

**SHELTON SCHOOL DISTRICT NO. 309**  
**REGULAR SCHOOL BOARD MEETING, FEBRUARY 11, 2020**  
**PAGE 1**

The Shelton School District Board of Directors met in regular session at 6:00 p.m. on February 11, 2020 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 Maria Montejo.

Staff members present: Superintendent Dr. Alex Apostle, Alison Nutt, Brenda Trogstad, Linda Arnold, Bob Trondsen, Don Welander, Brianne Barrett, Maryann Marshall, Travis Smith, Katie Diamond, Karen DeWitt, Robert Herron, Jenny LaFrenier, Brian Carney, Mary Johnson, Brian Wirzbicki, Chelsea Brady, Melissa Tyrrell, Madi Cundall and Crystal Pooler, among others.

Others present: Jeff Feeney, Randy Lewis, Jean Farber, Lori Brady, Angela Barnes and Mark Tuson, among others.

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

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

**REPORTS AND RECOGNITIONS**

**4.01 – Angels & Cherubs donation to the Olympic Middle School program:**

Chelsea Brady, Melissa Tyrrell and Madi Cundall from Olympic Middle School and Lori Brady and Angela Barnes from the Mason County Association of Realtors spoke about the “Angels & Cherubs” partnership between the Realtors Association and Olympic Middle School. For the past few years the realtors have adopted children in need and provided them with needed items throughout the school year -- Christmas presents, coats, shoes, ASB cards, field trip money, school supplies and much more. They have taken on 28 students this year who were nominated by their teachers and held an auction raising \$4,000 for the program, which is held within the PTSO. Last year they raised \$5,596. Board members and Dr. Apostle thanked the realtors for their generous donation and their support of our students.

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

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

- PKG A, B and C
  - Essentially done with 99% completion and just a few things still being tweaked.
- PKG E
  - Bordeaux Gym roofing has started the last two days. Once the roof is done progress can move forward quickly.
- PKG D
  - The entire softball field is covered in new turf, although not sealed yet but moving along. We look to finish pretty close to schedule with the softball field.
  - We hit some bad soil with more organics in the soil then thought and the fields are not draining well. Starting tomorrow we are going to mix the soil with cement powder.

**SHELTON SCHOOL DISTRICT NO. 309**  
**REGULAR SCHOOL BOARD MEETING, FEBRUARY 11, 2020**  
**PAGE 2**

- In addition, we are adding an infiltration trench all around the baseball field and going to slope the subgrade 14-15". This was about a \$75,000 change order but had to be done. Even with the change order we are still on budget with the two fields.
- The puddles of water in SHS parking lot became a big issue. The average rainfall in Shelton in January is 9.6" and we have had 22". We checked all the drainage in the parking lot and everything is working, we just had a lot of water. We added an additional ditch in the parking lot within the flower beds which should also help.
- We did not do any work on the existing drop off lane when the new addition was built because the parking lot was an additional add on. But we did clean the drains out and it is flowing better now.
- We did not have enough money in the bond for work to be done in front of the minidome.
- We have approximately \$189,000 remaining from the entire bond money as of today. This does not include state match.

Sally Karr wondered with all the rain issues if we have looked ahead to possible drainage issues with the football field and track with it being the same water table and soil. Jeff said hopefully we will have the same contractors working on that project (they are going to bid on the job) but this could potentially be a concern if we hit those same organics in the soil.

Sally also asked Jeff if he had any concerns with the pool work for the same reasons. Jeff said GeoTech did check the water table and we are still above the water table.

4.03 – Health Services report and UW Mental Health update:

Brianne Barrett reported on the role of the 21<sup>st</sup> century school nurse and shared a PowerPoint presentation. Highlights included:

- A school nurse is the leader in the school community to oversee school health policies and program.
- The school nurse serves as a liaison between school personnel, family, community and healthcare providers to advocate for health care and a healthy school environment.
- A student's health is directly tied to his or her ability to learn. Unmet health needs result in students having a difficult time engaging in class, increased absenteeism and increased dropout rates.
- School nurses address physical needs, mental health needs, emotional needs and social health needs.
- Goal is to keep students in school to increase opportunities for academic success.
- The National Survey of Children with Special Healthcare Needs has determined that 11.2 million U.S. children are at risk for chronic physical, developmental, behavioral or emotional conditions.
- Students are coming to school with more complex needs than ever before – high rate of poverty; high drug use; high alcohol use; mental illness; and limited access to physicians (limited number of providers/clinics and increased wait times to be seen)
- Health Room Assistants
  - Pros – we have assistants in all schools except CHOICE and the ELC; administers medications at schools (trained and supervised under licensed nurse)

**SHELTON SCHOOL DISTRICT NO. 309**  
**REGULAR SCHOOL BOARD MEETING, FEBRUARY 11, 2020**  
**PAGE 3**

- Cons – lack of skills/confidence in following health plan; more students sent home because of inability to assess needs; medics called more often; over/under reactions
- The future of health services in our district include a team approach to student health care needs; increased nurse case management in each building; school nurses being a vital team member in SSTs, IEPs, 504s; and communication regarding health services on our webpage, podcasts and newspaper articles.

Sally Brownfield asked if the health room assistants were full time and Brianne said yes. Sally also commented she recently looked at funding allocations for school nurses and it was appalling.

Keri Davidson said she appreciated Brianne's presentation and knows the model does not fund what is needed and that we have children with very serious needs in our schools.

Sandy Tarzwell said she liked the cross training and communication efforts and said much of the community does not realize all that school nurses do now.

Brianne also gave a University of Washington Forefront in Schools mental health update. In September a three year MOU was signed to help us with suicide prevention. She is thankful for this opportunity because our students need this extra support. 61 students at Shelton High School and 23 students at CHOICE High School this year have needed this help, but it is not isolated to our high schools – it is at all levels. This first year we are required to create a team; all high school staffs will go through LEARN training; we will have parent offerings for LEARN training as well; working on a crisis plan focusing on suicide prevention; and collecting data quarterly that we submit to the UW. Years 2 and 3 are the same except we will start offering mental health training for staff.

Keri Davidson said she appreciates that we received this grant. At the last board meeting she had just come from a Board of Health meeting where they reported on suicide rates in the county. A counselor told her after our board meeting that we do have kids who have plans for suicide.

Dan Cooling is part of our district's Forefront in Schools team and said from a parent's standpoint if anyone knows parents who want to get involved we could use more in our parent support group throughout the year. We are looking for more people to join the team.

Dr. Apostle recommended to Brianne that as we move the agenda forward she increase the number of parents and community members across the board. It is very important we have more involvement than what Brianne has indicated.

4.04 – Counselor Strategic Plan:

Brianne Barrett reported on the Counselor Strategic Plan and shared a PowerPoint presentation. She said the counselors have been working very hard and started out by doing a program review. Brianne sent a survey to the counselors regarding how their beliefs align with the American School Counselor Association. Unfortunately some of the counselors did not receive the survey so only 9 of our 12 counselors completed the survey. They have also created a vision and mission statement.

**SHELTON SCHOOL DISTRICT NO. 309**  
**REGULAR SCHOOL BOARD MEETING, FEBRUARY 11, 2020**  
**PAGE 4**

Dan Cooling commented on one of the slides from the survey that show counselors don't feel as if they are important. Also why some don't feel the administrators think they are important since they hold such a vital role. He would like to look at how we move those scores that are 2's, 3's and 4's to a score of 5 (100%).

Keri Davidson said she liked the vision and mission statements and said our counselors play such a vital and critical part of each school.

Sally Karr commented that we have been talking about working with more social emotional learning and wondered if we need to consider having something consistent across the district. At the WSSDA Conference the importance of SEL was discussed.

Chairman Tarzwell said Dan had a good point about how you are viewed in the state and nation vs. locally and asked if we had SEL available in multiple languages in our curriculum. Brianne said she did not think so but is something to look into.

Dr. Apostle asked Brianne what the current composition of the committee is and Brianne said just the counselors. He also asked how long they have been meeting and Brianne responded once per month. Brianne said the next step in their action plan is to discuss current model, current design and what can be done differently. Dr. Apostle told Brianne he would highly recommend she involve principals in the meetings, even possibly teachers as they move forward. It is important you develop consistency K-12 and be highly articulated in terms of implementation. He asked Brianne to look at other models of providing counseling services to our students. There are many models out there.

4.05 – Social Emotion Learning, Behavior and Discipline Data reports:

Bob Trondsen said the amount of data we collect in different areas has mushroomed from where we used to be. Part of our challenge is presenting the data in a way that is useful and not overwhelming. Examples of discipline data that we've started collecting this year is included in the board packet from three different grade levels at three different schools. The first report is a weekly report which the executive directors and principals get. The second chart is very similar but has some different behaviors included besides the chronic behaviors that go out each month. The end of the trimester report are things we want to keep an eye on but not our big ticket behavior items.

Dan Cooling asked what falls under the "does not fit into category" in chart #2. Bob said he would have to go back and look but the printout is from Skyward which has different categories and this might be a catch all. Dan also asked for clarification on what a technology violation was.

Sally Brownfield asked if "aggressive behavior" and "fighting w/o injury" were two different incidents and Bob said yes. Sally also said she didn't see any violations for vaping, alcohol, etc. on the chart and Bob said the chart was just a sample and it is probably from an elementary school. We would probably see those instances at the secondary level.

**SHELTON SCHOOL DISTRICT NO. 309**  
**REGULAR SCHOOL BOARD MEETING, FEBRUARY 11, 2020**  
**PAGE 5**

**CONSENT AGENDA**

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

- Approved minutes from the January 28, 2020 study session;
- Approved minutes from the January 28, 2020 regular meeting;
- Approved the personnel report (see Attachment #1);
- Approved General Fund Warrant Nos. 130149537 through 130149606 in the amount of \$379,975.57;
- Approved General Fund Warrant Nos. 130149607 through 130149705 in the amount of \$376,106.49;
- Approved General Fund Warrant No. 130149706 in the amount of \$13,223.95;
- Approved Associated Student Body Fund Warrant Nos. 130406589 through 130406604 in the amount of \$8,603.27;
- Approved Associated Student Body Fund Warrant Nos. 130406605 through 130406607 in the amount of \$2,654.82;
- Approved Associated Student Body Fund Warrant No. 130406608 in the amount of \$40.00;
- Approved Associated Student Body Fund Warrant No. 130406609 in the amount of \$441.27;
- Approved Private Purpose Trust Fund Warrant No. 130700075 in the amount of \$500.00;
- Approved Capital Projects Fund Warrant Nos. 130200457 through 130200466 in the amount of \$831,099.10;
- Approved Capital Projects Fund Warrant No. 130200467 in the amount of \$21,285.01;
- Approved Capital Projects fund Warrant No. 130200468 in the amount of \$45,148.92; and
- Approved Payroll Warrant Nos. 130803076 through 130803089 and Nos. 130149507 through 130149536 in the total amount of \$4,821,838.09.

**DISCUSSION AND ACTION ITEMS**

**6.01 – School Improvement Plans for the Juvenile Detention Center and Open Doors:**

Travis Smith presented the School Improvement Plans for the Mason County Juvenile Detention Center and Sound Learning Open Doors. A few weeks ago he received an e-mail from OSPI notifying us we need to do SIP's for small schools being less than 20 students, which is the Detention Center and Open Doors. We are required to submit the plans to OSPI this Thursday. Stacey Anderson is the administrator in charge of the Mason County Detention Center but is unable to be here tonight.

The Sound Learning Open Doors program is for students 16-21 years that have been in the U.S. less than a year with limited or no English. All students in this program work during the day – the program is open in the evening from 6:00 – 8:30 p.m. The primary goal is access to language. ELPA21 is the language assessment used.

Keri Davison asked how these students find out about the Open Doors program. Travis said Sound Learning has been in the community for many years, so word of mouth from families, etc., and also through Ricardo del Bosque. Some might be court ordered to attend or be part of immigration requirements – it could be a wide variety of things.

Sandy Tarzwell asked what the definition of what “regularly participating” was and Travis said a student who participates 3 days a week, although the state requirement is only 1 day per month.

Sally Brownfield said as we are talking about social emotional learning and the whole person, we have these students who already have children and asked if we provide them with childcare. Travis said only sometimes which is a hardship.

Sally Karr made a motion to approve the School Improvement Plans for the Mason County Detention Center and Sound Learning Open Doors. Sally Brownfield seconded the motion and the motion passed unanimously.

6.02 – Proposed revised Policy/Procedures No. 3414 – Infectious Diseases:

Brianne Barrett presented revised Policy/Procedures No. 3414 – Infections Diseases for a first reading. These need to be updated to reflect WSSDA’s language sooner than they were originally scheduled to be updated in a later policy batch.

6.03 - Proposed request to declare technology items surplus:

Brenda Trogstad presented a list of miscellaneous old technology equipment. We need to have a minimum of 5 pallets before we can take to state surplus. Sally Brownfield made a motion to declare the list of technology items as surplus. Keri Davidson seconded the motion and the motion passed unanimously.

**SUPERINTENDENTS REPORT**

Dr. Apostle reported on the following:

- He thanked the school board, staff and community who participated in the levy campaign.
- We have started meeting with principals on the budget development process for next year. The results of the levy will have a direct impact on the development process and implementation of the budget. Regardless of the levy results, we will continue to move in the direction we’ve set. We will be meeting in Open Community Forums, having study sessions with the board, and are going to be very transparent.
- He, Travis and Brianne had a great experience at Bordeaux last Friday. They visited a 1<sup>st</sup> grade classroom that had 100% attendance last week. This is something to be very proud of.
- The Professional Development Committee and Boundary Study Committee will be starting up soon. The Grading Evaluation Committee is starting this week. These are 3 very important committees.

**BOARD MEMBER COMMENTS**

Sally Karr:

- Sally commented on it being counselor recognition month and thanked our counselors for the work they do. They work very hard and are very much appreciated.
- She has spent quite a few hours recently in swimming pools as our swimmers enter post season play.

**SHELTON SCHOOL DISTRICT NO. 309**  
**REGULAR SCHOOL BOARD MEETING, FEBRUARY 11, 2020**  
**PAGE 7**

Sally Brownfield:

- Sally has been busy in Olympia. She attended the WSSDA Legislative Assembly and is the chair of the WSSDA Equity Committee which also met recently. WSSDA now has a two year plan that they will be rolling out and developing new things for board members. Right now the only required training is the new board member boot camp but that could change.
- She met with legislators yesterday attending a Ways and Means Committee meeting. There are quite a few education bills she has been following that will especially affect us here.
- She will be in SeaTac on February 19-20 for a statewide committee she sits on regarding early learning.
- And she commented that when she taught 5<sup>th</sup> grade her students went six weeks with perfect attendance.

Keri Davidson:

- Keri thanked the cabinet for their weekly board reports. She designates time to make sure she reads through everyone's comments which helps her when community members ask her questions.
- She commented that the school counselors are vital for our schools.
- She also appreciated tonight's school nurse report and update on bond projects.
- She loved seeing the Angels & Cherubs recognition tonight and said we have such an amazing and caring community.
- And she is very excited to hear the levy election results tonight.

Dan Cooling:

- Dan commented that the Shelton High School Dance Team scored 4<sup>th</sup> place in competition at Tahoma High last weekend, competing against some very large teams.

Maria Montejo:

- Maria said this week is Spirit Week at Shelton High School.
- Her brother is a Bordeaux 1<sup>st</sup> grader in the class that was recognized for perfect attendance and he was very excited about that.
- Dr. Apostle presented Maria with a certificate of recognition from WSSDA in recognition of January being School Board Recognition Month. Maria was unable to attend the January 28<sup>th</sup> board meeting when board members were honored.

Sandy Tarzwell:

- Sandy commented that we do a lot of networking with the community and its great to see that networking outreach into other areas like counseling and School Improvement Plans for small schools.
- She liked the 'welcome to the class of 2024'.
- She had the opportunity to attend a Knowledge Bowl competition recently and said it was very impressive. For each competition the scope of questions was wide open and difficult to study for. They placed 4<sup>th</sup> missing finals by one point.
- Our school board has volunteered to host the WSSDA Region 5 dinner meeting at the end of April and she is looking forward to that.

**SHELTON SCHOOL DISTRICT NO. 309**  
**REGULAR SCHOOL BOARD MEETING, FEBRUARY 11, 2020**  
**PAGE 8**

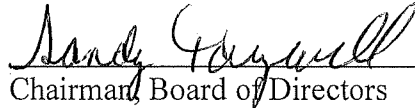
**EXEMPT SESSION**

At 8:08 p.m. Chairman Tarzwell announced the board would take a brief recess and then enter into an exempt session for approximately 30 minutes to hear an employee appeal of a discrimination complaint.

The board entered into exempt session at 8:45 p.m. and returned to regular session at 9:02 p.m.

**ADJOURN**

Chairman Tarzwell announced the meeting adjourned at 9:02 p.m.

  
Chairman, Board of Directors

  
Secretary to the Board



**Shelton School District #309**  
**Personnel Action Requested for**  
***Board Meeting of February 11, 2020***

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**

***Heather McCabe*** – Substitute Teacher; District. Beginning January 24, 2020, to be used as needed in the District.

**Leaves of Absence**

***Brenda Dehning*** – Teacher; Bordeaux Elementary. Leave requested to begin immediately through the end of the 2019-20 school year, per letter dated January 22, 2020.

**Resignations / Retirements**

***Brian Prante*** – Teacher (Math); Shelton High School. Retirement will be effective at the end of the 2019-20 school year, per letter dated January 27, 2020.

***Laura Sims*** – Teacher; Oakland Bay Jr. High. Resignation of 2019-20 Building Leader position, effective immediately per letter dated January 31, 2020.

**CLASSIFIED**

**New Hires / Rehires**

***Tracey Burnfield*** – Family Literacy/ESL Instructor. This is a temporary position beginning January 28, 2020, for the 2019-20 school year as needed.

***Cynthia Carralez*** – Substitute Para Educator; District. Beginning January 29, 2020, to be used as needed in the District.

***Michael Eaton*** – Coach, Boys Golf; Shelton High School. Beginning March 2, 2020. This fills the position vacated by Ron Goodale.

***Brittany Haddock*** – Para Educator (Special Services); CHOICE High School. Beginning February 3, 2020, this fills the position vacated by Sheila Iversen.

**Steven Kajitsu** – Substitute Custodian; Maintenance. Beginning February 3, 2020, to be used as needed in the District.

**Beverly Keizur** – Substitute Para Educator; District. Beginning February 4, 2020, to be used as needed in the District.

**Patrice Marie** – Family Literacy/ESL Instructor. This is a temporary position beginning January 28, 2020, for the 2019-20 school year as needed.

**Nicole Plummer** – Para Educator (Early Learning); Mt. View Elementary. This is a new, temporary position, beginning January 29, 2020, due to increased preschool enrollment.

**Andrea Rippee** – Substitute Para Educator; District. Beginning January 30, 2020, to be used as needed in the District.

**Brenda Ryerson** – Substitute Bus Driver; MCTC. Beginning February 4, 2020, to be used as needed in the District.

**Merrie Sims** – Family Literacy/ESL Instructor. This is a temporary position beginning January 23, 2020, for the 2019-20 school year as needed.

**Mike Sims** – Family Literacy/ESL Instructor. This is a temporary position beginning January 23, 2020, for the 2019-20 school year as needed.

**Joshua Steele** – Substitute Custodian; Maintenance. Beginning January 29, 2020, to be used as needed in the District.

### **Extra Curricular / Supplementals**

**Stacey Adams** – Intramural Co-Advisor (Gay-Straight Alliance); Oakland Bay Jr. High, Session I  
November 12, 2020 – December 20, 2020.

**Drew Bigelow** – Intramural Co-Advisor (Gay-Straight Alliance); Oakland Bay Jr. High, Session I  
November 12, 2020 – December 20, 2020.

**Darcy Eliason** – Intramural Advisor (Stamp It Up); Oakland Bay Jr. High, Session I  
November 12, 2020 – December 20, 2020.

**Ainsley Nix** – Intramural Advisor (Dungeons and Dragons); Oakland Bay Jr. High, Session I  
November 12, 2020 – December 20, 2020.

**Cecil Roy** – Intramural Advisor (Juggling); Oakland Bay Jr. High, Session I  
November 12, 2020 – December 20, 2020.

### **Leaves of Absence**

**Teddi Pais** – Para Educator; Oakland Bay Jr. High. Leave requested to begin approximately January 22, 2020, through approximately March 13, 2020.