

WASHOUGAL SCHOOL DISTRICT NO. 112-06
Board of Directors' Meeting
Tuesday, January 8, 2013
Work Session, 4:00 – 6:00; Regular Meeting, 6:30 p.m.

WORK SESSION – Board Policy Revision

PRESENT: Blaine Peterson, Board Director; Elaine Pfeifer, Board Director; Karen Rubino, Board Director; Dawn Tarzian, Superintendent and Secretary to the Board. The prearranged absences of Board Directors Ron Dinius and Terrie Hutchins were excused. District administrators were also present for this work session.

Blaine Peterson called the meeting to order at 4:00 p.m.

Board Policy Consultant Kathleen McDonald led the work session outlining the process to be used to revise the district's board policy series over the next year. Input was received from district staff members. Kathleen will continue to work with Dawn Tarzian to finalize the revision schedule and begin the work of updating the board policies.

The meeting was recessed at 6:05, for a short break prior to the regular meeting

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Blaine Peterson called the meeting back to order at 6:30 p.m. and led the pledge of allegiance.

2. AGENDA REVISIONS

None.

3. COMMENTS – BOARD OF DIRECTORS

Elaine Pfeifer appreciated the joint board meeting on January 3 with the Hockinson and Camas boards of directors to talk with local state legislators. It was great to have the three boards present to talk specifics with elected officials regarding the proposed 24 credits of graduation requirements, TPEP and levy equalization. Karen Rubino concurred with Elaine's comments. Blaine Peterson spoke about the policy revision work session, noting that he believed it was a great decision to bring the WSSDA consultant on board with this revision project. Elaine added that she appreciates the work that the district's administrators are willing to put in toward this goal, and is glad that they were present for the initial planning and discussion about the process.

4. SUPERINTENDENT'S UPDATE

Dawn Tarzian echoed the appreciation expressed for the work toward policy revision, noting that this was a nice opportunity for the board and the Leadership Team to meet together.

Dawn shared that Margaret McCarthy has been selected as the new Program Coordinator for the Community Coalition. Margaret is actively involved in the Washougal community and brings years of community leadership working with students, families and community members. She also brings great energy and is highly motivated to continue the outstanding work that the Coalition has accomplished to date.

Lisa Young recently contacted David Tudor and Dawn with a request to pursue a new grant opportunity, focused on early childhood education efforts, through The Community Foundation of SW Washington via a Gates Foundation gift. Dawn expressed her appreciation for Lisa's talent,

leadership and aggressive pursuit of resources to help support our community's early childhood needs.

Dawn provided an update about the next steps to be taken for the Jobs Now Act Energy Grant. District administrators continue to meet with McKinstry consultants to complete the planning. It is estimated that the construction planning meeting, facilitated by Joe Steinbrenner, will take place mid-February.

Planning for the WHS gym floor replacement continues. Joe Steinbrenner, Kelley Wilson from ESD 112, Doug Cox, Aaron Hansen and Charlie Boyce will be visiting two schools later this week to look at floors that have recently been installed.

The state audit of the district will begin on Monday, January 14. Dawn appreciates that staff will be rearranging work in order to support the audit process.

Dawn thanked Angela Hancock for her work in updating the district's Emergency Handbook. She also shared appreciation for the contributions of our SRO, Ryan Castro, and Washougal Police Officer Perry Houts toward emergency preparedness in our schools. Dawn added that the district is looking carefully at decisions related to Jemtegaard Middle School, since its physical layout is different from the other school buildings.

There is an opportunity on the OSPI website for the board, as well as community members, to provide feedback to the state regarding the Next Generation science standards.

5. COMMENTS - CITIZENS

Angela Hancock asked for clarification about the date and time of the planned lockdown drill at Cape Horn-Skye Elementary School next week. Dawn Tarzian explained that the school's principal would be able to provide that information. Angela also asked if the district had made any decisions regarding the color of the replacement turf at the WHS stadium. Dawn answered that the district's first choice would be a traditional green turf, and other colors would be considered only if they offered very significant savings.

6. CONSENT AGENDA

Board members received and reviewed the following documents in advance of the meeting:

A. Meeting Minutes (December 11, 2012)

B. Meeting Minutes (January 3, 2013)

C. Accounts Payable (December 2012 and January 2013)

General Fund

Warrant numbers 187638 – 187722 in the amount of \$134,272.14 (Pay date: Dec. 27, 2012)

Warrant numbers 200028 – 200052 in the amount of \$134,946.51 (Pay date: Jan. 11, 2013)

ASB Fund

Warrant numbers 19488 – 19514 in the amount of \$9,860.37 (Pay date: Dec. 27, 2012)

Capital Projects Fund

Warrant numbers 3829 – 3830 in the amount of \$620.53 (Pay date: Dec. 27, 2012)

Transportation Vehicle Fund

Warrant number 166 in the amount of \$141,783.92 (Pay date: Dec. 27, 2012)

ACH

ACH numbers 121300165 – 121300184 in the amount of \$55,959.87 (Pay date: Dec. 27, 2012)

ACH numbers 121300186 – 121300188 in the amount of \$2,855.99 (Pay date: Jan. 11, 2013)

D. Payroll (December 2012)

Warrant numbers 187723 – 187754 and 200000 - 200027 in the amount of \$1,851,121.54 (Pay date: Dec. 31, 2012)

- E. Budget Status Report (November 2012)**
- F. Personnel Report**
- G. Contracts**
- H. Travel**
- I. Field Trips**
- J. Donations**

Blaine Peterson noted the addition to the personnel report since the original board packets were prepared. Elaine Pfeifer moved, seconded by Karen Rubino, to approve the consent agenda with the noted addition. The motion carried unanimously.

7. INFORMATIONAL PRESENTATIONS

A. Demographics Study

Dawn Tarzian and Les Brown reiterated information given at the last meeting, and clarification requested by the board, especially as related to the reporting of housing start data in both of the proposals that the board received. The district administration recommendation would be to wait until after the start of the 2013-14 school year to conduct this study. Les reported that he also looked into the Decision Insight program that the Bellevue School District uses, but believes from his first look at the website that this process might be too labor intensive for a district of our size at this time. Dawn asked that as a next step, the board consider what types of data they would like to see in the report. A decision about this sometime in April would allow for scheduling with the selected agency for work to begin next fall. Board members expressed interest in seeing study reports created for other districts, in order to see what information they are requesting.

B. Final Linkage Survey

Les Brown highlighted the changes made to the survey as a result of board input at their last meeting. The board expressed their appreciation for the work done and the quality of this survey. Elaine Pfeifer suggested also adding a question about the voting habits of the district's graduates, as well as one about the number of hours spent volunteering. The board agreed by consensus that the survey is ready to go out to the public with these additions.

C. Budget Extension Information

Rosann Lassman provided information related to the necessary upcoming budget extension resolution to allow for the Energy Grant funds to be spent. A resolution will be brought to an upcoming meeting that will ask the board to give the district the authority to increase the capacity of the Capital Projects Fund, allowing the grant funds to be expended.

8. BOARD POLICY

A. Policy 6022 – Minimum Fund Balance, first reading

Rosann Lassman overviewed Policy 6022, which is new to the district, and allows for a range of percentages for the minimum fund balance. The board can change its stated required minimum fund balance, within this range, through a resolution. This policy will be brought back to the next regular meeting for a second reading.

9. PROPOSALS FOR ACTION

A. Resolution 2012-13-08: Delegation of Authority

Rosann Lassman and Dawn Tarzian shared the changes made since the last resolution related to delegation of authority was adopted. The changes provide clarification related to work contracted through the Small Works Roster and Interlocal agreements. Elaine Pfeifer moved, seconded by Karen Rubino, to approve the resolution as presented. The motion carried unanimously.

B. Resolution 2012-13-09: Energy Operational Cost Savings Improvement Grant

Rosann Lassman highlighted the key points of this resolution, related to the Energy Grant, for the board. Karen Rubino moved to approve the resolution as presented. Elaine Pfeifer seconded, and the motion carried unanimously.

10. WORK SESSION

A. 2013-2014 Budget – Planning for Board Input/Process

Dawn Tarzian explained that there will time for a work session at the next regular meeting for the board to discuss their priorities in building the 2013-2014 budget. She shared information about documents that have been created in an effort to capture board members’ stated priorities throughout the year. She also asked the board to consider areas of spending that the board would like to see more information about funding sources for.

11. POLICY GOVERNANCE

A. Executive Responsibilities 7 – Budget Planning

Dawn Tarzian shared some of the additions to evidence presented in support of Executive Responsibilities (ER) 7 compared to previous years. Elaine Pfeifer appreciates the addition of the set aside amounts as evidence in this ER. Blaine Peterson collected the monitoring report response forms from board members present, noting that the approval of ER 7 will be included in the consent agenda at the next regular meeting.

12. FUTURE AGENDA ITEMS

The board will consider whether they need additional time to share key learnings from the WSSDA conference.

13. BOARD EVALUATION

Blaine Peterson collected the board’s self-evaluation form from each board member present. The results are attached.

12. ADJOURN

Elaine Pfeifer moved to adjourn at 7:47 p.m. Karen Rubino seconded, and the motion carried unanimously.

Dated this 22nd day of January 2013

President

Secretary to the Board

BOARD MEETING EVALUATION SUMMARY

MEETING DATE: January 8, 2013

Instructions: S = Satisfactory I = Needs Improvement U = Unsatisfactory

	<u>S</u>	<u>I</u>	<u>U</u>
1. Board members were prepared for the meeting.	4	1	
2. Our agenda was well designed.	5		
3. Each board member was given an adequate opportunity to participate in discussion and decision-making.	5		
4. The board's treatment of all persons was courteous, dignified, and fair. There was a respectful atmosphere.	5		
5. We practiced good parliamentary procedure.	5		
6. The board demonstrated a sense of responsibility for excellence in governing the district.	5		
	<u>Yes</u>		<u>No</u>
7. The board adhered to its adopted governance style:	2		
a. It emphasized the future and the total community:	2		
b. It encouraged diversity in viewpoints:	3		
c. It exercised policy leadership more than overseeing administrative detail:	2		
d. It maintained a clear distinction between the roles of board and staff:	2		
e. It worked for group agreement and responsibility:	2		
f. Progress toward board goals: <i>(one answer left blank, with "goals" circled)</i>	1		1
8. Your suggestions on where we could do better: <i>(none)</i>			
9. Additional Comments: <i>(none)</i>			