

**SHELTON SCHOOL DISTRICT NO. 309
REGULAR SCHOOL BOARD MEETING
JUNE 23, 2020**

The Shelton School District Board of Directors met in regular session at 6:00 p.m. on June 23, 2020 via a Zoom meeting.

Board members present: Chairman Sandy Tarzwell, Sally Brownfield and Keri Davidson.

Staff members present: Superintendent Alex Apostle, Alison Nutt, Linda Arnold, Brenda Trogstad, Don Welander, Bob Trondsen, Robert Herron, Maryann Marshall, Kelly Neely, Katie Diamond, Jenny LaFrenier, Deena Alley, Ricardo del Bosque, Betty Uriostegui, Jefferson Doyle, Jean Fairbrother, Susie Wirzbicki, Trevor Leopold, Mark Smith and Bob McMath.

Others present: Brent Compton and David Brown.

Call to Order

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

Dr. Apostle announced that school board meetings no longer have to include just the essential agenda items.

Adoption of Agenda

Keri Davidson made a motion to adopt the agenda as presented. Sally Brownfield seconded the motion and the motion passed 3-0.

Community Comments

Chairman Tarzwell read the following statement: *"School board meetings will now be streamed live via YouTube every 2nd and 4th Tuesday of the month at 6:00 p.m. Community members may make comments by sending an email to SchoolBoard@sheltonschools.org or they can also phone in by calling 1-253-215-8782 and entering meeting ID # 924 3100 5523 during the community comment time. Comments will be read or heard at the beginning of the meeting, and another opportunity will be given at the end of the meeting as if the meeting was in person."*

No community comments were heard at this time.

Reports and Recognitions

4.01 – Recognition of Community Outreach Staff:

Kelly Nelly recognized Community Outreach staff Ricardo del Bosque, Betty Uriostegui, Jefferson Doyle and Jean Fairbrother for all their efforts in helping our community during this time. They recently received a \$20,000 grant to help continue with creating baskets this summer for families including food and hygiene products. They started with 15 baskets per week and are now supplying 55 baskets per week serving 100 families. The program is driven by the students coming to them saying this is what we need and they built the program around that. When COVID 19 started the percentage of the study body most effected were undocumented families. This year 80-85% of this population is graduating.

Chairman Tarzwell thanked Kelly Neely and the team and said there are a lot of unsung heroes. Keri Davidson also thanked the staff for all their efforts for our students. Sally Brownfield

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commented on this great outreach and concern for our students and families and said it is appreciated and shows throughout the community.

Dr. Apostle commented that COVID 19 has been difficult for everyone and what has been expressed this evening is a tremendous effort by staff. A lot of these things were happening well before COVID 19. Ricardo came to him several months ago about buying a bus which is providing a lot of services for our families.

4.02 – 2020-21 budget update:

Brenda Trogstad reported that the school board has been meeting in study sessions every Thursday to work their way through the budget which has been a good process. Our budget is due on July 10th but we don't know yet what the state is going to do. We also have to have a budget document ready for the public to pick up on July 10th. The school board is looking at a lot of different scenarios anticipating we will have budget reductions from the state. 96% of our budget is basic education funding and the other 4% could be reduced.

Dr. Apostle said the board indicated to him one major issue is to continue the course we are on. We want to continue our great programs and are being very careful not to cut people and to not react too quickly without having information from the state. Every staff member is very important. They are saying we will be funded at 96%. We will report on the budget at the June 30th Open Community Forum.

Keri Davidson commented that this is a complex situation and is glad the board is meeting weekly but we can't push off the date of July 10th to submit our budget to the state. The legislature may be meeting later on in the year so we have to come up with the best plan. It makes it more complicated not knowing what school might look like in the fall. We are very much trying to put kids in the forefront.

Sally Brownfield also said the board is taking everything into consideration and looking at all the needs. With COVID 19 this is pretty much a moving target. She had a WSSDA board meeting last Friday and were told we are expecting a special session of the legislature. We are taking our responsibilities very seriously and need to look after the best interests of our kids and community.

Chairman Tarzwell commented that it is taking extra time running through all the different budget scenarios but we need to look at what suits the district best.

Consent Agenda

Sally Brownfield made a motion to approve the consent agenda as presented. Keri Davidson seconded the motion and the motion passed 3-0. The board:

- Approved minutes from the June 4, 2020 study session;
- Approved minutes from the June 9, 2020 regular meeting;
- Approved the personnel report (see Attachment #1);
- Approved General Fund Warrant No. 130150307 in the amount of \$8,343.05;

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- Approved General Fund Warrant Nos. 130150308 through Nos. 130150335 in the amount of \$216,500.15;
- Approved General Fund Warrant No. 130150336 in the amount of \$29,720.84;
- Approved Associated Student Body Fund Warrant No. 130406732 in the amount of \$90.00; and
- Approved Associated Student Body Fund Warrant Nos. 130406733 through 130406735 in the amount of \$1,442.75.

Discussion and Action Items

6.01 – Demographic Study Committee status:

Linda Arnold reported that in mid-February we began to research the number of students who reside in our neighborhood boundaries and to balance the number of students within those boundaries. She hoped to have a survey completed by now but COVID 19 has interfered with this work. She has been working with ESD 113 who works with a company out of Bellevue to conduct the survey. She is still waiting to hear back from the ESD to see if the Bellevue company is back in business. She will keep the board informed when she hears back.

6.02 – Grading/Evaluation Committee status:

Bob Trondsen reported that in the fall of 2019 Dr. Apostle directed a committee be formed to address district grading practices. The need for clarity and consistency in this area has been apparent for many years. The goal is to use best practices to ensure that grades represent student achievement alone and in consistent manners within buildings, grade levels and content areas. The committee consists of 12 members representing each building, teachers, building administrators, district administrators, Special Education, Native Education, CTE, ELL and Academies. They met in February and March then the closure of schools happened mid-March. They did start meeting again in May and will have a total of 6 meetings before school starts again in the fall. After their book study and discussion and input from a wider group across the district we will have a document of what grading represents in the Shelton School District and what should and shouldn't be included in a student's overall grade.

Chairman Tarzwell asked about the plan moving forward and how we are going to invite a wider group to participate and specifically when. Bob said we will take the recommendations to the building principals and administrators then open up for teacher input for a plan moving forward to be done by next spring. Chairman Tarzwell also asked if there was a plan to include parents and possibly students and Bob said they haven't had that discussion yet but that may be appropriate moving forward.

Sally Brownfield commented regarding student attendance and said she is glad we are looking at this from all angles and how to serve our students in the way we are trying to separate behaviors vs. student achievement.

Dr. Apostle this this is a very important committee and the reason he asked Bob to extend the timeline to the spring of 2021 is because this is a very complex and opinionated subject. We are way overdue in terms of looking at grading and evaluation of student work. He is hoping the committee will explore different ways to look at student achievement.

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6.03 – Professional Development Committee status:

Linda Arnold reported that there has never been a systemic professional development plan coordinated with the district budget and that supports the district's vision. We have spent approximately \$4 million dollars in the last 5 years on professional development but student test scores and graduation rates have not improved. We have had over 10,000 hours of teachers being out of their classrooms. Last winter the Professional Development Committee established a 3-year professional development plan which includes parameters and yearly priorities for any professional development offered. We are currently working on putting out an online calendar so all professional development requests can be tracked putting structures in place that are goal oriented and fiscally sound. Brenda Trogstad added that the goal is to reduce the time teachers are out of the classroom which will reduce substitute costs.

Dr. Apostle commented that with the re-opening of our schools our needs in terms of professional development may need to be adjusted to train our teachers in terms of a new structure. We will fine tune as to the re-opening of school plan. We may need to spend more to train our teachers. Linda and Brenda have done a good job of developing a vision of professional development in terms of 100% graduation. Linda added that no matter what we do it is a great plan that will allow us to make adjustments as we need to.

6.04 – Sub-committee report on Student, Staff and Family Social/Emotional Needs and Support:

Maryann Marshall reported that this committee met for a 2nd time on June 18th to go through the survey questions. We are going to have great support not only from Shelton School District but also what is available in our community. Social/emotional learning in regards to staff is ongoing regardless of COVID 19. Susie Wirzbicki said she appreciated that we are gathering resources already in place, including MTSS teams, and allowing staff to access. She appreciates the committee's impact on the mental health of our students.

6.05 – Sub-committee report on Remote Learning/Traditional Model Instruction:

Kelly Neely said this committee has been meeting weekly and they have a wonderful group of 48 people. She did a poll of the group who felt the #1 obstacle is reaching all students and the #2 obstacle was childcare. Most people on the committee were in favor of attending school on alternating days with kids doing distance learning on the off days, but this is up to the Health Dept. and the school board. They are waiting for their survey results and are hoping we have enough people replying to the survey so we feel comfortable we reached as many people as possible.

Keri Davidson said she listened in on the last 2 meetings and the committee came up with a lot of good suggestions which made her feel more comfortable as a parent. On the survey that went out to parents, she is hearing that one of the options is not going back to school full time. She is not sure everyone is understanding of that. Kelly said this is the direction if we can't go back 100% full time but we don't have that direction from the Health Dept. yet.

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6.06 – Sub-committee report on Operations, Transportation and Nutrition:

Brenda Trogstad reported that the work has been challenging for this committee of 14 people, which includes Kathryn Ward, Robert Herron and Holly Tucker. They are working on 3 different models and will be breaking into additional sub-committees this week. One of the hardest parts is knowing who will be riding our buses and they are looking at possibly some kind of on-line registration. Kathryn Ward learned they have to use disposable masks and not cloth masks. Robert Herron and this staff will adjust to whatever is needed. They will meet again this Monday.

6.07 – Sub-committee report on Policy Review and Reform to Accommodate a Traditional Model of Education:

Dr. Apostle said there is not a report from this committee other than we will review current policy as it relates to our re-opening of school plan. He has not brought this committee together yet because we don't know yet what the plan will be. The first meeting will be focused on the work of the 7 sub-committees to see what policies we have in place now and if we don't have policy in place we will work with our attorney as we develop policies for the re-opening of our schools, which will be challenging.

6.08 – Sub-committee report on Safety and Security Issues:

Robert Herron reported that at their last meeting the committee went over OSPI guidelines looking at all the different scenarios. It has been eye-opening for everyone working through the different types of situations and scenarios, talking about how we are going to keep students/staff separated and to getting people into the buildings. It is very daunting not knowing. It is becoming clearer that transportation will not be taking temperatures of students at bus stops but rather at school instead and what does that look like. He heard on Friday from Dr. Stein that he did not think taking temperatures is effective. There is so much gray area for this committee and they are going to increase their meetings to weekly.

Sally Brownfield commented that there is some overlap of all the different committees. Wearing masks brings up other issues and if it is required that teachers wear mask it sounds like the district is required to provide masks. She asked about masks for students and Robert said the OSPI guidelines require the district to provide masks for students as well.

Dr. Apostle asked Robert to discuss adapting social distancing of 6 ft. Robert said Kelly Neely's team is working on that specifically. He received some drawings today and under most of our scenarios we could not seat all of our students in classrooms with social distancing. The Health Dept. has been clear on social distancing and wearing face masks as the most important thing in the spread of COVID 19. Dr. Apostle asked if we need to provide face masks for all and social distancing, would we spread out to use our gyms and multi-purpose rooms as additional classroom spaces. We also still have some sort of PE requirements. Using gyms as educational spaces is very poor and it doesn't seem to be a feasible means to conduct instruction. Kelly Neely added that she has heard 5 students per teacher in regards to PE requirements.

Dr. Apostle said what the school board needs to know is what the plan will be to address social distancing as well as making sure all staff and students have masks.

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6.09 – Sub-committee report on Sports/Co-Curricular PK-12 program:

Trevor Leopold reported that this sub-committee has been divided into 2 parts – athletics and activities. They are waiting for WIAA's July 7th recommendations to OSPI. Our guidelines are a little more strict than those of the WIAA. There are a lot of questions surrounding transportation and split schedules for practices. There are also some concerns with band and choir and he has heard that some schools have already cancelled for next year. There are more concerns surrounding activities than athletics at this point. We are waiting to see if OSPI accepts the WIAA's guidelines on July 7th. Dr. Apostle wondered if cancelling music and PE classes for next year might be pre-mature for those districts. Kelly Neely added that we have state guidelines regarding PE. Dr. Apostle said the Health Dept. or OSPI could change those guidelines. Mark Smith said they are thinking outside the box, we are all in this together and are keeping the safety of all in mind.

6.10 – Sub-committee report on Communications/Public Relations:

Katie Diamond said her committee has met several times, including today, and the committee consists of teachers and community leaders. Today's meeting focused on the survey sent out a few weeks ago. They talked about keeping messages to the point. A few families that have kids attending different schools are saying they are getting overloaded with messages. Ricardo del Bosque has been an awesome resource in getting the surveys to our non-English speaking families. Families are excited to see Ricardo's bus and is another way to reach out to families who may not have access to the internet. All information on the re-opening of schools will be located in one place on our website.

Dr. Apostle highly recommended increasing the meetings for all of the sub-committees so we can meet our deadlines.

6.11 – Annual report on ALE programs:

Stacey Anderson gave her yearly report on ALE programs with is a requirement of the state and board policy. Due to COVID 19 the May headcount enrollment reflected the actual March enrollment and there were 31 students in Contract Based Education and 32 students in the Independent Learning Academy. In June the headcount was 40 students in Contract Based Education and 33 students in the Independent Learning Academy. There is a 1 teacher per 30 student ratio for these classes. A student learning plan is developed and students come to school 10 hours per week. Students attend part time school for many various reasons. This year CHOICE has 79 graduating seniors of which 63% ended in an ALE program. They released their Senior Awards video today and will be doing their graduation ceremony in September. Next year all of CHOICE will be funded under ALE and Cedar High School will be funded separately.

6.12 – New school status:

Stacey Anderson also reported on the new Cedar High School status. The CHOICE staff has been split into the 2 schools. They are currently enrolling students which has been more difficult due to school closure. They met with cabinet last week and recently finalized their schedule. Teachers will have time to plan this week for the fall and will have virtual training in July for teachers to be trained on how to set up schedules for the fall. Both Stacey and Amber Hosford

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also have coaches. Stacey has weekly meetings with staff and staff are working very hard. They are planning on how to deal with the pandemic and have come up with lots of ideas regarding virtual learning as well as for students being on campus. There will be repainting of classrooms and new technology installed to make it feel more like a new school. They are still looking at where the new school might be located for the following year.

Chairman Tarzwell commented that it has been enjoyable watching the progress of this new school being developed.

6.13 – MET Academy:

Deena Alley reported that preliminary discussions have taken place to build a new MET Academy on the current site of the staff parking lot at Shelton High School to provide the foundational skills students need. This is a big dream discussion on our Academy vision.

Robert Herron said Deena has been inspiring in rallying the troops for this vision. Robert introduced David Brown as the project manager. David said they have been talking about this project since the first of the year and have faced some challenges, changes and modifications that everyone is dealing with. The plan is still morphing but gave a snapshot of what we are initially talking about. Brent Compton from NAC Architects shared the site plan for the proposed new building. The budget also includes a new staff parking lot which will be larger because we now have 4 grade levels attending Shelton High School.

David said the big question in these times is the budget but the cost of construction is what it is. When we get to a point of having a firmly established budget it would be in the \$3.5 million to \$5 million range with \$2 million to \$4 million being construction costs and the rest to cover soft costs and unforeseen costs. Also the cost of what goes into the building – we are talking about significant items dealing with aviation and heavy manufacturing types of equipment.

Don Welander said he has been doing a lot of research on equipment which depends on what programs we decide to put in the building. For the building in South Kitsap their equipment was approximately \$250,000 for their 21st century programs. Deena added that we are not uncertain of what students need but that we need to have a firm footing on what the school will look like and what programs we can offer. Don also said we need to look at what companies need so we can provide our students with what they will need.

Dr. Apostle commented that this is not a pipe dream – this is something our community is very excited about and is something we need to pursue in earnest. It may not be exactly the way we want it to start out but if we are going to prepare students for the 21st century this is a must. He does not want to procrastinate so that our students can be ready for employment after graduation.

Brenda Trogstad said bond construction PKG D-2 is over budget by \$1.5 million. We will receive \$6.5 million from our 3 non-high districts through 2023. This money has to be spent on Shelton High School. She believes we have the method for this dream of a MET Academy to come true.

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Sally Brownfield asked how many sq. ft. we are looking at for this building. David said this is still a moving target but we are talking about 5,240 sq. ft. If we break the construction down into multiple phases we could do 3,000 sq. ft. to start, depending on the funding stream.

Keri Davidson said she was very excited about this and that she had the opportunity to see the South Kitsap building. Seeing how students can get certification that can build on other things is truly exciting. She thinks this will be fantastic for our students.

David said they took a lot of pictures on their visit to South Kitsap which can give an idea of what we are building on. He will share those when there is more time.

Chairman Tarzwell also had the opportunity to visit South Kitsap and asked what security features our building would have in the event of a lock down situation. Robert said we should definitely keep this in mind. She also said from the drawings there appears to be no protection from the elements and also asked if the front door was facing the parking lot or the campus. Brent said there would be 2 doors with one being on the south side for students. We would have vestibules but it is harder to lock down garage doors. David said the purpose of the garage doors is that a lot of the activities take place outdoors. These are preliminary drawings and we will refine as we move forward.

Dr. Apostle said he thinks in reality we need to reduce the cost and take into consideration a phasing in method. We need to consider what we can afford initially and get that started and then we can develop the program and get a feel of what's coming down the road in terms of programs we want to implement. David added that he has been doing some analysis on splitting out the early phase work. There are some easy ways of doing that efficiently.

6.14 – Items to be declared surplus:

Brenda Trogstad presented a list of items to be declared surplus and gave kudos to Robert Herron and his staff. The list changed last Friday when several schools wanted to take some of the items for their buildings such as the better chairs and desks. After board approval we will advertise for 30 days for districts within our ESD and then Robert will hold a surplus sale in late August.

Keri Davidson made a motion to approve the list of items to be declared surplus. Sally Brownfield seconded the motion and the motion passed 3-0.

Superintendent's Report:

Dr. Apostle reported on the following:

- Shelton High School had an outstanding drive-through graduation ceremony today which was well done and well orchestrated. He thanked Keri Davidson and Sally Brownfield for representing the school board.
- The sub-committee groups are extremely important in the re-opening of our schools with a July 15th deadline. Then plans need to be developed for re-opening.
- There will be an Open Community Forum on June 30th from 6:00 – 7:30 p.m. on the topics of budget and sub-committee reports.

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- He congratulated our principals and staff for doing an outstanding job the last 3 months and also for putting together their virtual Moving On Ceremonies. The staff did an excellent job in wishing the students well.

Community Comments

2 community comments have now been received:

- Charity Dorcy – “Neither late work nor dishonesty will be taken into consideration for grades? That doesn’t seem right.”
- Randy Lewis – “Interested in the concept of late work not impacting grades. In the “real” world not only quality of work, but timeliness of such work is absolutely a factor in performance evaluation.”

Board Member Comments

Sally Brownfield:

- Sally said she would forgo any comments due to the compromised audio on her computer.

Keri Davidson:

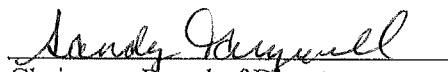
- Keri said she was thrilled with June 19th marking the end of on-line schooling.
- She appreciated all the Moving On Ceremony videos.
- She thanked all staff, parents and students for working in an environment that was brand new.
- She attended Shelton High School graduation today and congratulated all the seniors and said it was great to see the families so excited. She did get to talk with one administrator who received overwhelming comments that they were thankful for getting to do the drive through graduation and that the kids and parents really appreciated being on the Shelton High School campus. She congratulated everyone who made this happen.

Sandy Tarzwell:

- Sandy congratulated the Class of 2020 and thanked everyone for making things happen every day.

Adjourn

At 8:31 p.m. Keri Davidson made a motion to adjourn the meeting. Sally Brownfield seconded the motion and the motion passed 3-0.


Chairman, Board of Directors

Secretary to the Board

Shelton School District #309
Personnel Action Requested for
Board Meeting of June 23, 2020

ATTACHMENT #1

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

Johanna Ochoa Pintado – Teacher (Kindergarten, Spn.); Evergreen Elementary. Beginning September 2, 2020. This fills the position vacated by Renee Ruiz.

Megan Rogge – Teacher (Kindergarten); Bordeaux Elementary. Beginning September 2, 2020. This is a new position to reduce class size.

Jodi Schaefer – Teacher (3rd Grade); Bordeaux Elementary. Beginning September 2, 2020. This fills the position vacated by Curtis Hawley.

Amanda Whitehouse – Teacher (2nd Grade); Bordeaux Elementary. Beginning September 2, 2020. This is a new position to reduce class size.

Leaves of Absence

Tiahna Childers – Teacher (4th Grade); Bordeaux Elementary. Leave request to begin approximately November 2, 2020, returning approximately April 12, 2021. Per letter dated June 18, 2020.

Karen Sachs – Teacher (Middle Level); CHOICE High. Leave request of .4 FTE of 1 FTE for the 2020-21 school year. To be a .6 FTE. Per letter dated April 27, 2020.

Allison Turcotte – Teacher; Bordeaux Elementary. Leave request to begin September 2, 2020, through approximately March 12, 2021, per letter dated June 12, 2020.

Resignations / Retirements

Alisa Lennox – Teacher (Social Studies); Shelton High School. Resignation is effective at the end of the 2019-20 school year, per letter received June 15, 2020.

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Resignations / Retirements

Sheryl Cannon-White – Para Tech (Library); Olympic Middle School. Retirement is effective at the end of the 2019-20 school year, per letter dated June 7, 2020.

Enrique Navarro – Para Educator; Shelton High School. Retirement is effective at the end of the 2019-20 school year, per letter dated June 15, 2020.

Val Wittenberg – Para Educator; Early Learning Center. Retirement is effective at the end of the 2019-20 school year, per letter dated April 20, 2020.