

**Minutes of the Regular Meeting of the Board of Directors  
OLYMPIA SCHOOL DISTRICT 111  
February 23, 2004**

The regular meeting of the Olympia School District Board of Directors was called to order by President John McGee at 7:04 p.m., Monday, February 23, 2004, at Garfield Elementary School, 325 Plymouth Street NW, Olympia, WA 98502. Present were Vice President Michelle Parvinen, Directors Carolyn Barclift, Russ Lehman, and Rich Nafziger, and Superintendent Bill Lahmann.

The salute to the flag was led by Bruce Walton.

**PRESENTATION**

Garfield Elementary School Principal, Bruce Walton, opened by introducing Lylas Aust, directing a group of third graders who sang "Put On Your Thinking Cap". He then recognized Garfield teachers, members of the PTA Board, and members of the Site Council. Mr. Walton gave an overview of the many programs currently underway at Garfield, categorizing Garfield as a "community of learners", a community school, where many different groups from the community hold meetings and events. He reviewed for the Board a partial listing of activities and classes offered as before- and after-school programs, and acknowledged the many volunteers whose devotion to the children provides their foundation for success.

**MINUTES**

It was noted that the minutes of the regular meeting of February 9, 2004, need revision to eliminate the phrase "and at no cost" on page 7, paragraph one under Board Comments, and on page one, fourth paragraph, to refer to former County Commissioner George Yantis (not "Landis").

**VICE PRESIDENT PARVINEN MOVED FOR APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 9, 2004, AS AMENDED. DIRECTOR BARCLIFT SECONDED; FIVE AYES, MOTION CARRIED.**

The minutes of the Executive Session of the Board on February 11, 2004, were also presented for approval. It was noted that the first sentence reference to the meeting should read "Executive Session".

**VICE PRESIDENT PARVINEN MOVED FOR APPROVAL OF THE MINUTES OF THE EXECUTIVE SESSION OF THE BOARD ON FEBRUARY 11, 2004, AS AMENDED. DIRECTOR BARCLIFT SECONDED; FIVE AYES, MOTION CARRIED.**

There were no audience members present who wished to address the Board regarding agenda items and no one indicated a desire to offer comments about non-agenda items.

**ITEMS TO BE BROUGHT UP BY MEMBERS OF THE BOARD**

Vice President Parvinen informed the Board that the organization TOGETHER had met earlier in the day, and celebrated Paul Grudis, Resident Services Director at the Evergreen Vista Apartments on Olympia's west side, as Olympia School District's "Champion for Kids." Mr. Grudis runs an after school and summer school program at the apartment complex, serves as a liaison between school and families, and is truly a champion.

Director Barclift commented that a sub-committee of the Urban Issues Committee will be looking at the issue of dropouts and ways to keep kids in school, while she will be heading up another sub-committee to look at "No Child Left Behind," and recommend changes. She asked that the Board keep her informed of information they may come across that would be helpful in the work of the sub-committee.

Superintendent Lahmann presented for President McGee's signature, drafts of letters of thanks to Calvary Chapel and to the City of Olympia for their participation in the installation of the crossing lights on Division Street.

## CONSENT AGENDA

**DIRECTOR BARCLIFT MOVED APPROVAL OF THE CONSENT AGENDA AS PRESENTED.  
DIRECTOR LEHMAN SECONDED; FIVE AYES, MOTION CARRIED.**

### **1. SCHOOL DIRECTORS**

#### **1.1 Board Meeting Schedule**

- Monday, March 8, 2004, 7:00 p.m., **Regular Board Meeting**, Knox Administrative Center, 1113 Legion Way SE, Olympia, Washington 98501.
- Monday, March 22, 2004, 7:00 p.m., **Regular Board Meeting**, Boston Harbor Elementary School, 7300 Zangle Road NE, Olympia, WA 98506.
- Monday, April 19, 2004, 7:00 p.m., **Regular Board Meeting**, Knox Administrative Center, 1113 Legion Way SE, Olympia, Washington 98501.

### **2. CERTIFICATED PERSONNEL**

#### **Certificated Personnel Report**

The Board granted the administration approval to issue the 2004-05 contracts to those provisional and continuing contract certificated employees determined by the Superintendent to be entitled to 2004-05 contracts; and, approved the acceptance of two resignations, as follows:

**Baker, Esther** – Principal at Pioneer Elementary (currently on special assignment at Knox). Resignation effective at the end of the 2003-04 contract year.

**Todd, Elke** – Special Education at Olympia High School. Resignation effective at the end of the 2003-04 school year.

### **3. CLASSIFIED PERSONNEL**

#### **3.1 Classified Personnel Report**

The Board approved the Classified Personnel Report dated February 23, 2004.

### **4. PUPILS & SCHOOL PROGRAMS**

#### **4.1 Instructional Materials**

The Board approved the purchase of instructional materials recommended by the Instructional Materials Committee in accordance with a list previously submitted.

#### **4.2 Overnight Field Trip Request**

The Board granted approval of the following student overnight field trip:

- Capital & Olympia High Schools - State DECA Career Development Conference, Seattle; 35 students, two teacher chaperones, parent chaperones as needed; March 6-8, 2004.

**5. BUILDINGS & GROUNDS**

**5.1 Electrical Service Easement - Marshall Middle School**

The Board granted approval of an electrical service easement for Puget Sound Energy to access an existing electrical transformer located at Marshall Middle School.

**8. FINANCES**

**8.1 Approval of Vouchers**

The Board approved Associated Student Body Fund Voucher Nos. 25271 through 25354, in the total amount of \$85,245.87; Capital Projects Voucher Nos. 7373 through 7390, in the total amount of \$288,089.60; and, General Fund Voucher Nos. 127351 through 127643, in the total amount of \$468,008.54.

**8.2 Financial Reports**

The Board approved the January 2004 Revenue and Expenditure Report for the General, Capital Projects, Debt Service, Associated Student Body, and Transportation Vehicle Funds.

**8.3 Facility Use - Church of Living Water**

The Board approved a facility use agreement with the Church of Living Water for Sunday worship services at Olympia High School for a period of one year.

<b>REGULAR AGENDA</b>
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**1. SCHOOL DIRECTORS**

**1.1 Policies & Procedures Review, Section 3000 - Students**

Deputy Superintendent Ken Benny presented for first reading, policies under Section 3000, **Students**, recommended for additions or revision to existing policies and procedures. He stated that additional Section 3000 policies will be presented at a later date, then briefly reviewed those being considered at this meeting. He informed the Board that many of the revisions were to better align District policies with the standards set by the Washington State School Directors Association (WSSDA) policies.

Director Barclift suggested that the time requirements of Policy 3421, which provides for 48 hours within which to make an oral report of possible child abuse, then an additional 48 hours to file a written report, seems excessive. Mr. Benny said he would look into it.

In response to a question from Director Nafziger regarding Policy 3141, Mr. Benny explained that, by action of the legislature a year or so ago, a non-resident student, whose parent is an employee of the District, is to be given enrollment preference, as long as a resident student is not displaced; further, that the student may then remain within the feeder system as long as the parent is employed by the District.

In response to a question from Director Lehman regarding Policy 3130, Mr. Benny stated that we will continue to keep class sizes two students below the established standard, as a buffer to provide a place for students moving into an area. He added that it's easier to manage at the elementary level, but it can still create a situation where an out-of-district student who was accepted at a school for one school year would not be accepted at the school the next year as a result of an influx of new students within the school's boundaries.

A question from Director Lehman regarding re-assessment of school resident boundaries was directed to Bob Wolpert, Director of Facilities & Operations, who replied that we expect to utilize the resources of the Thurston Regional Planning Commission to review class sizes and projected enrollments against projected future development in the Olympia area. Following a thorough review, a potential adjustment process could be started the next school year.

President McGee questioned the use of the phrase “substandard housing” contained in Policy 3115, numbered item 7. Superintendent Lahmann stated that students who reside within the District have a right to continue their education in the same school if they are displaced from their residence, such as in the case of the apartment complex on the west side that was condemned last year, even when they move outside the District boundaries. For example, he stated, we have a school bus that meets with a North Thurston school bus each day for the purpose of transferring students who have had to move within North Thurston’s boundaries, but for reasons of residence displacement, are then transferred to Olympia schools. Mr. Benny added that the lines are somewhat blurry between items 6 and 7, but that the intent is to assure that a homeless, or displaced, student is adequately served by the District.

#### **4. PUPILS & SCHOOL PROGRAMS**

##### **4.1 Outdoor School Fees**

Jim Crawford, Assistant Superintendent for Business and Support Services, presented information regarding the costs related to our Outdoor School program and the recommendation of the administration to increase fees to students this year. He noted that our costs will increase in direct proportion to a substantial improvement in the training program for the high school counselors, adding approximately \$10,500 to the program cost, or approximately \$20.00 per person.

Mr. Crawford reiterated that the District is already subsidizing the program, as the fee charged to the students has not been sufficient to cover the cost of the program. For some years, the District has charged \$50.00 per student, with an emphasis on the fact that no child is turned away from the program due to inability to pay. When asked what percentage of the 5<sup>th</sup> grade students routinely attend outdoor school, he stated that there is virtually 100% attendance, so clearly no child is unable to attend whether the fee can be afforded or needs to be subsidized.

Mr. Crawford stated that the District is recommending a fee increase of \$20.00 per student as a partial offset to the increased costs. Additionally, it is recommended that we encourage those parents who are able to donate above and beyond a student’s fee for the purpose of funding scholarships, and to do so through the Education Foundation.

In response to a question from Director Lehman regarding students at Title I schools, Bruce Walton stated that it was his sense that the fee increase would not have much impact, that there are very few families who make no contribution, and Superintendent Lahmann stated that they also provide an opportunity for families to pay their fee in installments.

Director Parvinen asked when the notifications would go out, and Superintendent Lahmann indicated that the schools are basically standing by awaiting the Board decision. Director Nafziger stated that his problem is that most people aren’t going to ask for help even if they can’t afford it, and President McGee pointed out that 39% were actually subsidized to some degree. Director Nafziger continued with comments about “taxing” kids’ lunches and sports,

and stated that although he thinks it is a good proposal, he is bothered by it. He stated that many people have let him know that they are concerned about increased fees in general. Director Parvinen asked how many local districts were still continuing with their outdoor school, and it was noted that although North Thurston is not, Tumwater and Yelm are still offering an outdoor school program.

**DIRECTOR BARCLIFT MOVED TO ADOPT A FEE INCREASE OF \$20.00 AND ADD A SECTION TO THE FORM REQUESTING DONATIONS TO THE OLYMPIA SCHOOL DISTRICT EDUCATION FOUNDATION FOR FAMILIES UNABLE TO PAY THE FULL FEE. DIRECTOR NAFZIGER SECONDED THE MOTION; FIVE AYES, MOTION CARRIED.**

Director Parvinen commented that the added training for the high school counselors will be wonderful for the kids going to camp as well as adding skills the counselors will take with them. Mr. Crawford added that from everything he has heard, the program will be much stronger as a result of the added training. President McGee said he does believe the timing almost makes it look like there is something wrong with this program as opposed to others. Superintendent Lahmann stated that there was conversation around possibly cutting the program at the time he came to the District. He added that he wished to compliment particularly the elementary principals, especially Bruce Walton and Mike McDonald who did a great deal of work on setting up the training program, including getting up to a half credit for the high school students, and how it deals with everything from how to deal with discipline issues, homesickness, safety on the trails to first aid—a very comprehensive program, a real benefit, and a wonderful opportunity, and perhaps an encouragement to those young counselors to become teachers in the future.

Director Parvinen remarked that her 16-year-old came home today thrilled to death because she was chosen to be a Cispus counselor.

## **8. FINANCE**

### **8.1 Procurement Cards Policy**

Jim Crawford, Assistant Superintendent for Business and Support Services, recommended that the District adopt a policy providing for the use of procurement cards by authorized District personnel for the purchase of travel, materials and supplies. This is basically a credit card for use for District purchases, becoming a more convenient, more efficient means of purchasing than our current requisition process. It is faster, more convenient for staff, more efficient for the business office, and also generally more convenient for our vendors.

The process is safeguarded, with online monitoring, and the strict enforcement of an agreement that each authorized employee must sign. It is standard practice to split the program into two segments—travel and purchase—under the state contract. The program appears to provide excellent service and training, there appear to be virtually no problems with the program. We're not inventing this program, but rather adapting an existing program to our needs.

Superintendent Lahmann stated that this is something we've been wanting to do, and we will be back next month for final approval. Director Lehman questioned whether we would encounter added costs by virtue of interest charges, and Mr. Crawford stated that we ensure that our turn around time does not allow interest charges to accrue.

President McGee asked for items to be brought up by persons present; there were none.

**BOARD MEMBER COMMENTS**

Superintendent Lahmann verified that the Board retreat was scheduled for May 20<sup>th</sup>, with the interview day on May 11<sup>th</sup>.

Vice President Parvinen asked if we conducted exit interviews with graduating students. She stated that she attended a WSSDA session that touched on it and wondered if it was something we would want to consider some sort of forum for students who would wish to share their experiences. Superintendent Lahmann stated that he would ask the high school principals. President McGee suggested that it might be more interesting to ask them a year later. Superintendent Lahmann added that we currently do follow up with our Career and Technical Education students.

Director Lehman asked if it is possible to assign costs to the District for compliance with NCLB. Director Barclift stated that it can be done for IDEA. Superintendent Lahmann responded that we're not at that stage yet and haven't taken the time to do that kind of calculation. Director Lehman asked if SPI had done a cost analysis in terms of costs to the state, and a discussion ensued about the assumptions that would be required, how to isolate the costs related to NCLB from what we incur with the testing we already do in our District, the time investment by our teachers for additional testing, etc.

**FUTURE AGENDA ITEMS**

- Volunteer Requirements - March 22
- Staff Recognition - May 10
- Board Pre-retreat interviews – May 11
- Board Retreat – May 20

President McGee recessed the Board to executive session at 9: 18 p.m. There was no action required by the executive session.

The meeting adjourned at 9:55 p.m.

Respectfully submitted,

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Secretary

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President