

**WASHOUGAL SCHOOL DISTRICT NO. 112-06**  
**Board of Directors' Meeting**  
**Tuesday, November 27, 2012,**  
**Executive Session 5:30 p.m., Regular Meeting 6:30 p.m.**

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

**EXECUTIVE SESSION**

**A. Potential Litigation – RCW 42.30.110(1)(i)**

Blaine Peterson called the meeting to order at 5:30 p.m. The board recessed immediately to executive session for the purpose of discussing the district's potential involvement in litigation. At 6:20 p.m., the board returned to regular session, and immediately recessed for a break prior to the regular meeting.

**1. CALL TO ORDER, REGULAR MEETING – 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 spoke briefly about the sessions she attended at the recent Washington State School Directors' Association (WSSDA) Annual Conference. She feels that Washougal is in a good position in that the district is able to provide broad curriculum offerings to students, and has supportive, dedicated staff members committed to these offerings. Ron Dinius concurred. He added that there was valuable discussion at the conference related to the McCleary decision and fully funded schools. At today's meeting with local legislators, this issue was brought up again. Ron highlighted the tremendous need for the educational community to reach out to legislators, both to inform them of how decisions impact schools, and to make known the preferences and priorities of educators and families. The board would like to reserve some work session time for each board member who attended the WSSDA conference to share highlights from the sessions attended. Karen Rubino noted that the Legislative Forum held today was very informative. She seconded Ron's plea for more input to legislators, in a unified voice, from school districts and patrons. Terrie Hutchins provided information about upcoming events at each of the district's schools. Alexa Eddy, student representative to the board, shared updates regarding Stuff the Bus, athletics, and the success of the recent student-run Holiday Bazaar. She added that Washougal High School (WHS) seniors are beginning to order caps and gowns and graduation announcements. Blaine Peterson added to the Stuff the Bus report, noting that this is a tremendous program that benefits the local community throughout the year. He encouraged everyone to contribute in any way possible. The Festival of the Trees, sponsored by the Washougal Lions Club, with all proceeds benefiting Washougal schools, will take place at Washougal Town Square on December 7-8. Please also support this very worthwhile event. Today's Legislative Forum was very interesting and informative. There is not a full consensus among legislators as to how to go about fully funding schools. Blaine also voiced the need for legislators to hear input from school communities and educators. There is a great need to be

proactive during these times of tremendous change and opportunity. Blaine highlighted Post-Record articles about Washougal schools, students, and volunteers.

#### **4. SUPERINTENDENT'S UPDATE**

Dawn Tarzian pointed out the artwork posted by Cape Horn-Skye Elementary School in the board room, as well as a new "Got News?" bulletin board displaying articles featuring Washougal schools, students and athletics. There will be 20 non-profit organizations represented at a WHS volunteer fair tomorrow, providing valuable opportunities to students. Dawn shared a communication received from a parent regarding students at the Holiday Bazaar. The parent was especially proud of students who rushed to assist a man who fell from his wheel chair.

#### **5. COMMENTS - CITIZENS**

Angela Hancock asked whether the legislative issues that board members referenced in their comments could also be considered by the Partners for Schools group. She will work with this communicators' group to explore other ways to inform community members about issues impacting schools. Rhea Bohlin viewed the promotion of the district's Honored Guest Pass program on the district website. It is great to see an idea like this materialize. She is encouraged and pleased that this was able to happen so quickly, and thanked the district and board for moving forward with it.

#### **6. CONSENT AGENDA**

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

- A. Meeting Minutes (November 13, 2012)**
- B. Accounts Payable (November 2012)**

##### General Fund

Warrant numbers 187392 – 187464 in the amount of \$120,282.35 (Pay date: Nov. 30, 2012)

Warrant numbers 187528 – 187533 in the amount of \$42,047.28 (Pay date: Nov. 30, 2012)

##### ASB Fund

Warrant numbers 19449 – 19466 in the amount of \$8,082.42 (Pay date: Nov. 30, 2012)

##### ACH

ACH numbers 121300116 – 121300126 in the amount of \$62,970.25 (Pay date: Nov. 30, 2012)

- C. Payroll (pre-authorization, November 2012)**
- D. Budget Status Report (September 2012)**
- E. Personnel Report**
- F. Contracts**
- G. Travel**
- H. Field Trips**
- I. Donations**

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

#### **7. INFORMATIONAL PRESENTATIONS**

##### **A. Small Works and Consultant Roster**

Joe Steinbrenner explained the district's need for a small works roster. Through the agreement proposed, a public organization would handle the annual advertisement requirements for the district, and would manage the database of approved vendors. There would be no cost to a local vendor wishing to join the Washougal roster. The board asked that the district ensure that all

policies, most notably Policy 6220, as well as the most recent Delegation of Authority resolution, are in alignment with the small works roster resolution proposed.

#### **B. Turf Field Update**

Joe Steinbrenner reported on a recent tour of a new turf field at West Salem High School. The district is currently working on a timeline for the turf replacement project, which includes the engineering for the plans and specifications as well as consideration of the drainage underneath the turf. Field work is tentatively scheduled to begin in July 2013, and be finished before the WHS football season. Joe mentioned potential cost savings associated with a non-standard turf color.

#### **C. Gym Floor Update**

Kelley Wilson, from ESD 112, reported on the WHS gym floor replacement project. He shared the current project schedule, highlighting the work being done to develop the related communications plan. Staff will be visiting a flooring showroom the week of December 7, and a meeting with the full WHS staff to explain the process is scheduled for December 5. Bidding for the abatement work and the flooring installation will begin in February 2013. The board thanked Kelley and Joe for the information.

#### **D. 2013-2014 District Calendar**

Dawn Tarzian shared highlights from the 2013-2014 district calendar, which was approved by the board in April. The early release schedule was determined following agreement about the specifics with the Washougal Association of Educators (WAE). After board review, the district will develop a communication plan for staff, students and families regarding the new early release schedule for secondary students. Dawn proposed that the board adopt the upcoming calendar(s) by February of each year. This process for 2014-2015 will begin next fall.

#### **E. WSSDA Policy Review Contract**

Dawn Tarzian has been working with a WSSDA contractor, Kathleen McDonald, toward a plan for policy revision. The board and district will be engaged in this work for approximately one year, beginning in January 2013. The board, or board representatives, and district administrators will meet to provide input for and learn about the process.

### **8. PROPOSAL FOR ACTION**

#### **A. Resolution 2012-13-07: Small Public Works and Consultant Roster**

Elaine Pfeifer moved to approve Resolution 2012-13-07 as presented, per the above discussion. Terrie Hutchins seconded the motion, which carried unanimously.

### **9. POLICY GOVERNANCE**

#### **A. Executive Responsibilities 15 – District Calendar**

Blaine Peterson collected the monitoring report response forms from all board members. The approval of Executive Responsibilities (ER) 15 will be on the consent agenda at the next regular meeting.

### **10. BOARD POLICY**

#### **A. Policy 3421 – Child Abuse, Neglect and Exploitation Prevention, second reading, proposal for action**

Ron Dinius shared concerns regarding the wording on the reporting form related to the timeliness of reporting. The board agreed by consensus to change the timeline information to “immediately or as soon as possible, but no later than 48 hours”. Elaine Pfeifer moved to approve Policy 3421

as presented, with the above noted addition. Ron Dinius seconded, and the motion carried unanimously.

**11. BOARD WORK SESSION**

**A. Policy Development – Minimum Fund Balance**

Board members discussed the terminology to be used in a proposed policy that might clarify the board’s intent regarding situations that might warrant the use of reserved funds. Dawn Tarzian shared a proposed draft of policy language, and asked the board to consider a range of percentages for the minimum fund balance. The board agreed by consensus to a 6-8% range for this value. This policy will be brought to the board for a first reading at a future meeting.

**B. Board Planning Calendar**

Dawn explained the process used for board agenda planning. Dawn works with board leadership to determine a planning timeline, and designate specific board meeting dates for discussion topics and proposals for action. The model currently used was created in an effort to give the board more input as to what takes place at upcoming meetings.

**12. FUTURE AGENDA ITEMS**

The board would like to see work session time made available to share information 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.

**13. ADJOURN**

Karen Rubino moved, seconded by Terrie Hutchins, to adjourn the meeting at 8:23 p.m. The motion carried unanimously.

**Dated this 11<sup>th</sup> day of December 2012**

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**President**

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**Secretary to the Board**

## BOARD MEETING EVALUATION SUMMARY

MEETING DATE: November 27, 2012

**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.	3	2	0
2. Our agenda was well designed.	5	0	0
3. Each board member was given an adequate opportunity to participate in discussion and decision-making.	5	0	0
4. The board's treatment of all persons was courteous, dignified, and fair. There was a respectful atmosphere.	4	1	0
5. We practiced good parliamentary procedure.	4	1	0
6. The board demonstrated a sense of responsibility for excellence in governing the district.	4	1	0
	<u>Yes</u>		<u>No</u>
7. The board adhered to its adopted governance style:			
a. It emphasized the future and the total community:	5		0
b. It encouraged diversity in viewpoints:	3		2
c. It exercised policy leadership more than overseeing administrative detail:	3	1	1
d. It maintained a clear distinction between the roles of board and staff:	3		2
e. It worked for group agreement and responsibility:	5		0
f. Progress toward board goals:	5		0
8. Your suggestions on where we could do better: (none)			
9. Additional Comments: (none)			