

**SHAW ISLAND SCHOOL DISTRICT 10
SPECIAL MEETING OF THE BOARD OF DIRECTORS
Tuesday, November 1, 2016, 12:00 PM to 3:00 PM**

MINUTES

- I. CALL TO ORDER: Chair Jon Shannon called the special meeting to order at 12:12 PM. Board members present: Jon Shannon, Gigi Allaway, and Cari Miller. Board member John Bogert arrived after discussion of item 5. 5050 Contracts. Board member Jennifer Swanson arrived after item 6. 5203 Staff Assistance Program. Staff present: business manager Deanna Shannon. No community members were present.

II. POLICY REVIEW

The following policies were reviewed.

New Policies for the District to Consider

1. 5001 **Hiring of Retired School Employees:** *Gigi moved to approve; Cari seconded; motion carried unanimously.*
2. 5006 **Certification Revocation:** *Gigi moved to approve; Cari seconded; motion carried unanimously.*
3. 5020 **Collective Bargaining:** *Jon moved to delete; Gigi seconded; motion carried unanimously.*
4. 5021 **Conflicts Between Policies and Bargaining Agreements:** *Jon moved to delete; Gigi seconded; motion carried unanimously.*
5. 5050 **Contracts:** *Table by consensus.*
John Bogert arrived.
6. 5203 **Staff Assistance Program:** *Gigi moved to delete; Cari seconded; the motion carried unanimously.*
Jennifer Swanson arrived.
7. 5211 **Transfer:** *Jon moved to delete; Jennifer seconded; the motion carried unanimously.*
8. 5215 **Assignment and Transfer of Administrative Staff:** *Jon moved to delete; John seconded; the motion carried unanimously.*
9. 5221 **Part-time Staff:** *John moved to approve; Jennifer seconded; motion carried unanimously.*
10. 5222 **Job-Sharing Staff Members:** *Jennifer moved to approve; Cari seconded; the motion carried unanimously.*
11. 5230 **Job Descriptions/Responsibilities:** *Tabled by consensus.*
12. 5231 **Length of Work Day:** *John moved to approve along with 5230P Procedure; Jennifer seconded; motion carried unanimously.*
13. 5251 **Conflicts of Interest:** *Jennifer moved to approve; Cari seconded; motion carried unanimously.*
14. 5252 **Staff Participation in Political Activities:** *John moved to approve; Cari seconded; motion carried unanimously.*
15. 5253 **Maintaining Professional Staff/Student Boundaries:** *Jon moved to approve with the removal of the last line; John seconded the motion; the motion carried unanimously. Jon moved to delete 5253P Procedure; John seconded the motion; the motion carried unanimously.*
16. 5270 **Resolution of Staff Complaints:** *Jennifer moved to approve; Cari seconded the motion; the motion carried unanimously. 5270P Procedure was tabled for revision.*
17. 5315 **Garnishment and Personal Credit Problems:** *Jennifer moved to delete 5315 and 5315P; Cari seconded; motion carried unanimously.*
18. 5400 **Personnel Leaves:** *Jennifer moved to approve; Cari seconded; the motion carried unanimously.*
19. 5406 **Leave Sharing:** *John moved to approve; Jennifer seconded the motion; motion carried unanimously. Jennifer moved to approve 5406P Procedure; Jon seconded; motion carried unanimously.*
20. 5407 **Military Leave:** *John moved to approve; Jennifer seconded; motion carried unanimously. Cari moved to approve 5407P Procedure; Gigi seconded; motion carried unanimously.*
21. 5408 **Jury Duty and Subpoena Leave:** *Jennifer moved to approve; Cari seconded; motion carried unanimously.*
22. 5409 **Unpaid Holidays for Reason of Faith or Conscience:** *Jennifer moved to approve; Cari seconded; motion carried unanimously.*
23. 5410 **Holidays:** *Jennifer moved to approve; Cari seconded; motion carried unanimously.*
24. 5510 **Retirement Programs:** *Jennifer moved to approve; Cari seconded; motion carried unanimously.*
25. 5521 **Teacher Assistance Programs:** *Jon moved to delete; Jennifer seconded; motion carried unanimously.*
26. 5525 **Professional, Civic and Service Organization Memberships:** *Jon move to delete; John seconded; the motion carried unanimously.*

27. 5612 **Temporary Administrators:** *Jon moved to delete; John seconded; motion carried unanimously.*
28. 5630 **Volunteers:** *Jennifer moved to approve; Cari seconded; the motion carried unanimously. Jennifer moved to approve 5630P Procedure; Cari seconded; the motion carried unanimously.*
29. 5641 **Student Teachers:** *Jon moved to delete policy and procedure; Jennifer seconded; the motion carried.*
30. 5642 **Administrative Internships:** *Jennifer moved to delete policy and procedure; Cari seconded; motion carried unanimously.*

Policies to Review and Update

1. 5000 **Recruitment and Selection of Staff:** *Jennifer moved to approve; Cari seconded; motion carried unanimously. 5000P Procedure tabled by consensus.*
2. 5005 **Employment Disclosures Certification Requirements Assurances and Approval:** *Jennifer moved to approve; Cari seconded; motion carried unanimously. Jennifer moved to approve 5005P Procedure; John seconded; motion carried unanimously.*
3. 5010 **Nondiscrimination and Affirmative Action:** *Tabled. 5010P Procedure: Tabled.*
4. 5011 **Sexual Harassment of District Staff Prohibited:** *John moved to approve; Jennifer seconded; motion carried unanimously. Jennifer moved to approve 5011P Procedure; John seconded; motion carried unanimously.*
5. 5201 **Drug-Free Schools, Community and Workplace:** *Jennifer moved to approve; Cari seconded; motion carried unanimously.*
6. 5202 **Federal Motor Carrier Safety Administration Mandated Drug and Alcohol Testing Program:** *Jennifer moved to delete policy and procedure; Cari seconded; motion carried unanimously.*
7. 5240 **Evaluation of Staff:** *Jennifer moved to approve; Cari seconded; motion carried unanimously. Jennifer moved to approve 5240P Procedure; Cari seconded; motion carried unanimously.*
8. 5260 **Personnel Record:** *Jennifer moved to approve; Cari seconded; motion carried unanimously. Jennifer moved to approve 5260P Procedure as amended; Gigi seconded; motion carried unanimously.*
9. 5271 **Reporting Improper Governmental Action (Whistleblower Protection):** *Jon moved to remove policy and procedure; Jennifer seconded; the motion carried.*
10. 5280 **Termination of Employment:** *Jennifer moved to approve; John seconded; the motion carried unanimously. Jennifer moved to approve 5280P Procedure; Gigi seconded; the motion carried unanimously.*
11. 5281 **Disciplinary Action and Discharge:** *Gigi moved to approve; John seconded; motion carried unanimously. Jennifer moved to approve 5281P Procedure; Cari seconded; motion carried unanimously.*
12. 5310 **Compensation:** *Jennifer moved to approve; Cari seconded; motion carried unanimously.*
13. 5401 **Sick Leave:** *Table by consensus.*
14. 5403 **Emergency and Discretionary Leaves:** *Tabled by consensus.*
15. 5404 **Family, Maternity and Military Caregiver Leaves:** *Jennifer moved to approve; Gigi seconded; motion carried unanimously.*
16. 5411 **Staff Vacations:** *Tabled by consensus.*
17. 5520 **Staff Development:** *Jon moved to approve; Cari seconded; motion carried unanimously. Jon moved to delete 5520P Procedure; John seconded; motion carried unanimously.*
18. 5610 **Substitute Employment:** *Jennifer moved to approve; Gig seconded; motion carried unanimously. 5610P Tabled for revision.*

District-Only Policies for District to Review and Update or Delete

- 500-12 **Tax Deferred Annuity:** Not reviewed.
- 500-22 **Program and Staff Reductions:** Deleted and language incorporated in 5280P.
- 500-23 **Early Notification/Transition Planning:** Not reviewed
- 500-25 **Lawsuit Service on Employees:** Not reviewed.

III. **ADJOURNMENT:** The meeting was adjourned at 2:55.