

WASHOUGAL SCHOOL DISTRICT NO. 112-06
Board of Directors' Meeting Minutes
Tuesday, March 11, 2014, 6:30 p.m.
Washougal School District Office

PRESENT: Ron Dinius, Board Director; Jocelyn Lindsay, Board Director; Blaine Peterson, Board Director; Elaine Pfeifer, Board Director; Karen Rubino, Board Director; and Dawn Tarzian, Superintendent and Secretary to the Board.

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE

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

2. AGENDA REVISIONS

Blaine Peterson noted the need for an Executive Session immediately following the regular meeting at approximately 8:30 p.m. The purpose of the meeting is to discuss the performance of a public employee, as allowed by RCW 42.30.110 (1)(g).

3. COMMENTS—BOARD OF DIRECTORS AND ADMINISTRATORS

Blaine Peterson began the meeting by thanking everyone for attending in such nice weather. Ron Dinius shared that he took part in the audit briefing last week. It was a great audit, and they were very complimentary of the work done by Business Manager Brian Wallace. Ron said Brian did an amazing job. Jocelyn Lindsay announced her resignation, effective the end of the month. Jocelyn's husband took a job in Bellingham. She and her family have been in the community for 15 years, she will miss everyone, and is thankful for the opportunity. Blaine Peterson said he is sad to see Jocelyn go. Blaine noted several stories in the paper highlighting events in the District. Thanks to our volunteers, we have opportunities that no one else does. Our music students did well at the state conference. It is fun to see kids become such talented and wonderful individuals.

4. SUPERINTENDENT'S UPDATE

Superintendent Dawn Tarzian noted that it is Classified Appreciation Week, and drew attention to the employees who have been featured on the website this week. Dawn continued by saying that members of the classified staff are the backbone of what we do here, and she appreciates everything they do for the District. She went on to introduce several members of Public School Employees Association (PSE). In attendance were: Janet Yanzick, President; Trish Happs, Vice-President; Sandra Goza, Secretary; Larry Guenther, Treasurer; and Indra Burcella, PSE Field Representative. Janet thanked her team for all they do. Trish shared that she was hired on March 11, 1997, so today is the anniversary of her hire date! Blaine Peterson read the Governor's Proclamation declaring this Classified School Employees' Appreciation Week. Blaine added that Classified Employees are really what make the system work. Dawn thanked the association members, noting that she knows how difficult those leadership positions can be. Dawn moved on to acknowledge the Panther Girls Basketball team for their success at the District Tournament. In addition to their distinguished performance as athletes, the JV girls maintained an average GPA of 3.309 and the Varsity Girls a 3.571. Dawn recognized both our Girls and Boys Wrestlers. A guest at the Holiday Inn where the team was staying told the manager what a great group of girls Washougal had, how respectful they were of people, and that he appreciated them. The WMEA/WIAA All-State Conference and Honor Groups took place this last month in Yakima. Students submitted an audition recording and competed against thousands of high school students from Washington state for placement in the honor groups. WHS had seven musicians selected. Blue folders included a document titled "Facility Use Frequently Asked Questions", which was created to assist the district in responding to questions received about our Facility Use policy and fee schedule. Randy Curtis, facilitator of the

Long Range Facility Plan Committee was introduced. Dawn asked the Board to put April 17, 6:00 – 9:00 pm on their calendars now to save the date. This will be the date of our Town Hall meeting – the community is being invited to give feedback and input into the work that this committee is doing. It will be very important for directors to attend to listen to the input that is received. There are ten finalists for our fourth annual Future Chefs contest! These students were chosen out of 42 entries throughout the district and will be competing at WHS on March 13th. Dawn shared that Ruth Ladage of the Camas Washougal AFS USA contacted her. Most years the Camas Washougal Chapter of AFS Intercultural Exchange Student Programs hold an annual fund raising banquet. The funds raised are used to host students in the Camas Washougal area and to help students who wish to study abroad. We have one AFS student at WHS this year and one who is planning to study abroad next year. Ruth has recruited students to help at the banquet as servers, to provide childcare, and to sell raffle tickets. This year the student helpers were phenomenal. We asked for 8 from each school and had 23 volunteer. They were polite, well mannered and hardworking. Dawn went on to say that last year Hathaway Elementary student Paige Maas was selected to represent the American Diabetes Association. She made presentations in Olympia’s State Capitol to legislators to raise awareness about Diabetes. Paige has been selected by the Association to go to Washington, D.C. on March 24 & 25 to represent Washington State at the 2014 Capitol Hill Advocacy Day. Paige will have the opportunity to meet elected representatives at the Nation’s Capitol to advocate for funding for research and educational programs. Pacific Lutheran University has announced the 2014 recipient of the PLU President’s Scholarship award. WHS’s Nicholas Stevens was the recipient of the President’s Scholarship, based on his academic achievement, co-curricular involvement, service, and leadership, as well as his potential to affect positive change and leadership in both the academic and co-curricular life of the University. Nearly 600 qualified applicants applied for scholarships this year. The scholarship is for \$22,000 per year. David Tudor and Lisa Young are preparing for the 2014 Summer School Program. Lisa Young completed a \$9500 “Breaking the Cycle of Intergenerational Poverty” grant to the Community Foundation Program. If funded, the grant would support twenty four high risk pre-K students to attend a July 7 – August 14 summer program (8:30 am – 2:30 pm.), at no cost for participating students. Tami Grant, ASL Teacher at WHS, was nominated and selected as the 2013 Western Region winner of the Sorenson Communications Interpreter of the year. Sorenson Communications is the largest employer of ASL interpreters and the Western Region, which stretches from Chicago to the west coast. Tami is the first winner from the Portland area. In receiving the award she was recognized for her service not only to students, but also to the community.

5. COMMENTS—CITIZENS

Jennifer McDaniel spoke to brag about the robotics team. The team won first place at a recent competition, and there are more competitions coming up.

6. CONSENT AGENDA

Board members received and reviewed these documents in advance of the meeting.

A. Meeting Minutes (February 25, 2014)

B. Accounts Payable

General Fund

Warrant Numbers 203151—203231, totaling \$131,146.32 (Pay date: March 14, 2014)

ASB Fund

Warrant Numbers 20018—20030, totaling \$9,772.40 (Pay date: March 14, 2014)

Capital Projects Fund

Warrant Numbers 3861—3862, totaling \$6,211.32 (Pay date: March 14, 2014)

ACH

ACH Numbers 131400863—131400885, totaling \$17,021.54 (Pay date: March 14, 2014)

C. Payroll

Warrant Numbers 202932, 203095—203146, totaling \$1,965,627.05 (Pay date: February 28, 2014)

D. Personnel Report

Classified Appointments: Sandra Pruett, Temporary Night Custodian (WHS); Molly Krabbenhoft, Server II (GES); Bradley Charles Boyce, Para (JMS); Autumn Martin, Para-Sped (GES).

Classified Resignation: Sarah Floyd, Bus Driver (Transportation).

E. Contracts

F. Travel

G. Field Trips

H. Donations

Elaine Pfeifer moved to approve the consent agenda as presented. Ron Dinius seconded, and the motion carried unanimously.

7. INFORMATIONAL PRESENTATIONS

A. Energy Use Report

Maintenance Director Joe Steinbrenner showed a year-to-year comparison of energy use in the District. We experienced a very cold December and January, so energy use was up. One surprise was the cost increase at Cape Horn-Skye Elementary and Canyon Creek Middle School. Skamania County has raised rates, so those schools showed a 3% increase in usage, but a 16% increase in cost. Joe will research how they are figuring the rates. Joe shared some good news, the energy grant has been finalized, and the heat pump system will lower costs. Also, we should hear back about the lighting grant with McKinstry by the end of March. Blaine Peterson pointed out on Joe's chart that Jemtegaard now has the lowest energy use. Joe attributes that to the new lighting. Blaine had questions regarding BTUs, and Joe stated he would look into it.

B. Long-Range Facilities Planning Committee Update

Randy Curtis, the facilitator of the committee presented an update on the work so far, and what is still to come. First, Randy congratulated the Board on the passing of the tax levy last month. He says that shows support from the community. The long-range facilities planning process started last fall, and has been off and moving ever since. The group tours two facilities at each meeting, where they do a tour, go through questions, and then rank priorities and program needs. They give each item a high, medium, or low ranking; with another option for "need more info". Each meeting, the group discussed what the criteria are, and if they want to change any criteria. Currently, the group is using the criteria of life/safety/security, ADA, efficiencies/life cycle, repairing infrastructure, capacity, and cost. The last tours for the group will be at Gause Elementary and Hathaway Elementary, and will be completed on March 20th. There are several more meetings in March and April to prepare for the April 17th Town Hall Meeting. At that meeting, the committee will share their findings with the community and get feedback. Randy will be back in June to share the overall progress with the Board. The most difficult issue they will face is the choice between replacement and remodeling. Ron Dinius shared that the task is huge, and as a board member, he really appreciates the many hours the committee has and will put into the process. Karen Rubino agreed with Ron, and gave kudos to Randy for getting everyone together and focused. Dawn Tarzian stated the Public Relations team is creating a guest list for the town hall, and she hopes to have at least 50 people in attendance. The Board thanked Randy for his work and the report.

C. Policy 5253—Appropriate Student Boundaries

HR Director Marian Young presented the work done on the accompanying procedural document to Policy 5253. She discussed the addition of item "O" in the document, which addresses employing a student to do work at the personal residence or property of a staff member. The District discourages this practice. There was discussion regarding boundaries versus harassment. Ron Dinius shared his appreciation for the depth of the procedure. Marian shared there will be back-to-school training around this subject for next year.

9. POLICY REVISIONS, first reading

- A. 6000 Series Policy Revision (Policies 6240, 6700, 6800,6801, 6881, 6890, 6895, 6910, 6920, 6925, 6950, 6955, 6959, 6970)**

Elaine Pfeifer had questions regarding Policy 6801—Capital Assets and Theft-Sensitive Assets, regarding the dollar amounts listed. Technology Director Les Brown addressed this by explaining that specific language addresses what we are audited against. The policy is not as stringent as our procedure. The Board asked that it be addressed at a future meeting with Business Manager Brian Wallace in attendance. Elaine Pfeifer also had a question regarding Policy 6895—Pesticide Notification, Posting and Record Keeping. Elaine’s question was should the procedure state who is responsible for the record keeping. Elaine also had a question regarding Policy 6955—Maintenance of Facilities Records. Elaine’s question was should something be added to ER 9 regarding keeping records and by whom. Blaine Peterson had a question regarding Policy 6950—Contractor Assurances. Blaine was concerned with the language regarding Change Orders and contingency amounts. Ron Dinius asked that all documents be digitized when bid.

10. POLICY GOVERNANCE

- A. Executive Responsibilities 17—Technology**

Technology Director Les Brown presented the work on ER 17, and gave a brief technology update. Blaine Peterson collected monitoring report response forms from all board members present, noting the approval of ER 17.

- B. Executive Responsibilities 5—Staff Compensation**

HR Director Marian Young presented the work on ER 5. There was discussion about the lack of substitute teachers, and possible reasons why. Blaine Peterson collected monitoring report response forms from all board members present, noting the approval of ER 5.

- C. Executive Responsibilities 9—Facilities (Document Revision)**

Joe Steinbrenner, Ron Dinius, Dawn Tarzian, and Karen Rubino have been doing the editing work on ER 9. Elaine Pfeifer asked to consider adding language regarding the maintenance of property records, and making sure we store records correctly.

11. FUTURE AGENDA ITEMS

12. BOARD EVALUATION

Blaine Peterson collected the board’s self-evaluation forms. The results are attached.

13. ADJOURN

Ron Dinius moved to adjourn the meeting at 8:29 p.m. Karen Rubino seconded, and the motion carried unanimously.

Dated this 25th day of March, 2014

President

Secretary to the Board

BOARD MEETING EVALUATION SUMMARY

MEETING DATE: March 11, 2014

Instructions for 1: S = Satisfactory I = Needs Improvement U = Unsatisfactory

S I U

- | | |
|---|------------------------------------|
| 1. I was prepared for the meeting. | 5 |
| | <u>YES</u> <u>NO</u> |
| 2. Our agenda was designed to meet our obligations and objectives (district governance, future planning, board goals) | 5 |
| 3. Meeting Elements: | |
| a. The Board President facilitated management of the meeting time and agenda | 5 |
| b. Ample time was given to discuss agenda topics | 5 |
| c. Each board member was given the opportunity to speak | 5 |
| d. Directors, presenters and the public were treated in a dignified and respectful manner | 5 |
| e. Adherence to policy leadership vs administrative detail | 5 |
| 4. The board demonstrated a sense of responsibility for excellence in governing the district. | 5 |

Comments (If you answered “no” to any of the above, please provide comments):