

SHELTON SCHOOL DISTRICT NO. 309
REGULAR SCHOOL BOARD MEETING, NOVEMBER 26, 2019
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The Shelton School District Board of Directors met in regular session at 6:00 p.m. on November 26, 2019 in the Mt. View Elementary Gym.

Board members present: Chairman Sandy Tarzwell, Vice-Chairman Sally Karr, Sally Brownfield, Keri Davidson, Dan Cooling and student board representative Lucas Hunter.

Staff members present: Superintendent Dr. Alex Apostle, Alison Nutt, Brenda Trogstad, Linda Arnold, Brianne Barrett, Bob Trondsen, Travis Smith, Maryann Marshall, Jenny LaFrenier, Don Welander, Katie Diamond, Dean McCoy, Trish McCoy, Lisa Hopkins, Makayla Boysen, Rynne Clow, Sara Lacy, Brianna Mullins, Susie Wirzbicki, Janet Dagle and John Johnson, among others.

CALL TO ORDER

Chairman Tarzwell called the meeting to order at 6:00 p.m. Linda Arnold led the Pledge of Allegiance.

ADOPTION OF AGENDA

Sally Karr made a motion to adopt the agenda with the following modifications:

1. Addition of the swearing in of newly re-elected board members as a new agenda item immediately following adoption of the agenda; and
2. Changing agenda Item 11 - Executive Session to an Exempt Session.

Sally Brownfield seconded the motion and the motion passed unanimously

SWEARING IN OF NEWLY RE-ELECTED BOARD MEMBERS

Dr. Apostle administered the Oath of Office to newly re-elected board members Sandy Tarzwell, Dan Cooling and Keri Davidson.

REPORTS AND RECOGNITIONS

4.01 – 2018-19 Annual Financial Report:

Brenda Trogstad presented on the 2018-19 Annual Financial Report reviewing summaries of all funds, enrollment trends, General Fund revenue history, General Fund expenditure by object history, General Fund expenditure by program history, General Fund expenditures by activity, General Fund balance history, and a historical review of some of the district's fixed costs such as utilities, fuel, insurance and legal/audit/election costs. The financial report has been approved by the ESD and OSPI and will be posted on the district's website. Highlights included:

- The district budgeted enrollment was 4075 FTE. The actual average FTE ended at 192.81 FTE above the budget. This is an additional 40.66 FTE above 2017-18. The extra students increased the state basic education and special education general apportionment by \$1,916,677.
- The district received an additional \$601,410 from the state special purpose funding. The increases were in Special Education and Transitional Bilingual funding.
- The district received an increase in federal lunch reimbursement in the amount of \$40,028 due to an increase in the number of students eating breakfast and lunch. The Food Service Dept. collected an additional \$23,070 in paid lunches.
- The district's local levy revenue was reduced by \$2,182,069 due to changes in state law. The total collection was \$457,722 above what was budgeted due to delinquent taxes that were paid.

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- Local Effort Assistance decreased by \$627,768. Local levy and Local Effort Assistance make up 12.4% of 2018-19 revenue.
- There was also a reduction in revenue from the non-high districts in the amount of \$490,685 due to changes in the levy collection. The Special Education Cooperative generated an additional \$37,111 in revenue.
- The district continued to qualify for federal Medicaid Match funds. The revenue was decreased by \$76,922.
- Timber excise tax collection decreased by \$42,169 indicating that less timber was harvested in Mason County.
- The district provided additional staffing and contracted services to the special education population in the amount of \$994,356. Some of the additions were para educators, bus aides, and contracts with NW SOIL for severe high need students.
- The district also provided additional playground supervision at Mt. View due to the construction. Other additions were a Native Education para at CHOICE, health room para at Shelton High School and additional LAP para time at Shelton High School, Mt. View and CHOICE.
- Transportation added two new bus routes due to increased ridership.
- The district continued to work with the City of Shelton Police Department to provide School Resource Officers in our schools.
- The beginning fund balance was \$4,190,389.85. The ending fund balance was \$2,569,633.65. This includes a recorded liability for potential unemployment claims and recovery of unspent funds in LAP and CTE. The district's ending cash balance was \$2,827,557.89.
- There were increases to wages, and step and experience increases for district employees.
- Average monthly payroll was \$4,563,416 consisting of approximately 800 employees per month. The average monthly accounts payable was \$930,659.

Keri Davidson mentioned the tremendous jump in solid waste management charges over the past few years. Brenda said that was due to the district not being billed correctly for services. Keri also asked if the General Fund balance history chart would look different next year. Brenda responded that the legislature changed our apportionment schedule, reducing payments by 2.5% in December through June and then they make that up in July. In the past it has come through fairly consistently.

Chairman Tarzwell asked if the bus on order was a large or small bus. Brenda said it was a large bus and probably won't arrive until the end of the school year.

Chairman Tarzwell also commented that the board had a recent study session where Brenda went over this information in more detail, so tonight is more of a review for the board. She also said Brenda has done a great job of explaining the budget to board members through the years.

CONSENT AGENDA

Keri Davidson made a motion to approve the consent agenda as presented. Dan Cooling seconded the motion and the motion passed unanimously. The board:

- Approved minutes from the November 12, 2019 regular meeting;
- Approved minutes from the November 19, 2019 study session;

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- Approved out-of-state travel to Vancouver, B.C. on November 29-December 1, 2019 for John Johnson to attend the International Conference of Athletics Excellence;
- Approved out-of-state travel to Oregon City, OR on December 13-14, 2019 for the Shelton High School NJROTC to participate in a military drill competition;
- Approved overnight travel to Vancouver, WA on December 27-29, 2019 for the Shelton High School varsity boys basketball team to play in a varsity basketball tournament;
- Approved the revised personnel report (see Attachment #1);
- Approved General Fund Warrant No. 130149017 in the amount of \$85.76;
- Approved General Fund Warrant Nos. 130149018 through 130149043 in the amount of \$289,290.46;
- Approved General Fund Warrant Nos. 130149044 through 130149045 in the amount of \$6,712.94;
- Approved Associated Student Body Fund Warrant Nos. 130406454 through 130406455 in the amount of \$66.97;
- Approved Associated Student Body Fund Warrant Nos. 130406456 through 130406484 in the amount of \$20,788.80;
- Approved Associated Student Body Fund Warrant Nos. 130406485 through 130406487 in the amount of \$1,193.18; and
- Approved Capital Projects Fund Warrant Nos. 130200420 through 130200422 in the amount of \$4,150.81.

SUPERINTENDENTS REPORT

Dr. Apostle reported that:

- He was happy to report something very special which typifies our community as far as support for our students. We have received three donations totaling \$8,300 to relieve lunch debt primarily in the elementary schools. The donation is applied to families that now qualify for free lunches and incurred charges prior to qualifying. At least one of the large donors wishes to remain anonymous and said they want families to have a happy Thanksgiving and happy holidays.
- It was a privilege to attend the WSSDA Conference last week with the school board where the board was recognized for the 2nd year in a row as a Board of Distinction.
- He wished everyone a Happy Thanksgiving.

BOARD MEMBER COMMENTS

Sally Karr:

- It was a very informative and educational time at the WSSDA Conference and nice to spend time with board members.
- She also wished everyone a Happy Thanksgiving.

Sally Brownfield:

- Sally was a presenter at several workshops at the WSSDA Conference. There was great training and good information provided for the board and she appreciates being able to attend.
- She spent some time at CHOICE today making a presentation to the students and was very impressed on how they conducted themselves. They were not only an excellent

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audience but were very engaged. Several students came up to her afterwards and asked what they could do and how we could work together in terms of natural resources, etc.

- There were a lot of young people at the WSSDA conference and a lot of encouragement that we need our young people at the table being interactive and to hear their voices, which gives her hope and energy.
- She also wished everyone a good and restful holiday.

Keri Davidson:

- Before attending WSSDA she sat in on Level 1 Threat Assessment training. It was very informative and was nice to get a better understanding of the process. They welcome board members to sit in.
- The WSSDA Conference was very good. Several board members went a day early to attend a pre-conference on budget and bargaining. WSSDA has excellent resources. She attended additional sessions on state and federal funding. It was nice to get a complete understanding of the laws that back up everything. She also enjoyed hearing from students and hopes we can work on having more student voices. She also attended workshops on social and emotional learning. She and Sally Brownfield also got to run their district elections. She hopes the board can schedule a study session soon to discuss the different sessions board members attended.
- She was very impressed to see all the different food drives going on in the schools this week and what the schools do in their own different ways. It is amazing to see how giving our community is.
- She also said the lunch debt donation was incredible.
- She wished everyone a Happy Thanksgiving and said she was thankful for another term on the school board.

Dan Cooling:

- Dan attended the Chamber's Business After Hours a few weeks ago and Mrs. Mahoney and several of her DECA students were there. It was great to have them interact with the business community.
- He also enjoyed the WSSDA Conference and found the social and emotional learning session interesting. The Teacher of the Year spoke at the conference who had some great practices Dan wants to talk about to see what we could incorporate.
- Pride Night was fun last night. It was fun to watch the National Honor Society, basketball team, bowling team, etc., which reminds him of how many amazing kids we have in the district in all the different activities.
- He also wished everyone happy holidays.

Lucas Hunter:

- The CHOICE Winter Celebration is December 19th where there will be Santa and all kinds of games and activities for families.
- The Shelton Innovators after school program is on Tuesdays and Thursday after school which is a fun thing to go to.
- And he said Mrs. Brownfield gave an amazing speech at today's Native American Culture assembly. Dr. Apostle added that he also had the pleasure of listening to Sally at

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today's assembly and that she truly captured the imagination of the students talking about history, culture, and valuing the environment and wildlife.

Sandy Tarzwell:

- Sandy thanked her fellow board members for attending all the different activities throughout the month.
- She and Sally Karr attended the Retiree's Luncheon and the Winter Pride Night.
- We will be setting a study session date soon to debrief the WSSDA Conference. She is looking forward to hearing from board members and their ideas.
- There is a joint Mason County Board Meeting on December 16th beginning at 6:30 p.m. at PUD 3.

ANNUAL RE-CONFIGURATION OF THE BOARD

10.01 – Election of a Board President:

Sally Karr made a motion to nominate Sandy Tarzwell for President. Sally Brownfield seconded the motion. The motion passed unanimously to appoint Sandy Tarzwell as Board President for the coming year.

10.02 – Election of Board Vice-President:

Keri Davidson made a motion to nominate Sally Karr for Vice-President and Sally Brownfield seconded the motion. The motion passed unanimously to appoint Sally Karr as Board Vice-President for the coming year.

EXEMPT SESSION

At 6:39 p.m. Chairman Tarzwell announced the board would take a brief recess and then enter an exempt session to 1) hear a grievance and 2) discuss negotiations/bargained agreements with possible action to follow.

The board returned to regular session at 8:02 p.m.

ACTION TAKEN AFTER EXEMPT SESSION

Sally Karr made a motion to approve the 2019-21 bargained agreement with the Teamster bus drivers. Sally Brownfield seconded the motion and the motion passed unanimously.

ADJOURN

Chairman Tarzwell declared the meeting adjourned at 8:03 p.m.


Chairman, Board of Directors


Secretary to the Board

**Shelton School District #309
Personnel Action Requested for
Board Meeting of November 26, 2019**

REVISED

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

Ken Nixon – Principal; Evergreen Elementary. Resignation is effective at the end of the 2019-20 school year, per resignation dated November 22, 2019.

CERTIFICATED

New Hires / Rehires

Hannah Magen – Teacher (ELL); Oakland Bay Jr. High. Beginning November 20, 2019. This fills the position vacated by Nina Sallis.

Supplemental / Additional Assignments

Erica Corbin – After School Tutor; Shelton High School. Beginning November 12, 2019, for the 2019-20 school year.

Luanne Bigbear – Mentor Advocate; CHOICE High School. Beginning September 1, 2019, for the 2019-20 school year.

Trevor Cahoon – Mentor Advocate; Olympic Middle School. Beginning September 1, 2019, for the 2019-20 school year.

Jennifer Dawson – Co-Mentor Advocate; Evergreen Elementary. Beginning September 1, 2019, for the 2019-20 school year.

Antje Fortier – Mentor Advocate; Shelton High School. Beginning September 1, 2019, for the 2019-20 school year.

Diane Graham – Mentor Advocate; Bordeaux Elementary. Beginning September 1, 2019, for the 2019-20 school year.

Allison Nelson – Mentor Advocate; Mt. View Elementary. Beginning September 1, 2019, for the 2019-20 school year.

Kristey Perigo – Mentor Advocate; Oakland Bay Jr. High. Beginning September 1, 2019, for the 2019-20 school year.

Aide Villalobos – Co-Mentor Advocate; Evergreen Elementary. Beginning September 1, 2019, for the 2019-20 school year.

Leaves of Absence

Ron Goodale – Teacher; Shelton High School. Request leave from his teaching assignment, beginning November 18, 2019, for the remainder of the 2019-20 school year. Per letter dated November 12, 2019.

Resignations / Retirements

David Niehl – Teacher (PE); Shelton High School. Retirement will be effective December 11, 2019, per letter received November 15, 2019.

CLASSIFIED

New Hires / Rehires

Helga Bruntsch – Substitute Bus Driver; MCTC. Beginning November 15, 2019, to be used as needed in the District.

Jennifer Clark – Ready! for Kindergarten Facilitator; District. Beginning October 19, 2019, for the 2019-20 school year.

Amy Crippen – Para Educator; Evergreen Elementary. Beginning November 20, 2019. This is a new position to accommodate student need.

Kristina Doherty – Para Educator (DD); Olympic Middle School. This is a temporary position, beginning November 25, 2019. This fills the position vacated by Beverly Keizur.

Hatice Dursun – Para Educator (EBD); Evergreen Elementary. Beginning November 12, 2019, this fills the position vacated by Andrew Schaumburg.

Jennifer Forsman – Food Service Worker I; Food Services. Beginning November 4, 2019, this fills the position vacated by Kathryn Nelson.

Tammy Gaffke – Ready! for Kindergarten Facilitator; District. Beginning October 19, 2019, for the 2019-20 school year.

Maria Garcia – Ready! for Kindergarten Facilitator; District. Beginning October 19, 2019, for the 2019-20 school year.

Hanna Gustafson – Substitute Para Educator; District. Beginning November 7, 2019, to be used as needed in the District.

Lynde Icalia – Para Tech (Behavior Specialist); Bordeaux Elementary. This is a new position due to student behavioral needs, beginning November 15, 2019.

John Lester – Substitute Para Educator; District. Beginning October 14, 2019, to be used as needed in the District.

Joseph Ling – Para Educator (Special Services); Shelton High School. This is a temporary position working with a 1:1 student, beginning November 12, 2019.

Jennifer Lingle – Secretary Level IV; Oakland Bay Jr. High. Beginning November 18, 2019, this fills the position vacated by Charlotte Osberg.

Danielle Lund – Para Tech (Behavior Specialist); Mt. View Elementary. This is a new position due to student behavioral needs, beginning November 7, 2019.

Donnalyn Roberts – Para Tech (Graduation Matters After School Prog. Coordinator); CHOICE High School. This is a temporary position beginning November 4, 2019.

Joshua Smith – Substitute Bus Driver; MCTC. Beginning November 8, 2019, to be used as needed in the District.

Andrea Thompson – Substitute Bus Driver; MCTC. Beginning November 7, 2019, to be used as needed in the District.

Nigel Warren – Junior High Team Leader; Oakland Bay Jr. High. Beginning September 16, 2019, for the 2019-20 school year.

Supplemental / Extra Curricular

Franklin Dean – Head Girls Basketball Coach; Oakland Bay Jr. High. Beginning October 21, 2019, for the 2019-20 season.

Courtney Oderman – Asst. Girls Basketball Coach; Shelton High School. Beginning November 18, 2019, for the 2019-20 school year.

Resignations / Retirements

Ron Goodale – Key Club Advisor and Boys Golf Coach; Shelton High School. Resignation is effective November 18, 2019, per letter dated November 12, 2019.