

**BOARD OF DIRECTORS**  
Lopez Island School District #144  
June 30, 2020  
School Library  
5:00 p.m.  
Board Meeting Minutes

Meeting Link: (see website: [www.lopezislandschool.org](http://www.lopezislandschool.org))

**Following the recommendation of the San Juan County Health Department and LISD school measures to control the coronavirus, public involvement in the meeting will be by computer or phone conference utilizing this link. Thank you for understanding the need for this measure.**

I. CALL TO ORDER AND FLAG SALUTE:

*Called to order at 5:10pm. Attended by Board Chair John Holding. Board Members Jenny Poole, Del Guenther, Carol Steckler and Chris Greacen, along with Superintendent Brian Auckland and Principal Martha Martin attending remotely.*

II. ADJUSTMENTS TO THE AGENDA:

*School Board Assistant Renee Koplan adds Endorsement Approvals for SY 19-20 as item c and Personal Services Contract for Kathy Shapiro for SY 2020-21 as item d under New Business. Remove item c under Old Business (NWESD Service Contract pending clarification), add Resolution 19/20-10 as item c under Old Business. Remove items l, o, r, and dd from Consent Agenda pending further discussion.*

*Chair Holding adds that we will have an executive session to discuss the performance of an employee, no action will be taken following that session.*

III. APPROVAL OF MINUTES (Action)

- a. Regular Board Meeting of 5/27/2020 – Board member Greacen moves to approve, seconded by Board member Steckler. **Motion approved unanimously.**
- b. Special Board Meeting of 6/18/2020 – Chair Holding moves to approve, Board member Guenther seconded. **Motion approved unanimously.**

IV. UPDATES:

- a. Covid – 19 – Superintendent Auckland advises 3 potential proposals are being discussed by School committees, and we will be ordering PPE and developing plans to present to the School Board in August. State is expected to publish further guidance on August 12.
- b. Safe and Respectful Workplace Taskforce – Jennifer Norvelle reports the taskforce has met 5 times, has initiated work reviewing & gathering information on District safe workplace practices, as well as researching similar taskforce committees across the state, distributed survey to all staff – expressed appreciation to all staff who contributed (around 65%). Taskforce is now analyzing the data. Suggestions and questions welcome and will be kept confidential ([safety@lopezislandschool.org](mailto:safety@lopezislandschool.org)). Also, a link will be published on the school website for communications.

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- c. Parent, Teacher, Student Association – *Serina Adams reports summer book fair is underway, grant is in process for Covid 19 relief in 4 broad areas, and will be presenting at the Lopez Farmer’s Market with LIEF to promote membership and involvement. New membership year begins July 1, 2020.*
- d. Tech Committee – *Jesse Hammond reports the Tech Levy will be on the ballot mailed July 17. Expresses thanks to the LIPTSA, the Safe and Respectful Workplace Taskforce, and to Board member Greacen for time and energy dedicated to the cause. Chair Holding inquired about public communications related to the levy and Board member Poole suggests a showing on school grounds for support.*
- e. Lobo Pack – *Samantha Olsen reports that the Booster Club continues to research Parks & Rec District on Lopez Island, but finds it is a fairly rare occurrence across the state and not a dependable potential source of revenue for LISD Athletics. Recommends the District increases the student fees for MS/HS sports, closely research the recent steep increase in transportation costs, should charge admissions to every home game in every sport, lean on Lopez Pack and utilize Athletic Director to her full potential. Lopez Pack will start vigorous fundraising for Athletics this year. Board member Poole expresses appreciation and recommends that we also establish a scholarship fund to ensure all students have access to sports. Steve Adams has also been working with Samantha, and spoke in support of her recommendations. Board member Greacen expressed appreciation for all of Samantha and Steve’s work in this process.*

V. DELEGATIONS: This item permits an individual or group to address the Board without having to go through the procedure to get on the formal agenda. Due to time, we ask that all delegations be limited to five minutes per individual or group.

*Chair Holding requests that comments related to budget be held until that discussion later in the agenda.*

*JN – Read letter directed to the School Board members requesting closure in response to the last year’s investigation.*

*SR – Read letter from Wendy Stephenson, who cannot access the zoom meeting, in regards to the Safe and Respectful Workplace Taskforce and how it is related to the two previous investigations regarding DS.*

*EN – Why has nothing been said to JN and other claimants?*

VI. ADOPTION OF CONSENT AGENDA (Action):

- a. General Fund: 114882-114915 -- \$48,650.97 and 114939-114969 -- \$22,404.32
- b. Capital Projects: 114916-114919 -- \$67,382.04 and 114970 -- \$195.90
- c. ASB: 114920-114922 -- \$2258.56
- d. Payroll for the month of June 2020: \$405,518.20
- e. Consideration to approve Secondary Principal Contract for Dr Martha Martin, July 1, 2020 – June 30, 2021.
- f. Consideration to approve District Coordinator Contract for Laurie Jardine, July 1, 2020 – June 30, 2021.
- g. Consideration to approve HR Specialist Contract for Renee Koplan, July 1, 2020 – June 30, 2021.
- h. Consideration to approve Contract for Consulting Services for Patrice M Page.
- i. Consideration to approve Personal Services Contract for Tim Kopet, September 8, 2020 – June 18, 2021.

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- j. Consideration to approve Personal Services Contract for Kathy Shapiro, June 22 – August 31, 2020 and September 2020 – June 2021.
- k. Consideration to approve Personal Services Contracts for Lauren David, June 22 – August 31, 2020 and September 8, 2020 – Jun 18, 2021.
- l. Consideration to approve Resignation from Renee Koplan for Assistant to the School Board, effective July 15, 2020.
- m. Consideration to approve .7 FTE Certificated Contract for Alisa Ball, SY 2020-2021.
- n. Consideration to approve 1.0 FTE Certificated Contract for Lawrence Berg, SY 2020-2021.
- o. Consideration to approve 1.0 FTE Certificated Contract for Kathy Booth, SY 2020-2021.
- p. Consideration to approve 1.0 FTE Certificated Contract for Richard Carter, SY 2020-2021.
- q. Consideration to approve .7 FTE Certificated Contract for Ann Marie Fischer, SY 2020-2021.
- r. Consideration to approve .8 FTE Certificated Contract for Nina Gartland, SY 2020-2021.
- s. Consideration to approve 1.0 FTE Certificated Contract for Brian Goff, SY 2020-2021.
- t. Consideration to approve 1.0 FTE Certificated Contract for Rebecca Hamilton, SY 2020-2021.
- u. Consideration to approve 1.0 FTE Certificated Contract for Kathryn Kester, SY 2020-2021.
- v. Consideration to approve 1.0 FTE Certificated Contract for John Platter, SY 2020-2021.
- w. Consideration to approve 1.0 FTE Certificated Contract for Rachel Post, SY 2020-2021.
- x. Consideration to approve .6 FTE Certificated Contract for Kristen Ryan, SY 2020-2021.
- y. Consideration to approve .4 FTE Certificated Contract for Amy Studzienko, SY 2020-2021.
- z. Consideration to approve 1.0 FTE Certificated Contract for Lorri Swanson, SY 2020-2021.
- aa. Consideration to approve 1.0 FTE Certificated Contract for Richard Tetu, SY 2020-2021.

*Board member Steckler moves to approve as amended, Board member Guenther seconds. **Motion approved unanimously.***

#### VIII. RECOGNITION & GRATITUDE

*Board member Greacen expressed profound gratitude for Chair Holding's years of service.*

*Board member Steckler expressed how much she has learned from Chair Holding through leadership and inclusion.*

#### IX. FINANCIAL REPORT:

- a. Monthly Budget Status Report- Nicole Courtney, NCESD Finance Manager  
*Nicole presents current financial report, 75% of the year. Projected ending General Fund balance at 6.73%, suspects that we will end a little closer to 7%. Capital Projects balance of \$10,907. Tax collections are coming in as usual. ASB balance of \$59,980. Yellow School bus fund balance of \$129,505, electric school bus grant will be deposited into this fund once it is received (after the bus is delivered). Chair Holding confirms that NCESD will end their contract with LISD as of August 31, 2020 and we will transition to NWESD for finance management. He expressed thanks and appreciation for their work partnership over the years, including an increase from 2% to 16% in the fund balance.*
- b. Update on FY 2020-21 Budget Process – *Board member Greacen presents current budget committee process and their work to keep the school solvent without reducing staff, along with a recap of the circumstances leading to our current shortfalls. Ending fund balance of 7% this year would supply 24 days of operating costs. Chair Holding reiterates that we chose not to reduce programs and staff for 19-20 in the hopes of gaining levy lid relief from the legislatures, which was not successful. With projected revenues and saving options discussed, we expect an ending fund balance of 7.3% at end of SY 20-21, but that could be negatively by a variety of factors including unknown enrollments and impacts of Covid*

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19 on both the school and state. Elementary Principal Auckland reports on proposed changes to elementary staff assignments that could save around \$33,000. Secondary Principal Martin presents proposal to secondary staff changes for a savings of around \$60,000. Board member Greacen summarizes LEA proposal letter submitted on June 18, 2020, calculated to be around \$28,000 in new savings and presents scenarios using various factors. 60% of projected revenue and savings are only one-year solutions.

SO – Community Advisory board member, questions whether there have been any cuts to the garden program? Also questioned the costs of the mediator contract and clarification of the time frame. Concerned about costs attributed to Athletics erroneously.

BP – Questioned why contracts haven't been issued to RIF'd elementary teachers? Concerned that offering Decatur job to one of our teachers is not feasible.

BL – Appreciates Board member Greacen's presentation. Spoke to the difficulty of the situation and that we all will need to make sacrifices.

DM – Upset that consent agenda includes contracts this month with raises.

SR – Referenced a letter to parents on June 19 from Superintendent Auckland, concerned that reinstatement contracts have not been issued. Clarified that increase in HR contract includes bringing payroll in-house. Why was JN's contract not on the agenda?

Chair Holding confirmed that July 10<sup>th</sup> is the date the budget is due to the ESD for review, but Nicole reports that some changes will require a revised budget at a later date. Current scenario puts ending fund balance at 7.3% for 20-21. Board member Poole and Superintendent Auckland clarified that changes can be made over time. Chair Holding suggests they at least decide on approved ending fund balance tonight and consider additional changes over time. Principal Martin inquired about decision to hold a 9% fund balance goal. Chair Holding clarified that it came from a combination of previous administration, a low balance of 2%, a transition to new financial management procedures and in order to avoid serious financial distress.

Board member Steckler would not approve a balance of less than 7.2%.

Board member Poole reminds us that a lower fund balance was one of the requests in the LEA potential MOU, although she would agree with Board member Steckler not to go below 7.2%.

Board member Greacen is concerned about the low fund balance and the disappearance of the one time savings/revenues. Would like to have a safety net such as a CBA opener if the balance falls too low (dependent on LEA agreement).

Board member Guenther thinks that 6.9% may be feasible as it would benefit the students for not a huge financial difference to 7.2%

Superintendent Auckland expresses that this is a difficult year with no buffer and so many unknowns. A 9% fund balance would allow the school to operate for 3 months without state funding.

Nicole suggests that most districts are being extra conservative with their budgets.

Chair Holding is in favor of 6.9% for the benefit of jobs and programs, if we could have some sort of safety net mid-year as a CBA opener to negotiate salaries.

Board member Poole pointed out that we can not choose another scenario without an MOU from LEA for the \$28,000 in savings.

Board member Greacen points out that a 7.3% balance is below what was suggested by LEA.

BL – In order to protect staff and programs, the LEA has an opportunity to step up and make a sacrifice.

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*Chair Holding does not believe we can take anyone off the RIF list just yet, but Superintendent Auckland clarifies that current scenario at 7.3% allows us to bring back 1.0 FTE Elementary staff. This would match the budget already created by the NCESD.*

*Chair Holding moves to temporarily suspend the Board's 9% fund balance policy and are instructing the administration to submit a budget with a 7.3% fund balance for the end of FY 2020-21. Seconded by Board member Steckler. **Motion is approved unanimously.***

- c. Capital Projects Update – *will be discussed with Resolution 19/20-10 under Old Business.*
- d. Tech and Capital Operating Levy Update – *previously updated.*

X. ADMINISTRATIVE REPORTS: (Info.)

- a. Lopez Education Association – *Jeanna Carter expresses appreciate for the thoughtful discussion tonight and all the work that has been done by the budget. Based on information on hand, LEA is not prepared to offer a formal MOU.*
- b. Public School Employees – *Della McCullough reports PSE is currently beginning negotiations with the District, waiting for the projected budget to settle.*
- c. Associated Student Body – *no report.*
- d. Principals' Report – *Principal Martin reports appreciation for all staff and parents who have participated in talks, for parents navigating the unknowns, staff navigating virtual teaching and unknowns, secondary staff for patience with learning curve, Superintendent Brian for answering questions, Chair Holding, reopening committees, LIEF Board, LIPTSA Board, Debbie Tetu, Ronda, Renee, Laurie, Safe Workplace Taskforce, communications regarding race/social justice, certificated staff on goals/culture, secondary staff working in the times of Covid and CTE.*
- e. Superintendent's Report – *Superintendent Auckland echoes Dr Martin's appreciations, also to the board for discussions tonight, and Chair Holding's dedication to the school.*

XI. OLD BUSINESS:

- a. District Safety Enhancement Project – Review Safety Coordinator position posting – *Superintendent Auckland would like to post once budget is finalized, draft to be reviewed by the Safety Review Team.*
- b. District Policies Revision Update – *In process (WSSDA is not reviewing policies due to Covid-19). Chair Holding recommends a special board meeting specifically for policy review. Board member Guenther agrees.*
- c. Resolution 19/20-10: Final Acceptance of Construction Completion – *Chair Holding is working to get this project fully finalized and submitted to OSPI. VP Guenther performs roll call: Poole – Y, Greacen – Y, Steckler – Y, Holding – Y, Guenther – Y. **Resolution passes.***

XII. NEW BUSINESS:

- a. CTE Framework Approval for Woodshop – *Motion to approve by Board member Steckler, seconded by Guenther. **Motion approved unanimously.***
- b. CTE Framework Approval for Intro to Health Sciences - *Motion to approve by Board member Steckler, seconded by Greacen. **Motion approved unanimously.***
- c. Out of Endorsement Approvals for Certificated Staff 2019-2020 – *Motion to approve by Board member Guenther, seconded by Chair Holding. **Motion approved unanimously.***
- d. Consideration to approve Personal Services Contract for Kathy Shapiro for SY 2020-21. – ***Contract approved unanimously.***

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XIII. COMMUNICATIONS:

*Chair Holding recommends keeping parents informed regularly on information related to school reopening. Board member Greacen recommends a dedicated COVID link on the District's home page.*

XIV. BOARD MEMBER ITEMS:

XV. REVIEW OF TASKS AND ASSIGNMENTS:

XVI. EXECUTIVE SESSION:

*Chair Holding recommends a special board meeting to discuss next week due to this being a long meeting already, therefore with agreement from the Board no executive session was held tonight.*

XVII. ADJOURNMENT:

*Chair Holding fedges the nest and expresses thanks to all the board members and community for devotion to the school.*

*Motion to adjourn by Board member Steckler, seconded by Chair Holding. **Unanimously adjourned at 9:54pm.***

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