug in a diagnostic tool. A teacher in the classroom who may have a concern about a student has consulted with a team of peers to brainstorm ideas how to assist the student. One thing that always comes up is to review the student's file, which is not always on hand. The data dashboard is a way for a teacher to get immediate information about a specific student. Mr. Shutt provided a short demonstration how the data dashboard works for both individual and groups of students. Students can be grouped by project, current assignment, or ability level, depending on the teacher and content area. As these types of tools become available, the need for professional development becomes more important. Wilkes Elementary School Psychologist Maria Kuffel joined the presentation and noted a student file can be filled with all sorts of documents. With the data dashboard, a lot of data can be reviewed quickly. She demonstrated how an overview of a student's various assessment results can be retrieved using the dashboard process. Ms. Ivancich concluded the presentation by demonstrating different views of the data in groupings by grade level, district overall, gender, ethnicity, etc. It was noted this software is continuously evolving to meet the needs of teachers and administrators as they respond to federal and state requirements, and meet individual student learning needs.

#### *B. Athletic Programs Report*

Bainbridge High School Associate Principal Jake Haley provided the annual update regarding Board Policy 2151 – Interscholastic Activities Programs. Three elements are involved in the report; interscholastic offerings in schools, communication to parents/students regarding guidelines around behaviors, and updated information regarding the number of student participants. Mr. Haley listed Bainbridge High School's interscholastic activities and club sports

offerings and noted other activities such as Earth Service Corps. There are 600 – 800 students participate in these types of activities. Add in other student activities such as Future Business Leaders of America, Band, and Drama, the total comes close to 100% of students engaged in some type of extracurricular activity. Mr. Haley provided an overview of trend data for student participation beginning in 2007. He then reviewed the Interscholastic Activities Code of Conduct agreement that is required to be signed by both the student participant and a parent/guardian.

#### *C. New Course Proposal – Bainbridge High School*

Mr. Haley presented proposals for two new courses at Bainbridge High School. These courses will further extend the range of course options available to high school students. An overview of each course proposal was provided as follows: *Advanced Placement Physics C (Mechanics, Electricity, and Magnetism)* – This two-semester course will provide students with a college level physics course. This course ordinarily forms the first part of the college sequence that serves as the foundation in physics for students majoring in the physical sciences or engineering. The class is taught parallel to, or preceded by, mathematics courses that include calculus. Methods of calculus are used wherever appropriate in formulating physical principles and in applying them to physical problems. The sequence is more intensive and analytic than that in the B course. Strong emphasis is placed on solving a variety of challenging problems, some requiring calculus. The subject matter of the C course is principally mechanics and electricity and magnetism, with approximately equal emphasis on these two areas. *Introduction to Sports Medicine* – This one semester course will introduce students to Sports Medicine through human anatomy, physiology, science/medical vocabulary and terminology, prevention and care of athletic injuries, nutrition, strength and condition, basic concepts of injury evaluation and rehabilitation.

#### **Motion 49-12-13:**

That the Board approves Introduction to Sport Medicine and Advanced Placement Physics C as two new courses at Bainbridge High School.  
(Curtis) The affirmative vote was unanimous.

#### *D. 2013/2014 Budget Development Timeline*

Superintendent Faith Chapel presented a draft of the 2013/2014 Budget Development Timeline for board review. Included in the timeline is a list of dates for such things as district departments' submission of budget information to the business office, budget presentations to the Board, and public presentations of the preliminary and final budgets. It was noted, as in the past, there will be numerous presentations to the board regarding the budget planning process.

#### *E. Monthly Financial Report*

Director of Business Services Peggy Paige presented a summary of the financial reports for the month ending December 31, 2012. The analysis of the General Fund noted total revenues to December were \$12.8 million, below prior year but at the expected average. As a percentage of total budget, tax collections were above the average. This would indicate that it is likely the district will hit its budget estimate of \$8.7 million. The decrease in local revenues is primarily related total timing of the donation from the Bainbridge Schools Foundation. This makes the average unusually low. It was noted that several federal grant reimbursement claims have been filed earlier than in prior years so the year-to-date percentage is above the expected average.

Expenditures for the year to December 31 were 2% above last year, while year-to-date expenditures were below the average. Total expense for Basic Education increased 1.5% and was slightly below the average. Learning Resources and Extracurricular are currently above the expected averages. In the area of Special Education costs are up compared to last year and are now above the 3-year average. This would indicate the district may exceed budget estimate by year end. It was noted some to this expense may be offset by Safety Net revenues. The area of Support Services is currently below the expected average. Transportation/Motor Pool and Operation, Buildings are being impacted by a decrease in budget allocation for substitute expense. In addition, Operation Buildings is reflecting the decision to move to a centralized purchasing system with increased spending on custodial supplies to begin the year. Maintenance and Information Services were up from prior year, with both areas had increases in supplies and purchased services (contract renewal). Central Office expenditures are currently running below the average. Net cash outflow during December was \$395,595. As of December 31, 2012, the closing cash balance in the general fund was \$3,620,397.

#### *F. Monthly Capital Projects Report*

Director of Facilities and Capital Project Tamela Van Winkle provided a summary of capital projects and facilities activities for January 2013. A summary of the capital projects budget was included the report. Details of the Bond 2009 project summary included the following: Estimated Budget - \$42,561,137; Encumbered to Date - \$30,747,763;

Expenditures to Date - \$28,675,898; Encumbered PO Balance - \$2,071,865; Capital Project Budget Balance - \$11,813,374. Ms. Van Winkle explained staff will begin to evaluate how to spend the remaining capital funds and plan for summer projects in the coming months. Regarding current projects, Wilkes Elementary continues to be the major focus, with the contractor working on punch list items. A priority punch list was established for completion prior to the February 2<sup>nd</sup> grand opening. One area of focus is a new card entry system being installed as part of the security camera project. In addition, Capital Projects is working with the Bainbridge Island Fire Department and Bainbridge Island Police Department to conduct a security assessment of each of the District facilities.

*G. New Wilkes Elementary School Project – Change Order No. 13*

Director of Facilities and Capital Projects Tamela Van Winkle presented Wilkes Elementary Replacement Project Change Order No. 13 for Board review and approval. Items included in the change order were as follows:

CCD 046A Rev	<u>Add Coiling Door Electrical Pricing</u> The cost to provide wiring & circuits to the coiling door between the gym vestibule and the Commons was omitted in CCD046A and is added here.	\$ 1,798.00
CCD 047	<u>Window Details &amp; Curtainwall Sealant Change</u> Window details call out a silicone sheet sealant that was note specified; the sealant change resulted in typical flashing, backer rod & caulk.	\$ 889.00
CCD 088	<u>Bridge Floor Finish</u> Capital Projects and Maintenance provided material and labor to finish the wood flooring in the bridges omitted form contract documents.	\$ 0.00
CCD 100	<u>Landscape Chips at Kindergarten Play</u> Replacement of “hogs fuel” wood chip with wood chip “safety surfacing.”	\$ 4,154.00
CCD 108	<u>Stair Curb Grading Conflict</u> Cross-slope at sidewalk between parking lot & stairs to the field exceeded ADA; new grading, an additional concrete step & extension of the stainless steel handrails were required.	\$ 1,137.00
CCD 113	<u>Tackable Wall Surface at Commons</u> To improve cleanability of the wall between the kitchen and serving line, cork tack wall was replaced with paint & wall base.	\$ 868.00
CCD 115	<u>Exterior Egress Light Fixtures</u> Reinstates lighting that was removed from the contract when the covered walk which supported light fixtures was deleted.	\$ 3,446.00
CCD 117	<u>Century Link Access to Vault at Day &amp; Madison</u> For Century Link to service a major underground phone and fiver vault an access pathway was added to the Right-of-Way improvements.	\$ 2,059.00
CCD 103	<u>Substantial Completion Date Phase 1B and 2B</u> Change in Substantial Completion date to allow completion of work and appropriate dates for commencement of warranties associated with the building.	\$ 0.00
COP 008Rev	<u>Added Steel for Operable Partition</u> Additional wide-flange beams and tubesteel frames were added to support the operable partition between the Gym and Commons as well as provide a chase for ductwork.	\$ 5,756.00
COP 049	<u>Contaminated Soil Removal at Fuel Tanks</u>	\$ 8,489.00

303 tons, or 187 cubic yards, of petroleum contaminated soil were removed; 87 cy exceeded the Unit Prices included in the Base Bid.

COP 052	<u>Louver at Kindergarten</u> Adding the cost to install a 7' x 5' louver noted on mechanical plans but not shown on architectural elevations.	\$, 1,459.00
COP 055	<u>Pump at Water Meter Vault</u> Adds power & pump to remove water from vault serviced by KPUD.	\$ 3,710.00
COP 065	<u>Extra Fencing September and October</u> Costs to provide pedestrian paths framed with two-sided construction fencing, in several configurations, plus separation of the school from unfinished areas were shared equally with the contractor.	\$ 6,265.00
COP 073	<u>Added Dry Wells at Three Tree Planters</u> Protecting tree roots against high water table and slow infiltration of native soil.	\$ 545.00
COP 074	<u>Cubicle Curtain Material Change</u> Change of flooring material prompted change to more compatible color and playfulness of curtain.	\$ 625.00
COP 075	<u>Credit for CCD 050 (Change Can Fixture Type)</u> Clarification of quantity of fixtures needed.	(\$ 186.00)
COP 076	<u>Kiln Exhaust Controls</u> Coordination of kiln operation to automatically operate the kiln exhaust.	\$ 1,558.00
PR 013	<u>Extended Handrail at Music Ramp</u> Added handrail for safety and convenience although not required by code.	\$ 4,053.00
PR 016	<u>Motion Detectors in Halls</u> For emerge efficiencies additional motion detectors were installed to allow east and west halls to separately light rather than light all halls regardless of where light is needed.	\$ 2,758.00
PR 018	<u>Seal Kitchen Tile</u> Correction of missing specification for sealant enabling easier custodial care.	\$ 1,535.00

**Motion 50-12-13:** That the Board approves Wilkes Elementary Replacement Project Change Order No. 13. (Kinkead) The affirmative vote was unanimous.

*H. New Wilkes Elementary School Project – Substantial Completion Phase I*  
Director of Facilities and Capital Projects Tamela Van Winkle submitted the Certificate of Substantial Completion for the Wilkes Elementary Replacement Project for Board review and approval. The certificate states the work performed under the contract was reviewed and found to be, to the Architect's best knowledge, information, and belief, to be substantially complete as of December 28, 2012. This action establishes the date for commencement of all warranties associated with Phase 1A and 1B (Building) exclusive of the Commons and Gym AV Systems. The date for Phase 2B (Field) Substantial Completion is currently planned for March 15, 2013. In accordance with the contract documents, the contractor is required to complete or correct all work identified as incomplete or defective within 60 days from the date of Substantial Completion.

**Motion 51-12-13:** That the Board approves the Substantial Completion Phase I for the Wilkes Elementary Replacement Project. (Fielding) The affirmative vote was unanimous.

*J. 2012/2013 Calendar – Board Meeting Date Changes*

Superintendent Chapel explained that due to numerous conflicts with events planned for Thursday, February 14, 2013, it was recommended the Board of Directors meeting scheduled on that date be canceled. The next regularly scheduled board meeting will be held on Thursday, February 28, 2013. A revised annual list of board meeting dates was provided.

**Motion 52-12-13:** That the Board approves the board meeting date changes on the 2012/2013 calendar. (Fielding) The affirmative vote was unanimous.

*K. Policy 2420: Grade Organization – Elimination*

Associate Superintendent Julie Goldsmith presented Policy 2420 – Grading and Progress Reports for elimination. She noted the Washington State School Directors' Association (WSSDA) recommended the deletion of this policy. The requirement for this policy is sufficiently defined in law and contract, or is otherwise considered unnecessary at the policy level.

**Motion 53-12-13:** That the Board approves the elimination of Policy 2420 – Grading and Progress Reports. (Hoberg) The affirmative vote was unanimous.

*L. Policy 6500: Risk Management – Second Reading*

Business Director Peggy Paige presented the revised Policy 6500 – Risk Management for a second reading. She noted since July of 2009 it has been a requirement that every claim (for damages) filed against a school district be submitted on a standard Tort Claim Form. A notation regarding this requirement has been added to the policy.

**Motion 54-12-13:** That the Board approves the second reading of Policy 6500 – Risk Management. (Kinkead) The affirmative vote was unanimous.

**Personnel Actions**

**Motion 55-12-13:** That the Board approves the Personnel Actions dated January 24, 2013 as presented. (Curtis) The affirmative vote was unanimous.

**Consent Agenda - Revised**

**Donations**

1. Donation to Bainbridge High School in the amount of \$4,720.00 from Bainbridge Island Junior Golf as a golf stipend for 2012-2013.
2. Donation to Sakai Intermediate School in the amount of \$4,923.15 from the Sakai PTO to support purchases from Eagle Harbor Book Co., Junior Library Guild, TJM Marketing, Flinn Scientific, and Renaissance Learning.
3. Donation to Blakely Elementary School in the amount of \$3,791.60 from the Blakely PTO to support Transportation costs (field trips), technology purchases, and Principal travel costs.
4. Donation to Wilkes Elementary School in the amount of \$20,000.00 from the Wilkes PTO to support the purchase of iPads for grade level/classroom use.
5. Donation to Woodward Middle School in the amount of \$1,888.00 from the Woodward PTO to support a variety of purchases.

**Student Field Trip: Overnight**

1. Request for Board approval from Bainbridge High School Marine Science teacher Tom Armentrout and his Marine Science student to participate in a field science experience in conjunction with the Salish Sea Expeditions May 19 – 21, 2013.
2. Request for Board approval from Woodward Middle School teacher Darcy Herrett for six top art students to attend Centrum in Port Townsend, Washington March 3 – 8, 2013.
3. Request for Board approval from Blakely Elementary School teachers Maureen Wilson, Carol Connelly, and Barbara McMahan and the entire 4<sup>th</sup> Grade student group to attend Olympic Park Institute for their Outdoor Education experience May 22 – 24, 2013.

- Request for Board approval from Bainbridge High School (BHS) teacher Deborah Hill (Vocal Music) and BHS Vocal Music students to attend the Music in the Parks Festival May 10 – 12, 2013 in Coeur D’Alene, Idaho.

Staff Travel: Out-of-State

- Request for Board approval from Bainbridge High School teacher Michael Holloway (Social Studies) to serve as a “test reader” for Advanced Placement Social Studies examination evaluations June 3 – 7, 2013 in Kansas City, Missouri.
- Request for Board approval from Bainbridge High School teacher Janet Neuhauser (Digital Photography/CTE) to attend the National Society for Photographic Education Conference March 7 – 10, 2013 in Chicago, Illinois.

2013 Washington State School Directors’ Association Annual Dues

- 2013 Membership dues and subscription services for Washington State School Directors’ Association in the amount of \$8,970.20 in accordance with Chapter 28A.345 RCW.

Minutes from the December 13, 2012 School Board Meeting

Minutes from the January 10, 2013 School Board Meeting

**Motion 56-12-13:** That the Board approves the revised Consent Agenda as presented. (Curtis) 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.

(Capital Projects Fund Voucher)  
Voucher numbers 4565 through 4576 totaling \$ 31,658.95 .

(Associated Student Body Fund Voucher)  
Voucher numbers 4000837 through 4000858 totaling \$ 62,323.64 .

(DOR – COMP TAX Voucher)  
Voucher numbers 121300010 through 121300012 totaling \$ 1,352.29 .

(General Fund Voucher)  
Voucher numbers 2007033 through 2007177 totaling \$ 333,302.84 .

Adjournment

8:07 p.m. – President Spence adjourned the meeting.

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SCHOOL BOARD OF DIRECTORS

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