

**SHAW ISLAND SCHOOL DISTRICT NO 10
REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, DECEMBER 12, 2017, 3:10 PM**

CALL TO ORDER: Chair Jon Shannon called the meeting to order at 3:13 PM at the Shaw Island Elementary School Lower Grade Classroom, Shaw Island, Washington. Board members present: Jon Shannon, John Bogert, Jennifer Swanson, Gigi Allaway, and Cari Miller (Gigi left at 4:15). Staff present: business manager Deanna Shannon.

OATH OF OFFICE: The oath of office was administered to Cari Miller and Gigi Allaway.

APPROVAL OF PREVIOUS MINUTES: November 14, 2017 regular meeting minutes: *Gigi moved that the minutes be approved as presented; Jennifer seconded the motion; the motion carried unanimously.*

CHANGES OR ADDITIONS TO THE AGENDA: Chair Jon Shannon stated Gigi would be leaving at 4:15 and that items 2. Report on Board Assessment by Gigi and 3. Approval of Annual School Performance Report under General, and item 1. 2161P Special Education and Related Services for Eligible Students Procedure under Policy Review would be moved after Committee Reports so that Gigi could participate in the discussion.

STUDENT REPRESENTATIVE REPORT: None.

CONSENT AGENDA: Deanna stated that the SJC Auditor's expenditure reports had been emailed to the directors, but a revenue report had not yet been received from the SJC Treasurer. An internal budget status report would be completed after all reports had been received. *Jennifer moved to approve the following items on the consent agenda:*

Claims and Payroll:

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, are approved for payment. In addition, payroll warrants in the amount of \$9,785.95 are also approved.

General Fund

Warrant numbers 192572 through 192584

Totaling \$4,529.22

Capital Fund: no expenditures

Payroll (October) warrant numbers 61140 through 61142 and 21169 through 21171 totaling \$9,785.95.

Budget Status Report

Cari seconded the motion; the motion carried unanimously.

HEARING OF INDIVIDUALS OR GROUPS ON NON-AGENDA ITEMS: None.

CORRESPONDENCE & COMMUNICATION: Deanna reported that a letter had been received from the San Juan County Auditor's Office concerning the cost increase for junior district warrants in 2018.

TEACHER REPORT: Jennifer gave a report in Diane's absence. She stated that guest instructors, Dennis Lynch and Anne Wysocki, had spent a week working with the older students. The topic corresponded to work they had done earlier in the year with retired Seattle Times editor, Alex MacLeod, by tying together local historical preservation ideas with letters to the editor.

LEGISLATIVE REPORT: None.

SUPERINTENDENT AND COMMITTEE REPORTS:

- 1. Superintendent:** Jennifer reported that she had met with Lorrie Harrison concerning crafting a job announcement for a second teacher; Lorrie would also be meeting with Diane Clifton for input on the announcement. Deanna reported that she had contacted Stehakin about where they post for teacher positions. Jon Shannon suggested we also consider contracting with Lorrie for help with putting together a guest instructor packet.
- 2. Physical Plant:** John Bogert reported that Sage Building Solutions was planning on beginning the bathroom remodels during the winter break. Jennifer reported that Scott Brooks from Greenspar Tree Service had completed the tree and branch maintenance approved at the previous meeting.
- 3. Instructional Support:** Jennifer reported that she and Diane had met and worked on the School Safety Plan and that the goal was to have a "flip book" that would be in each room with instructions and protocols for the various emergency situations. She stated that some materials and supplies needed to be ordered. Back-up power sources were discussed, and more research would be done. Jennifer reported that there had been a parent meeting to discuss the Washington, DC field trip. There had been an ASB bake sale fundraiser at the ferry landing during the Santa Ship which raised over \$700. Diane and Jennifer had met with Amber Borner to follow up on Amber's comments on free play verses structured play that she had made at the October 17th board meeting; Jennifer stated that she and Diane would be meeting with Andrea Ellingson, the PE Special Program Aide, to discuss what PE and recess would look like for the remainder of the school year.
- 4. Administration:** Deanna reported that the District was no longer able to call OPALCO to request an extension for getting the monthly payment in without a late fee (the payment was sometimes received after the due date because of the timing of payments through the county auditor). It was suggested that a letter be written requesting the District be exempt from the late fee as the timing of the payment was out of the District's control. Deanna reported that Nancy Newman had been hired as the new custodian. Jennifer reported that she and Deanna had met to get back on track with the District's policy review project.

GENERAL

- 2. Report on board assessments by Gigi:** Gigi reported that she had attended a regional WSSDA workshop on board self-assessment using a survey tool. Gigi presented the self-assessment tool then left the meeting to catch a ferry. The tool was reviewed and consensus was that the board would not take the survey at that time.

- 3. Approval of Annual School Performance Report:** The 2016-17 School Performance Report was reviewed. *Jennifer moved that the report be approved; Cari seconded the motion; the mission statement was discussed and John Bogert amended the motion to include the future review of the mission statement by the board; the amended motion passed unanimously.*

POLICY REVIEW: First reading and public comment on the following (no members of the public present at the meeting):

- 1. 2016P Special Education and Related Services for Eligible Students Procedure:** The special education procedure was discussed focusing on which staff members or contract workers would complete the outlined duties. The admin committee should review and make recommendations concerning role responsibilities.

PROGRAM, CURRICULUM, AND ASSESSMENT: None.

PERSONNEL:

- 1. Approval of contract for new custodian:** The contract for the new custodian was reviewed, and the wage level was discussed. *Jennifer moved that the contract for the new custodian for the 2017-18 school year be approved; John Bogert seconded the motion; the motion carried unanimously.*

BUDGET & FISCAL MATTERS:

- 1. Continued discussion of increasing hours for Business Manager:** Increasing the business manager position from .5 hours to .6 was discussed. There was no objection to the increase; an amended contract should be prepared for the January meeting.
- 2. Discussion of off-site backup:** Local and off-site backup of the District's server was discussed. It was decided that both types of backup were appropriate and steps should be taken to get both in place.

GENERAL:

- 1. Review of Board Action Sheet:** The action sheet was reviewed.
- 2. Report on board assessments by Gigi:** This item was moved; please see above.
- 3. Approval of Annual School Performance Report:** This item was moved; please see above.

POLICY REVIEW: This item was moved; please see above.

ADJOURNMENT: *John Bogert moved that the meeting be adjourned; Jennifer seconded the motion; the motion carried unanimously.* The meeting was adjourned at 5:02 PM.

Chair, Jon Shannon

Recording Secretary, Cari Miller

Member, Jennifer Swanson

Member, John Bogert

Member, Gigi Allaway

Superintendent/Secretary to the Board
Jennifer Swanson