

**WASHOUGAL SCHOOL DISTRICT NO. 112-06**  
**Board of Directors' Meeting Minutes**  
**Tuesday, March 10, 2015, 6:30 p.m.**  
**Washougal School District Office**

**PRESENT:** Ron Dinius, Board Director; Teresa Lees, Board Director; Elaine Pfeifer, Board Director; Karen Rubino, Board Director; Bruce Westfall, 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 6:39 p.m. and Bruce Westfall led the pledge of allegiance. Ron apologized to the audience for the late start to the meeting.

**2. AGENDA REVISIONS (none)**

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

Elaine Pfeifer acknowledged the retiring staff throughout the district. She is very appreciative of the programs that have been started and the way that students have been touched throughout their many collective years with the district. Elaine has full confidence in what has been established in the district and feels very confident that the new hires will be able to carry forward the district's vision.

Teresa Lees recently attended the state wrestling matches, which was "super fun"!

Karen Rubino was in Olympia last week, along with Ron Dinius and Dawn Tarzian, for the Washington State School Directors' Association (WSSDA) Legislative Conference. She gave updates related to bills in process.

Ron Dinius announced that the Board will host a Community Input Forum tomorrow evening (3/11/15) at 6:00 p.m. to gather thoughts related to the superintendent search.

**4. SUPERINTENDENT'S UPDATE**

**A. Classified Employees Appreciation**

Dawn Tarzian read Governor Inslee's proclamation related to Classified Employees Appreciation Week, and thanked the district's classified staff for their amazing work to support students. She invited Larry Guenther, Public School Employees (PSE) president, to accept recognition on behalf of the classified staff members in the district, noting that Larry's leadership has been exceptional. Each board member shared words of thanks and appreciation for these valuable staff members. Dawn introduced Indra Burcella, PSE Service Representative, and Larry introduced the PSE officers: Trish Happs, vice-president; Sandra Goza, secretary; and Sharon Elsensohn, treasurer, who was unable to attend due to illness.

Dawn gave a quick update on the Washougal High School (WHS) Associate Principal hiring process. Thirty-five applications were received, and five candidates were interviewed yesterday.

**5. COMMENTS—CITIZENS**

Rhea Bohlin, of Washougal, was formerly a classified employee with the district. Over the years, she has seen this staff group become embraced more fully. Everyone who impacts students is valued by the district.

Connie Jo Freeman, City Council liaison to the district, offered her congratulations to the board for the successful passage of the bond. The community is definitely behind this work!

**6. CONSENT AGENDA**

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

**A. Meeting Minutes (February 24, 2015)**

## **B. Accounts Payable**

### General Fund

Warrant Numbers 205922 – 205925, totaling \$21,084.39 (Pay date: March 2, 2015)

Warrant Numbers 205926 – 206016, totaling \$247,918.59 (Pay date: March 13, 2015)

### ASB Fund

Warrant Number 20418, totaling \$895.82 (Pay date: March 2, 2015)

Warrant Numbers 20419 – 20436, totaling \$11,024.67 (Pay date: March 13, 2015)

### ACH

ACH Numbers 141500317 – 141500338, totaling \$13,102.57 (Pay date: March 13, 2015)

## **C. Payroll (February 2015)**

Warrant Numbers 205866 – 205888, totaling \$2,014,706.79 (Pay date: February 27, 2015)

## **D. Personnel Report**

Administrative Resignation: Brian Wallace, Business Manager (DO).

Classified Appointments: Michael Davies, Bus Driver (Transp.); Patricia Hunter, Early Learning (HES); Denise Lape, Bus Driver (Transp.); Cathy Saberi, Early Learning (HES).

### **E. Contracts**

### **F. Travel**

### **G. Field Trips**

### **H. Donations**

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

## **7. INFORMATIONAL PRESENTATIONS**

### **A. 2015-2016 Budget Discussion – Anticipated Enrollment**

Brian Wallace shared 2015-16 enrollment projections for the board's first formal discussion of next year's budget. Brian described the "roll-up method" of enrollment projection, which results in an estimated 3092 students (headcount) in the district next year.

### **B. Plan for Grounds Item Capital Equipment Purchase**

Joe Steinbrenner shared information about the district's decision to purchase a new tractor. The currently owned tractor is old and in need of a substantial amount of service work. It is also too wide to fit on any of the district's trailers, so must be driven to the district's various facilities. Three bids were received for the replacement equipment, and the lowest bid was accepted. Dawn Tarzian noted that this purchase came from budget set-aside for facilities and maintenance.

### **C. Capital Bond Process – Financial Preparations**

Brian Wallace, Business Manager, Mark Prussing, Financial Advisor, and Trevor Carlson, with the district's bond underwriting firm Piper-Jaffrey, were introduced. Trevor provided a bond market update and explained the bond sale goals, which include providing funds to meet the construction cash flow needs with a Spring 2015 initial sale, maintaining property tax rates that meet taxpayer expectations and locking in current low interest rates. Mark shared the bond sale projected timeline. Brian, Mark and Trevor answered questions from board members.

### **D. WSSDA Legislative Conference and "Day on the Hill" Report**

Ron Dinius, Karen Rubino and Dawn Tarzian recently spent March 1-2, 2015 in Olympia for the WSSDA Legislative Conference, and met with legislators to share educational priorities. Karen and Ron spoke about discussions related to classroom size and many other budgetary and funding issues.

## **8. PROPOSALS FOR ACTION**

### **A. 2015-16 Lunch/Breakfast Prices**

Mark Jasper and Sodexo District Manager Wendy Surak were introduced. Mark answered board questions about the proposed meal price increases for 2015-16. Brian Wallace described the price equity tool that is used to determine these prices. Elaine Pfeifer moved, seconded by Teresa Lees, to

approve the 2015-16 meal prices as presented. The motion carried unanimously.

**B. Revised 2014-15 Board Meeting Calendar**

The proposed revision to the 2014-15 board meeting calendar is to move the scheduled April 14 regular meeting to April 21, in order to accommodate a superintendent search community meeting on April 14. Bruce Westfall moved to approve the revised calendar as presented. Elaine Pfeifer seconded and the motion carried unanimously.

**9. POLICY REVISIONS (first read)**

**A. Policies 1733, 2107, 2145, 3115, 3207, 3210, 3231, 3417, 5000, 5010, 6512**

Board members discussed proposed revisions to the policies listed. All will be brought back to the next regular meeting for a second reading.

**10. POLICY GOVERNANCE**

**A. Executive Responsibilities 5—Staff Compensation**

Marian Young presented information related to Executive Responsibilities (ER) 5, which outlines staff compensation. Ron Dinius collected ER monitoring report response forms from all board members, noting the approval of ER 5.

**11. FUTURE AGENDA ITEMS**

David Tudor will facilitate the next regular board meeting on March 24, which will be held at Hathaway Elementary School. The board will hear presentations related to Core 24 and all-day kindergarten.

**12. BOARD EVALUATION**

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

**13. ADJOURN**

Karen Rubino moved, seconded by Elaine Pfeifer, to adjourn at 9:08 p.m. The motion carried unanimously.

**Dated this 24<sup>th</sup> day of March, 2015**

\_\_\_\_\_  
**President**

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

BOARD MEETING EVALUATION SUMMARY

MEETING DATE: March 10, 2015

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

	<u>S</u>	<u>I</u>	<u>U</u>
1. I was prepared for the meeting.	4		
	<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	4.5*	0.5*	
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):