

**SHELTON SCHOOL DISTRICT NO. 309**  
**REGULAR SCHOOL BOARD MEETING, JANUARY 9, 2018**  
**PAGE 1**

The Shelton School District Board of Directors met in regular session at 6:00 p.m. on January 9, 2018 in the Shelton High School Library.

Board members present: Chairman Keri Davidson, Sandy Tarzwell, 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, Dean McCoy, Trish McCoy, Jacquie MacAlevy, Chad Trogstad and Jennifer Deyette.

Others present: Jeff Feeney, Helen Thomson, Randy Lewis, Gordon Weeks, Dedrick Allen and Jason Wells.

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

Sandy Tarzwell made a motion to adopt the agenda as presented. Dan Cooling seconded the motion and the motion passed unanimously.

**COMMUNITY COMMENTS**

Helen Thomson:

- Helen commented on the proposed Electronic Communications/Social Media policy and procedures. Her question was regarding sites such as a Booster Club or PTSO operated by someone other than a district employee and asked if they would be expected to take the sites down or have them approved and monitored by the district. She set up the "Climber Company/Shelton ROTC Booster Club" site in 2011 on Facebook and said she personally does not have a problem having it approved or monitored by the district.

**REPORTS AND RECOGNITIONS**

**4.01 – Monthly report on bond projects:**

Jeff Feeney gave his monthly update on the bond projects.

- He has received all Design Development packages from the 3 architects along with budgets and is the process of reviewing drawings and going through the budget numbers. We will have better budget information after the architect meetings tomorrow.
- We are on schedule but are really going to have to ramp up efforts so we can get the D5 to OSPI on Friday. He has two rough drafts he will give to Brenda tomorrow, then we will have to start on the D7 and D8 right away.
- Architects are meeting with the State Fire Marshal in Olympia tomorrow. This is the first time in years that the State Fire Marshal has stepped in and said he is taking over control of the schools in Mason County. The State Fire Marshal did not oversee North Mason or Grapeview when they built their new schools. Jeff's concern here is the amount of time it might take the state to get things done and turned around so that we can keep our projects on schedule.

**SHELTON SCHOOL DISTRICT NO. 309**  
**REGULAR SCHOOL BOARD MEETING, JANUARY 9, 2018**  
**PAGE 2**

- We are awaiting the traffic impact analysis required by the City of Shelton for Package A.
- We are still planning on bidding Package C in February and all that work will be completed in 2018. We are still looking at April bids for Packages A and B.
- We will have competition with both the Olympia and Tumwater School Districts who are also bidding projects in April.

Dr. Apostle commented that late yesterday afternoon Craig Gregory, the Public Works Director for the City of Shelton, asked to meet with him to talk about traffic impact fees and roundabouts. It was not a planned meeting. He told Craig he will need to speak to the board so he is planning to attend the January 23<sup>rd</sup> board meeting.

4.02 – Athletic facilities information:

Dr. Apostle commented that great school districts have great co-curricular programs as well as great instructional programs. Thanks to our voters who approved the \$65 million bond we could get state matching funds in the amount of \$16 or \$17 million. We don't know exactly what it would cost to bring our facilities up to speed but he strongly believes we need to improve our athletic facilities and now is the time to move forward for our students and community. He said this is in the very early stages of discussion and planning, but if we don't take advantage of this once in a lifetime opportunity we will spend thousands in the future trying to maintain our facilities. If we do receive state matching funds we will make it happen. Dr. Apostle gave a brief description of what is being discussed in these very early stages:

- Phase 1 – Completion Summer 2018
  - SHS track – drainage, asphalt subsurface, rubber surface, steeplechase pit, perimeter 4' fence, Jack & Jill Jumping pits, PV & HJ pits
  - SHS field – drainage, E-layer pad, turf surface, rubber infill, team benches, goal posts, visitor bleachers, timing system, lighting
- Phase 2 – Completion Winter 2018/19
  - OBJH football field – turf, scoreboard, additional bleachers, team benches
  - SHS baseball field – turf infield, scoreboard
  - SHS fastpitch field – turn infield
- Phase 3 – Completion Spring 2019
  - SHS pool – deepening end – competitive start, timing system, starting blocks, bleachers, PA system
  - SHS gym – wrestling/aerobic room expansion, wall mat storage
- Phase 4 – Completion Summer 2019
  - SHS stadium upgrades – equipment storage facility
  - SHS stadium improvements – concessions, ticket booth, bathrooms, pit room, bleachers, press box
  - OMS field – track (6 lanes) with football/soccer field/scoreboard/bleachers
- Phase 5 – Completion Summer 2020
  - SHS tennis courts – lighting upgrade

**SHELTON SCHOOL DISTRICT NO. 309**  
**REGULAR SCHOOL BOARD MEETING, JANUARY 9, 2018**  
**PAGE 3**

- SHS baseball, SHS fastpitch, OBJH field – lighting additions
- OBJH gym – new scoreboard/shot clocks
- SHS gym – weight room expansion
- Bordeaux gym – renovation
- Phase 6 – Completion Summer 2021
  - SHS – additional sports building
  - SHS gym – renovate PE locker rooms
  - SHS gym – staff/team meeting room

Board members thought this was very exciting and are glad we are looking at the whole picture. There are different aspects of our co-curricular programs besides athletics and we need to make sure we are well rounded.

4.03 – Technology update in terms of reconfiguration:

Glenn Shorten and Chad Trostad gave an update on technology. By the school year 2019-2020 every building and classroom will have:

- Set of Chromebooks (most classrooms currently have a set of 32 Chromebooks)
  - Students can work independently or cooperatively on projects using Google Drive as a storage and sharing location for classwork. Teachers can distribute, monitor, and collect student work using Google Classroom.
- Door Access Control Systems (currently implemented at Central Office)
  - Main entry doors will have door access control. Entry is controlled by badges, entry code or monitored access by front office staff.
- Interactive Projectors (test model currently installed in Mt. View library)
  - Promotes students interacting directly with the lesson. Teachers controlling lessons at front of class rather than behind desk.
- Classroom Audio System (test model currently installed in a Bordeaux classroom)
  - Audio systems will enhance the auditory process by making sure all students can hear. Reduces student's fear of public speaking. Introduces students to using sound systems at an early age.
- State of the Art Integrated District-Wide Notification/Announcement/Bell System (currently working at Bordeaux to install the core system)
  - On a daily basis controls bell schedules and classroom announcements via speaker or display. In emergencies integrates door access control with alerts to local law enforcement, classroom/building/district-wide notifications and parent/community notifications.

4.04 – Instructional Program Review update:

Pam Farr gave an update on the Instructional Program Review. There are 599 days remaining until reconfiguration. The Instructional Program Review is a part of the reconfiguration process. Since September three separate committees have been working in grade PK-4, grade 5-8 and grade 9-12 groups. The Steering Committee has met three times. The work is going very well

**SHELTON SCHOOL DISTRICT NO. 309**  
**REGULAR SCHOOL BOARD MEETING, JANUARY 9, 2018**  
**PAGE 4**

and there has been a very positive response from our teacher groups. Curriculum leaders have been very involved and doing fabulous work, as well as Dick Withycombe as the facilitator for all meetings. Attendance at the meetings has been unbelievable.

Dr. Apostle added that the main intent of this effort is so that at every grade level there is no confusion as to what a teacher will teach and what students will learn. This is unending work and each year we will have to continue to refine and analyze what students should be learning. We are moving towards a system where information will be online for parents.

4.05 Report on the WA-STEM Conference:

Pat Cusack reported on the WA-STEM Conference he attended in November at the Microsoft campus in Redmond. WA-STEM is a nonprofit organization that works with corporations. We receive funding in support of STEM education of all kinds each year. Our local affiliation comes from the Capital Region STEAM Network and our local organization is called RALLY. He had an opportunity to tour an elementary school in the Bellevue School District and look at their computer science education program where computer science is taught on a daily basis and computer science in math is mandated every day. Pat will send board members a list of WA-STEM resources they can look at online.

4.06 – November budget status report:

Brenda Trogstad gave the budget status report for November 2017. She said she is behind in delivering these report because the Treasurer's Office has changed how they do things. Brenda reviewed the balances in each fund. She commented that November was an unusual month and took a dip with payroll being \$4.3 million and Accounts Payable at \$1.2 million, but in December we were back to normal. We took delivery of a new school bus last week. We are also looking at purchasing a bus from Southside School District through surplus that we can use as a spare.

**CONSENT AGENDA**

Sally Brownfield made a motion to approve the consent agenda as presented. Sally Karr seconded the motion and the motion passed unanimously. The board:

- Approved minutes from the December 9, 2017 school board work session;
- Approved minutes from the December 12, 2017 regular board meeting;
- Approved overnight travel to Seattle, WA on February 23-24, 2018 for the Shelton High School Knowledge Bowl team to compete in the Orca Bowl Competition;
- Approved the personnel report as submitted and as attached (see Attachment #1);
- Approved cancellation of miscellaneous General Fund and ASB Fund Warrants issued in error or lost by the vendor;
- Approved General Fund Warrant Nos. 130143069 through 130143087 in the amount of \$83,646.34;
- Approved General Fund Warrant Nos. 130143088 through 130143277 in the amount of \$697,900.90;
- Approved Associated Student Body Fund Warrant Nos. 130405468 through 130405475 in the amount of \$12,618.88;
- Approved Associated Student Body Fund Warrant Nos. 130405476 through 130405513 in the amount of \$21,386.29;
- Approved Capital Projects Fund Warrant No. 130200037 in the amount of \$3,905.00;

**SHELTON SCHOOL DISTRICT NO. 309**  
**REGULAR SCHOOL BOARD MEETING, JANUARY 9, 2018**  
**PAGE 5**

- Approved Capital Projects Fund Warrant No. 130200038 in the amount of \$4,576.00;
- Approved Capital Projects Fund Warrant Nos. 130200039 through 130200046 in the amount of \$353,275.78;
- Approved Private Purpose Trust Fund Warrant Nos. 130700060 through 130700061 in the amount of \$1,250.00; and
- Approved Payroll Warrant Nos. 130802721 through 130802733 and Nos. 130143278 through 130143321 in the total amount of \$4,076,880.20 – *RECOMMEND APPROVAL.*

**DISCUSSION AND ACTION ITEMS**

**6.01 – Proposed Policy/Procedures No. 2023- Electronic Communications/Social Media:**

Jacquie MacAlevy presented proposed Policy/Procedures No. 2023 – Electronic Communications/Social Media for a second reading. Jacquie clarified that any Booster Club is able to continue as they are currently operating. As long as they say Booster Club and our logos are not copyrighted they are not prohibited. State law states that the district has to archive as part of the Open Public Records Act.

Linda Arnold added that the key to Booster Clubs is that they are completely out of the district's control and this policy is about our employees. If Jacquie thought something was wrong then Jacquie would have a conversation with that group. If and when issues arise, we will deal with them on a case by case basis.

After discussion amongst board members about possibly adding additional clarifying language regarding Booster Clubs and the use of logos, and the desire to want clubs to feel comfortable and wanting to be cognizant of the community, Sally Karr made a motion to approve Policy/Procedures No. 2023 as presented. Sally Brownfield seconded the motion and the motion passed unanimously.

**SUPERINTENDENT'S REPORT**

Dr. Apostle reported on the following:

- He was impressed with the work of the Instructional Program Review Steering Committee at last night's meeting and thanked Pam Farr and Dick Withycombe for their excellent work.
- We are moving forward nicely on the bond and will have more detailed information next time we meet in terms of the budget.
- There is a Reconfiguration Work Group meeting scheduled for tomorrow afternoon.
- Last month the Smile Mobile provided free services to 120 of our students. They will be coming back in February.
- He and Brenda Trogstad met today with Shelton High School staff on the district budget and vision.
- Before the winter break he met with bus drivers and he would like to bring a committee together to evaluate student bus behavior and develop protocols that are consistent and fair to all concerned. Students need to behave on the bus. The drivers are happy we are going to be dealing with this issue.

**COMMUNITY COMMENTS**

Randy Lewis:

- Randy used to work in Bellevue and has heard terrific things about their school district.
- He spoke about the old Shelton High School and the football and baseball games played on Loop Field.
- When the current Shelton High School was constructed the first thing built was the stadium.
- And, he believes in Dan Cooling's earlier comments about the whole student and is hoping any improvements we can make to our facilities with the possible state matching funds are for the benefit of all students and not just for the elite athletes.

Jason Wells:

- He attended the December board meeting to talk about his son being assaulted at Olympic Middle School but has not heard any feedback yet.
- Mentioned earlier comments on forming a committee regarding safety on our buses and thinks that would be great for safety in our schools as well.
- He also thinks possible improvements to our sports facilities are great.

**BOARD MEMBER COMMENTS**

Samantha Samples:

- The CHOICE Winter Celebration went well and it was nice to see all the hard work come together. Students in the music class performed at the celebration and also the next day during their assembly.
- She has finished her research in her PBL class and has started to make button blanket squares. Some students are also putting together their drums.
- February 8<sup>th</sup> is CHOICE mid-year graduation.
- The Shelton Innovators are having a spaghetti feed on April 17<sup>th</sup>. Shelton Innovators have received a \$1,500 donation from Sierra Pacific.

Mark Christensen:

- His winter break was slow but he is now getting back into his busy schedule at Shelton High School.
- Shelton High School portfolios are due on February 8<sup>th</sup>.

Dan Cooling:

- He also had a quite winter break.
- He and Mark Christensen are attending their Rural Development Leadership classes which is a six month commitment for them. Mark is the youngest member of the group.

Sally Karr:

- Sally has been attending swim meets which has been exciting.
- She attended the Instructional Program Review meeting and is always extremely impressed with the amount of work involved and the passion the curriculum leaders have about their subjects.

**SHELTON SCHOOL DISTRICT NO. 309**  
**REGULAR SCHOOL BOARD MEETING, JANUARY 9, 2018**  
**PAGE 7**

Sally Brownfield:

- Sally attended the last meeting with the architects.
- She enjoyed the CHOICE Winter Celebration.
- She also attended the middle school band program and was amazed at how many students are in the program and the wide variety of instructions played.
- Before winter break she attended a meeting at ESD 113 looking at all aspects of equity in schools and how we can support each and every student. She is looking forward to the second meeting.

Sandy Tarzwell:

- Sandy spoke about a 6<sup>th</sup> grade student she knows who was excited about a book folding class they were taking.
- She heard an interview on the radio today with our DECA students.
- She appreciates our student board representatives for giving up their time to be on the board.

Keri Davidson:

- Keri wished Sandy Tarzwell and Dr. Apostle a happy belated birthday.
- Said it was wonderful to get input from our student board representatives and hopes they enjoy the last half of their senior year.
- Thanked Dr. Apostle and all the cabinet members for their weekly board reports which give her a better picture and understanding of all the work they are doing.
- She will not be present at the January 23<sup>rd</sup> board meeting due to work obligations.
- Spoke about the importance of the swimming lessons our elementary students receive.
- Saturday, February 20<sup>th</sup> is the Fill the Truck event and Shelton's Got Talent.

**EXECUTIVE SESSION**

At 8:09 p.m. Chairman Davidson announced the board would take a 5 minute recess and then enter into a 15 minute executive session to discuss the possible purchase of real estate.

The board returned to regular session at 8:30 p.m.

**ADJOURN**

At 8:30 p.m. Chairman Davidson declared the meeting adjourned.

  
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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 January 9, 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.

**CERTIFICATED**

**New Hires / Rehires**

*Peter Hamar* – Emergency Substitute Teacher; District. Beginning December 12, 2017, to be used as needed in the District.

*Arica Martinell* – Substitute Teacher; District. Beginning January 2, 2018, to be used as needed in the District.

**Leaves of Absence**

*Sarah Whittington* – Teacher; Evergreen Elementary. Leave request beginning approximately March 5, 2018, through the end of the 2017-18 school year. Returning for the 2018-19 school year, per letter dated December 7, 2017.

**Resignations / Retirements**

*Anabel Grinnell* – Teacher; Evergreen Elementary. Resignation will be effective March 31, 2018, per letter dated December 11, 2017.

**CLASSIFIED**

**New Hires / Rehires**

*Robert Alexander* – Substitute Para Educator; District. Beginning January 2, 2018, to be used as needed in the District.

*Amber Frye* – Secretary Level I; Special Services. Beginning January 2, 2018. This fills the position vacated by Lyra Burnett.

*Meghan Hackler* – Substitute Para Educator and Substitute Secretary/Clerical; District. Beginning January 2, 2018, to be used as needed in the District.



**Kaytlyn Hawley** – Substitute Para Educator; District. Beginning January 2, 2018, to be used as needed in the District.

**Sharon Jacot** – Substitute Secretary/Clerical; District. Beginning January 2, 2018, to be used as needed in the District.

**Bryce Johnson** – Custodian I; Maintenance. Beginning December 21, 2017. This fills the position vacated by Travis Belen.

**Jennifer Lacy** – Para Educator (Kindergarten); Mt. View Elementary. This is a temporary position beginning December 13, 2017, due to class size. For the 2017-18 school year only.

**Charles Moore** – Substitute Bus Driver; MCTC. Beginning December 11, 2017, to be used as needed in the District.

**April Olson** – Substitute Custodian; Maintenance. Beginning December 13, 2017, to be used as needed in the District.

**Cameron Osier** – Food Service Worker I; Food Services. This is a temporary position beginning January 2, 2018, for the 2017-18 school year only.

**Kathleen Otto** – Substitute Para Educator; District. Beginning December 7, 2017, to be used as needed in the District.

**Kathleen Otto** – Para Educator (DD); Evergreen Elementary. This is a temporary position beginning December 8, 2018, to fill the position vacated by Shanda Arnold. For the 2017-18 school year only.

**Eli Robinson** – Para Tech (GEAR UP Tutor); CHOICE High School. This is a temporary, grant funded position beginning January 2, 2018, for the 2017-18 school year only.

**Nathan Slosson** – Para Educator (Bilingual); Shelton High School. This is a temporary, LAP funded position beginning January 2, 2018, for the 2017-18 school year only.

### **Leaves of Absence**

**Patti Breeding** – Food Service Worker I; Food Services. Leave request to begin October 24, 2017, and returning approximately January 31, 2018, per letter dated December 9, 2017.

### **Resignations/Retirements**

**Leanne Gunter** – Para Educator; Shelton High School. Resignation will be effective January 16, 2018, for all positions held, (EBD Para Ed., 8<sup>th</sup> Grade Girls Volleyball Co-Coach, 8<sup>th</sup> Grade Girls Basketball Co-Coach, and Credit Retrieval Assistant). Per letter dated January 2, 2018.

**Maria Morquecho** – Para Educator; Evergreen Elementary. Resignation was effective December 15, 2017, per letter dated December 1, 2017.

**Zachary Netzel** – Pool Worker; Shelton High School. Resignation was effective December 29, 2017, per letter dated December 15, 2017.

