

CAPE FLATTERY SCHOOL DISTRICT # 401
REGULAR SCHOOL BOARD MEETING
MINUTES

May 27, 2009
Neah Bay School- Library
6:30 PM

I. Call to Order / Pledge of Allegiance

The meeting was called to order at 6:40p.m. by Chairperson Dudley Eubank.

II. Roll Call of Members:

Mr. Dudley Eubank	Present
Mr. Greg Colfax	Absent
Ms. Shirley Johnson	Present
Mr. John Stubbs	Present
Ms. Tracey Rascon	Present

III. Introduction of Visitors and Public Questions and Comments

IPP Committee Member, Janine Bowechop would like to have the Board address the request to have a written policy in place, that require revenues to be spent at the sites that generate them. Ms. Bowechop would like the Board to create such a policy. Board Member Eubank expressed concern regarding the lateness of when the revenues comes in. He asked what the plan would be if the Federal Impact Funds come in late, like they have over the last several years. Ms. Bowechop suggested using the Reserve Fund for such an event. Board Member Eubank explained what the purpose of the reserve fund is and how it works. Mrs. Ritter mentioned to the Board that she had asked about policies when they went to Washington D.C. for the Federal Impact Conference. Mrs. Ritter indicated that she has been unable to locate any draft policies on the subject, but she mentioned that the Board could make a directive. Board Member Johnson asked if the expenditures are coded to the appropriate revenues when they come in. Mrs. Ritter assured that expenditures are being charges to the correct revenues and that the expenditures are easily tracked this way. She reports that apportionment, Federal Impact, tax dollars and grants all come it at different times and sometimes late. The district has to have money to cover the expenses they incur when this happens. The district still has to make payroll and pay the bills whether revenue is received on time or not. Board Member Rascon asked how close the district is to formulating the upcoming budget based on revenue by building and expenditures. Mrs. Ritter mentioned that she is working very closely with the administrators – looking at anticipated revenues and basing expenditures based on those. The administrators are working on determining needs and addressing them. Ms. Bowechop mentioned that over the last several years they have been shown the revenues and expenditures and they did not match. She mentioned that it would be really nice for the Board and the IPP committee members to see the budget laid out for this up coming school year with the revenues and expenditures matching based on where the funds are generated. Board Member Johnson thinks this is a good opportunity for the Board to work on a model that other districts can use. Mrs. Ritter will check WSSDA for sample policies.

IV. Adopt Agenda **APPROVED Johnson / Rascon 4/0**

The agenda was adopted with the following changes: Under Action Items please add Board Re-organization, since now that there is a full Board. Also add the retirement of Robert Phillips and the resignation of Ross Jimmicum for consideration under personnel.

V. Consent Agenda **APPROVED Rascon / Stubbs 4/0**

- A) Minutes from April 22, 2009- Regular School Board Meeting
- B) Minutes from May 18, 2009- Special School Board Meeting
- C) Payroll and Employee Benefits – \$ 481,335.98
- D) General Fund Accounts – \$ 90,406.43
- E) ASB Fund Accounts- \$16,722.73

- F) Transportation Fund Accounts-
- G) Capital Projects Accounts – \$ 170,179.70
- H) Neah Bay’s Request for summer use of facilities / equipment (WIAA)
- I) Clallam Bay’s request for summer use of facilities / equipment (WIAA)
- J) Annual WIAA Enrollment Resolution # 09-09

VI. School Program Presentations

None

VII. Professional Discussions

None

VIII. Old Business

A) Student Representative on the Board (Board Policy 1235) – 2nd Reading

Mrs. Ritter mentioned that the requested changes were made to the policy. The policy is in the Board Packets for review. Principals have been informed and they are working with the kids to start the process for the beginning of next year.

B) Community Needs Assessment Results

The Community Needs Assessment results were tallied. The results are reported for the district, then broken down by site. Driver’s Ed is a big need. Mrs. Ritter reports that Northwest Driving School has a planned class that will run from about September 15- November 15. They are working on getting the location, route and roads approved. Other common expressed needs were music and more electives. The assessment results will be used to plan programs and when applying for grants. Discussion followed regarding the community needs assessment completed by the IPP Committee.

IX. Action Items

A) Re-organization of the Board

Board Member Eubank mentioned that the Board normally does this in January. It was added to the agenda via an amendment, but Board Member Colfax is not present. Board Member Rascon wanted to wait until Board Member Colfax was present. Re- Organization of the Board was tabled. Discussion followed about scheduling a special board meeting.

X. New Business

A) Technology Inventory

The Board recently passed a Board Policy about sensitive assets theft prevention. The board asked for an inventory of the technology assets of the district. Mr. Murner has worked hard on compiling the inventory, and Mrs. Ritter wanted to publicly acknowledge his hard work on the project. Mrs. Ritter explained how the state rates computers. This district has a large amount of technology compared to some districts. The state is moving towards testing the WASL on-line, so computers will need to be up to speed before that time. Computer replacements come out of the General Fund or some grant funds if allowable. The Board held discussions on replacement requirements. The District usually budgets for 20-30% replacement each year.

XI. Personnel Considerations

APPROVED Johnson / Rascon 4/0

A) RESIGNATIONS / LEAVE OF ABSENCE-

1) Anna Smith NB Resignation

2) Victoria Crabtree NB Resignation

3) Ross Jimmicum NB Resignation

APPROVED Rascon / Stubbs 3/0 (Johnson abstaining)

4) Trudy Ward NB LOA- remainder of year

APPROVED Johnson / Rascon 4/0

5) Robert Phillips NB Retirement

B) NEW PERSONNEL FOR CONSIDERATION

- | | | | |
|-----------------|------|---------------------------------|--------------------------------------|
| 1) Kandy Ritter | DIST | Superintendent | APPROVED Rascon / Johnson 4/0 |
| 2) Iva Rose | NB | Para-educator – LOA replacement | APPROVED Johnson / Stubbs 4/0 |
| 3) Tammy Lee | NB | Classified Substitute | APPROVED Rascon / Johnson 4/0 |

XII. Administrators / Board /

Mrs. Murner- distributed Dr. Renker's report. Dr. Renker is out with a family emergency. Mrs. Murner shared the results of the spring parent teacher conferences. The elementary had 74% parent participation. She also shared written comments submitted through the surveys at the parent teacher conferences. Mrs. Murner, with the help of Judi Halttunen, submitted and received a grant for purchasing canvas bags to use when shopping. Each elementary child will receive a bag the beginning of next school year. The elementary also has applied for another grant that will place a flashing school zone sign at the school. Cathy Peterson helped gather the data for this grant. Mrs. Murner shared her 3rd Quarter Report. Most of her time was spent on certificated evaluations. She estimated that it took 10-15 hours to complete each teacher evaluation. She has begun classified evaluations. The elementary has completed DIBELS testing at 5th grade level. WASL tests also prepped and out. She has been participating in special education meetings, Head Start transition meetings, Head Start behavioral meetings and intervention meetings. Also during 3rd quarter the Spelling Bee was held as well as Parent /Teacher Conferences. Mrs. Murner also distributed the summer maintenance plan. Discussion followed about the used bleachers and the work that would be involved in refurbishing them.

Mrs. Ritter reports that the CFEA negotiations are beginning. She had a pre-negotiation meeting with CFEA President last week. Formal negotiations will begin next week. She completed new board member orientation with Mr. Stubbs on Tuesday. The middle and high school science teachers at Neah Bay have been reviewing state recommendations for science text books and curriculum. They are looking at 6,7, and 9th grade – new science curriculum. The recommended books and curriculum are in the process of being purchased. Clallam Bay purchased new curriculum a few years ago. Mrs. Ritter is working on the 21st Century grant. The district has had the grant in the past; she is hoping to get it renewed. It is a district wide grant. The grant would be used for after-school programs, music programs and academic support. She updated the Board on the roofing project to be completed with stimulus funds. The district is working on putting bid packages together now that all of the requirements are known. The district is looking at bidding the project out in sections- since there is so much rot. Teacher Appreciation Week was a success. Mrs. Ritter wanted it noted that the teachers and classified staff are the core of the education system. The district has some very dedicated staff and the progress being made is due to their efforts. Board Member Rascon wanted to publicly acknowledge their hard work and dedication. Mrs. Ritter reminded the Board about graduation dates and times. She updated the Board on the 1942 graduate that will be participating in the ceremony at Clallam Bay.

The Board wanted to acknowledge the track members that are attending the State Track Meet.

XIII. Executive Session

Personnel Issue- CB Kitchen- Not Held

XIV. Adjournment

The district encourages the participation of all disabled citizens at meetings of the Board. Those wishing to attend the meetings should notify the district at least 48 hours in advance if special accommodations will be necessary for participation in the meeting. Announcements of Board meetings will include a statement of steps to be taken for participation by disabled persons.

The meeting adjourned at 8:05 p.m. **APPROVED Johnson /Stubbs 4/0**