

WASHOUGAL SCHOOL DISTRICT NO. 112-06
Board of Directors' Meeting
Tuesday, May 28, 2013
Executive Session – 5:30, Regular Meeting – 6:30 p.m.

PRESENT: Blaine Peterson, Board Director; Elaine Pfeifer, Board Director; Karen Rubino, Board Director; and Dawn Tarzian, Superintendent and Secretary to the Board. The prearranged absence of Board Director Ron Dinius was excused. Board Director Terrie Hutchins was absent due to illness.

Blaine Peterson called the meeting to order at 5:30 p.m. and the board recessed to executive session.

RCW 42.30.110 (1)(b) – Real Estate

RCW 42.30.110 (1)(g) – Performance of an Employee

The board recessed at 6:20 p.m. to allow for a break before 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

Karen Rubino has heard great feedback about last weekend's Washougal Schools Foundation (WSF) Stride fundraising event. She is also looking forward to the district's graduation ceremonies.

Elaine Pfeifer had never missed a Stride event until this year, when she was out of town, but she heard that it was once again a wonderful day with fabulous turnout. She thanked Les for his work on the district's blog, and has been enjoying the pictures and stories about all of the district schools – Great job!

Blaine Peterson was also disappointed to have been out of town during the Stride, but heard that it was great, in spite of the weather. Jemtegaard Middle School (JMS) teacher Eric Johnson will be honored as the district's Teacher of the Year at this year's Chamber of Commerce banquet. The Post-Record article about the award winners was nice. The track and equestrian team coverage, as well as the article about the district's retirees was also great.

4. SUPERINTENDENT'S UPDATE

Dawn Tarzian announced that the district's communications have received recent statewide recognition as examples of outstanding work. Jodi Thomas, Rene' Carroll and Les Brown serve as the district's Communication Team, and Dawn "could not be more pleased with the work they have done this year."

She also shared that all teachers and administrators have now participated in evaluation training, and shared some of the extremely positive feedback received from these trainings. David Tudor and Les Brown facilitated many sessions to accomplish this district-wide training, and Dawn thanked them for their work. She also thanked the board for its support of this type of professional development.

Dawn recently attended a para-professional handbook training session, facilitated by Allan Fleck. This is another example of exceptional professional development receiving great feedback from participants.

The Athletic Director position at Washougal High School (WHS) has been restructured. Doug Cox will now also assume responsibility for middle school sports, resulting in grades 7-12 oversight. Middle school principals will continue to supervise their schools' games and organize volunteers. Dawn and Rosann Lassman have been following the legislative news around all-day kindergarten funding for next year. Hathaway Elementary School is not in one of the top positions to receive funding, but its status will continue to be monitored.

5. COMMENTS - CITIZENS

City of Washougal Council members Paul Greenlee and Jennifer McDaniel were present to voice their support for the Unite! Washougal Community Coalition, which is collaborating with a variety of groups toward substance abuse prevention. Paul thanked the district for its involvement, and noted that Council members Caryn Plinski and Connie Jo Freeman are also involved in this work.

6. CONSENT AGENDA

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

A. Meeting Minutes (May 7, 2013)

B. Accounts Payable

General Fund

Warrant numbers 200937 – 201058 in the amount of \$224,260.37 (Pay date: May 17, 2013)

Warrant number 201059 in the amount of \$273.00 (Pay date: May 17, 2013)

Warrant numbers 201060 – 201145 in the amount of \$207,117.03 (Pay date: May 31, 2013)

ASB Fund

Warrant numbers 19651 – 19676 in the amount of \$9,412.26 (Pay date: May 17, 2013)

Warrant numbers 19677 – 19696 in the amount of \$9,660.27 (Pay date: May 31, 2013)

Capital Projects Fund

Warrant number 3840 in the amount of \$80,116.69 (Pay date: May 17, 2013)

ACH

ACH numbers 121300369 – 121300403 in the amount of \$17,614.52 (Pay date: May 17, 2013)

ACH numbers 121300406 – 121300426 in the amount of \$57,394.62 (Pay date: May 31, 2013)

C. Payroll Pre-Authorization (May 2013)

D. Budget Status (April 2013)

E. Personnel Report

F. Contracts

G. Travel

H. Field Trips

I. Donations

Blaine Peterson noted the addition to the personnel report since the original board packets were distributed. Elaine Pfeifer moved to approve the consent agenda as presented with the above noted addition. Karen Rubino seconded and the motion carried unanimously.

7. INFORMATIONAL PRESENTATIONS

A. Final Linkage Presentation

Les Brown introduced the Unite! Washougal Community Coalition members present: Margaret McCarthy (coordinator), Rhea Bohlin, Courtney Wilkinson, and Julie Vanover (school staff). Rhea provided background information about the program and the grant process. She highlighted the group's mission of "reducing substance abuse and underage drinking by building a community that is connected, involved, empowered by healthy choices and strong family units". Rhea shared that

the schools and counselors have been a tremendous support for this group, and reasserted how important this partnership is to progress. Margaret thanked the board and district for taking this “brave step” in surveying former students to gain the information needed to move forward. She shared the group’s accomplishments so far, highlighted the data-driven approach used and the broad support received from the community – including businesses and municipal groups in addition to the school district. Courtney explained how the coalition is continuing to do more branding and marketing to increase awareness of its goals and mission and gain further support. Julie’s position in the schools is essential and the coalition also supports her work. Julie thanked the board. She highlighted the large amount of work done last year, and the positive response she has received from the community. The coalition talks at length about the community’s perceptions around substance abuse, and is working to promote more accurate perceptions. Julie shared her schedule at the schools (WHS and JMS) and how she spends her time with students, staff and families. JMS Principal Ron Carlson added that the work of Julie and the coalition is amazing, and the impacts of their work are being felt. Dawn Tarzian thanked the presenters and noted that she wanted the board to see that a lot IS being done about the concerns brought up by the Linkage survey data. The district is very committed to supporting this coalition.

Les then introduced WHS Principal Aaron Hansen and Counselor Owen Sanford to talk about bullying issues at the school. Aaron thanked the coalition for their “wonderful” work, and also introduced Mike Adams and Todd Watts from the Panther Foundation, noting that he is becoming more aware that this work in education cannot be done without these types of partnerships. Owen shared components of the WHS Comprehensive Bullying Prevention Program, as well as student survey results from 2011. The board thanked all presenters for the work being done on behalf of students.

B. 2013-14 Budget: Staffing

Dawn Tarzian shared the district’s staffing and budget development calendar timeline, which was developed last year as a tool for District Office departments to be able to work together to complete. She gave credit to Carol Baker and Rosann Lassman for completing next year’s staffing plan in time to avoid any reduction in force notices being given this year. Data has been collected and analyzed for the different employee groups, with enrollment the primary driver in staffing need calculations. The district has worked hard to see that staffing is distributed equitably among the schools. New math coach positions are being created, with funds secured to support these for the next three years. A Career and Technical Education (CTE) Director position has also been created to oversee high school and middle school CTE programs. Funding for classified staff professional development has also been added.

C. Budget Report on Revenue and Expenditures for Excelsior High School

Rosann Lassman shared data related to the state allocation of funds per FTE for Excelsior High School (EHS), based on HB 2776 funding formulas. There are some reductions in funding for alternative learning experience (ALE) education. The board thanked Rosann for the information.

D. Student and Staff Safety 2012-2013

Dawn Tarzian noted that the board received prior to the meeting state RCW 9.41.280 governing weapons on school facilities in response to a question raised by a board director at a previous meeting about the “no weapons” signage at district schools. Dawn shared from the RCW that “‘Gun Free Zone’ signs must be posted around school facilities giving warning of the prohibition of the possession of firearms on school grounds.” Dawn acknowledged the work that Joe Steinbrenner has done to address safety in the district’s facilities. She gave highlights of facilities safety improvements, highlighted district preparedness, including participation in the county Safety Summit, the revision of the automated call system, and the partnership with the City of Washougal to provide the School Resource Officer (SRO) on district campuses. Schools located in Skamania

County have close access to a sheriff's office, and the security guard at WHS is also a trained police officer. The crisis handbook has been updated and distributed, with training for all staff. Lockdown drills have taken place at each school, and law officers present at the drills have provided feedback to the district to improve the lockdown processes.

E. Snow Route Change Evaluation

Dawn Tarzian shared a report from Transportation Supervisor Theresa Thomsen. There were no weather situations that warranted implementing the new snow routes this year. Transportation will continue to monitor, and will collect data when the routes are needed.

8. BOARD WORK SESSION

A. April 23 Work Session Follow-up

- **Board Meeting Evaluation Tool**

Elaine Pfeifer led a board discussion about a possible change to the board's current self-evaluation tool. She proposed some feedback questions and asked for input from the other board members. The board will bring the discussion back to a future meeting.

- **Directors' Meeting Feedback**

Board members discussed the importance of time allocation for agenda items, noting that they are working toward a balance of allowing time needed for the discussion of important issues while cutting other items short when meetings run long. Blaine would welcome the board's feedback as to how to best facilitate and prioritize.

9. POLICY GOVERNANCE

A. Executive Responsibilities 8 – Financial Administration

Rosann Lassman addressed the requirements listed under the Executive Responsibilities (ER) 8 monitoring report in some detail. It is exciting to see the fund balance go down, as planned expenditures are spent from district reserves. She spoke of improvements to the accounts receivables system as well as fees and fines collections. Blaine Peterson collected the monitoring report response forms from all board members present, noting that the approval of ER 8 will be on the consent agenda at the next regular meeting.

B. Executive Responsibilities 9 – Facilities

Joe Steinbrenner presented detailed information related to the evidence presented for ER 9. A comprehensive processes for long-range facilities planning has begun, with community members Randy Curtis and Kathy Rodeman agreeing to help facilitate. Joe highlighted summer maintenance and facility plans, including gutters, siding, roofing and grounds work.

10. BOARD POLICY

A. 5000 Series, second reading

Elaine Pfeifer moved to approve the 5000 Series of policy revision as presented. Karen Rubino seconded and the motion carried unanimously.

B. Policy 5282 – Civility, first reading

Dawn Tarzian presented Policy 5282, which is a brand new recommended policy for a first reading. It will be brought back to the board at the next regular meeting for a second reading.

11. FUTURE AGENDA ITEMS

The board will continue to discuss its self-evaluation tool at a future meeting.

12. BOARD EVALUATION

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

13. ADJOURN

Elaine Pfeifer moved to adjourn at 8:52 p.m. Karen Rubino seconded and the motion carried unanimously.

Dated this 11th day of June 2013

President

Secretary to the Board

BOARD MEETING EVALUATION SUMMARY

MEETING DATE: May 28, 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.	3		
2. Our agenda was well designed.	3		
3. Each board member was given an adequate opportunity to participate in discussion and decision-making.	3		
4. The board's treatment of all persons was courteous, dignified, and fair. There was a respectful atmosphere.	3		
5. We practiced good parliamentary procedure.	3		
6. The board demonstrated a sense of responsibility for excellence in governing the district.	3		
	<u>Yes</u>		<u>No</u>
7. The board adhered to its adopted governance style:			
a. It emphasized the future and the total community:	2		
b. It encouraged diversity in viewpoints:	2		
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:	2		
8. Your suggestions on where we could do better:			
9. Additional Comments:			