

1.3. Agenda

Shaw Island School District Board of Directors

Agenda

Date: Tuesday, October 15, 2024

Time: 2:30 PM

Location: Shaw Island School, Shaw Island, Washington

Regular Board Meeting

1. Opening Items

- 1.1. Call to Order.
- 1.2. Changes or Additions to the Agenda.
- 1.3. Approval of Agenda (Action).

2. Hearing of Individual or Groups on Agenda and Non-Agenda Items

3. Superintendent Report and Discussion

- 3.1. Superintendent Report (Information).

4. Business and Operations

- 4.1. Consent Agenda (Action). The superintendent recommends approval of the following items on the consent agenda:
 - 4.1.1. Minutes from Previous Meetings: September 17, 2024 Regular Meeting
 - 4.1.2. September 2024 Payroll.
 - 4.1.3. September 2024 Claims.
 - 4.1.4. September 2024 Budget Status Report.
 - 4.1.5. Donations Since Previous Meeting: \$500.00 for Teacher Housing Project.
 - 4.1.6. 2024-25 School Improvement Plan (SIP).
- 4.2. Review of WSSDA Developed Revised Policy 3241 Student Discipline. (Action) The superintendent recommends approval of revised Policy 3241.

5. Unfinished Business

- 5.1. Teacher Housing Project
 - 5.1.1. Update on Teacher Housing

6. School Board

- 6.1. School Board Director's Reports (Information).

7. Adjournment

Next meeting: November 12, 2024

4.1.1. Minutes

Shaw Island School District Board of Directors Regular Meeting

Tuesday, September 17, 2024

The open public meeting was held at Shaw Island Elementary School, 44 Hoffman Cove Road, Shaw Island, Washington.

Directors Present: Carol Criss (via Zoom online platform), Jon Shannon (via Zoom online platform call in), Shirley Lange, and Shannon Klohr. Director John Bogert arrived at 2:59 during item 6. Unfinished Business.

Administration Present: Superintendent Kari McVeigh and Office Administrator Deanna Shannon.

Guests: Annette Smith and Amber Borner. (Annette and Amber left at 2:37 after item 3. Presentation of Shaw School History Sign.

Minutes

1. Opening Items:

- 1.1. Call to Order: The meeting was called to order at 2:31 PM by Chair Carol Criss.
- 1.2. Changes or Additions to the Agenda: None.
- 1.3. Approval of Agenda: **Director Klohr moved to approve the agenda as presented; Director Lange seconded the motion; the motion carried unanimously.**

2. Hearing of Individuals or Groups on Agenda and Non-Agenda Items: None.

3. Presentation of Shaw School History Sign: Annette Smith brought a full-size mockup of the sign that will be installed on the street side of the school's kiosk. The sign was viewed and discussed by the board.

4. Superintendent Report and Discussion:

4.1. Superintendent McVeigh reported on the following:

- The superintendents and board members from the four island districts attended a legislative meeting with representatives. Discussions focused on regionalization factors and other funding. Ms. McVeigh encouraged board directors to attend these legislative meetings, the next being on October 11th.
- The legislature implemented some new requirements, including posting Department of Health safety items on websites and new civil rights mandates.

5. Business and Operations:

5.1. Consent Agenda: Items under the Consent Agenda are considered by the board to be routine and subject to one motion and vote. **Director Lange moved to approve the consent agenda; Director Klohr seconded the motion; the motion passed unanimously.**

- Minutes from previous meetings (August 13, 2024 Regular Meeting and August 29, 2024 Special Meeting).
- 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 \$18,475.66 are also approved.

General Fund 6361:

Warrant numbers 282571 through 282575 and 283083 through 283087

Totaling \$1,630.36

4.1.1. Minutes Cont'd

Capital Fund 6367:
Warrant numbers 282576 and 283088
Totaling \$51,291.10

Payroll (August):
Warrant numbers 108839 through 108845
Totaling \$18,475.66

- August 2024 Budget Status Report
 - Donations Since Previous Meeting: Teacher Housing Project \$600.00 and donation from Shaw School foundation in the amount of \$1,285 for Washington, DC, final field trip expenditures.
 - Resolution 2024-8 Declaring Property Surplus to the District.
- 5.2. Review and Discussion of NWESD 189 Business Manager Contract: Superintendent McVeigh stated that this should be an action item. **Director Lange moved to approve the Business Manager Contract with NWESD 189; Director Klohr seconded the motion.** The contract was explained and discussed. Two months ago, the San Juan County Auditor Natasha Warmenhoven informed the junior taxing districts in the county that the Auditor's Office would no longer process payroll for those districts beginning in January 2025. They would continue to process accounts payable warrants, but would not provide any services currently associated with accounts payable and budgeting. Superintendent McVeigh and Deanna Shannon met with NWESD 189 to discuss what services NWESD could provide to the district. NWESD could provide services for both payroll and accounts payable, with Deanna doing accounts payable duties as appropriate. The annual contracted amount would be \$16,044. There would also be a \$4,500 startup fee. Ms. McVeigh recommended approval of the contract citing that although the cost was higher than expected, NWESD was familiar with the needs of a school district, and using their system decrease the workload for the district as work currently done manually would be automatically generated. **The chair called for a vote and the motion carried unanimously.**
6. Unfinished Business:
- 6.1. Teacher Housing Project Update:
- The difficulty in getting a well driller to Shaw Island was discussed. Project Manager John Bingham would be working on getting a well driller as soon as possible.
 - Fundraising was discussed. The finance committee was working with Shaw School Foundation about the possibility of a GoFundMe account in order to be able to fundraise more broadly.
7. School Board
- 7.1. School Board Directors' Reports: Director Klohr stated that Shaw School Foundation would hold its annual cider pressing fundraiser at the school on October 19th.
8. Adjournment: **Director Lange moved to adjourn the meeting; Director Klohr seconded the motion; Chair Criss adjourned the meeting at 3:07 PM.**

Carol Criss, Chair

Kari McVeigh
Superintendent/Secretary to the Board

4.1.1. Minutes cont'd

John Bogert, Director

Shirley Lange, Director

Shannon Klohr, Director

Jon Shannon, Director

4.1.2. Payroll

PyBatch
09/19/2024 4:19:27PM

Payroll Processing Report
San Juan County
9/1/2024 to 9/30/2024-1 Cycle |1

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EARNINGS SECTION				DEDUCTIONS SECTION			LEAVE SECTION					
Type	Hours/Units	Rate	Amount Src	Plan	Base Wages	Deduction	Benefit/Cont	LvPlan	Accrued	Taken	Banked	Lost
Grand Totals				Employees: 14								
a			400.00	delfmp	16,875.72	1,075.00		waskpt	3.61			
hsapeb			32.56	drew		1,000.00						
rf	470.50		22,473.61	fcshc	3,555.71	220.46	220.46					
sr	7.50		625.65	fcsha	3,750.00	232.50	232.50					
vr	28.00		1,082.22	fcsh	11,549.65	716.08	716.08					
				fcshw	5,077.95	314.83	314.83					
				fw	21,638.17	2,119.38						
				hsajr	10,760.95	200.00						
				lshc	155.50	34.18	105.81					
				lshs	38.00	4.83	8.60					
				lsh	176.00	22.38	39.82					
				lshw	101.00	12.84	22.85					
				mdshc	3,555.71	51.55	51.55					
				mdshs	3,750.00	54.38	54.38					
				mdsh	11,549.65	167.47	167.47					
				mdshw	5,077.95	73.63	73.63					
				pfml-d	24,581.48		129.91					
				sebbj		194.00	3,534.00					
				sebfas		254.17						
				sera2	8,386.62	650.81	881.44					
				stnd	16,875.72	90.04						
				trs3	11,386.60	569.33	1,122.72					
				unemp	24,581.48							
				welc	24,507.48	142.15						
Grand Totals	506.00		24,581.48			8,200.01	7,676.05					
									Gross: 24,581.48			
									Net: 16,381.47			

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Shaw Island School District, and that I am authorized to authenticate and certify to said claim.

Kari McVeigh
Auditing Officer

9/19/24
Date

Board Authorization

I, the undersigned, do hereby certify that I concur with the review of the claims as just obligations against the Shaw Island School District.

Signed the ____ day of _____, _____.

Director

Director

Director

Director

Director

H.1.3. Claims 6367 Capital Fund

apChkLst
09/17/2024 3:19:46PM

Final Check List
San Juan County

Page: 1

Bank : apbank BANNER BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
283957	9/17/2024	bin003	BINGHAM, JOHN W	107	9/5/2024	TEACHER HOUSING PROJECT	487.50	487.50
Sub total for BANNER BANK:							487.50	

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4.1.3. Claims 6361 Gen-Fund

apChkLst
09/17/2024 3:16:28PM

Final Check List
San Juan County

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Bank : apbank BANNER BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
283945	9/17/2024	art101	ARTHUR J. GALLAGHER 5249258	9/1/2024	SERVICES BOARD	525.00	525.00
283946	9/17/2024	ban155	BANNER BANK 3204	9/1/2024	CREDIT CARD VARIOUS	1,136.89	1,136.89
283947	9/17/2024	bay105	BAY CITY SUPPLY 365228	9/3/2024	SUPPLIES OPERATIONS	112.99	112.99
283948	9/17/2024	cen657	CENTURYLINK / LUMEN 300521788	9/6/2024	UTILITIES	96.62	
			300523168	9/6/2024	UTILITIES	61.61	
			300523166	9/6/2024	UTILITIES	39.03	197.26
283949	9/17/2024	dar900	DARVILLS BOOKSTORE, INC 314837	8/16/2024	REAP: INSTRUCTIONAL RESOUF	309.54	309.54
283950	9/17/2024	gre065	GREATAMERICA FIN SRVS C 37350805	9/2/2024	CONTRACT SERVICES OFFICE	103.14	103.14
283951	9/17/2024	orc830	OPALCO 3037000	8/29/2024	UTILITIES	286.03	286.03
283952	9/17/2024	osp100	OSPI - AGENCY ACCOUNTIN FY25-208	9/11/2024	K-20	1,500.00	1,500.00
283953	9/17/2024	pet524	PETTY CASH -SHAW SCHOI 20240816	9/16/2024	PETTY CASH VARIOUS	70.62	70.62
283954	9/17/2024	was470	WASHINGTON SCHOOLS RI INV-003959	9/1/2024	INSURANCE	2,746.00	2,746.00
283955	9/17/2024	wsf440	WASHINGTON STATE FERRI F114300/RK42981	8/31/2024	INSTRUCTIONAL TRAVEL	184.90	184.90
283956	9/17/2024	wes525	WEST MECHANICAL, INC. 54564669	9/13/2024	SERICES MAINTENANCE	713.27	713.27
Sub total for BANNER BANK:						7,885.64	

4.1.4. Budget Summary

Expenditures GF 6361		2022-24 Budget	YTD 9/30/2024	Amount Remaining	Percent Spent	September Notes: \$500 in teacher housing donations.
20	Certificated Salaries	101,350.00	11,787	89,563	11.63%	
30	Classified Salaries	158,349.00	12,795	145,554	8.08%	
40	Employee Benefits	86,581.00	7,372	79,209	8.51%	
50	Supplies / Materials	8,670.00	2,072	6,598	23.90%	
70	Purchased Services	32,125.00	5,145	26,980	16.02%	
70	Purchased Services Capacity	40,000.00	0	40,000	0.00%	
70	Payments to Other Districts	6,400.00	0	6,400	0.00%	
70	Utilities	10,000.00	483	9,517	4.83%	
80	Travel	3,200.00	185	3,015	5.78%	
90	Capital Outlay	200.00	0	200	0.00%	
Totals		446,875	39,839	407,036	8.91%	

Revenues GF 6361		2022-24 Budget	YTD 9/30/2024	Amount Remaining	Percent Received
3100	State-General*	435,600	32,194	403,406	7.39%
4109	State Funded TK		0		
4121	Special Ed		0	0	
4174	Highly Capable	360	0	360	0.00%
410001	Para Ed		0	-479	
2300	Interest	13,200	3,116	10,084	23.61%
6100	Federal Grants	22,000	0	22,000	0.00%
6109	Federal Funding TK		2,443		
2500	Other	8,000	70	7,930	0.88%
3600	CAPACITY	40,000	0	40,000	
6113	ESSER	0	0	0	
Total Revenues		519,160	37,824	481,336	7.29%

SUMMARY GENERAL FUND

	2022-24 Budget	9/30/2024	YTD	YTD	
ending cash	4,311	83,603	beginning bal	74,778	beg cash less outstanding warrants
ending investments	198,999	747,999	revenue	37,824	
ending outstanding warrants		10,839	expenditures	39,839	
Ending Cash & Investments	203,310	820,762	transfer out		
			transfer in		
			transfer to invest		
			ending cash	72,763	

SUMMARY CAPITAL FUND

	23-24 Budget	9/30/2024	YTD	YTD	
Beginning Cash CF 6367	0	27,525	beginning bal	27,525	
deposits	0	500	rev other		
transfer in	100,000		rev TH donations	500	
warrants redeemed		488	transfer in	0	CASH BALANCE DETAIL
warrants outstanding	100,000		expenditure other	0	
Ending Cash CF 6367	0	27,538	expenditure TH	488	
			ending balance	27,538	
					27,525 other bal
					13 TH bal
					27,538

SUMMARY ASB FUND

	23-24 Budget	9/30/2024	YTD	YTD
Beginning Cash ASB 6367	2,879	150	beginning bal	150
revenues	4,200	0	revenue	
expenditures	7,000		transfer in	
Ending Cash ASB 6368	79	150	expenditures	
			ending balance	150



SCHOOL IMPROVEMENT PLAN

SHAW ISLAND SCHOOL

2024-2025

I. **Goal: (SMART – Specific, Measurable, Attainable, Relevant, Time-Bound)**

By May 2025, grade 3 students will partner with the TK and kindergarten students to use the Engineering Design Cycle to print a 3D object utilizing a MakerBot printer. Teachers will provide demonstrated evidence of students' growth towards the goal in February and May 2025.

- **Problem of Practice:**

Although students are engaged in curriculum aligned with Next Generation Science Standards, opportunities to authentically utilize the Engineering Cycle is limited.

- **Theory of Action:**

We believe that the ability to use a 3D printer will engage students in the Engineering Design Cycle which will provide hands-on learning, foster creativity and independent thinking, and boost problem-solving skills. The opportunity to use a 3D printer will also inspire students' curiosity in STEAM (science, technology, engineering, art, math) and equip them with skills essential to their futures.

- **Relevant Data:**

The Next Generation Science Standards (NGSS) were reviewed to assess the needs relative to our goal.

Student Discipline

Introduction/Philosophy/Purpose

The board focuses on the educational achievement of every student. The district holds high expectations for all students and gives all students the opportunity to achieve personal and academic success. The board intends that this policy and procedure be implemented in a manner that supports a positive school climate, maximizes instructional time, and increases equitable educational opportunities.

The purposes of this policy and accompanying procedure include:

1. Engaging with school personnel, students, parents, families, and the community in decisions related to the development and implementation of discipline policies and procedures.
2. Supporting students in meeting behavioral expectations, including providing for early involvement of parents and families.
3. Administering discipline in ways that respond to the needs and strengths of students and keep students in the classroom to the maximum extent possible.
4. Providing educational services that students need to complete their education without disruption.
5. Facilitating collaboration between school personnel, students, parents, and families to support successful reentry into the classroom following a suspension or expulsion.
6. Ensuring fairness, equity, and due process in the administration of discipline.
7. Implementing culturally responsive discipline that provides every student the opportunity to achieve personal and academic success.
8. Providing a safe environment for all students and for district employees.

Rights and Responsibilities/District Commitment

The board recognizes the negative and disproportionate impact of exclusionary discipline practices and is committed to:

1. Identifying and addressing discipline policies and practices that perpetuate educational opportunity gaps; and
2. Proactively implementing discipline practices that support students in meeting behavioral expectations without losing access to instruction.

The district will observe students' fundamental rights and will administer discipline in a manner that does not:

1. Unlawfully discriminate against a student on the basis of sex, race, creed, religion, color, national origin, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal.
2. Deprive a student of the student's constitutional right to freedom of speech and press, the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have the student's school free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising the right.
3. Deprive a student of the student's constitutional right to be secure in the student's person, papers, and effects against unreasonable searches and seizures.
4. Unlawfully interfere in a student's pursuit of an education while in the custody of the school district; or
5. Deprive a student of the student's right to an equal educational opportunity, in whole or in part, by a school district without due process of law.

This district's student discipline policy and procedure is designed to provide students with a safe, healthy, and educationally sound environment. Students are expected to be aware of and comply with this policy and procedure, including behavioral expectations that respect the rights, person, and

4.2 Policy 3241 Cont'd

property of others. Students are also expected to pursue the required course of studies. Students and staff are expected to work together to develop a positive climate for learning.

Development and review

Accurate and complete reporting of all disciplinary actions, including the associated student-level information and behavioral violations, is essential for effective review of this policy; therefore, the district will ensure such reporting.

The district will collect data on disciplinary actions administered in each school, as required by RCW 28A.300.042, and any additional data required under other district policies and procedures.

The district will ensure that school principals confer with certificated building employees at least annually to review the district's discipline standards and review the fidelity of their implementation.

School principals will ensure teachers and other school personnel receive adequate support to effectively implement a continuum of identified best practices and strategies that:

1. Focus on prevention to reduce the use of exclusionary discipline practices;
2. Allow the exercise of professional judgment and skill sets; and
3. May be adapted to individual student needs in a culturally responsive manner.

School principals will confer with certificated building employees at least annually to establish criteria for when certificated employees must complete classes to improve classroom management skills.

The district will periodically review and further develop this policy and procedure with the participation of school personnel, students, parents, families, and the community. As part of this development and review process, the district will use disaggregated data collected under RCW 28A.300.042 to monitor the impact of student discipline practices as well as to improve fairness and equity in the administration of student discipline.

Discipline data must be disaggregated by:

1. School.
2. Student groups, including by gender, grade level, race/ethnicity (including further disaggregation of federal race and ethnicity categories in accordance with RCW 28A.300.042(1) and CEDARS Appendices Y and Z), low-income, English language learner, migrant, special education, Section 504, foster care, and homeless.
3. Behavioral violation.
4. Discipline types, including classroom exclusion, in-school suspension, short-term suspension, long-term suspension, emergency removal, and expulsion.

The District will follow the practices outlined in guidance from the Race and Ethnicity Student Data Task Force when disaggregating broader racial categories into subracial and subethnic categories. The District will consider student program status and demographic information (i.e., gender, grade-level, low-income, English language learner, migrant, special education, Section 504, foster care, and homeless) when disaggregating student race and ethnicity data to identify any within-group variation in school discipline experiences and outcomes of diverse student groups. This process may include reviewing data to prevent and address discrimination against students in protected classes identified in chapters 28A.640 and 28A.642 RCW, however, the District will ensure it reviews disaggregated discipline data in accordance with WAC 392-190-048 at least annually.

Distribution of policies and procedures

The district will make the current version of this policy and procedure available to families and the community. The district will annually provide this policy and procedure to all district personnel, students, parents, and families, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

The district will ensure district employees and contractors are knowledgeable of this student discipline policy and procedure.

Application

This policy and accompanying procedure will be construed in a manner consistent with Washington law as stated in WAC 392-400-020.

4.2. Policy 3241 Cont'd

Cross References:

2121 - Substance Abuse Program
2161 - Special Education and Related Services for Eligible Students
2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973
3122 - Excused and Unexcused Absences
3210 - Nondiscrimination
3244 - Prohibition of Corporal Punishment
3520 - Student Fees, Fines, or Charges
4210 - Regulation of Dangerous Weapons on School Premises
4218 - Language Access

Legal References:

42 U.S.C. 2000d et seq. Civil Rights Act of 1964
34 CFR Part 100.3 Regulations implementing Civil Rights Act of 1964
Chapter 392-400, WAC Pupils
WAC 392-190-048 Access to course offerings—Student discipline
Chapter 28A.320, RCW Provisions applicable to all districts
Chapter 28A.600 RCW, Students
RCW 28A.400.110 Principal to assure appropriate student discipline—Building discipline standards—Classes to improve classroom management skills
RCW 28A.400.100 Principals and vice principals—Employment of—Qualifications—Duties
Chapter 28A.225 RCW Compulsory school attendance and admission
RCW 28A.150.240 Certificated teaching and administrative staff as accountable for classroom teaching—Scope—Responsibilities—Penalty
RCW 9.41.280 Possessing dangerous weapons on school facilities—Penalty—Exceptions

Management Resources:

2010 - June Issue
2014 - August Issue
2014 - December Issue
2016 - July Policy Issue
2018 - August 2018 - August Policy Issue
2019 - April Policy Alert

Adoption Date: 04.26.16
Shaw Island School District
Classification: Essential
Revised Dates: