

APPROVED 10/25/23



BOARD OF DIRECTORS
Lopez Island School District #144
September 27, 2023
Multi Purpose Room/LISD Zoom
6:00 PM
Board Meeting Minutes

[Meeting Link can be found on LISD Website](#)

I. CALL TO ORDER:

Directors present: Chair Carrier, Vice-Chair Guenther, Director Taylor, Director O'Connell, Director Price-Morris.

Staff present: Interim Superintendent Martin, J.Hammond, S.Rabel, K.Moore

Chair Carrier called the meeting to order at 6:00 pm.

II. PLEDGE OF ALLEGIANCE AND LAND ACKNOWLEDGEMENT:

III. APPROVAL OF AGENDA:

Taylor moved to approve the agenda. Discussion: Is the superintendent search on the agenda? Response: yes, under New Business. Add Under VIII Financial Report, Item A: Resolution 23/24-9 A Resolution Authorizing Inter-Fund Loan. All voted to approve the agenda.

IV. APPROVAL OF MINUTES:

- A. Regular Board Meeting of [Aug 23, 2023](#)
- B. Special Board Meeting of [Aug 30, 2023](#)
- C. Special Board Meeting of [Sep 6, 2023](#)
- D. School Board Work Session of [Sep 13, 2023](#)

Chair Carrier moved to approve meeting minutes for A, B, & D, Meetings on 8/23/23, 8/30/23 and 9/13/23. No discussion. All voted to approve.

Director Gueunther moved to approve the minutes of C, Special Board Meeting of 9/6/23.

Discussion: Add "DG-YES" to the roll call votes for all items. All voted to approve.

V. ADOPTION OF THE CONSENT AGENDA:

- A. Payroll for the month August 2023 \$431,064.20
- B. Consideration to approve:
 - 1. AP Check Summary, Warrant Numbers 117980 through 118010, totaling \$67,480.72
 - 2. Contract for Superintendent (M.Martin)
 - 3. Contract for Administrative Services (M.Fordham)
 - 4. Contract for Certified Employment, Provisional, SAP (B.Jensen)
 - 5. Contract for Certified Employment, Provisional,Culinary (S.Nolan)
 - 6. Contract for Certified Employment, Provisional, Elementary Garden (S.Rucker)
 - 7. Contract for Certified Employment, Provisional, Math (T.Deach)
 - 8. Contract for Certified Employment, Provisional, MS Health (T.Elliott-Napier)
 - 9. Contract for Certified Employment, Provisional (N.Vliet)
 - 10. Contract for Certified Employment , Supplemental (T.Deach)

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11. Contract for Classified Employment, Paraprofessional (E.Saunders)
12. Contract for Classified Employment, Paraprofessional (A.Adams)
13. Contract for Classified Employment, Special Needs Parapro (A.Norman)
14. Contract for Stipend Extracurricular Coach, MS Volleyball (J.Patrick)
15. Contract for Stipend, Extracurricular Coach, Soccer (M.Kraushaar)
16. Contract for Stipend, Junior Advisor (J.Hammond)
17. Contract for Stipend, Sophomore Advisor (L.Berg)
18. Contract for Stipend, MPPACT Advisor (J.Hammond)
19. Contract for Stipend, Yearbook Advisor (J.Hammond)
20. Contract for Stipend, Secondary RTI (T.Elliot-Napier)
21. Contract for Stipend, Elementary RTI (D.Kosman)
22. Contract for Stipend, ASB Advisor (K.Maker)
23. Contract for Stipend, GSA Advisor (T.Elliot-Napier)
24. Contract for Stipend, GSA Advisor (R.Klompus)
25. Resignation (J.Carter)
26. Resignation (A.Norman)

Vice-Chair Guenther moved to approve the Consent Agenda. Discussion: S.Nolan's contract has an extra page in the board packet, but it doesn't impact the Consent Agenda items. All voted to approve the Consent Agenda.

VI. PUBLIC COMMENT:

When called forward, individuals will identify themselves and proceed to make comments within the three (3) minute time limit established by the board. The board is not obligated to respond to questions or challenges made during the public comment period and the board's silence will not signal agreement or endorsement of the speaker's remarks. The board may control the time, place, and manner of public comment. The chair/president may terminate an individual's statement when the allotted time has passed and may interrupt a speaker to require the same standard of civility that the board imposes on itself.

No public comment. Chair Carrier indicated that going forward, the board will respond to previous public comments at this time in the agenda.

VII. RECOGNITION AND GRATITUDE:

Chair Carrier thanked Dr. Martin for stepping into the role of superintendent. She also thanked all of the staff for their hard work getting the school year started.

VIII. FINANCIAL REPORT: Kara Moore, NWESD Business Services Manager

- A. [Resolution 23/24-9 A RESOLUTION AUTHORIZING AN INTER-FUND LOAN](#) (roll call vote)
K.Moore addressed enrollment at the start of the new year and shared a slide with trends from the last 3 years. She also shared the monthly End Cash Balance report. At this time, she is working on the end of year closeout and that information will be reported in October. She explained the intent of the proposed Resolution 23/24-9. Board Directors discussed the specifics of the Resolution and an Inter-Fund Loan.

Vice-Chair Guenther moved to accept the Resolution 23/24-9 A Resolution Authorizing an Inter-Fund Loan. Director O'Connell seconded the motion. Vice-Chair Guenther led a roll call vote: KT-yes, MP-P- yes, KC- yes, RO-Yes, DG-Yes. The Resolution 23/24-9 was approved 5/5.

IX. ADMINISTRATIVE REPORT:

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A. Elementary & Secondary School Report (*Dr. M.Martin*)

Dr. Martin started with the Elementary School report. She shared slides and updates regarding the Literacy Intervention Program, 4th/5th grade field trip to Spencer Spit, 6th grade overnight field trip to Shaw, Elementary Open House hosted last week, Spanish IV Students storytime and character assembly.

She continued with Secondary School report outlining highlights: AB Block schedule, sports, clubs and extracurricular activities, ASB, Safe San Juans, Peer tutoring, cell phone, Mid-term 1. K12 start up week was in August before school starts. A full day of professional development was part of the program from the Equity Institute. UDL, Standards based grading, restorative classroom management were also discussed; Data Dive & SIOP (attended by M.Fordham & A.Torres); Parent Square, completing fall iReady, PD & Coaching, October 4th Picture Day, Decatur; Dean of Students. She reinforced the importance of the Dean of Students position that is supporting her in her K12 principal role.

She shared a report regarding her role as superintendent including updates: Covid Reporting, Department head check ins with Maintenance, Transportation, Food Services, District Office; NWESD, Boundary Training, Labor Management, Bullying Reports, All Gender Bathroom, Safety Drills, Vaccination Clinics (Aug 30 & Nov 14), Fentanyl Presentation and Community Conservation- Nov 9, Meeting with Governor Inslee. She shared HR announcements with new staff who joined our team. She closed with her appreciations of staff, community and partners to the school.

X. UPDATES:

A. Technology Update

Jesse Hammond shared a slide show and shared 22-23 SY Highlights: Parent Square, Network/Device Security, Infrastructure Projects, and Lanschool Digital Classroom Management, Vivi screencast and A/V Updates, Informacast Emergency Notification System, Canvas LMS for secondary, Emergency Connectivity Funds, Free Internet for School Families, E-Rate, Decatur School improvements, removing redundant hardware. These improvements were supported by the 2016 and 2021 Tech levies.

B. Associated Student Body (ASB)

Ruby Ervin-Mclean shared recent ASB activities. Sept 8th Advisory Ice cream social and a survey to find out what were students' favorite activities. ASB approved the PACK to represent sports. In the last week of October, ASB will host a Spirit Week and Homecoming Dance for the home Volleyball game. They will also have a Veterans' Day activity and they appreciate K.Maker and how she's stepped up to be the advisor this year.

C. Lopez Education Association (LEA)

Lorri Swanson joined from LEA. She welcomed M.Price-Morris to the board. All of the teachers worked hard for Back to School night and Open House. They thanked M.Martin for filling in as superintendent and hope she is not in this role for too long. They thanked the board for inviting a member of the LEA to join the superintendent search committee.

D. Public School Employees (PSE)

Deirdre Steinbrueck spoke on behalf of the PSE. She thanked M.Martin for her leadership. They are happy to welcome the new custodian. They thanked the board for the invitation to be a part of the superintendent search. J.Shaw will represent the LEA on this committee. She thanked the

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school board for keeping an even keel over the last year and is looking forward to the bright future ahead.

E. Lobo Pack

No report.

F. Parent, Teacher, School Association (LIPTSA)

Stephanie Cariker, the Advocacy Representative, joined to share that they are in the height of the fall membership drive. Their goal is to gain 100 members. It's \$15/person which is used to support teaching staff through grants and to provide student support. They are planning the annual Pumpkin Carving Party, Tuesday, Oct 24th, 5-7. They also plan to spruce up the Middle School Commons. They plan to be involved in the superintendent search.

G. Lopez Island Farm Education Program (LIFE Garden)

Sara Jones shared an update with highlights from the last school year and plans for the upcoming school year. A copy of the report was submitted to the board.

XI. OLD BUSINESS:

A. Revisions to Policy 6022 - Minimum Fund Balance (Second Reading)

1. [Policy 6022 Minimum Fund Balance without set percentage](#)
2. [Policy 6022 Minimum Fund Balance with 6%](#)

Discussion: suggested to keep the Minimum Fund Balance at 9%, and keep the Policy 6022 in place, but to set corrective actions with thresholds with steps to be taken in order. Q: Are there consequences to being out of compliance? A state auditor's office will issue a letter in an annual review. OSPI has oversight, but there are no repercussions unless it remains out of compliance with the policy for more than 2 years. Suggestion: leave the policy in place. Past minimum fund balance had been set at 11%, but 9% is deemed the lowest it should go. What is required at this time? Create a Board Financial Subcommittee. The board will make this discussion as part of the next Work Session Meeting.

A. [New Policy 2401 Financial Education Mastery-Based Learning and Credit](#) (Second Reading)
Chair Carrier moved to approve Policy 2401 Financial Education Mastery-Based Learning and Credit. No Discussion. All voted to approve the Policy.

B. [Field Trip to Mexico](#)

The staff leading the trip previously approved by the board informed the board that the trip to Mexico will be postponed for one year until they can raise enough funding to cover the costs of the trip.

C. Affordable Housing on School Property

Five years ago the board asked the county to rezone part of the property to allow for affordable housing to be built for staff. Vice-Chair Guenther shared an aerial photo of the school property. In February, the SJC planner informed him that the county will rezone the southernmost property. The county chose to rezone two of the parcels (one included the track parcel). The reasoning was because the track parcel is in Island Center -urban/commercial classification which could be very impactful to the future of the school properties by having a number of full houses and commercial units. The zoning option will be in Rural Farm Forest which will allow for 12 units. Does the board want both parcels rezoned? Who would the housing be for? Priority to school staff. Would they be purchased or rentals? Housing Lopez and the Lopez Community Land Trust could be involved as third party managers. Power and water are already at the site. Septic is not currently

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*at the site. Neighbors would like to see that the number of buildings limited to Rural Farm Forest zoning are placed and screened to reduce impact. There will be a planning commission zoning meeting on Oct 17. The board should reach out to the neighbors to share their intentions to protect the land and only build in the small strip. **The board would like to recommend the planning commission to have both parcels rezoned to Rural Farm Forest and have directed Sara to draft a letter on their behalf.***

XII. NEW BUSINESS:

A. WSSDA Conference

Annual School Board Directors conference in Bellevue in November. This is a chance for the board members to do professional development.

B. Board Meeting Calendar

*A board calendar with proposed 2024 dates needs approval. **Chair Carrier moved to approve the 2024 Board Meeting Calendar.** Discussion: is Zoom possible for work sessions? Yes. **All voted to approve the 2024 Board Meeting Calendar.***

C. Superintendent Search Committee and Process

The Board has begun a selection committee which will include Chair Carrier, Director O'Connell, Superintendent/K12 Principal Martin, SpEd Director Fordham, LEA member L.Swanson, PSE member J.Shaw, a LITPSA member C.Downey and K.Sausman.

The committee will set a timeline for the search, a position posting, focus groups, and interview plans. Director Taylor recommended that former board directors be consulted.

D. Town Hall

County Commissioner Jane Fuller is helping the board to host a Town Hall in an effort to educate the community regarding the financial status of the school.

E. Free & Reduced Forms

These are mandatory to help ensure our students get financial assistance for extra curricular and athletic activities.

XIII. ADJOURNMENT:

Director O'Connell moved to adjourn. No Discussion. All voted to approve adjournment. Chair Carrier adjourned the meeting at 8:37 pm.

Persons with disabilities please contact the district office at 468-2202 to make arrangements to participate in board meetings.

Nondiscrimination: The Lopez Island School District prohibits discrimination on the basis of age, sex, marital status, genetic information, sexual orientation, including gender expression or identity, race, creed, religion, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification, in all its employment procedures, training, programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Superintendent, 86 School Rd., Lopez Island, WA 98261, 360.468.2202.