

LOPEZ ISLAND SCHOOL DISTRICT

BOARD OF DIRECTORS

SPECIAL BOARD MEETING

JUNE 25, 2014 @ 5 pm

LOPEZ SCHOOL LIBRARY

## MINUTES

- I. CALL TO ORDER AND FLAG SALUTE: The special meeting of the Lopez Island School Directors was called to order by Chairperson John Holding, followed by the flag salute. In attendance were Board Directors John Holding, Dixie Budke, Del Geunther, Clive Prout, and Patsy Haber. Also in attendance were administrators Dave Sather and Lisa Shelby, as well as District Finance Director Linda Floodeen and Superintendent Bill Evans.
- II. WORK SESSION REGARDING SCHOOL YEAR 2014-15 ANNUAL BUDGET: A work session was initiated in which the Board was able to review and discuss a draft and the components of the annual budget for the coming school year – SY 2014-15. No action was taken.
- III. ADJOURN: The meeting was adjourned by Chairperson Holding at 6:00 PM.

LOPEZ ISLAND SCHOOL DISTRICT #144

BOARD OF DIRECTORS

REGULAR BOARD MEETING

APPROVED 7/24/14

JUNE 25, 2014 6:00 pm SCHOOL LIBRARY

MINUTES

- I. CALL TO ORDER and FLAG SALUTE: *The regularly scheduled Board meeting was called to order at 6:05 PM by Chairperson John Holding, who then led the assembly in the flag salute. Present were Directors Dixie Budke, Patsy Haber, John Holding, Clive Prout, and Del Guenther. Also present were Principals Lisa Shelby and Dave Sather, as well as Finance Director Linda Floodeen and Superintendent Bill Evans.*
  
- II. ADJUSTMENTS TO AGENDA: *Superintendent Evans requested that the following adjustments to the agenda be considered by the Board: New Consent Agenda item (k)- Accept a \$1000 donation to the farm and garden program from the Heller Foundation, New New Business item (l) – Food Testing Lab discussion, Eliminate Approval of Minutes (to be considered at a future meeting), Move New Business item RE: Food Testing Lab Discussion to follow Delegations, and Move New Business item (b) to follow Delegations. The adjustments were approved by consent.*
  
- III. APPROVAL OF MINUTES (Action): *This agenda item was deleted from the agenda, by consent, to be considered at a future meeting.*
  - a) Regular Board Meeting: May 28, 2014
  - b) Special Board Meeting: June 11, 2014
  
- IV. ADOPTION OF CONSENT AGENDA (Action): *A motion for approval of the Consent Agenda, including the additional item for consideration approved in Adjustments, was made by Director Budke and seconded by Director Haber. The motion was approved unanimously.*
  - a) Consideration of approval of Accounts Payable Warrants:  
General AP: 105983-106012, 106020-106077 \$43,711.08  
ASB AP: 106013-106018, 106078-106085 \$3163.33  
PPT AP: 106019, 106086 \$142.50
  - b) Consideration of approval of Payroll Warrants:  
May 2014 PAY: 105947-105956 \$7125.05  
May 2014 PAYAP: 105957-105982 \$252,852.65  
Estimated June 2014 PAY and PAYAP: \$270,000

- c) Consideration of donation in the amount of \$1,154.37 plus donation of real property of estimated value of \$52.50 for total donation of \$1,206.87, from Jeremiah Johnson
- e) Consideration of approval of contract for Alisa Ball for Summer 2014 ESY SLP services, in the amount of "employee's hourly rate of pay, not to exceed 6 hours", from Special Education funds.
- f) Consideration of approval of contract for Kristina Fisher for Summer 2014 ESY OT services, in the amount of "\$65 per hour, not to exceed 6 hours, plus ferry tickets not to exceed 6 tickets", from Special Education funds.
- g) Consideration of approval of contract for Linda Bartolucci for Summer 2014 ESY PT services, in the amount of "\$65 per hour, not to exceed 6 hours", from Special Education funds.
- h) Consideration of approval of contract for Stephanie Fowler for District Office Manager/District Accountant for July 1, 2014 through June 30, 2015, in the amount of "\$18.94 per hour X 8 hr X 261 days".
- i) Consideration of approval of contract for Joan Hartjes Love for Interim and consultative Payroll/Finance Assistant services for July 1, 2014 through December 31, 2014, not to exceed 300 hours total, at \$50 per hour.
- j) Consideration of declaration of surplus of District vehicle – 1990 Chevrolet Van, license # 085560, no longer in use by the District.

V. DELEGATIONS: This agenda item permits an individual or group to address the Board without having to go through the procedures to be placed on the formal agenda. In consideration of time, it is requested that all delegations limit their speaking time to five minutes or less.

*There were no delegations.*

VI. ADMINISTRATIVE and OTHER REPORTS: *Reports were shared with the Board and audience from the Principals and Superintendent Evans. There were no reports from the Lopez Education Association, the Public School Employees of Lopez, nor the ASB. Superintendent Evans took the occasion to present gifts of appreciation to departing/resigning Finance Director Floodeen and Principal Shelby.*

- a) Lopez Education Association
- b) Public School Employees of Lopez
- c) ASB
- d) Principals
- e) Superintendent

VII. FINANCIAL REPORT: Finance Director Floodeen and Superintendent Evans presented the monthly financial report, including a projected \$170,000 ending fund balance at the end of SY 13-14. They also shared handouts and notes from the previous Budget Committee meeting of June 25, as well as sharing final draft summaries of the District's budgets.

- a) Monthly Budget Status Report
- b) Enrollment: June 2014 = HC 228, FTE = 214.8 (incl. CVA)
- c) Audit Report Action Plan Report
- d) Year-end Report
- e) Report on progress of SY 14-15 annual budget development

VIII. OLD BUSINESS

- a) Consideration of approval of revisions to contract for Principal Dave Sather for July 1, 2014 through June 30, 2015 in the amount of \$75,000 base salary. (Action): A motion was made by Director Haber and seconded by Director Prout, to approve a recommendation by Superintendent Evans of a revision to Principal Sather's annual contract, to change Sather's title in the contract from "Assistant Principal" to "Principal", and to award \$700 to the principal, every three years, for the purchase of an electronic tablet to further facilitate the principal's ability to conduct school business while away from the office. (This allocation would be considered income and the instrument purchased would be the personal property of the principal.) The motion was approved unanimously.
- b) Consideration of approval of revision to contract of Superintendent Bill Evans. (Action): A motion was made by Director Guenther and seconded by Director Budke, to approve a revision to Superintendent Evans' contract to include the same electronic tablet allocation for the Superintendent. The motion was approved unanimously.
- c) Discussion of long-term strategic planning for technology and facility needs: A discussion was held by the Board about the possible need for a technology levy and a renewed effort toward the capital projects bond, in order to further address ongoing needs of the District. It was determined by consensus to support the Technology Committee, led by Director Budke, in its efforts to gather sufficient data and information from the committee, school personnel, and the community, in order to consider the possibility of placing a Technology levy on the November 2014 ballot. It was also determined by consensus, to direct Superintendent Evans to reconvene the current Budget Committee, with the addition of other key individual community members, to ask that Committee to act as a "sounding-board" for further discussions about the size and the best date for another attempt to seek voter approval for a capital projects bond to address serious capital projects needs of the District.

- d) Update on District Office Reorganizing: Superintendent Evans reported on the continued positive collaborative efforts in progress with North Central ESD (NCESD) in the matter of reorganizing the financial services of the District to include contracting with the NCESD to provide Business Manager and other financial services to the District. Superintendent Evans presented the need for the hiring of a 4 hr per day Office Assistant person to assist in the District Office, to replace resigning current employee Christina Krantz and her role as Executive Assistant. The Board concurred with that need, by consensus.
- e) Update on Interim Elementary Principal/Special Services Director hiring: Superintendent Evans provided an update on the hiring process and time-lines for that position.
- f) Update on non-permanent press-box/storage facility: Superintendent Evans informed the Board that he had approved the continued work by the Boosters Club toward the creation of a press-box and storage facility out of the container box that is now located on the North side of the football field that served that purpose during school year 2013-14. The work will follow the dictates and requirements of a recently secured building permit, and will be overseen by Superintendent Evans and Maintenance Director Denny Jardine. The structure, upon completion will be considered non-permanent and will continue to be portable, in the event it would need to be moved in the future.

IX. NEW BUSINESS

- a) Consideration of approval/ratification of Collective Bargaining Agreement negotiation results with PSE of Lopez. (Action): A motion was made by Director Budke, seconded by Director Guenther to ratify by approval of the Board the negotiated collective bargaining agreement between the Public School Employees of Lopez and the District, as recently negotiated. The motion was approved unanimously.
- b) Discussion of Audit Report and Finding: The final report from the State Auditor's Office regarding the District's most recent financial and accountability audits was shared with the Board and the audience. The one Finding, of lack of internal controls, was also shared and discussed.
- c) Consideration of approval to change date of July Regular School Board Meeting to Thursday, July 24, 2014. (Action): A motion was made by Director Guenther and seconded by Director Budke to change the date of the regular July Board meeting to Thursday, July 24, 2014. The motion was approved unanimously.
- d) Consideration of revision to Board Policy #1400 to facilitate change of Regular School Board meetings from the fourth Wednesday of the month to the fourth Thursday of the month, beginning in August 2014, to accommodate the regular participation of NCESD personnel. (Action): Discussion was held about this agenda

*item and it was determined that the fourth Tuesday of the month was better than the fourth Thursday. A motion was made by Director Haber and seconded by Director Holding, to revise Board Policy #1400 to reflect a change from regular Board meetings being held on the fourth Wednesday, to now being held on the fourth Tuesday of each month, except for any changes to this schedule that are required by Holidays. The motion was approved unanimously.*

- e) Consideration of approval of Resolution Number #9:2013-2014 – “A Resolution Authorizing the District to Transfer Money from the Capital Projects Fund to the Debt Services Fund for the Purpose of Making the First Interest Payment to Cashmere Bank for the Line of Credit Draw”. (Action, by roll-call): *A motion was made by Director Haber and seconded by Director Holding, to approve Resolution #9:2013-2014. The motion was approved unanimously by roll call vote.*
- f) Consideration of approval of required Highly Capable Plan. (Action): *A motion was made by Director Haber and seconded by Director Prout to approve the Highly Capable Plan presented by Principal Shelby. The motion was approved unanimously.*
- g) Discussion and First Reading of proposed Student Discipline Policy revisions: *It was determined by consensus that this agenda item would be postponed until the July 24 regular Board meeting, to allow for further publicizing efforts and allow additional time to share with key community members.*
- h) Discussion of septic tank concerns: *Superintendent Evans shared with the Board the ongoing seriousness of the need to address the decaying septic tanks and possibly the connecting pipes, as highlighted by a letter from the sewer district.*

- X. COMMUNICATIONS: *There were no communications.*
- XI. BOARD MEMBER ITEMS: *There were no Board member items.*
- XII. REVIEW OF TASKS AND ASSIGNMENTS: *A quick review of tasks and assignments was conducted.*
- XIII. EXECUTIVE SESSION – None: *There was no Executive Session.*
- XIV. ADJOURNMENT: *The meeting was adjourned at 8:45 by Chairperson John Holding.*