

**WASHOUGAL SCHOOL DISTRICT NO. 112-06**  
**Board of Directors' Meeting Minutes**  
**Tuesday, September 9, 2014**  
**5:15 p.m. Executive Session, 6:30 p.m. Regular Meeting**  
**Washougal School District Office**

**PRESENT:** Ron Dinius, 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**

Ron Dinius called the meeting to order at 5:15 p.m. The board immediately recessed to Executive Session per RCW 42.30.110(1)(i). Ron Dinius called the meeting back to order at 6:30 p.m., and Karen Rubino led the pledge of allegiance.

**2. AGENDA REVISIONS**

Ron Dinius pulled the WIAA travel letter to allow for discussion prior to approving the consent agenda. The order of informational presentations will be rearranged to allow for Shirley Scott from the Parks Board to speak earlier.

**3. COMMENTS—BOARD OF DIRECTORS AND ADMINISTRATORS**

Elaine Pfeifer shared a booklet she received from the Outdoor Youth Education Program showing the kids in action. Elaine hopes we can continue the program.

Karen Rubino said welcome back to school. She enjoyed attending the staff welcome back events. The WSSDA Legislative Assembly in Yakima is coming up the end of next week.

Ron Dinius shared that he attended the staff welcome back events as well. It was great, and the enthusiasm and excitement of the staff was great. Dawn did a great job, and David Tudor and David Cooke did a great job with the class presentations. Don Austin's presentation on staff boundaries was great.

**4. SUPERINTENDENT'S UPDATE**

Superintendent Dawn Tarzian gave her appreciation for the successful start of the school year. She has visited all the schools in the past week. Staff was ready for students, and parents and students were ready for school. We recently received an updated realtor card for distribution to families looking to buy here. Dawn recently met with Tim Schneider from Medical Teams International. The organization will be providing mobile dental treatment free of charge to students without insurance or access to dental care. Dental vans will park at each site and provide treatment during the school day. Once parents complete the necessary forms, 12-15 students per day can receive treatment. Dawn will presenting information on our School Safety and Facility Planning Forums to the Lions Club the evening of September 11<sup>th</sup>. Dawn expressed her continued support of the district by Ryan Dickerson from Westlie Ford.

**5. COMMENTS—CITIZENS**

Several members of Scout Troop 549 were in attendance to earn their Citizenship in the Community badges.

Rhea Bohlin shared how thrilled she was by the dental van opportunity. She also suggested that maybe the realtor cards could be put out at city hall as well.

## **6. CONSENT AGENDA**

Ron Dinius removed for discussion the WHS letter for overnight travel without board approval. Dawn Tarzian explained that the letter is meant for times when teams are invited to compete and need to stay overnight without enough time to obtain board approval. The letter has a very narrow purpose. All other field trips will still need to follow board policy and procedures for approval.

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

### **A. Meeting Minutes (August 26, 2014)**

#### **B. Accounts Payable**

##### General Fund 2013-14

Warrant Numbers 204413—204473, totaling \$98,590.33 (Pay date: September 12, 2014)

##### General Fund 2014-15

Warrant Numbers 204474—204490, totaling \$225,795.80 (Pay date: September 12, 2014)

##### ASB Fund

Warrant Numbers 19979—20004, totaling \$14,064.11 (Pay date: February 14, 2014)

##### ACH

ACH Numbers 141500001—141500013, totaling \$6,260.87 (Pay date: September 12, 2014)

### **C. Payroll**

Warrant Numbers 204294-204303, Warrant Numbers 204377-204409, totaling \$1,975,784.41 (Pay date: August 20, 2014)

X-cycle Check # 204286-204293 \$39,525.83 (Pay date: August 6, 2014)

### **D. Personnel Report**

#### Certified Appointment

Jennifer Muscatell, Guidance Counselor/Social Worker (EHS); James Avino, Language Arts/Social Studies Teacher (EHS); Lisa Hadden, Special Education Resource Teacher (WHS).

#### Classified Appointment

Rozalind Schlatter, Para (JMS); Jake Casteel, Server II (GES); Jennifer Campen, Library Asst. I (CCMS/CH-S).

#### Certified Resignation

Ali Miller, Language Arts/Social Studies Teacher (WHS).

#### Extracurricular Appointment

Adam Utehs, Asst. Football Coach (WHS); Sammy Smith, Asst. Volleyball Coach (WHS); Todd Futter, Football Coach & Equipment (CCMS); John McLaughlin, Football Coach & Equipment (JMS); Rachel Bentley, Asst. Boys Tennis Coach (WHS).

#### Extracurricular Resignations

Rene Stotts, Asst. Girls Basketball Coach (WHS).

#### Classified Resignations

Mariah Kimble, Bus Driver (Trans.).

#### Title IX/RCW 28A.640 & ADA Compliance Officer and Section 504 Coordinator Reappointment

Allan Fleck has been reappointed the Title IX/RCW 28A.640 & ADA Compliance Officer as well as the Section 504 Coordinator.

#### Classified Leave of Absence

Holly Vonderohe, Library Assistant I (CCMS/CH-S).

- E. Contracts**
- F. Travel**
- G. Field Trips**
- H. Donations**

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

## **7. INFORMATIONAL PRESENTATIONS**

### **A. Student Athlete Safety Report from Athletic Trainer**

Lisa Bennett, Athletic Trainer from WHS, presented a PowerPoint detailing sports injuries and incidents at WHS as compared to national data. Dawn introduced Lisa and shared with the board that both Lisa and Misty Young from WHS spent several hours over the summer compiling the data. Lisa's support of students includes education, treatment, prevention, rehabilitation, and communicating with coaches regarding students' injury status. Overall, Lisa's data showed that there are fewer injuries at WHS compared to national numbers. Lisa agreed to send the PowerPoint to the board for further study. Ron Dinius asked if the new turf is causing fewer injuries. Lisa answered that anecdotal evidence shows yes, there seems to be fewer chronic injuries on the new turf and new floors. Ron Dinius asked about the safety of reconditioned football helmets. Lisa answered that they are tested to meet all safety criteria, and are as safe as new helmets, but they do have a lifespan. There is no proof that the new and improved helmets are any safer. Lisa also added that she checks all helmets for fit. Elaine Pfeifer asked if there is a process between trainer/student/parent. Lisa answered that it depends on the severity. Lisa will evaluate the injury, take a history, then either send the athlete to the doctor or give the parent instructions. Ron Dinius asked how middle school students are served. Lisa answered that the middle school coaches take care of their injuries. Supt. Tarzian thanked Lisa for her very thorough presentation.

### **B. Naming of one field at Schmid Sports Complex Proposal**

Washougal Parks Board Member Shirley Scott addressed the board regarding naming one field for Mr. Don Clough. Shirley was the only parks board member to vote no to the proposal. Shirley felt as if there are countless people that could have their name memorialized, but it isn't right to single out Mr. Clough. She felt as if there were other parks board members that would have voted no, but they were embarrassed to do so with Mr. Clough's family in the audience. Ron Dinius asked if the parks board has a procedure for naming facilities, as it is the lack of process that the board is struggling with. Shirley answered no, it just requires a nomination. Supt. Tarzian read board policy 6970, and recommended that the issue be an action item at a future meeting, in the mean time she will try to get more information. Shirley said she would share all of that with the parks board, and let everyone know there is a service day coming up at Kerr Park.

### **C. September Enrollment**

Supt. Tarzian and Business Manager Brian Wallace gave an early enrollment report for the first week of school. They both stressed that this is a very early report, and the official count isn't until October 1<sup>st</sup>. September usually shows our lowest enrollment numbers, and the district is funded on the average number of students throughout the year. Currently, we are showing about 28 fewer students than projected. Brian discussed the difference in head count numbers and FTE numbers. There are some students (some kindergarten, homeschool and Running Start) that are only funded as partial FTE. Brian believes his projections are solid, but there are more students taking advantage of Running Start. Karen Rubino asked what the criteria are for Running Start. Brian answered that there are assessments, and most students do well. Ron Dinius asked how we count homeschool students. Brian answered that we don't count them at all, unless they are participating in one or more classes. Elaine Pfeifer asked how many of those students we have. Brian did not have those numbers available, but will ask Boo Stevens for the data and will get back to the board.

## **D. ESD Contracts**

Supt. Tarzian explained that two of the ESD contracts were included in the consent agenda, as those over \$75,000 require board approval. The remaining contracts on the list provided to the board are for the board's information, and show what services the district purchases from the ESD. Dawn and the board discussed the various services. Dawn shared that we have a very good partnership with the ESD, and their services meet our needs.

## **8. POLICY GOVERNANCE**

### **A. Executive Responsibilities 1—Global Executive Constraint**

Supt. Dawn Tarzian presented ER 1. Dawn stated the document does not have many changes. Ron Dinius shared a conversation he had with an administrator regarding have more professional development, trainers, and coaches. Dawn said they had been having a discussion to tap into more resources, and administrators seem to be moving in a positive direction. Ron Dinius collected monitoring report response forms from all board members present, noting the approval of ER 1.

### **B. Executive Responsibilities 2—Emergency Superintendent Succession**

Supt. Dawn Tarzian presented ER 2. Dawn meets weekly with the Executive Team. David Tudor is the acting superintendent in Dawn's absence. Ron Dinius referenced the organizational chart, and shared that is posted on the website. Ron Dinius collected monitoring report response forms from all board members present, noting the approval of ER 2.

## **9. FUTURE AGENDA ITEMS**

Dawn Tarzian shared that the next meeting on September 23<sup>rd</sup> will be a work session, and will be heavy with information and planning around the long range facilities planning and school safety and facilities work.

## **10. BOARD EVALUATION**

Ron Dinius collected the board's self-evaluation forms. The results are attached.

## **11. ADJOURN**

Elaine Pfeifer moved to adjourn the meeting at 8:03 p.m. Karen Rubino seconded, and the motion carried unanimously.

**Dated this 23<sup>rd</sup> day of September, 2014**

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**President**

\_\_\_\_\_  
**Secretary to the Board**

BOARD MEETING EVALUATION SUMMARY

MEETING DATE: September 9, 2014

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

S      I      U

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

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