

**SHELTON SCHOOL DISTRICT NO. 309**  
**REGULAR SCHOOL BOARD MEETING, JUNE 25, 2019**  
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The Shelton School District Board of Directors met in regular session at 6:00 p.m. on June 25, 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, Don Welander, Robert Herron, Linda Arnold, Travis Smith, Pam Farr, Bob Trondsen, Jenny LaFrenier, Katie Diamond and Sheila Iverson.

Others present: Randy Lewis, Gordon Weeks and Cheryl Williams.

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

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

**PUBLIC HEARING ON THE 2018-19 BUDGET EXTENSION**

At 6:02 p.m. Chairman Tarzwell opened the public hearing on the 2018-19 budget extension for the General Fund and the Transportation Vehicle Fund. Hearing no public comment, Chairman Tarzwell closed the public hearing at 6:02 p.m.

**REPORTS AND RECOGNITIONS**

**5.01 – May 2019 budget status report:**

Brenda Trogstad gave the May 2019 budget status report and reviewed the balances in each fund. The May 2019 General Fund Balance was \$3,891,449 compared to \$6,316,436 in May 2018. This is the month we saw the big reduction with the levy with it being a tax collection month, but we should end the year in good shape. We will see the Debt Service Fund reduced next month because of bond payments made on June 1<sup>st</sup>.

Brenda added that we received notice yesterday from OSPI that reminds her why it is important to have a fund balance in our General Fund. When OSPI got the new appropriations from the legislature they are running short in June and have reduced our transportation payment for June from \$183,422 to \$39,619. They will make that payment up in July but that shows the importance of having a fund balance.

Brenda also commented that we were going to have a study session this evening on the budget but we did not discuss budget. We are still working frantically getting all the numbers balanced since there are a lot of moving pieces and we didn't want to share inaccurate information. We will have a study session at 4:30 p.m. on July 9<sup>th</sup> prior to the regular board meeting.

**CONSENT AGENDA**

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

- Approved minutes from the June 11, 2019 board study session;

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- Approved minutes from the June 11, 2019 regular board meeting;
- Approved overnight travel to Central Washington University on July 6-8, 2019 for the Shelton High School girls volleyball team to attend team camp;
- Approved out-of-state travel to Chicago, IL on July 15-19, 2019 for two special education teachers to attend the National Train the Trainer Institute: Co-Teaching That Works;
- Approved overnight travel to Elma, WA on August 7-11, 2019 for Shelton High School FFA students to participate in the Grays Harbor County Fair;
- Approved overnight travel to the Green Diamond Mason Lake Recreational Area on August 22-23, 2019 for the Shelton High School FFA officers to attend an officer's retreat;
- Approved overnight travel to Puyallup, WA on September 10-14, 2019 for Shelton High School FFA students to participate in the State FFA Exhibition;
- Approved the personnel report (see Attachment #1);
- Approved General Fund Warrant Nos. 130147862 through 130147882 in the amount of \$108,795.71;
- Approved Associated Student Body Fund Warrant Nos. 130406303 through 130406309 in the amount of \$24,612.11;
- Approved Associated Student Body Fund Warrant Nos. 130406310 through 130406313 in the amount of \$1,722.63;
- Approved Associated Student Body Fund Warrant Nos. 130406314 through 130406318 in the amount of \$382.08; and
- Approved Associated Student Body Fund Warrant Nos. 130406319 through 130406321 in the amount of \$1,032.41.

**DISCUSSION AND ACTION ITEMS**

**7.01 – Proposed Resolution No. 19-03:**

Proposed Resolution No. 19-03 approves a 2018-19 budget extension for the General Fund and the Transportation Vehicle Fund. Brenda Trogstad explained that as a result of increased enrollment, additional special education needs, the need to purchase buses for additional bus routes and the availability of additional grant funds, it is necessary to increase the amount of the appropriations in the General Fund and Transportation Vehicle Fund for 2018-19 as follows:

1. General Fund - \$3,748,500 from additional apportionment in the General Fund generated from increased enrollment and additional grant funding.
2. Transportation Vehicle Fund - \$7,000 from the Transportation Vehicle Fund balance.

Brenda added that we are able to purchase 6 buses from the Issaquah School District that will allow us to do separate middle school routes for the 5<sup>th</sup> and 6<sup>th</sup> graders beginning next year with reconfiguration. Four of the buses have been received and two more will be received in July. Brenda also said that the Seattle School District is gifting us two special ed buses and we have a lead on some buses from the Auburn School District.

Keri Davidson made a motion to approve Resolution No. 19-03 authorizing a 2018-19 budget extension for the General Fund and the Transportation Vehicle Fund. Dan Cooling seconded the motion and the motion passed 4-0.

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7.02 – Proposed list of items to be declared surplus:

Brenda Trogstad presented a list of items to be declared surplus. The items are:

- Toshiba phones. The Toshiba phone system was replaced in the fall of 2018 with a district-wide upgrade to coincide with our technology updates with the bond.
- 1981 Chevy Pickup. The truck has a bad air compressor with an estimated cost of \$1,500 to replace. The district purchased a 2007 Chevy ¾ ton shop truck from Les Schwab earlier this year.
- 1988 GMC 24' Cube Van. The band dept. used this to transport instruments. It was last used in 2015.
- 1992 For Taurus Wagon. This has not been driven since 2016.

Dan Cooling made a motion to declare the list of items as surplus. Sally Brownfield seconded the motion and the motion passed 4-0.

7.03 – Proposed policies/procedures in Batch #7 of the policy review:

Proposed revisions to policies/procedures in Batch #7 of the policy review were presented for a first reading. Chairman Tarzwell had several questions which had been answered earlier. Batch #7 includes the following:

- Policy 1610 – Conflicts of Interest
- Policy/Procedures 5000 – Recruitment and Selection of Staff
- Policy/Procedures 5005 – Employment and Volunteers: Disclosures, Certification Requirements, Assurances and Approval
- Policy/Procedures 5010 – Nondiscrimination and Affirmative Action
- Policy 5025 – Contracts
- Policy/Procedures 5202 – Federal Motor Carrier Safety Administration Mandated Drug and Alcohol Testing Program
- Policy/Procedures 5610 – Substitute Employment

These will be back on the July 9, 2019 agenda for a second reading and recommended approval.

7.04 – Proposed policies/procedures in Batch #8 of the policy review:

Proposed revisions to policies/procedures in Batch #8 of the policy review were also presented for a first reading. There were no questions regarding Batch #8 which included the following:

- Procedures 3231 – Student Records
- Policy/Procedures 4400 – Election Activities (recommend adopting WSSDA policy but not the WSSDA procedures)
- Policy/Procedures 5203 – Employee Assistance Program
- Policy 5222 – Job-Sharing Staff Members
- Policy/Procedures 5231 – Length of Work Day (recommend revising existing policy but not adopting WSSDA procedures)
- Policy 5232 – Overtime/Compensatory Time for Non-Exempt Employees
- Policy/Procedures 5240 – Evaluation of Staff (recommend revising existing policy and eliminating existing procedures)
- Policy 5251 – Conflicts of Interest
- Policy 5252 – Staff Participation in Political Activities (recommend revising existing policy and eliminating existing procedures)

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- Policy/Procedures 5260 – Personnel Records
- Policy/Procedures 5271 – Reporting Improper Governmental Action
- Policy 5310 – Compensation
- Policy 5525 – Professional, Civic and Service Organization Memberships
- Policy/Procedures 6511 – Staff Safety

These will also be back on the July 9, 2019 agenda for a second reading and recommended approval.

**SUPERINTENDENT'S REPORT**

Dr. Apostle reported on the following:

- He referenced the recent Squaxin Island Tribal newsletter which had an article on Graduation Matters Shelton and what parents and families can do to enhance student success and also an article on the 4<sup>th</sup> Annual Squaxin Island first grade Field Experience. 300 first grade students participated in cultural and environmental activities over a 3 day period.
- He gave board members copies of the Instructional Program Review pamphlets for preschool through 8<sup>th</sup> grade outlining what students will learn at each grade level. We are working on completing the high school pamphlets. He commented that not many school districts have gone to this much effort but he feels it will make a big difference. He believes our new administrative support design will also make a significant difference over time.
- His past weeks have been preoccupied working with Brenda Trogstad on the budget, Linda Arnold on staffing, and the entire cabinet to make sure we are making good decisions with the budget.
- He has been working with Robert Herron overseeing the bond projects and making sure we stay within budget. The efforts of Robert and many others will ensure we have a smooth start to the school year in the fall of 2019. We have made a commitment and promised a number of things to our community and we are going to keep those promises.
- He also attended the Squaxin SgwiGwi celebration dinner last Friday at the Little Creek Event Center and said the Tribe put on a beautiful event honoring all their students moving on.

**BOARD MEMBER COMMENTS**

Dan Cooling:

- Dan spoke about the recent 8<sup>th</sup> grade trip and said he appreciates Oakland Bay Junior High for offering the opportunity for students. He also gave kudos to Mr. Barkman who showed up at 4:00 a.m. to see the students off, even though they would not be returning to Oakland Bay as students. Students visited the Arlington National Cemetery, Philadelphia, the Holocaust Museum, a play on Broadway, among others and it was a life changing experience for them.
- Dan also attended the Kevin Hines presentation about wellness and suicide prevention. He said Kevin gave a very emotional presentation and it was very moving for the audience.

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Keri Davidson:

- Keri also attended the Kevin Hines event and agreed that it was very moving. She was impressed by the number and the wide variety of people who attended. She said she appreciates that our school district puts on events like this.
- The majority of the board toured the new Mt. View Elementary recently and she said it was very exciting to see the transformation and how big a building it is. It is very exciting to see our bond projects take shape as we get closer to the end.
- She also said she appreciates the weekly board reports and how hard everyone continues to work during the summer.
- This Saturday she will be attending a WSSDA Nominating Committee meeting where they will be doing virtual interviews of candidates.

Sally Brownfield:

- Sally will be attending the WSSDA Board of Directors meeting this Friday evening and Saturday. Sally sits on several WSSDA committees.
- She also said it was exciting to be at the point we are with our bond projects and she feels a lot of energy in the community and a lot of parents very excited to see the finished projects and their children attending the new buildings.
- Sally thanked Pam Farr for all she's done for our kids during her time in the district and said it was hard to believe she's retiring. Sally has been working with Pam on a committee looking at a new set of field trips for our 3<sup>rd</sup> graders next year.
- She also appreciates the pamphlets the board received on what will be taught at each grade level and everyone knowing upfront what the expectations are. She hopes they will get into the hands of families instead of just being posted online.
- And she participated in the Relay for Life event on Saturday.

Sandy Tarzwell:

- Sandy participated in the tour of the new Mt. View and said it was very impressive. She gave kudos to the staff for all the work they do all year long but this year in particular with all the extra things going on, especially at the end of the school year.
- Sandy also attended the Kevin Hines event and said she has seen the movie but it was nice to see him present in person.

**EXECUTIVE SESSION**

At 6:30 p.m. Chairman Tarzwell announced that the board would take a 5-minute recess and would then be entering executive session for approximately 15 minutes to discuss the superintendent's contract extension.

At 6:50 p.m. the board returned to regular session.

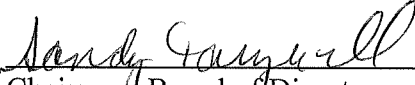
**ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION**

Sally Brownfield made a motion to extend the superintendent's contract through June 30, 2022. Keri Davidson seconded the motion and the motion passed 4-0.

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**ADJOURN**

Chairman Tarzwell declared the meeting adjourned at 6:51 p.m.

  
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Chairman, Board of Directors

  
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Secretary to the Board

**Shelton School District #309**  
**Personnel Action Requested for**  
***Board Meeting of June 25, 2019***

ATTACHMENT #1

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.

**CERTIFICATED**

**New Hires / Rehires**

***Imelda Acosta Uzarraga*** – Summer School Teacher; Elementary. Beginning July 8, 2019, for the 2018-19 session.

***Jennifer Balesteri*** – Teacher (3<sup>rd</sup> Grade); Evergreen Elementary. Beginning with the 2019-20 school year. This fills the position vacated by Mary Myers.

***Martinique Bishop*** – Summer School Teacher; Elementary. Beginning July 8, 2019, for the 2018-19 session.

***Makayla Boysen*** – Teacher (Kindergarten); Mt. View Elementary. Beginning with the 2019-20 school year. This fills the FTE vacated by Arica Martinell.

***Suzanne Chavez*** – Summer School Teacher; Elementary. Beginning July 8, 2019, for the 2018-19 Session

***Aimee DeVaughn*** – Summer School Teacher (Science); Secondary. Beginning July 8, 2019, for the 2018-19 session.

***Jayme Donnelly*** - Summer School Teacher (Science/Math); Secondary. Beginning July 8, 2019, for the 2018-19 session.

***Brian Ducker*** – Summer School Teacher (Science/Math); Secondary. Beginning July 8, 2019, for the 2018-19 session.

***Lee Dunegan-Fleming*** – Summer School Teacher; Elementary. Beginning July 8, 2019, for the 2018-19 session.

***Olivia Duran*** – Teacher (1<sup>st</sup> Grade Spanish Curr.); Evergreen Elementary. Beginning with the 2019-20 school year. This fills the FTE vacated by Lucy McAlister.

***Candelario Gonzalez*** – Summer School Teacher; Elementary. Beginning July 8, 2019, for the 2018-19 session.

***Eva James*** – Summer School Teacher (Social Studies); Secondary. Beginning July 8, 2019, for the 2018-19 session.

***Chris Lacy*** – Summer School Teacher (Science); Secondary. Beginning July 8, 2019, for the 2018-19 session.

***Lauren Mitchell*** – Teacher (3<sup>rd</sup> Grade); Evergreen Elementary. Beginning with the 2019-20 school year. This fills the FTE vacated by Allison De Mendez.

***Shannon Murphree*** – Summer School Teacher (English); Secondary. Beginning July 8, 2019, for the 2018-19 session.

***Jannelle Weythman*** – Teacher (1<sup>st</sup> Grade); Mt. View Elementary. Beginning with the 2019-20 school year. This fills the FTE vacated by Molly Landgraf.

### **Out of Endorsement for 2018-19**

***Danae Place*** – CHOICE High School; English, Math, PE

***Terry Arnold*** – Shelton High School; Geometry

### **Changes in Assignment**

***JoAnna Bielec*** – Teacher (1<sup>st</sup> Grade); from Bordeaux to Mt. View Elementary. Beginning with the 2019-20 school year.

***Michelle Poland*** – Teacher (5<sup>th</sup> Grade); from Bordeaux to Olympic Middle School. Beginning with the 2019-20 school year.

### **Supplemental Contracts**

#### ***3<sup>rd</sup> Trimester Mentors/Mentees***

***Mary Clift*** – Mentor; Bordeaux Elementary

***Suzanne Chavez*** – Mentor; Bordeaux Elementary

***Jessica Goodwin*** – Mentee; Bordeaux Elementary

***Tiahna Neal*** – Mentee; Bordeaux Elementary

***Sophie Wall*** – Mentee; Bordeaux Elementary

***Phyllis Williams*** – Mentor; Bordeaux Elementary

#### ***2019-20 Curriculum Leaders***

***Kelsey Barnes*** – Arts/Global Language

***Joshua Munro*** – Health

***Kathryn Roller*** – Library

***Dayna Stigall*** – English Language Arts

***Chad Youngquist*** - PE



### **Resignations / Retirements**

***Lilly Serhan*** – Teacher (Preschool); Mt. View Elementary. Resignation is effective with the end of the 2018-19 school year, per letter dated June 6, 2019.

***Mary Wagner*** – Teacher; Evergreen Elementary. Resignation is effective with the end of the 2018-19 school year, per letter received June 20, 2019.

### **CLASSIFIED**

### **New Hires / Rehires**

***Jun Alexander*** – Food Service Worker I; Summer Feeding Program, beginning July 8, 2019, for the 2018-19 summer program.

***Shelly Baker*** – Food Service Worker II; Summer Feeding Program, beginning July 8, 2019, for the 2018-19 summer program.

***Elizabeth Benedict*** – Summer School Para Educator; Elementary. Beginning July 8, 2019, for the 2018-19 session.

***Janeth Lawrence*** – Secretary Level I; Evergreen Elementary. Beginning September 5, 2019. This fills the position vacated by Iremly Ibarra del Bosque.

***Shawna Miller*** – Food Service Worker II; Summer Feeding Program, beginning July 5, 2019, for the 2018-19 summer program.

***Raney Nutt*** – Food Service Worker I; Summer Feeding Program, beginning July 8, 2019, for the 2018-19 summer program.

### **Changes in Assignment**

***Makenzie Johnson*** – Para Tech (Solution Center); Mt. View Elementary. Beginning with the 2019-20 school year.

### **Supplemental / Extra-Curricular Contracts**

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

***Jennifer Farley*** – Babysitting Club & Anime Advisor; Olympic Middle School. Intramurals, Session V; April 8, 2019 – May 23, 2019.

***Paige Gangewer*** – Afterschool Intramural Coordinator; Olympic Middle School. 2018-19 school year, beginning September 17, 2018 – May 23, 2019.

**Elizabeth Johnston** – Tabletop Games Advisor; Olympic Middle School. Intramurals, Session V; April 8, 2019 – May 23, 2019.

**Michael Marstrom** – Guitar Advisor; Olympic Middle School. Intramurals, Session V; April 8, 2019 – May 23, 2019.

**Marnie Striplin** – Yearbook Advisor; Olympic Middle School. Intramurals, Session V; April 8, 2019 – May 23, 2019.

**Ava Taylor-Sisk** – Eat Right, Future Bright Advisor; Olympic Middle School. Intramurals, Session V; April 8, 2019 – May 23, 2019.

**Mike Valett** – Soccer Advisor; Olympic Middle School. Intramurals, Session V; April 8, 2019 – May 23, 2019.

**Stacey Adams** – Equality Club Co-Advisor; Oakland Bay Jr. High. Intramurals, Session III; April 8, 2019 – May 31, 2019.

**Drew Bigelow** – Equality Club Co-Advisor; Oakland Bay Jr. High. Intramurals, Session III; April 8, 2019 – May 31, 2019.

**Franklin Dean** – Basketball Advisor; Oakland Bay Jr. High. Intramurals, Session III; April 8, 2019 – May 31, 2019.

**Melissa McCormack** – Dog Training Advisor; Oakland Bay Jr. High. Intramurals, Session III; April 8, 2019 – May 31, 2019.

**Colin McGrane** – Chess Advisor; Oakland Bay Jr. High. Intramurals, Session III; April 8, 2019 – May 31, 2019.

### **Resignations / Retirements**

**Lois deWaalMalefyt** – Para Educator; Bordeaux Elementary. Resignation is effective with the end of the 2018-19 school year. Per letter received June 10, 2019. (Maintaining her food service position).

**Gray Endicott** – Pool WSI Aid; Shelton High School Pool. Resignation is effective June 6, 2019, per letter dated June 6, 2019.

**Tami Engstrom** – FCCLA Advisor; Shelton High School. Resignation is effective with the end of the 2018-19 school year, per letter dated June 5, 2019.

**Sierra Fogo** – Pool Lifeguard/Pool WSI Aid; Shelton High School Pool. Resignation is effective June 17, 2019, per letter dated June 3, 2019.

**Max McGuire** – Asst. Girls Soccer Coach; Shelton High School. Resignation was effective February 8, 2019, per letter received June 7, 2019.

***John Rants*** – Musical Instrumental Asst.; Shelton High School. Resignation was effective May 31, 2019, per letter received June 7, 2019.

***Susan Ullrich Turner*** – Water Aerobics Instructor; Shelton High School Pool. Resignation is effective June 6, 2019, per letter received June 19, 2019.

