

**SHELTON SCHOOL DISTRICT NO. 309**  
**REGULAR SCHOOL BOARD MEETING, DECEMBER 11, 2018**  
**PAGE 1**

The Shelton School District Board of Directors met in regular session at 6:00 p.m. on December 11, 2018 in the Oakland Bay Junior High Commons.

Board members present: President Keri Davidson, Vice-Chairman Sandy Tarzwell, Sally Brownfield, Sally Karr, Dan Cooling and student board representatives Jillian Abbe and Kai Saito.

Staff members present: Superintendent Dr. Alex Apostle, Alison Nutt, Linda Arnold, Brenda Trogstad, Karen DeWitt, Robert Herron, Bob McMath, Bob Trondsen, Pam Farr, Jenny LaFrenier, Sheila Iversen, Sheryl Cannon-White, Travis Smith, Jennifer Deyette, Wendy Boles, and Heather Kowalski.

Others present: Jeff Feeney, Randy Lewis, and CeCe Visser, among others.

**CALL TO ORDER**

President Davidson called the meeting to order at 6:00 p.m. Pam Farr led the Pledge of Allegiance.

**ADOPTION OF AGENDA**

Chairman Davidson announced the need to add an additional agenda item as a new Item 6.01 which was discussion/recommend approval of State Match Projects. The discussion on Batch #5 and Batch #6 of the policy review will be moved to Items 6.02 and 6.03 respectively. Sandy Tarzwell made a motion to adopt the agenda as revised. Sally Karr seconded the motion and the motion passed unanimously.

**COMMUNITY COMMENTS**

Heather Kowalski thanked the board for the settlement of the bargained agreement with the ESP union. She commented that we all have passion for what we do and said that for her it was about respect.

**REPORTS AND RECOGNITIONS**

**4.01 – Recognition of school board members:**

Board members were recognized for being highly dedicated to the task of making sure we provide the very best for our students and community and for being recognized by the Washington State School Directors Association with a School Boards of Distinction Award and an Equity Award at the recent WSSDA Conference. They were one of only two school boards in the state to receive an Equity Award.

**4.02 – Student presentation from the North American Assoc. for Environmental Education Conf:**  
Student CeCe Visser shared with the school board the presentation she made in October at the North American Association for Environmental Education Conference. CeCe's presentation was on how the Capital Land Trust and Olympic Middle School work together at the Bayshore Preserve.

Sally Brownfield attended the conference and commented that CeCe did a beautiful job and presented Shelton School District in a wonderful way. Sally also said that it was not just a North American conference. There were over 30 nations represented and 2,000 people in attendance.

**SHELTON SCHOOL DISTRICT NO. 309**  
**REGULAR SCHOOL BOARD MEETING, DECEMBER 11, 2018**  
**PAGE 2**

4.03 – Monthly report on bond projects:

Jeff Feeney gave his monthly update on the bond projects.

PKG C – Bordeaux Elementary, Evergreen Elementary, CHOICE, MCTC, Maintenance

- PKG C is roughly 98%+ complete and should be finished within approximately 30 days. There is still a little work to be done on the doors at CHOICE. PKG C finished under budget.

PKG B - Mt. View Elementary, Early Learning Center, Olympic Middle School

- The Mt. View two story southern wing is up and roofing and insulation is done. We are getting ready for concrete in the cafeteria area. This project is moving along very well to date. We started with a \$1 million contingency and have spent only \$100,000 in change orders so far.

PKG A – Shelton High School and Oakland Bay Junior High:

- The Auxiliary Gym is almost structurally complete. The roof and siding will go up soon.
- There are a couple of concerns we are working hard to remedy that could potentially cost us some time. One is that we are having difficulty getting welders. We currently have two welders on the Shelton High School project but need four at a minimum to stay on schedule. It is an unusual structure that requires full penetration welds. In addition, our testing agency is asking for additional inspection time.
- Secondly, we are working with the City regarding inspections. The district has paid the City all fees, including the traffic impact fee, which says the City is supposed to deliver what they promised and that is not being done. Dr. Apostle is meeting with the City on Monday to indicate these inspections are critical in terms of our timeline. Jeff added that the code requires some special inspections that have to be done by a structural engineer or his agent. We have hired an agent. The City is saying they have to duplicate inspections which will turn into lost time.

Jeff then spoke about the bond budget, which he called a forecasting budget. We take and forecast every month what we think the worst forecast for these budgets are – not the best. We are constantly adjusting on what we've spent and what we think we are going to spend.

4.04 – Budget status reports:

Brenda Trogstad gave the budget status reports for September and October 2018 and reviewed the balances in each fund. The December enrollment is 208 FTE above budget. She hopes to give the November and December budget status reports in January and then we will be current and back to monthly reports.

**CONSENT AGENDA**

Dan Cooling made a motion to approve the consent agenda. Sally Karr seconded the motion and the motion passed unanimously. The board:

- Approved minutes from the November 27, 2018 regular board meeting;

**SHELTON SCHOOL DISTRICT NO. 309**  
**REGULAR SCHOOL BOARD MEETING, DECEMBER 11, 2018**  
**PAGE 3**

- Approved overnight travel to Vancouver, WA on December 27-29, 2018 for the Shelton High School boys varsity basketball team to participate in a Holiday Basketball Tournament ;
- Approved the personnel report (see Attachment #1);
- Approved General Fund Warrant Nos. 130146041 through 130146265 in the amount of \$804,563.60;
- Approved Associated Student Body Fund Warrant Nos. 130405958 through 130405960 in the amount of \$780.86;
- Approved Associated Student Body Fund Warrant Nos. 130405961 through 130405988 in the amount of \$9,576.24;
- Approved Associated Student Body Fund Warrant Nos. 130405989 through 130405994 in the amount of \$977.27;
- Approved Associated Student Body Fund Warrant Nos. 130405995 through 130405996 in the amount of \$167.97;
- Approved Associated Student Body Fund Warrant No. 130405997 in the amount of \$308.59;
- Approved Associated Student Body Fund Warrant No. 130405998 in the amount of \$4,515.19;
- Approved Capital Projects Fund Warrant Nos. 130200235 through 130200249 in the amount of \$4,314,596.53;
- Approved Capital Projects Fund Warrant No. 130200250 in the amount of \$57,750.62; and
- Approved Payroll Warrant Nos. 130802877 through 130802889 and Nos. 13145998 through 130146040 in the total amount of \$4,770,593.65.

**DISCUSSION AND ACTION ITEMS**

**6.01 – State Match Projects:**

Jeff Feeney reported that we have been told by the State we will receive approximately \$19.5 million in state matching funds for the bond projects. The district can use these funds in any way as long as they are spent on capital projects. Over the past few months we have been working with our athletic coaches, administrators and the original bond committee and have come up with the following four top priority needs for the board's consideration for the use of these funds.

1. Bordeaux Gym. The gym is too small to be used as both the gym and cafeteria. We are looking at ways to build a new gym or keep the gym and flip the cafeteria around and build a new cafeteria. The space we have is limited at site.
2. Shelton High School SUB. The SUB is the central kitchen for the entire district. We were going to take the old HVAC system off the roof, fix the roof, then put the equipment back up, but became concerned about the old HVAC equipment since the kitchen must operate. We are now planning to take off all old equipment and replace with new equipment and redo the roofing. We will redo everything on top of that platform area and when done the SUB will have an additional 25 years.
3. Shelton High School Parking Lot. Completely redo the Shelton High School parking lot and put in a new base, curbs and asphalt. Repave the bus loop which is working well and

repave the parent drop off area. We will have to bring the parking lot up to City code and will be required to put in additional landscaped islands and lights.

4. Shelton High School Athletic Facilities:

The proposal is to do the following:

South Field

- Install scoreboard for Oakland Bay Junior High
- Create new turf baseball field with fencing and dug outs
- Replace existing grass at fast pitch field with turf field
- Install foul ball fencing at fast pitch field

Stadium

- Improve restrooms (gut and remodel, ADA)
- Install new synthetic track
- Install new turf field

Mini-Dome

- Remodel existing locker rooms
- Remodel girls locker room
- Enlarge wrestling room and add girls locker room
- Enlarge weight training room

Swimming Pool

- Deepen lap pool to meet starting block depth and revise pool edge
- Resurface pool deck
- Replaster both pools and retile lines
- New diving boards at dive pool
- Replace pool deck bleachers

Jeff said two other very big priorities to keep in mind are new lighting at the stadium and additional bleachers in the mini-dome.

Discussion occurred regarding the money included in the original bond for pool improvements; the improvements to the football and baseball fields; the high school parking lot improvements and lack of parking spaces available at times; and the importance of a maintenance and facilities plan and increased maintenance budget so we can maintain our new facilities and additional square footage.

Sally Brownfield made a motion to move forward with the projects listed Nos. 1 through 4 above using state match funds. Dan Cooling seconded the motion and the motion passed unanimously. The projects will be split into two bid packages which will be referred to as PKG D and PKG E.

**SHELTON SCHOOL DISTRICT NO. 309**  
**REGULAR SCHOOL BOARD MEETING, DECEMBER 11, 2018**  
**PAGE 5**

6.02 and 6.02 – Proposed new and revised policies/procedures in Batch #5 and #6 of policy review:

The following new and revised policies/procedures in Batch #5 and #6 of the policy review were on the agenda for a first reading. Chairman Davidson asked if the administrators had reviewed these and Pam Farr said yes, but we will reviewing them again during tomorrow's principal meeting. Our attorney, our administrators and then the school board are the three stages of the policy review.

**Batch #5:**

- Revised Procedures No. 2020 – Course Design, Selection and Adoption of Instructional materials.
- Policy/Procedures No. 2104 – Federal and/or State Funded Special Instructional Programs – *new policy/procedures for consideration.*
- Revised Procedures No. 2162 – Education of Students with Disabilities under Section 504 of the Rehabilitation Act of 1973.
- Revised Policy No. 3415 – Accommodating Students with Diabetes
- Revised Policy No. 4130 – Title I Parent and Family Engagement
- Policy/Procedures No. 4217 – Effective Communication – *new policy/procedures for consideration.*
- Policy/Procedures No. 4218 – Language Access Plan – *new policy/procedures for consideration.*

**Batch #6:**

- Policy/Procedures No. 2409 – Credit for Competency – Proficiency – *new policy/procedures for consideration.*
- Revised Policy No. 2412 – Diplomas for Veterans.
- Revised Policy No. 2413 – Equivalency Credit for Career and Technical Education Courses.
- Policy/Procedures No. 2420 – Grading and Progress Reports – *new policy/procedures for consideration.*
- Revised Policy No. 3123 – Withdrawal Prior to Graduation.

Board members did not have any specific questions. These will be placed on an upcoming board agenda for a second reading.

**SUPERINTENDENT'S REPORT**

Dr. Apostle reported on the following:

- December 13<sup>th</sup> beginning at 5:00 p.m. is the Community Winter Celebration being held at the Student & Family Resource Center. This event will be very similar the event held in August for families in need.
- Also on December 13<sup>th</sup> beginning at 4:00 p.m. is a school board study session to review Transition Plans and School Improvement Plans. We will be going into detail with the Transition Plans and the different events taking place in preparation for reconfiguration. It will also be an opportunity for the board to ask questions regarding the School Improvement Plans.
- He attended Community Pride Night and has some ideas for future Pride Nights.

**SHELTON SCHOOL DISTRICT NO. 309**  
**REGULAR SCHOOL BOARD MEETING, DECEMBER 11, 2018**  
**PAGE 6**

- He is having lunch at Bordeaux on December 13<sup>th</sup> with the Bordeaux 5<sup>th</sup> grade officers and teacher Mary Clift.
- Last week he went to Bordeaux where the Skookum Rotary delivered dictionaries to all 4<sup>th</sup> graders. They are giving dictionaries to all the district's 4<sup>th</sup> grade students.
- There was an important safety training yesterday for all administrators called Stop the Bleed.
- He would like to start a conversation with coaches and advisors in relation to co-curricular programs to discuss raising academic participation requirements.
- By the end of January or the first of February he will be restructuring the district office administration. He will be meeting with cabinet in an all-day work session on January 18<sup>th</sup>. This is the next step in terms of reconfiguration and supporting what's going on in the schools. We have very capable staff and he is looking forward to that discussion.

**BOARD MEMBER COMMENTS**

Kai Saito:

- CHOICE High School's Winter Celebration is December 18<sup>th</sup> from 5:00 – 8:00 p.m. Students visited the District Office and handed out candy canes and invitations to the event and would love to see staff there.

Jillian Abbe:

- A new Pep Club has started at Shelton High School this year. A lot more students are starting to participate and they are also going to away games.
- The Shelton High School Holiday Band and Choir Concert is December 17<sup>th</sup>.
- It was great to see so many students involved in the recent Community Pride Night. She is excited to see where Pride Night can go.

Dan Cooling:

- His Skookum Rotary Club is also very excited about the 4<sup>th</sup> grade dictionary project. It is a great project between the Rotary Club and the school district.
- Through his work he gets to interact with a lot of others and is impressed with the great work being done in both high schools.
- He thanked Dr. Apostle for the award tonight and said without our district staff this would not have happened. We have a great district with everyone working together.

Sally Karr:

- Sally echoed what Dan said regard tonight's award and said Pam Farr spent an extraordinary amount of time on the WSSDA application process for the award. She thanked the rest of the staff as well.
- Community Pride Night was fun and she took her husband along with her.
- She is looking forward to the reconfiguration meeting tomorrow.

Sally Brownfield:

- Sally also echoed what Dan said. The award is much appreciated and it takes everybody from staff to school board to our students.
- It is also nice to be recognized for the equity work we are doing to improve our district. This kind of work is never done and is ongoing.

**SHELTON SCHOOL DISTRICT NO. 309**  
**REGULAR SCHOOL BOARD MEETING, DECEMBER 11, 2018**  
**PAGE 7**

- We had a work session last Thursday to go over all the things we brought back from the WSSDA conference and how we want to see some of these happening in our district.
- She has been appointed to the WSSDA Board of Directors and also the Government to Government Committee.
- The reconfiguration will be so positive for our students and she thanked the staff for making this happen and for all the duties they juggle.
- She also is grateful that Dr. Apostle gives so much and is the glue that holds the district together. She appreciates his support, vision and all he brings to our district.

Sandy Tarzwell:

- Sandy said it is a pleasure to work and serve with everyone in the district who is pulling together to improve so many different areas.
- She is excited that students will be moving into the Early Learning Center soon.
- She said we've had some great articles in the news media lately and there are a lot of great things happening in the community.

Keri Davidson:

- Keri said it has been an honor to serve on the board with her fellow board members. We always have great student representatives and their input means a lot to the board. One thing that came from the WSSDA debrief is having more student voice which we will be working on.
- Her daughter is a 4<sup>th</sup> grader who will be receiving a dictionary from the Skookum Rotary Club this week.
- She took her kids to Community Pride Night and loves that they get to see all the clubs and sports the high school has to offer.
- She attended the Nutcracker performance which she enjoyed.

**ANNUAL REORGANIZATION OF THE BOARD**

Chairman Davidson called for nominations for Board President. Dan Cooling made a motion to nominate Sandy Tarzwell for President. Sally Karr seconded the motion and the motion passed unanimously. Sandy thanked the board for their support.

Chairman Tarzwell then called for nominations for Board Vice-President. Keri Davidson made a motion to nominate Sally Karr for Vice-President. Sally Brownfield seconded the motion and the motion passed unanimously.

**EXECUTIVE SESSION**

At 7:53 p.m. Chairman Tarzwell announced that the board would take a 5-minute recess and then enter into executive session for approximately 15 minutes to discuss the proposed bargained agreement with the Shelton Custodial and Maintenance Professionals (SCAMP).

At 8:25 p.m. the board returned to regular session.

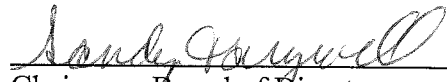
**SHELTON SCHOOL DISTRICT NO. 309**  
**REGULAR SCHOOL BOARD MEETING, DECEMBER 11, 2018**  
**PAGE 8**

**ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION**

Keri Davidson made a motion to approve both the bargained agreement with the Shelton Custodial and Maintenance Professionals (SCAMP) and the bargained agreement with the Educational Support Personnel (ESP). Dan Cooling seconded the motion and the motion passed unanimously.

**ADJOURN**

Chairman Tarzwell declared the meeting adjourned at 8:27 p.m.

  
\_\_\_\_\_  
Chairman, Board of Directors

  
\_\_\_\_\_  
Secretary to the Board



**Shelton School District #309**  
**Personnel Action Requested for**  
***Board Meeting of December 11, 2018***

Employment with the District will be on a conditional basis pending completion of a State and National background clearance, with the fee to be paid by the applicant, as well as a clearance based upon the "Washington State Sexual Misconduct Disclosure Release" forms and proper certification.

**ADMINISTRATION**

**Resignations / Retirements**

***Susan Bettinger*** – Director of Technology. Resignation is effective November 26, 2018, per letter received November 26, 2018.

**CERTIFICATED**

**New Hires / Rehires**

***Jenna Kelly*** – Teacher (1<sup>st</sup> Grade); Evergreen Elementary. Beginning November 19, 2018, this fills the position vacated by Vanessa Bejarano.

***Yarely Miller*** – Substitute Teacher; District. Beginning November 20, 2018, to be used as needed in the District.

***Pamela Shaffer*** – Substitute Teacher; District. Beginning November 20, 2018, to be used as needed in the District.

**Supplemental Contracts**

***Jennifer Dawson*** – Mentor Advocate; Evergreen Elementary. Beginning November 1, 2018, for the remainder of the 2018-19 school year. Sharing with Aide Villalobos.

***Aide Villalobos*** – Mentor Advocate; Evergreen Elementary. Beginning November 1, 2018, for the remainder of the 2018-19 school year. Sharing with Jennifer Dawson.

***Lorna Martinson*** – Zero Period Instructor; Shelton High School. Beginning November 29, 2018, for the 2<sup>nd</sup> trimester. Sharing with Lorna Martinson.

***Chad Youngquist*** – Zero Period Instructor; Shelton High School. Beginning November 29, 2018, for the 2<sup>nd</sup> trimester. Sharing with Lorna Martinson.

## **Leaves of Absence**

***Madison Crow*** – Teacher (CTE Science); Oakland Bay Jr. High. Leave request to begin approximately February 13, 2019, for the remainder of the 2018-19 school year, and returning for the 2019-20 school year, per letter dated November 15, 2018.

***Tracy Kass*** – Teacher (English); Oakland Bay Jr. High. Leave request to begin December 3, 2018, through approximately December 19, 2018, per letter dated November 19, 2018.

## **CLASSIFIED**

## **New Hires / Rehires**

***Hunter Brown*** – Student Worker (Basketball Shot Clock); Shelton High School. For the 2018-19 Basketball Season only.

***Christina Dale*** – ESP Leadership Team; Bordeaux Elementary. Beginning August 29, 2018, for the 2018-19 school year only.

***Angeline Elguero-Mateo*** – Pool WSI Aid; Shelton High School Pool. Beginning November 16, 2018, for the 2018-19 school year only.

***Thomas Fredin*** – Substitute Custodian; Maintenance. Beginning November 26, 2018, to be used as needed in the District.

***Gabriela Garcia*** – Para Tech (Migrant Services); District. Beginning December 11, 2018. This is a new grant funded position for recruiting, data collection and mentorship.

***Brittany Haddock*** – Para Educator (Special Services LAP); CHOICE High School. This is a temporary position beginning December 3, 2018, and fills the position vacated by Eric Forsythe.

***Brian Howell*** – Para Educator (LAP); Mt. View Elementary. This is a new temporary position for the HP Plan, beginning October 23, 2018 for the remainder of the 2018-19 school year.

***Jessica Johnson*** – C-Team Girls Basketball Coach; Shelton High School. Beginning November 12, 2018, for the 2018-19 season. This fills the position vacated by Paige Gangewer.

***Cheryl Sebree*** – Substitute Bus Driver; MCTC. Beginning November 8, 2018, to be used as needed in the District.

***Chad Trogstad*** – Tech Bond Project Coordinator; District. Beginning September 1, 2018, for the 2018-19 school year.

***Nigel Warren*** – Asst. Girls Basketball Coach; Shelton High School. Beginning November 12, 2018, for the 2018-19 season. This fills the position vacated by Liz Canright.

## **Leaves of Absence**

**Nicole LaRue** – Para Educator; Mt. View Early Learning Center. Leave request to begin approximately December 28, 2018, and returning approximately April 1, 2019, per letter received December 3, 2018.

## **Resignations / Retirements**

**Madison Jacoby** – Para Educator; Evergreen Elementary. Resignation is effective December 7, 2018, per letter dated November 20, 2018.

**John Jones** – C-Team Boys Soccer Coach; Shelton High School. Resignation is effective immediately per letter dated October 11, 2018.

**Betty Langstraat** – Food Service Worker; Food Services. Retirement will be January 5, 2018, per letter received November 28, 2018.

**Luther Lewis** – Varsity Girls Soccer Coach; Shelton High School. Resignation is effective November 15, 2018, per letter dated November 15, 2018.

