

SHELTON SCHOOL DISTRICT NO. 309
REGULAR SCHOOL BOARD MEETING, DECEMBER 12, 2017
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The Shelton School District Board of Directors met in regular session at 6:00 p.m. on December 12, 2017 in the Shelton High School Library.

Board members present: Chairman Keri Davidson, Sally Brownfield, Sally Karr, Dan Cooling and student school board representatives Samantha Samples and Mark Christensen.

Staff members present: Superintendent Dr. Alex Apostle, Alison Nutt, Brenda Trogstad, Bob Trondsen, Linda Arnold, Pam Farr, Karen DeWitt, Robert Herron, Sheila Iversen, Pat Cusack, Glenn Shorten, Ann Cuoio, Deanna Riebe, Vici Forbes, Dean McCoy, Trish McCoy, Jacquie MacAlevy and Susie Wirzbicki.

Others present: Jeff Feeney, Melinda Seibert, Carol Ehlinger, Gordon Weeks, Randy Lewis, Jason Wells and Kori Arndt, among others.

CALL TO ORDER

Chairman Davidson called the meeting to order at 6:00 p.m. Dean McCoy led the Pledge of Allegiance.

ADOPTION OF AGENDA

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

REPORTS AND RECOGNITIONS

4.01 – Report on the 2015-16 Audit:

Melinda Seibert from the State Auditor's Office reported on the district's audit for fiscal year 2015-2016, which included a Financial Statement Audit, an Accountability Audit and a Federal Grant Compliance Audit. As a result, several finding recommendations were made:

- Recommend the district improve internal controls to ensure:
 - Compliance with requirements for procuring architectural services.
 - Staff responsible for ensuring compliance with federal requirements receive appropriate training.
 - Proper approval is obtained from OSPI before using a substitute time-and-effort system.
 - Adequate time-and-effort documentation is obtained for all employees charging salaries and benefits to federal programs.
 - Consultation with OSPI regarding repayment, if any, of questioned cost amounts.
 - Compliance with competitive procurement requirements to ensure the district receives the best price.
 - Verification that all contractors receiving \$25,000 or more and all subawardees are not excluded from doing business with the federal government.
 - Title I grant funds are properly allocated to school attendance areas or schools in accordance with federal requirements and retain sufficient documentation to support allocation decisions.
 - Accurate reporting of graduation rate data to OSPI and retention of records to support the data reported.

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Dr. Apostle commented that the school district has currently corrected many of the issues mentioned in the audit and we have made organizational and system improvements to remediate any and all issues in respect to the future.

4.02 – Monthly report on bond projects:

Jeff Feeney from KMB Architects gave the monthly update on bond projects.

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

- User group meetings took place on November 15th, 16th and 28th to help determine the general design layout for the classrooms, laboratories and other teacher spaces. Department representatives reviewed the schematics and had the opportunity to provide input, which resulted in some minor floorplan modifications, but no change in the number of classrooms or square footage.
- The Design Development phase is almost complete and plans are being reviewed by the cost estimator. Plans will be submitted to the district by mid-December along with a new construction cost estimate to review against current budget.
- A meeting with the city's Plan Review Committee took place on November 15th to discuss the pre-submission application for Package A. A traffic impact analysis will be required for the project at a cost of approximately \$200,000 which was not expected.
- Bid opening for Package A is projected for mid-April 2018. It is critical that we hit our bid date of April to try to get the best bids we can get. Notice to Proceed will follow in May to allow the contractor two summers and one year to complete the project.

Package B – Mt. View Elementary and Olympic Middle School:

- User group meetings took place on November 21st. Department representatives reviewed the schematics and had the opportunity to provide input, which resulted in some minor floorplan modifications, but no change in number of classrooms or square footage.
- The meeting with the city's Plan Review Committee took place on November 15th to discuss the pre-submission application for Package B.
- KPFF will return to conduct additional topographical surveying of the storm retention pond and surrounding area.
- As with Package A, bid opening is projected for mid-April 2018 with Notice to Proceed to follow in May allowing the contractor two summers and one year to complete the project.

Package C – Bordeaux Elementary, Evergreen Elementary, CHOICE High School, MCTC, Maintenance Facility, Childcare, Track:

- The remaining work under Package C is scheduled to go out to bid in February 2018.
- The pre-submission application for Package C was submitted to the City on November 3rd. A meeting with the city's Plan Review Committee took place on November 29th.
- The Design Development phase is complete. Package C is now in the Construction Development phase.
- Bidding of the remaining work is scheduled for February 2018.

The budget spreadsheet for Package A, B, and C has been updated and will be posted on the district's website.

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4.03 – September and October 2017 budget status reports:

Brenda Trogstad gave a budget status report for September and October and reviewed the balances in each fund. Since there is no second board meeting in December the board will receive the November and December budget status reports in January.

CONSENT AGENDA

Sally Karr 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 November 28, 2017 regular board meeting;
- Approved the personnel report as submitted and attached (see Attachment #1);
- Approved General Fund Warrant Nos. 130142738 through 130143025 in the amount of \$958,217.31;
- Approved Associated Student Body Fund Warrant Nos. 130405416 through 130405448 in the amount of \$14,552.46;
- Approved Associated Student Body Fund Warrant Nos. 130405449 through 130405451 in the amount of \$1,348.39;
- Approved Associated Student Body Fund Warrant Nos. 130405452 through 130405456 in the amount of \$4,782.74;
- Approved Associated Student Body Fund Warrant Nos. 130405457 through 130405461 in the amount of \$640.96;
- Approved Associated Student Body Fund Warrant No. 130405462 in the amount of \$94.59;
- Approved Associated Student Body Fund Warrant Nos. 130405463 through 130405467 in the amount of \$2,419.49;
- Approved Capital Projects Fund Warrant Nos. 130200030 through 130200036 in the amount of \$470,324.69; and
- Approved Payroll Warrant Nos. 130802705 through 130802720 and Nos. 130143026 through 130143068 in the total amount of \$4,313,745.77.

DISCUSSION AND ACTION ITEMS

6.01 – Proposed Policy and Procedures No. 2023:

Jacque MacAlevy presented proposed Policy and Procedures No. 2023 – Electronic Communications/Social Media for a first reading. A Social Media Committee was formed that included teachers, coaches, administrators, and community members which met twice. The framework was drafted by our attorney. Dr. Apostle thanked Jacque for her work and said this was not an easy task because of so many diverse opinions. The policy/procedures will be back on the January 9th board agenda for a second reading and recommended approval.

6.02 – Proposed Resolution No. 17-16:

Proposed Resolution No. 17-16 accepts the Value Engineering Report for modernization and addition to Shelton High School. Sally Brownfield made a motion to approve Resolution No. 17-16. Sally Karr seconded the motion and the motion passed 4-0.

6.03 - Proposed Resolution No. 17-17:

Proposed Resolution No. 17-17 accepts the Value Engineering Report for the new in-lieu construction of Mt. View Elementary School. Sally Karr moved and the motion was seconded by Dan Cooling to approve Resolution No. 17-17. The motion passed 4-0.

SUPERINTENDENT'S REPORT

Dr. Apostle reported on the following:

- Attendance district-wide is over 93%, with a special recognition to CHOICE at 86.5%, and he gave credit to the efforts of the CHOICE staff and the programs they are initiating.
- Our dropout rate is also decreasing significantly which will impact our graduation rate.
- He and Brenda Trogstad continue to meet with the schools regarding our budget and overall vision. They met with CHOICE staff today.
- He is currently involved in pre-evaluation conferences with cabinet members.
- There is a Reconfiguration Work Group meeting tomorrow.
- The Central Office is having a potluck on Thursday which staff are looking forward to.
- The all administrator winter celebration is also on Thursday.

COMMUNITY COMMENTS

- Jason Wells addressed bullying issues he says are happening in our schools and against his child and would like feedback as to what his options are. Chairman Davidson will have the superintendent follow up with Mr. Wells.
- Randy Lewis said he was moved by Mr. Well's testimony; said he did not see anything in Jeff Feeney's bond report that is alarming; and said he does not think there is anything to apologize for regarding the auditors findings/comments.
- Kori Arndt commented she was at the meeting to support the Wells family and said her child was in an assault at one of the elementary schools during that same week. She encouraged the board to do some type of follow up. She also said she is concerned that the aides in the nurse rooms at the schools are not actual nurses.

BOARD MEMBER COMMENTS

Samantha Samples:

- Samantha has been focused on tomorrow night's Winter Celebration at CHIOCE from 5:00 -7:00 p.m. There will be a Santa room and all types of activities for kids to do, as well as snacks.

Dan Cooling:

- Dan has been working on his commitment to attend at least one of each sporting event and has been to a girls basketball game, a wrestling meet, and plans to attend tomorrow's boys basketball game and the Winter Celebration at CHOICE.
- At his workplace he has the opportunity to see a lot of kids and he has been introducing himself and asking them their favorite thing about school. Most elementary age kids say their teachers are their favorite thing.

Sally Karr:

- Sally wished everyone Happy Holidays and a Happy New Year.

Sally Brownfield:

- Sally attended a bond meeting at the District Office two weeks ago and plans on attending again tomorrow. She said we are making good progress.

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- She enjoys reading Dr. Apostle's weekly board report, which includes reports from each cabinet member, and said it helps keep the board appraised in an efficient way about all that's happening.
- She hopes everyone has a good and safe winter break and comes back in January rejuvenated.

Keri Davidson:

- Mt. View put on a wonderful Christmas concert and she enjoys seeing all the kids getting a chance to perform in front of an audience.
- Kim Morris contacted her and wanted to give credit to our community for helping fill 300 stockings for our homeless students.
- The board held a retreat last Saturday and she said she values the opportunity to have professional development and to define how we can move the district forward in our positions as board members.
- After the retreat there was an opportunity to share what each board member learned at the recent WSSDA Conference.

EXECUTIVE SESSION

At 7:37 p.m. Chairman Davidson announced that the board would take a 5-minute recess and then enter into executive session for approximately 20 minutes to review the proposed 2017-2018 bargained agreement with the Educational Support Personnel.

At 7:58 p.m. the board returned to regular session.

ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

Sally Brownfield made a motion to approve the 2017-2018 bargained agreement with the Educational Support Personnel. Sally Karr seconded the motion and the motion passed 4-0.

ADJOURN

At 7:59 p.m. Sally Brownfield made a motion to adjourn the meeting. Sally Karr seconded the motion and the motion passed 4-0.



Chairman, Board of Directors



Secretary to the Board

Shelton School District #309
Personnel Action Requested for
Board Meeting of December 12, 2017

ATTACHMENT #1
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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

Resignations / Retirements

Roger Lange – Director of Transportation. Resignation is effective December 31, 2017, per letter dated December 1, 2017.

CERTIFICATED

New Hires / Rehires

Levi Egger – Emergency Substitute Teacher; District. Beginning December 1, 2017, to be used as needed in the District.

Leaves of Absence

Stephanie Ayres – Teacher; Bordeaux Elementary. Leave request from October 23, 2017, through approximately January 4, 2018. Per letter received November 27, 2017.

Resignations / Retirements

Diane Mauerman – Substitute Teacher; District. Resignation was effective November 30, 2017, per letter received November 30, 2017.

CLASSIFIED

New Hires / Rehires

Ashley Austin-Hughes – Para Educator (Special Services); Mt. View Elementary. This is a new temporary position for student need (1:1), beginning November 30, 2017, for the 2017-18 school year only.

Kathy Field – Substitute Bus Driver; MCTC. Beginning November 22, 2017, to be used as needed in the District.

Jacob Haldeman – Para Tech (Solution Center); Olympic Middle School. This is a new temporary position beginning December 5, 2017, through approximately March 5, 2017, for coverage during a leave of absence.

Jenifer Hernandez – Substitute Para Educator; District. Beginning December 4, 2017, to be used as needed in the District.

Mollyann Hutchins – Substitute Para Educator; District. Beginning December 4, 2017, to be used as needed in the District.

Warren Ireland – Substitute Para Educator; District. Beginning December 1, 2017, to be used as needed in the District.

Annette Puckett – Para Educator (EBD); Bordeaux Elementary. This is a temporary position beginning November 22, 2017, to accommodate a leave of absence for the 2017-18 school year.

Maria Vazquez – Para Educator (Special Ed. Preschool, Bilingual); Special Services. Beginning November 27, 2017, filling the position vacated by Betty Uriostegue and not filled for the 2016-17 school year.

Supplemental / Extra Curricular

Robin Clarey – Robotics Club Advisor; Shelton High School. Beginning November 28, 2017, for the 2017-18 school year. This fills the role vacated by Jake Fullington and Chris Hudson.

Sarah Jacobs – Interact Club Advisor; Shelton High School. Beginning November 28, 2017, for the 2017-18 school year. This fills the role vacated by April Caron.

Sharon Reclusado – Cheerleading Advisor; Shelton High School. Beginning December 1, 2017, for the 2017-18 school year. This fills the role vacated by Sara Brown.

Trevor Cahoon – Boys Basketball 6/7th Grade Co-Coach; Olympic Middle School. Beginning December 1, 2017, for the 2017-18 season. This fills the role vacated by Paige Gangewer and will be splitting with Michael Valett.

Danny Pratt Jr. – Boys Basketball 6/7th Grade Co-Coach; Olympic Middle School. Beginning December 1, 2017, for the 2017-18 season. This fills the role vacated by John Joyce.

Michael Valett – Boys Basketball 6/7th Grade Co-Coach; Olympic Middle School. Beginning December 1, 2017, for the 2017-18 season. This fills the role vacated by Paige Gangewer and will be splitting with Trevor Cahoon.

Brittney Dobson – Volleyball 6/7th Grade Coach; Olympic Middle School. Beginning November 28, 2017, for the 2017-18 season. This fills the role vacated by Tara Sheetz.

Leaves of Absence

Edith Juvinao – Para Educator; Evergreen Elementary. Leave request to begin approximately November 29, 2017, returning approximately January 2, 2018, per letter dated November 28, 2017.

Nichole Snyder – Para Educator; Evergreen Elementary. Leave request to begin November 30, 2017, returning approximately January 29, 2017, per letter received December 4, 2017.

Resignations/Retirements

Stacie Dowling – Para Educator (Early Learning); Mt. View Elementary. Resignation will be effective December 15, 2017, per letter dated November 27, 2017.

Leanne Gunter – Theme Reader; Shelton High School. Resignation is effective immediately, per letter dated November 27, 2017.

Meghan Hackler – Para Educator; Oakland Bay Jr. High. Resignation is effective December 15, 2017, per letter dated December 1, 2017.

Gene Lanman – Substitute Bus Driver; MCTC. Resignation is effective November 29, 2017, per letter dated November 20, 2017.

Beth Sartori – Theme Reader; Shelton High School. Resignation is effective immediately, per letter dated November 21, 2017.