

LAKESWOOD SCHOOL DISTRICT
REGULAR BOARD MEETING
June 17, 2009

**OFFICIAL
BOARD MINUTES**

1. CALL TO ORDER

At 6:30 p.m. President Oscar Escalante called to order the June 17, 2009 Board Meeting held in the library at Lakewood High School. The meeting opened with the flag salute led by President Escalante.

Board Members Present: Oscar Escalante Greg Jensen Jill Leonard
 Ken Christiansen Ellen Phillips

Student Representative Present: Jennifer Mack

District Administration Present:

Dennis Haddock, Ed.D., Superintendent

Mike Mack, Ph.D., Executive Director of Human Resources & Administrative Services

Cathy Anderegg, Ed.,D., Executive Director of Instructional Programs

Joyce Scott, Director of Learning Support Services

Priscilla Brady, CCE Principal

2. RECOGNITION OF GUESTS/CHANGES TO AGENDA

a) Recognition of Guests

Dr. Haddock introduced Christine Rogers, from the Church of Jesus Christ of LDS and thanked her for the leadership role she played in the recent volunteer work done at Lakewood High School. Ms. Rogers was instrumental in putting a work party together from her church that weeded, pruned, picked up trash, raked and barked flower beds at the high school.

A discussion took place and the board also joined Dr. Haddock in thanking Ms. Rogers and her church for their donation of time and energy in working to improve the appearance of the high school prior to graduation activities.

Dr. Haddock also acknowledged the presence of Leland Larson and informed the Board that Mr. Larson was instrumental in securing a donation of the Washington State Grange for Cougar Creek Elementary School to continue their work with agriculture education. He shared that acceptance of this donation was slated for later on the agenda.

Mrs. Brady presented Mr. Larson with a picture book showing all the activities and projects that CCE has been able to do because of past donation from the Grange. Some of these activities included the Backyard Habitat, Pumpkins for

Literacy, instruction on the planting and growth of flowers, and being able to purchase library books on agriculture and farming. She shared that next year's agriculture project will include planting a strawberry patch that the students will tend with a strawberry shortcake celebration planned at the end. Mrs. Brady thanked Mr. Larson for his continued support of the schools.

b) Request to be Heard
None

c) Board Additions, Deletions, and/or Changes
Dr. Haddock stated that Director Christiansen would like to make a presentation on the WSSDA Leadership project that he is currently involved with that was not included on the agenda. It was noted that this presentation would take place under Agenda Item 7.

3. MINUTES

a) Director Christiansen moved for approval of the June 3, 2009 Regular Board Meeting minutes.

The motion was approved 5-0.

4. CONSENT AGENDA

Director Jensen moved for approval of the Consent Agenda, which consisted of staff status, vouchers, and payroll.

Vouchers audited and certified by the auditing office required by RCW 42.23.080, and those expense reimbursement claims certified by RCW 42.24.080, have been recorded and the listing made available to the Board.

As of this date by a 5-0 unanimous vote, the Board approved for payment those vouchers included in the referenced list and further described as follows:

- General Fund Warrant Numbers 67741-67843 for a total of \$118,058.68.
- ASB Fund Warrant Numbers 11790-11814 for a total of \$19,072.11.
- Capital Fund Warrant Numbers 3353-3354 for a total of \$24,632.47.

In addition, payroll for May 2009 was approved, including warrant numbers 67539 through 67669 totaling \$1,323,457.53.

5. COMMUNICATION AND CORRESPONDENCE

None.

6. ADMINISTRATION REPORTS

a) Student Reports

Student Representative Jennifer Mack reported that today was the last day of school and that graduation was held on Thursday, June 11th and went well.

Dr. Haddock thanked Jennifer for serving as a student representative this past year. He also shared that at the July 15th meeting Jessica Spears will be recommended as the new student representative next year replacing graduated Kara Bailey.

c) Director of Learning Support Services Report

Mrs. Scott gave a report on the district's Bilingual Program and shared assessment results. Her report included the following highlights:

- o Continued growth – serving 71 students at year-end
- o 12 students reached level 4 and will transition out of services
- o Outstanding program staff includes ELL Coordinator, Dorothy Moseley and ParaEducator, Tiffany Jensen
- o Various second language acquisition methods and materials are used
- o Elementary & secondary level delivery model – 'push in' clustering using literature-based ESL curriculum.
- o Secondary level delivery model – literature based curriculum that incorporates content and the practical application of language skills.
- o Additional resources used – Rosetta Stone software, phonics workbooks, guided reading and conversation practice.
- o WLPT scores continue to improve – district again met the Annual Measurable Achievement Objectives (AMAO).
- o Ongoing staff training – 14 staff trained in the SIOP model and plans for 8 addition staff to be trained next year.

Mrs. Scott also shared that Mrs. Moseley has developed an ELL Family Newsletter and provided each Board Member with a copy of the first issue which included summer reading information.

d) Ex Director of Instructional Programs Report

Dr. Anderegg shared with the Board that registrations to the summer Technology Boot Camp have been coming in pretty steadily and that people are very excited about this training.

She also shared information from the students in Mrs. Kanehen's classroom regarding how instruction has changed in their classroom due to the emphasis placed on using the SmartBoard. They indicated they liked this type of hands-on instruction and appreciate the new technology.

Dr. Anderegg also shared that as part of the technology levy additional technical support is being added next year and that a job description has been written and is being reviewed by the bargaining groups. The position will most likely start out as half time and will be posted shortly.

Dr. Anderegg also gave an update on the Technology Program Review being conducted by the ESD and informed the Board that a draft report would most likely be available by the July meeting.

Dr. Anderegg reported that the pilot has ended on the math adoption curriculum and that one program is slightly more liked. That information has been sent to the Curriculum Council for approval and will hopefully be submitted to the Board soon for adoption.

The Elementary Configuration Task Force is scheduled to meet June 18th at which time the survey results will be analyzed. Input will also be sought regarding the impacts the various grade configuration scenarios have on transportation and facilities. Dr. Anderegg shared that by the end of the meeting it is hoped that a good pro and con list is compiled that is supported by evidence and data.

e) Ex Director of HR & Admin Services Report

Dr. Mack shared that as directed in policy #3110, Affirmative Action, an ad hoc committee was formed, which included representatives from the district and all bargaining groups, to review the district's harassment, intimidation and bullying, and sexual harassment policies. The outcome of the meeting was that no changes were necessary for the Affirmative Action Policy. However, it was suggested that the district's intimidation policies, both staff (#3116) and students (#5310.2), be reviewed to make sure they are up to date with the WSSDA recommended language, particularly as it relates to cyber bullying. As an outcome of that review, Dr. Mack shared that policy #5310.2 includes language regarding cyber bullying, however policy #3116 does not and is therefore being presented with noted changes for first reading.

Dr. Mack reported on the district's CTE program and staffing activity taking place within the HR department. Also shared was an overview of the summer work projects that are planned for our facilities.

A discussion took place regarding the possibility of utilizing outside groups to assist with facility improvements.

f) Financial Report

In Mrs. Dowd's absence Dr. Haddock reported that we have completed 75% of the fiscal year and that we have collected the majority of our local taxes, with approximately \$33,111 remaining to be collected. State apportionment is allocated at 6% for June and 10% for July and August.

Dr. Haddock explained that the state is back filling the state apportionment dollars with federal funds for a total of \$1,062,000.00. As with any federal allocation this means that there are mandated reporting and accounting practices that must be completed as well as the potential for additional sections to be audited by the state auditor's office. He also explained that Mrs. Dowd has been working closely with the state and our local ESD to make sure we are meeting all requirements.

Dr. Haddock also shared that the district will be receiving an additional \$33,021 in Safety Net funds, bringing the total Safety Net allocation for the year to \$107,288.00.

He stated that Mrs. Dowd will be bringing to the July 15th Board meeting the budget extensions for 2008-09 in both the Capital Projects Fund and the General Fund for Board approval. The Capital Projects extension is due to the final payment to the contractor for the fire remodel of Lakewood Elementary. The General Fund extension is because of the grant award for the Summer Youth Grant awarded to Sandra Kelly in the Grants department for approximately \$450,000. During the building of the 2008-09 budget the district was not aware of the potential to receive this grant; therefore it is necessary to complete the extension.

h) Superintendent Report

Dr. Haddock informed the Board that LHS science teacher Mike Fellows was recently awarded the 2009 Washington State Outstanding Biology Teacher. He distributed a copy of the press release regarding this outstanding feat and informed the Board that this information was being shared with the public on the district's website.

Dr. Haddock gave an update on the 2009-10 budget development work that has been underway. He shared that at this point it looks like we might be able to restore 10-11 certified FTE of provisional employees, which represents approximately 15 individuals. He continued by stating because of the budget shortfalls it is estimated that there will be about 6 provisional employees that we are unable to bring back. Dr. Haddock also stated that we will not be filling any of these positions until late June or July because we need to get approval from the ESD on our preliminary budget first.

Dr. Haddock mentioned that work is currently being done on the classified staffing, taking into consideration the recommendations from the Task Force Committee. He further shared that one issue in particular that is being investigated is the School Resource Officer position, whose contract ends August, 2009. Information has been collected from surrounding districts to see how they handle security in their schools and Dr. Haddock requested permission to pursue this line of research and other options for this service.

Dr. Haddock informed the Board that school districts are eligible for a study and survey grant once every six years and that Bruce Camp and Mike Mack recently completed a Study and Survey Grant Application through OSPI that would grant the district \$10,000 to be used for this study. He stated that we will be moving forward with this project looking at reprioritizing the maintenance and modernization of our buildings district wide. McGranahan and Associates will help facilitate this process and will be attending a future board meeting to review the process with the Board.

Director Christiansen commented that he had participated in this process the last time.

A discussion took place regarding the Study and Survey.

7. BOARD REPORTS/AGENDA REQUESTS

- a) Board Event Calendar – the Board event calendar was reviewed, discussed, and updated.
- b) WSSDA Leadership Presentation
Director Christiansen gave a presentation on the projects he has been working on as part of the WSSDA Leadership Program he is currently enrolled in. He explained that the program has included several reading assignments followed by discussions and group projects. The project his group has been working on is entitled “Project Think Tech – Leading the Educational Teams of the Future.”

A discussion took place regarding the work of the Technology Committee and the role the administration and Board should take regarding technology.

Dr. Haddock thanked Director Christiansen for his work with the WSSDA Leadership Project and the level of commitment by the Board for the support of this program.

8. UNFINISHED BUSINESS

None

9. NEW BUSINESS

a) 2009-10 Grant Manager Contract

Dr. Haddock explained that this is the annual contract renewal for the district’s grant manager, Sandra Kelly. He further explained that the annual salary is reflective of the 2008-09 salary with no changes. The contract will be effective from July 1, 2009 to June 30, 2010 and is contingent on the district’s grant awards and therefore the salary may need to be adjusted.

Director Phillips moved for approval of the 2009-10 Grant Manager Contract as presented.

The motion passed 5-0.

b) 2009-10 Administrative Contract and Salary Schedule

Dr. Haddock recommended for approval the 2009-10 Administrative Contracts and salary schedule. He shared that the contract includes a reduction of 10 workdays (from 260 to 250) for the assistant principals and Director of Learning Support Services and a reduction of 5 workdays (from 260 to 255) for the principals and Executive Directors. Due to the reduction in workdays the salaries for each position will be decreased accordingly. The \$1500 Professional Growth fund and \$250 professional organization dues provisions have both been eliminated for the 2009-10 school year. All other contract provisions remain unchanged from 2008-09.

Director Christiansen stated that he supports this recommendation, but wants to know what mechanism we have for next year to put back the items being reduced.

Dr. Haddock replied that because this is an annual contract, adjustments can be made annually. He also commented that the administrators have had discussions regarding forming an association.

Director Christiansen moved for approval of the 2009-10 Administrative Contract and Salary Schedule as presented.

The motion passed 5-0.

c) 2009-12 Superintendent Contract

Dr. Haddock recommended for approval the 2009-12 Superintendent Contract which reflects no increase in base salary, an elimination of the 5 day vacation buyback provision, and an extension of the contract to 2012. All other provisions remain unchanged from the 2008-09 contract.

Director Leonard moved for approval of the 2009-12 Superintendent Contract.

The motion passed 5-0.

d) District Improvement Plan – Student Achievement Progress Report

Dr. Anderegg highlighted several areas of progress in Student Achievement, including but not limited to, the implementation of the SOAR assessment program, Apex Summer School Credit Retrieval program, curriculum mapping for several curricular content areas, implementation of the new adoption policy, increase in graduation rates, and that the district will be looking into Navigation 101 next year.

A discussion took place regarding the need for updating the district's improvement plan to include long and short term goals.

e) Revised Calendars: 2009-10 & 2010-11

Dr. Mack explained that when the calendars were approved at the March 18, 2009 meeting it was anticipated that the state would continue to fund the two Learning Improvement Days (LID) and therefore these days were included in these calendars. Due to the shortfall in the state's budget the legislature has eliminated one of the state funded LID days and therefore the district calendars needed to be revised to reflect this change. The District Calendar Committee met and reviewed all options for this reduction and are recommending for approval the revised calendars.

A discussion took place regarding the revised calendars.

Director Christiansen moved for approval of the Revised Calendars: 2009-10 & 2010-12. The motion passed 5-0.

- f) Gift Acceptance – Washington State Grange
Dr. Haddock requested approval of a \$2000 donation made by the Washington State Grange Foundation to Cougar Creek Elementary School to be used for food production items and horticulture education.

Director Leonard moved for approval of the \$2000 Washington State Grange donation.

The motion passed 5-0.

- g) Highly Capable Grant Approval
Dr. Haddock informed the Board that the district is in the process of applying for the Highly Capable Grant through OSPI for the 2009-10 school year, and that it requires Board approval. Dr. Haddock explained that at this time the work on the grant was not complete and therefore requested that no action be taken on this agenda item at this time.

10. POLICY REVIEW

- a) Policy # 4610 – Electronic Resources
Dr. Anderegg distributed updated copies of policy #4610 and explained that this policy was further updated (from the policy included in the packet) to not allow individuals to connect personal equipment to the district's network.

A discussion took place regarding the issue of connecting to the district's network.

Director Phillips moved for approval of Policy #4610 with the latest revisions as presented.

The motion passed with the following vote:

Affirmative = 4 (Directors Phillips, Escalante, Jensen, Leonard)

Negative = 1 (Director Christiansen)

- b) Policy #3116 – Prohibition of Harassment, Intimidation and Bullying
Dr. Mack shared that revisions have been made to policy #3116 to include the addition of terminology regarding electronic transmission of messages or images as a means of bullying (cyber bullying). He noted that these changes bring this policy (dealing with staff members) current with legislative requirements.

Director Christiansen moved for approval of Policy #3116 as presented.

The motion passed 5-0.

- c) Policy #4242 – Transitional Bilingual Program
Mrs. Scott shared with the Board that revisions have been made to both the policy and procedures for policy #4242, to include WSSDA recommendations and current practices.

