

SHELTON SCHOOL DISTRICT NO. 309
REGULAR SCHOOL BOARD MEETING, FEBRUARY 25, 2020
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The Shelton School District Board of Directors met in regular session at 6:00 p.m. on February 25, 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, Katie Diamond, Karen DeWitt, Robert Herron, Jenny LaFrenier, Brian Carney, Mary Johnson, Susie Wirzbicki, Jennifer Deyette, Dean McCoy, Trish McCoy, Kathy James and Heather Kowalski, among others.

Others present: Randy Lewis, Karen Lindebrekke, Kathy McDowell, Dana Brown, Cody Brown, Harmony Frazier, Gordon Weeks, Kim Goldsby and Todd Fague, 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

Sally Brownfield made a motion to adopt the agenda. Sally Karr seconded the motion and the motion passed unanimously.

COMMUNITY COMMENTS

- Shelton City Council member Kathy McDowell said the council would like to have a student representative sit on their council. The position would be a non-voting position but would allow students a chance to voice their opinions and experience government on the level where government starts. She said she strongly believes government starts at the local level – school, city, county. The City first needs to adopt a resolution before they can put an application out to students, but she hopes that will happen soon. She will keep the school board posted.
- Todd Fague spoke regarding what he feels is a lack of leadership at Shelton High School and a problem with the Athletic Department. He said we are 5 days away from the start of the fastpitch season and we don't have a coach. He called on the board to re-hire Kim Goldsby who has coached the team for a number of years.

REPORTS AND RECOGNITIONS

4.01 – Report on the Math Motivators program:

Randy Lewis, Karen Lindebrekke and Kathy James reported on the Math Motivators Program. This is a program of the Actuarial Foundation and is designed to help low-income middle and high school students who can't afford tutors with math education tutoring. It is a volunteer-led program and services are provided at no cost to the district. Their Mission is to enhance math education and financial literacy through the talents and resources of actuaries. Their Vision is an educated public in pursuit of a secure financial future.

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Currently, there are Math Motivator programs in 21 cities in 13 states and the District of Columbia. Seattle and Shelton are the only programs in Washington State.

Randy Lewis is the Shelton Math Motivators Coordinator, Shelton High School math teacher Kathy James is the district's Math Motivators Host, and Karen Lindebrekke is the Math Motivators Program Manager.

4.02 – Running Start update:

Maryann Marshall gave an update on the Running Start program which allows 11th and 12th grade students an opportunity to earn both high school and college credit. As of February 2020 we have 74 high school students enrolled in Running Start with 42 of those being full time Running Start students. The number of students participating the past 4 years has stayed fairly consistent.

Chairman Tarzwell asked if we know why the numbers have stayed relatively the same. Maryann said we are now offering more AP classes at the high school and also transportation could be an issue. We have only one option in Shelton which is Olympic College.

Sally Karr asked how students enroll and Maryann said they first have to meet certain criteria and then meet with their counselor.

Sally Brownfield asked how students are made aware of the Running Start option. Jennifer Deyette commented that here are a number of ways – through the counseling center, informational nights around March of each year, announcements in the spring of a student's sophomore year, word of mouth from friends, etc.

Keri Davidson asked if there were barriers for students taking classes both at the high school and college level. Jennifer Deyette said there are some because we only offer some high school courses at certain times of the day, but that is better now that we've moved to a trimester system.

Chairman Tarzwell said she would be interested to see Running Start enrollment broken down by diversity. Maryann Marshall said she could gather that information for the board.

4.03 – Shelton High School and Mt. View Elementary Art Projects update:

Maryann Marshall also gave an update on the artwork for the new Shelton High School addition and the new Mt. View Elementary. Shelton High School received a \$100,000 grant and Mt. View Elementary a \$115,000 grant for artwork which is funded by the state's capital funding budget for new construction. The cost is all inclusive and covers all associated costs.

Shelton High School had their first meeting on January 27th and Mt. View on February 5th. The following was discussed:

- Overview of the Art in Public Places program
- Defined the role of the art selection committee
- Looked at past public art projects here in the district and throughout the state
- Did a site walk-through
- Had a preliminary criteria discussion

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The next meetings are scheduled on March 4th for Shelton High School and March 2nd for Mt. View.

Art Committee membership for both schools consists of:

- Sally Brownfield, School Board member and Squaxin Tribal member
- Amy Cooper, local business owner of Cooper Studios and member of Historical Society
- Robert Herron, Director of Maintenance and Operations
- Ricardo del Bosque, Director of Family Resource Center and Latino community member
- Art teachers from each school
- Principal from each school
- Maryann Marshall, Exec. Director of Instructional Programs PK-12
- Student representatives from each school

4.04 – Budget development update:

Brenda Trogstad gave an update on budget development for the 2020-21 school year. Meetings have been held with each principal to discuss staffing, projected enrollment, looking at classified staff, and what principals believe they need in their buildings and what they would be willing to give up. We will now start meeting with each department and hold board study sessions as we progress along. We also plan to reconvene the Budget Advisory Committee likely at the end of March.

Chairman Tarzwell asked about projected enrollment numbers and Brenda said she is projecting 4,562 FTE for next year, but we will budget conservatively. She also asked how interested community members would know about the Budget Advisory Committee. Brenda said we will announce on our website so the community knows they can participate.

Dr. Apostle said we have stressed the importance of moving forward conservatively in our meetings with principals.

4.05 – Professional Development Plan update:

Linda Arnold gave a Professional Development Plan update.

- There has never been a systemic, coordinated Professional Development (PD) plan in the Shelton School District.
- The cost to provide PD over the past 5 years was \$4,164,025 including sub costs.
- Student achievement has not increased proportionately to the resources spent on PD.
- Student achievement is greatly impacted when staff members are absent.
- In 2018-19 the budget was adjusted to support building based PD. A colleague-based mentorship program was established.
- A moratorium on staff absences for trainings, meetings, conferences, etc. was established in October 2019 with the purpose of the moratorium being to increase time with students and reduce sub costs.
- All PD must focus on improving student achievement and the district's vision of 100% graduation.
- All PD must directly correlate to at least one of the district's goals.
- All PD activities must adhere to an established budget.

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- PD must be coordinated to support the success of other teaching and learning activities such as PLC's and the district's mentoring program
- PD must not have a negative impact on staff attendance.
- Staff needs for PD are established through collaborative leadership.

Sally Brownfield thanked Linda and her committee for all their work in this area. We need to be very intentional in everything we do to improve education for our students.

Keri Davidson also said she appreciates the extensive work putting this plan together for the first time and being fiscally responsible.

Chairman Tarzwell asked if this will have an effect on future school calendars and if we would see more consistent school weeks. Linda said yes in terms of PD offerings. Chairman Tarzwell thanked the committee for their work and having a plan going forward that is going to be very beneficial for our district.

Dr. Apostle congratulated Linda and her committee for their outstanding work. We will be monitoring this along the way to make sure it is fair and is supportive to all our staff needs. We will make adjustments we feel are needed as we move forward.

CONSENT AGENDA

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

- Approved minutes from the February 11, 2020 study session;
- Approved minutes from the February 11, 2020 regular meeting;
- Approved overnight travel to Spokane, WA on March 5-7, 2020 for the Shelton High School HOSA Club to compete in the state competition;
- Approved overnight travel to Wenatchee, WA on March 17-20, 2020 for the Shelton High School FCCLA Club to compete in the Washington State FCCLA State Leadership competition;
- Approved overnight travel to Yakima, WA on March 27-29, 2020 for the Shelton High School Dance Team to compete in the state competition;
- Approved overnight travel to Auburn, WA on March 27-29, 2020 for the Shelton High School Robotics Team to compete in their 2nd competition;
- Approved the personnel report (see Attachment #1);
- Approved General Fund Warrant Nos. 130149707 through 130149732 in the amount of \$200,570.13;
- Approved Associated Student Body Fund Warrant Nos. 130406610 through 130406634 in the amount of \$15,490.62;
- Approved Associated Student Body Fund Warrant Nos. 130406635 through 130406640 in the amount of \$1,204.87;
- Approved Associated Student Body Fund Warrant Nos. 130406641 through 130406643 in the amount of \$5,254.53;
- Approved Private Purpose Trust Fund Warrant No. 130700076 in the amount of \$500.00; and
- Approved Capital Projects Fund Warrant No. 130200469 in the amount of \$123.94.

DISCUSSION AND ACTION ITEMS

6.01 – Proposed policies in Batch #10 of the policy review:

The proposed policies/procedures in Batch #10 of the policy review were presented for a second reading and recommended approval. These included:

- Policy 5006 – Certification Revocation
- Policy 5201 – Drug Free Schools, Community and Workplace
- Policy 5251 – Conflicts of Interest
- Policy/Procedures 5253 – Maintaining Professional Staff/Student Boundaries (*new policy/procedures for consideration*)
- Policy/Procedures 5270 – Resolution of Staff Complaints
- Policy/Procedures 5280 – Separation of Employment
- Policy/Procedures 5281 – Disciplinary Action and Discharge
- Policy/Procedures 5013 – Sexual Harassment of District Staff Prohibited
- Policy/Procedures 6220 – Bid Requirements

Sally Brownfield made a motion to approve the revised and new policies/procedures in Batch #10 of the policy review as recommended by the district's attorney. Keri Davidson seconded the motion and the motion passed unanimously.

6.02 – Proposed policies previously adopted but have sense been updated by WSSDA:

The following policies/procedures have been reviewed and adopted by the board in previous batches of the policy review but have since been updated by WSSDA. These are presented for a second reading and recommended approval. They include:

- Policy 2413 – Equivalency Credit for Career and Technical Education Courses (Batch #6)
- Policy/Procedures 3115 – Homeless Students: Enrollment Rights and Services (Batch #1)
- Policy 3120 – Enrollment (Batch #3)
- Policy/Procedures 3207 – Prohibition of Harassment, Intimidation and Bullying (Batch #1)
- Policy/Procedures 3211 – Transgender Students now called “Gender-Inclusive Schools” (Batch #1)
- Policy/Procedures 3231 – School Records (Batch #2)
- Policy/Procedures 3413 – Student Immunization and Life Threatening Conditions (Batch #4)
- Policy 3416 – Medication at School (Batch #4)

Keri Davidson made a motion to approve the revised policies/procedures listed under Item 6.02. Sally Karr seconded the motion and the motion passed unanimously.

6.03 – Proposed revised Policy/Procedures No. 3414:

Proposed revised Policy/Procedures No. 3414 – Infectious Diseases was presented for a second reading and recommended approval. These were in need of updating sooner than they were originally scheduled to be updated in a later policy batch. Keri Davidson made a motion to approve revised Policy/Procedures No. 3414. Sally Karr seconded the motion and the motion passed unanimously.

SUPERINTENDENTS REPORT

Dr. Apostle reported on the following:

- He thanked our community for the passage of the levy with 53.86% passage. He knows the board and staff are very thankful and grateful for the support. Our community has supported us in over \$1 million when you consider both the bond and levy. We as a school district need to reciprocate to the highest degree to provide our students the best education possible.
- On Saturday, February 29th we will be honoring our heroes, friends and families with the Hall of Fame Ceremony in Highclimber Gym at Shelton High School. The school will be open for tours from 4:00 – 5:00 p.m. with the event starting at 5:00 p.m.
- His time the past few weeks has been focused on budget and staffing, making sure we are prepared to get a great start to the school year in the fall.

COMMUNITY COMMENTS

- Todd Fague spoke again regarding the fastpitch program at Shelton High School and called on the board to take a vote tonight.
- Kathy McDowell also spoke again on why she feels it is important to have a student representative on the Shelton City Council.

BOARD MEMBER COMMENTS

Sally Karr:

- Sally commented that the board will need to think about their Drake Scholarship soon and decide which two board members will serve on the Drake Committee to review scholarship notebooks. She has enjoyed serving on the committee the past few years but would rather not this year because she knows so many of this year's seniors.

Sally Brownfield:

- Sally has had a lot of discussions recently with community members regarding the opportunities for their children in the school district.
- She volunteered to be on the Drake Scholarship Committee this year.

Keri Davidson:

- Keri thanked the voters for the passage of the levy. She said it is very important for our community, kids, and schools but it is not lost that it can be a difficult vote. We have a responsibility to make sure we do everything we possibly can with the levy funds to benefit our kids.
- Last Thursday she had the opportunity to visit Olympic High School in Bremerton with several other staff members to look at their CTE programs and building. They had an amazing building that wasn't enormous but offered a lot of opportunities for students. She enjoys being able to carve out time from her work schedule for these types of things to help her with her vision for our district. She thanked Don Welander for coordinating the visit.
- On Friday she went to the Ribbon Cutting Ceremony for the new Mason Clinic. She appreciates our community hospital and that they are such a good partner with our school district.

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- Her daughters just started the after school volleyball activity at Olympic Middle School. Over 55 girls are participating. She is excited kids can now get skills at this level and it also helps keep them engaged as well as providing physical activity.

Dan Cooling:

- Dan agreed with fellow board member's comments.
- He thanked everyone in the room who has the passion to make sure our students are put first and making them feel important.

Sandy Tarzwell:

- Sandy also agreed with the other board member comments.
- She also attended the Ribbon Cutting Ceremony for the new Mason Clinic and attended the tour of Olympic High School and their CTE programs, which was phenomenal.

EXEMPT SESSION

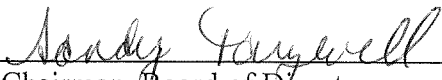
At 7:32 p.m. Chairman Tarzwell announced the board would take a short recess and then enter into an exempt session for: 1) Employee performance and associated compensation discussion with possible action to follow; and 2) hear an appeal of a student suspension.

The board entered into exempt session at 7:42 p.m. and returned to regular session at 7:49 p.m. Sally Brownfield made a motion to increase the salaries for the positions of Family/Parent Engagement Coordinator, I.T. Operations Manager, District Assessment Coordinator, Communications Specialist, Director of Facilities Management and Construction, and Superintendent's Secretary. Sally Karr seconded the motion and the motion passed unanimously.

At 7:50 p.m. the board entered into a second exempt session to hear an appeal of a student suspension. The board returned to regular session at 8:48 p.m.

ADJOURN

Chairman Tarzwell declared the meeting adjourned at 9:04 p.m.



Chairman, Board of Directors



Secretary to the Board

Shelton School District #309
Personnel Action Requested for
Board Meeting of February 25, 2020
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

Leaves of Absence

Travis Smith – Exec. Director of Alt. Education and State & Federal Programs. Leave request to begin immediately, February 21, 2020, through June 30, 2020. Per letter received February 21, 2020.

Resignations / Retirements

Carey Lee – Principal; Evergreen Elementary. Retirement will be effective at the end of the 2019-20 school year, per letter dated February 12, 2020.

Travis Smith – Exec. Director of Alt. Education and State & Federal Programs. Resignation will be effective June 30, 2020, per letter received February 21, 2020.

CERTIFICATED

New Hires / Rehires

Hatice Dursun – Emergency Substitute Teacher; District. Beginning February 10, 2020, to be used as needed in the District.

Jenna Kelly – Substitute Teacher; District. Beginning February 6, 2020, to be used as needed in the District.

Nicole LaRue – Teacher (Preschool); Early Learning Center. Beginning February 19, 2020. This is a new position due to enrollment.

Jordan Nylander – Substitute Teacher; District. Beginning February 11, 2020, to be used as needed in the District.

Supplemental Contracts

Marie Gardner – Team Leader; Oakland Bay Jr. High. Beginning February 2020. This fills the position vacated by Laura Sims.

Michelle Guzman – Team Leader; Olympic Middle School. Beginning February 2020. This position will be sharing with Tara Sheetz for the remainder of the 2019-20 school year.

Kelly Lester – Summer School Coordinator (Elementary). Beginning February 7, 2020, for the 2019-20 Summer School Session.

Leaves of Absence

Alyssa Trostad – Teacher; Mt. View Elementary. FMLA Leave Request of one day per week, through June 1, 2020, beginning February 24, 2020. Per letter dated January 20, 2020.

Resignations / Retirements

Lori McCracken – Teacher (Special Education); Olympic Middle School. Retirement will be effective at the end of the 2019-20 school year, per letter dated February 14, 2020.

CLASSIFIED

New Hires / Rehires

Shanda Arnold – Home Tutor; Special Services. This is a temporary position, beginning February 11, 2020, through the remainder of the 2019-20 school year.

Steven Beck – Head Volleyball Coach; Oakland Bay Jr. High. Beginning February 18, 2020, for the 2019-20 season.

Cynthia Carralez – Substitute Secretary/Clerical; District. Beginning February 13, 2020, to be used as needed in the District.

Mackenzie Davis – Substitute Para Educator and Substitute Secretary/Clerical; District. Beginning February 7, 2020, to be used as needed in the District.

Colleen McEachin – Substitute Secretary/Clerical and Substitute Food Service Worker; District. Beginning February 7, 2020, to be used as needed in the District.

Emily Moren – Substitute Para Educator; District. Beginning February 11, 2020, to be used as needed in the District.

Chris Rodeback – Para Educator (Special Services LAP); Olympic Middle School. This is a temporary position for the remainder of the 2019-20 school year, beginning February 10, 2020. This fills the position vacated by Shayla Godwin.

Jessica Thomas – Custodian I; Maintenance. Beginning February 10, 2020, at Oakland Bay Jr. High. This fills the position vacated by Ralph Bariekman.

Leaves of Absence

Kristen Fendley – Family/Parent Engagement Coord.; District. Leave request to begin approximately March 29, 2020, for the remainder of the 2019-20 school year, returning September 1, 2020. Per letter received February 11, 2020.

Resignations / Retirements

Thomas Toney – Jr. Varsity Fastpitch Coach; Shelton High School. Resignation is effective February 10, 2020, per letter received February 12, 2020.