

SHELTON SCHOOL DISTRICT NO. 309
REGULAR SCHOOL BOARD MEETING, AUGUST 27, 2019
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The Shelton School District Board of Directors met in regular session at 6:00 p.m. on August 27, 2019 in the Oakland Bay Junior High Commons.

Board members present: Chairman Sandy Tarzwell, Sally Brownfield, Keri Davidson and Dan Cooling.

Staff members present: Superintendent Dr. Alex Apostle, Alison Nutt, Brenda Trogstad, Travis Smith, Brianne Barrett, Don Welander, Bob Trondsen, Robert Herron, Maryann Marshall, Karen DeWitt, Katie Diamond, Jenny LaFrenier, Carey Lee, Kent Nixon, Hannah Hoff, Mary Johnson, Travis Sheetz, Tara Sheets, and the maintenance and custodial staff, among others.

Others present: Randy Lewis, Cheryl Williams, Emily Hearn, Connie Miser, Alanna Robertson, Joseph Stitzel and Maria Montego, among others.

CALL TO ORDER

President Tarzwell called the meeting to order at 6:00 p.m. Marie Montego led the Pledge of Allegiance.

ADOPTION OF AGENDA

Keri Davison made a motion to adopt the agenda as presented. Dan Cooling seconded the motion and the motion passed 4-0.

COMMUNITY COMMENTS

- Cheryl Williams commented that two meetings ago she complained about the parking lot being closed into Oakland Bay Junior High off Shelton Springs Rd. After the last meeting she was talking to another patron in the parking lot and wanted to express thanks to the custodial employee who waited patiently for a half hour to close the gate behind Cheryl after her conversation.
- Emily Hearn, Connie Miser, and Alanna Robertson all spoke about the importance of the Musical Theatre program at Shelton High School and asked what the plan was for the future of the theatre in Shelton. They said for students who are not sports oriented they find their voice and find their self confidence in the theatre.
- Randy Lewis said he attended a board meeting some time ago where Eric Moll presented the district with a check from Mason General Hospital in support of the pool effort. At that meeting he said he became a supporter of Dr. Apostle and of his compassion. He also spoke about the importance of the theatre program for students to become involved and build self-esteem who are not into sports programs.

PUBLIC HEARING ON THE PROPOSED 2019-20 DISTRICT BUDGET

At 6:15 p.m. Chairman Tarzwell opened the public hearing on the proposed 2019-20 district budget. Hearing no public comment Chairman Tarzwell closed the public hearing at 6:15 p.m.

REPORTS AND RECOGNITIONS

5.01 – Recognition of the maintenance and custodial staff:

Dr. Apostle commented that he has seen all summer long the dedication of our maintenance and custodial staff. During the reconfiguration he runs into a number of staff moving furniture, loading and unloading materials, etc., and has never heard a negative comment. They have worked very hard not only in relation to inside the schools but moving for reconfiguration. He said their level of work and accomplishments is a model for everyone to follow and he can't put into words how much he admires their work ethic.

Robert Herron also commented that the school board entrusted him with one of the more difficult jobs with the bond projects and reconfiguration, but it has been easy to achieve because of the team he has. They are self-managed, self-disciplined and focused. He also specifically recognized our substitute custodians who have been there helping with the reconfiguration process and doing a fantastic job.

Board members agreed with Dr. Apostle and Robert and thanked the staff, presenting them with certificates of appreciation.

5.02 – Report on the 5th grade outdoor experience:

Carey Lee gave an update on plans for the 5th grade outdoor experience at Olympic Middle School this year:

- The outdoor experience will take place on September 23-25, 2019 at Panhandle 4-H Camp. A different team will participate each of the 3 days (approximately 115 students per team).
- They will leave OMS at 8:30 a.m. and return at 8:00 p.m. for parent pickup.
- Students will participate in team building activities; participate in crafts, archery, hiking and rope making; participate in boating/swimming; followed by songs/s'mores around a camp fire.
- The purpose is getting to know each other, team building activities, merging students from the 3 elementary schools and giving a sense of belonging to a smaller group within Olympic Middle School.
- This will replace the 5th grade camp offered by each individual elementary school in past years.
- We are still in the development stages of working out all specific details.

Sally Brownfield commented that she thinks this is a wonderful activity for students to get to know each other and kick off the school year. She believes it is important for students and teachers to see each other outside the four walls of a classroom. Sally asked what criteria would be used to determine which students are on which teams. Carey said they are gathering as much academic data as they can and trying very hard to level out by male/female and academics. The hi-cap students will be clustered together on one team. Sally then asked what goes on the rest of the school year since this is being done in lieu of the traditional overnight 5th grade camp experience in past years. Carey said that overnight camp was primarily done in past years because not very much science was taught in the classroom, but things have changed so much in our curriculum and we teach science every day. And through PEI we have a lot of outdoor experiences K-5. 5th graders visit Cranberry Creek.

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Keri Davidson also appreciated hearing Carey's report. Her oldest daughter attended 5th grade camp last year and had a wonderful experience. Her younger daughter is in 5th grade this year so this is very personal for her. She appreciates the positive attitude of the Olympic Middle School staff and looks forward to possibly being able to be a parent chaperone for her daughter's team.

Dr. Apostle thanked the elementary principals, Carey Lee and Maryann Marshall for working diligently to come up with a plan to meet the needs of the students and staff. This is an expensive activity (\$15,000 for the 3 days). And as Carey said, it will be refined as we move forward.

5.03 – June and July 2019 budget status reports:

Brenda Trogstad gave the budget status reports for June and July and reviewed the balances in each fund. The General Fund balance in July has been reduced. The district paid 4,273 hours of staff training time with July payroll. This was paid from LAP High Poverty funds which was in the restricted reserve fund balance from 2017-18. This reduced our fund balance since the funding was received in the prior year. The district also had large leave cash outs for staff that retired. The district is still in a strong financial position and we will make up most of the difference in August. Depreciation is coming on Friday for the Transportation Vehicle Fund for the buses we have on order.

5.04 – 2019-2020 district administrative structure review:

Dr. Apostle reported on the 2019-20 administrative restructure with the reconfiguration of grade levels and the new positions of the Exec. Director of Student Services, the Exec. Director of Secondary 7-12 and the Exec. Director of Elementary PK-6.

- As we reconfigure grade levels it is critical we restructure our support systems.
- This administrative model will not require an Asst. Superintendent for many years to come.
- This model is cost effective and has saved the school district \$280,389 for the 2019-20 school year. We have also saved the school district \$579,880 in Asst. Superintendent compensation and benefits the past 4 years.
- Student Support Services have been reviewed and effectively designed to provide actual support to schools in a more effective and purposeful manner.
- Decisions will be made at the source.
- Increased support for schools in general.
- Increased supervision to ensure schools are initiating their SIP's which impact our vision (Graduation Matters Shelton).
- Support for building administration and staff in the evaluation of overall school performance related to our mission (4 goals) and the objectives related to those 4 goals.
- Support for monitoring and ensuring the implementation of our instructional review process PK-12 – what teachers teach and what students are learning at each grade level.
- Increased attention to vertical and horizontal articulation to support equity throughout or instructional program.

Overall this administrative design will provide more daily support for all schools and staff, ensure we are all on the same page in respect our vision and mission and will in time provide the

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basis for a constancy of purpose and improvement in terms of student achievement, staff satisfaction, and a standard of continuous improvement in the Shelton School District.

CONSENT AGENDA

Dan Cooling commented that he felt the MOU with the University of Washington for the Forefront Suicide Prevention Program should have been pulled off the consent agenda for separate action and discussion. He said both of our high schools were selected for this program with the goal of promoting positive mental health. He said it was exciting and appreciates everyone who helped put this together.

Sally Brownfield made a motion to approve the consent agenda as presented. Dan Cooling seconded the motion and the motion passed 4-0. The board:

- Approved minutes from the August 13, 2019 regular board meeting;
- Approved out-of-state travel to Tillamook, OR on September 6-8, 2019 for the Shelton High School cross country team to participate in the Ultimook Race;
- Approved out-of-state travel to Nashville, TN on November 6-10, 2019 for Amber Targus to attend the Annual Conference for Middle Level Education;
- Approved out-of-state travel to Nashville, TN on November 6-10, 2019 for Carey Lee to attend the Annual Conference for Middle Level Education;
- Approved the Memorandum of Understanding with the University of Washington for the Forefront Suicide Prevention in Schools program;
- Approved the personnel report as presented (see Attachment #1);
- Approved General Fund Warrant Nos. 130148393 through 130148413 in the amount of \$119,873.55; and
- Approved Associated Student Body Fund Warrant No. 130406379 in the amount of \$1,035.94.

DISCUSSION AND ACTION ITEMS

7.01 – Proposed Resolution No. 19-04:

Proposed Resolution No. 19-04 adopts the 2019-20 district budget. The resolution also includes a 4-year budget summary and a 4-year enrollment projection. We are staying conservative with our enrollment projections. Sally Brownfield said she appreciates the thoroughness and format Brenda provides the board with every year. It is very clear.

Keri Davidson made a motion to approve Resolution No. 19-04 adopting the 2019-20 district budget. Dan Cooling seconded the motion and the motion passed 4-0.

7.02 – Proposed revised Policy/Procedures 3200:

Brianne Barrett presented revised Policy/Procedures 3200 – Student Conduct and Discipline for a third reading. Brianne said she had a great discussion with the district's attorney about the use of the words "corrective action" vs. "discipline" and those changes were made.

Dan Cooling made a motion to approve revised Policy/Procedures 3200. Sally Brownfield seconded the motion and the motion passed 4-0.

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7.03 – 2019-20 Minimum Basic Education Requirement Compliance:

Bob Trondsen reviewed the 2019-20 Minimum Basic Education Requirement Compliance report which deals with the amount of contact time we have with our students and makes sure we meet minimum requirements, which we are well above the state requirements. This is information only and does not require board approval.

7.04 – Proposed request to declare technology items surplus:

Brenda Trogstad presented a list of various technology items to be declared as surplus. Sally Brownfield made a motion to declare the items surplus and Keri Davidson seconded the motion. The motion passed 4-0.

7.05 – Memorandum of Understanding with the Skokomish Tribe:

Travis Smith presented a Memorandum of Understanding with the Skokomish Tribe in the spirit of government to government relations. The district and tribe worked together in collaboration to put the MOU together. Tomorrow Travis and Dr. Apostle are attending a Skokomish Tribal Council meeting to invite them to the ribbon cutting ceremonies. They will also talk about this MOU to see if the tribal council would like to have a meeting with the school board to formally sign the agreement.

Travis also commented that Shelton School District has the best relationships with our local tribes than in any other district he's worked. They share 100% of our vision and goal of graduation. Keri Davidson also commented that she appreciates the district's relationship with the tribes and continuing to build that good relationship for all students.

Keri Davidson made a motion to approve the MOU with the Skokomish Tribe. Dan Cooling seconded the motion and the motion passed 4-0.

SUPERINTENDENT'S REPORT

Dr. Apostle reported on the following:

- He thanked Brenda Trogstad for the outstanding work she does every day to make sure we have sufficient resources to support all the things we've talked about. She has also been heavily involved in the financial end on the bond.
- He shared a video clip from a local Seattle news station which featured one of our students. We knew this student was very bright but was having issues last year at their home school site so was positioned at the District Office. Karen DeWitt and others formulated a relationship with the student that was extraordinary. This is a true success story.

COMMUNITY COMMENTS

- Randy Lewis commented that he also appreciates Robert Herron. Many times after board meetings Robert's spent time with him answering his questions. He also said he is impressed with the work of Brenda Trogstad in managing the district's resources.
- Joseph Stitzel spoke about the Musical Theatre at Shelton High School. He remembers participating in the spring musical as being one of the greatest experiences in his life. It opened his mind to a lot of opportunities.

BOARD MEMBER COMMENTS

Dan Cooling:

- Dan thanked staff again for all they do as we get closer to school starting.
- He thanked Karen DeWitt for building a relationship with a student who could have gone a different direction.
- He also agreed that the arts and theatre are very important. At one point in his life he was not as outgoing and fell into art and theatre and it taught him so much. His daughter has also benefited when they lived in Olympia.

Keri Davidson:

- Keri said it has taken her 4 years on the board to really get an understanding of the hard work and effort everyone does in the district. She thanked Robert Herron and our custodial and maintenance staff.
- She thanked Katie Diamond for the wonderful information she is posting on the district's website and social media regarding school supply lists, school office hours, etc. and said it's nice to have the information in a clear and assessable form.
- Her two daughters are nervous and anxious about entering middle school so it was nice to hear Carey Lee's report tonight.
- She also commented that she knows many people who have blossomed through the art and theatre programs and they are very important for our kids and their growth.

Sally Brownfield:

- Sally saw the video on Facebook of the local community groups supporting our school district. To create that momentum is great.
- She commented about the importance of the arts and that equity means providing each of our students with what they need.
- She appreciated the new organizational chart Dr. Apostle shared this evening. She thinks this will strengthen our system and bring more focus on not letting things fall through the cracks.
- She is very glad Robert Herron came to the Shelton School District and always sees a can do spirit in him which he has obviously passed on to his crew. Several of his staff are former students of hers.
- She has been at several meetings recently where people at the state level are in disbelief at what our district and community have accomplished with our construction projects and reconfiguration and getting it done on time.
- She had a two hour meeting recently with the president of the Tumwater school board. They are reaching out and wanting to get together with us.

Sandy Tarzwell:

- Sandy agreed with her fellow board member comments.
- There are only 20 days until the first day of school. She gave a huge thank you to everyone in the district.
- There is an overdose awareness fair at Kneeland Park on Thursday.
- Football games, fall sports night and open houses will all begin before the next board meeting.

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EXECUTIVE SESSION

At 8:00 p.m. Chairman Tarzwell announced the board would take a 5-minute recess and then enter into executive session for approximately one-half hour for the purpose of 1) personnel/employee qualifications and pay scale; and 2) bargaining with possible action on both items.

ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

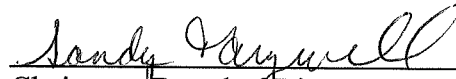
At 8:43 p.m. the board returned to regular session.

Keri Davidson made a motion to approve the salary schedule for the position of Director of Curriculum and Instruction. Dan Cooling seconded the motion and the motion passed 4-0.

Keri Davidson made a motion to approve the bargained agreement with the Shelton Certificated Administrators Association. Sally Brownfield seconded the motion and the motion passed 4-0.

ADJOURN

Chairman Tarzwell declared the meeting adjourned at 8:45 p.m.



Chairman, Board of Directors



Secretary to the Board

Shelton School District #309
Personnel Action Requested for
Board Meeting of August 27, 2019

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.

ADMINISTRATIVE

Change in Assignment

John Bryz-Gornia – Asst. Principal; Shelton High School. Moving from OBJH to SHS beginning with the 2019-20 school year, as part of the grade reconfiguration.

CERTIFICATED

New Hires / Rehires

Roxanne Bruner – 3rd Grade Teacher; Evergreen Elementary. Beginning with the 2019-20 school year. This fills the position vacated by Jennifer Balesteri.

Wendy Burr – Fine Arts Teacher; Shelton High School. Beginning with the 2019-20 school year. This fills the position vacated by Jorge Nelson.

Michael Carlin – CTE Tech. Ed. Construction Teacher; Shelton High School. Beginning with the 2019-20 school year. This fills the position vacated by Matt Gordon.

Kyle Dunn – Language Arts Teacher; Olympic Middle School. For the 2019-20 school year. This fills the leave replacement for Lourdes Flores-Skydancer.

Johanna Ochoa Pintado – Kindergarten (Spanish Curr.); Evergreen Elementary. For the 2019-20 school year. This fills the leave replacement for Naomi Long.

Jack Stracke – Physical Education Teacher; Evergreen Elementary. Beginning with the 2019-20 school year. This fills the position vacated by Kenn Clark.

Leaves of Absence

Alyssa Trogstad – Teacher; Mt. View Elementary. Leave request to begin September 16, 2019, through approximately November 12, 2019. Per letter dated July 31, 2019.

Resignations / Retirements

Jennifer Balesteri-Venheim – Teacher; Evergreen Elementary. Resignation is effective immediately, per letter dated July 18, 2019.

Jody Charters – Teacher (ELL); Shelton High School. Resignation is effective immediately, per letter dated August 3, 2019.

Matt Gordon – CTE Construction Teacher; Shelton High School. Resignation is effective immediately, per letter dated July 26, 2019.

CLASSIFIED

New Hires / Rehires

Steve Cook – Bus Driver; MCTC. Beginning September 16, 2019. This is a new position due to new bus routes and student needs.

Robert Cutsforth – Bus Driver; MCTC. Beginning September 16, 2019. This is a new position due to new bus routes and student needs.

Michael Fox – Head Volleyball Coach; Shelton High School. Beginning August 26, 2019, for the 2019-20 season. This fills the position vacated by Kelly Bingham.

Danielle Hutchins – Cheerleading Advisor; Oakland Bay Jr. High. Beginning August 26, 2019, for the 2019-20 school year. This is a new position, due to addition of programs at Oakland Bay Jr. High.

Matthew Lowe – Cross Country Coach (Head); Oakland Bay Jr. High. Beginning August 26, 2019, for the 2019-20 season. This is a new position, due to addition of programs at Oakland Bay Jr. High.

James McCallister – Bus Driver; MCTC. Beginning September 16, 2019. This is a new position due to new bus routes and student needs.

Ronald Pannell – Bus Driver; MCTC. Beginning September 16, 2019. This is a new position due to new bus routes and student needs.

James Petraitis – Bus Driver; MCTC. Beginning September 16, 2019. This is a new position due to new bus routes and student needs.

Amy Petrovich – Bus Driver; MCTC. Beginning September 16, 2019. This is a new position due to new bus routes and student needs.

Marisol Salazar – Secretary Level I (Preschool); Mt. View Elementary. Beginning September 3, 2019. This is a new position due to student and staff needs.

Glenhelen Smither – Art Club Advisor; CHOICE High School. Beginning September 16, 2019, for the 2019-20 school year.

Edward Sweeten – Bus Driver; MCTC. Beginning September 16, 2019. This is a new position due to new bus routes and student needs.

John Thornton – Asst. Girls Soccer Coach; Shelton High School. Beginning August 26, 2019, for the 2019-20 season. This fills the position vacated by Max McGuire.

Extra-Curricular / Supplemental Contracts

Renee Purchase – GEAR UP Summer Camp Chaperone; CHOICE High School. For the 2018-19 Summer Program.

Leaves of Absence

Debra Nielsen – Receptionist; Central Office. Leave request to begin August 22, 2019, and returning approximately September 30, 2019. Per letter dated August 20, 2019.

Resignations / Retirements

Sherryl Phipps – Para Tech (Science Kit Support); Central Office. Resignation is effective immediately, per letter dated August 13, 2019.

Carrie Thompson-Blackwell – Student Records and Data Coordinator; Central Office. Resignation is effective August 23, 2019, per letter dated August 9, 2019.

Michelle Wiktorek – Secretary Level I (Dispatcher/Payroll); MCTC. Resignation is effective immediately, per letter dated August 22, 2019.