

**Minutes of the Regular Meeting of the Board of Directors
OLYMPIA SCHOOL DISTRICT 111
March 8, 2004**

The regular meeting of the Olympia School District Board of Directors was called to order by President John McGee at 7:00 p.m., on Monday, March 8, 2004, at the Knox Administrative Center, 1113 Legion Way SE, Olympia, Washington 98501. Also present were Vice President Michelle Parvinen, Director Carolyn Barclift, Director Russ Lehman, and Superintendent Bill Lahmann. Director Rich Nafziger was unable to attend.

The pledge of allegiance was led by President John McGee.

DIRECTOR BARCLIFT MOVED TO APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 23, 2004, AS AMENDED. DIRECTOR PARVINEN SECONDED THE MOTION. FOUR AYES, MOTION CARRIED.

PRESENTATION

Shelley Carr, Director of Communications, presented this year's 19th Annual Creativity Festivity Poster, "Family Quilts," inspired by the book Ramona Forever by Beverly Cleary, as part of the celebration of March as Youth Arts Month. Mrs. Carr introduced Mrs. Jo Edwards, and the artists featured on this year's poster: Esther Doss, Liam Corrigan, Jenifer Tran, Ella Sistrunk-Hollander, Jonathan Linares, Katie Bellis and Jake Meltzer. Also featured on the poster are the family quilts created by students Arthur Crews and Bonnie Hoang, who were unable to attend. Mrs. Carr also recognized Bruce Walton, principal of Garfield Elementary School, for his fine leadership, and the supportive parents of these Garfield 3rd graders.

IDENTIFICATION OF AUDIENCE MEMBERS WHO WISH TO SPEAK TO AGENDA ITEMS

Mr. Robert Shirley will address the Board under Regular Agenda Item No. 1.1.

COMMUNITY COMMENT

No one indicated their desire to offer comments to the Board on non-agenda items.

ITEMS TO BE BROUGHT UP BY MEMBERS OF THE BOARD

Director Barclift stated that she has some information on the No Child Left Behind Act (NCLB) which she will email to the members of the Board.

Director Parvinen stated that she had a conflict with the April 26th date set for a Board Study Session. Superintendent Lahmann stated that he would seek another date.

DIRECTOR PARVINEN MADE A MOTION, AND DIRECTOR BARCLIFT SECONDED, TO APPROVE THE CONSENT AGENDA, AS FOLLOWS:

CONSENT AGENDA

1. SCHOOL DIRECTORS

1.1 Board Meeting Schedule

- Monday, March 15, 2004, 6:30 p.m., **Budget Study Session**, 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, Washington 98506.
- Monday, April 19, 2004, 7:00 p.m., **Regular Board Meeting**, Knox Administrative Center, 1113 Legion Way SE, Olympia, Washington 98501.
- Monday, May 10, 2004, 7:00 p.m., **Regular Board Meeting**, Knox Administrative Center, 1113 Legion Way SE, Olympia, Washington 98501.
- Monday, May 17, 2004, 6:30 p.m., **Budget Study Session**, Knox Administrative Center, 1113 Legion Way SE, Olympia, Washington 98501.
- Thursday, May 20, 2004, 9:00 a.m., **Board Retreat**, OSD Support Services Conference Room, 1914 Wilson Street SE, Olympia, Washington 98501.

2. CERTIFICATED PERSONNEL

2.1 Certificated Personnel Report

The Board accepted one retirement request and approved the request to rescind one retirement previously accepted:

RETIREMENT

Peters, Julie – Block at Washington Middle School. Retirement effective at the end of the 2003-04 school year.

RESCIND RETIREMENT

Bigelow, Ronald – Science at Reeves Middle School. Rescinding retirement request that was accepted at the October 27, 2003 Board meeting.

3. CLASSIFIED PERSONNEL

3.1 Classified Personnel Report

The Classified Personnel Report dated March 8, 2004, was approved.

4. PUPILS & SCHOOL PROGRAMS

4.1 Overnight Field Trip Request

The Board approved the following student overnight field trips:

- Olympia High School – Key Club, district convention and annual meeting; SeaTac Doubletree Inn; 7 students, 1 teacher chaperone, 1 parent chaperone; April 2-4, 2004.
- Reeves Middle School – Alki Class 2004-2007, study of the impact of ice-age floods on central Washington; Sun Lakes State Park, City of Republic, Grand Coulee Dam; 50 students, 2 teacher chaperones, 12 parent chaperones; May 18-21, 2004.
- Garfield Elementary School – Washington State History Study-Lewis & Clark; Long Beach Peninsula; 82 students (4th grade), 4 teacher chaperones, 21 parent chaperones; March 10-11, 2004.

6. BUILDINGS & GROUNDS – NEW CONSTRUCTION

6.1 Call for Bids – Ingersoll Stadium Improvements, Knox Gymnasium Improvements

The Board authorized a call for bids for two capital improvement projects: Ingersoll Stadium improvements and Knox Gymnasium improvements.

8. FINANCES

8.1 Approval of Vouchers

The Board approved Associated Student Body Fund Voucher Nos. 25355 through 25363, in the total amount of \$3,573.43; Capital Projects Voucher Nos. 7391 through 7421, in the total amount of \$255,603.51; and General Fund Voucher No. 127644 in the amount of \$21,314.25; and Nos. 127645 through 127899, in the total amount of \$204,311.09; General Fund Warrant Nos. 14301 through 14404, in the total amount of \$1,148,139.13; 14406 through 14505, in the total amount of \$1,201,122.25; and, Nos. 14506 through 14552, in the total amount of \$7,871.81.

REGULAR AGENDA

1. SCHOOL DIRECTORS

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

Deputy Superintendent Ken Benny presented, for second reading and approval, specific policy changes under Section 3000, *Students*, to reflect current practices, meet new requirements, address new needs, clarify, and/or align with legal statutes.

Mr. Bob Shirley of Olympia addressed the Board with reference to Policy 3421, *Child Abuse, Neglect, and Exploitation Prevention*, or more specifically, the accompanying procedure, Procedure 3421P, as it relates to the requirements for reporting suspected abuse or neglect within 48 hours. Mr. Shirley outlined the possible discrepancy between the procedure as written and RCW 26.44.030. He also noted that the reporting responsibility lies with the individual staff member, rather than with the District. Superintendent Lahmann agreed that it was the responsibility of the individual to report any suspicions of abuse or neglect.

Mr. Benny stated that the standard that we follow comes to us from the Washington State School Directors Association (WSSDA), which requires an oral report within 48 hours, to be followed by a written report, with a form provided. He stated that generally the written report is done very quickly.

Director Lehman asked if the Board could approve the policies and allow the administration to further review the procedure accompanying Policy 3421. Mr. Benny stated that staff would do just that and consult with counsel, as well. After discussion, President McGee suggested, since the Board's approval will relate only to the policies being considered, that the procedure be given further review separately.

DIRECTOR BARCLIFT MOVED TO APPROVE THE POLICIES BEFORE THE BOARD FOR CONSIDERATION UNDER SECTION 3000, *STUDENTS*. DIRECTOR PARVINEN SECONDED. FOUR AYES, MOTION CARRIED.

1.2 Policies & Procedures Review, Section 5000 – *Personnel*

Dr. Rick Wilson, Director of Personnel and Human Resources, presented for first reading, policies under Section 5000, *Personnel*, recommending additions or revisions to existing policies, and including accompanying procedures. Dr. Wilson reviewed each policy being considered, and stated that he would return with a request for the Board's approval in two weeks.

6. BUILDINGS & GROUNDS-NEW CONSTRUCTION

6.1 Washington Middle School, Modernization & Additions – Educational Specifications

Bob Wolpert, Director of Facilities & Operations, presented Butch Reifert of Mahlum Architects, who handed the Board a two-volume document outlining the specifications developed for the Washington Middle School project. He discussed the "charrette" method of "crafting the story," used in gathering data and input from various planning groups, including a session with fifteen Washington Middle School students.

Superintendent Lahmann stated that he particularly enjoyed the comment under Project Visioning, "Disneyland – exciting, but safe." Mr. Reifert acknowledged that it was a direct and expressive quote from one of the teachers. He stated that the architectural team found the site to be a beautiful setting, and that they would be seeking ways to maximize the use of windows

to bring the natural aspects of daylight and landscaping into the buildings. Mr. Wolpert stated that in two weeks Board approval of the Educational Specifications would be requested on the consent agenda.

8. FINANCE

8.1 Procurement Cards Policy

Jim Crawford, Assistant Superintendent for Business and Support Services, presented for second reading and approval, Policy 6212, providing for the use of procurement cards by authorized District personnel for the purchase of materials and supplies.

DIRECTOR BARCLIFT MOVED TO APPROVE POLICY 6212 FOR THE USE OF PROCUREMENT CARDS BY DISTRICT PERSONNEL FOR THE PURCHASE OF MATERIALS, SUPPLIES, EQUIPMENT, AND TRAVEL, NOT TO EXCEED \$1,000. DIRECTOR LEHMAN SECONDED; FOUR AYES, MOTION CARRIED.

8.2 Selection of Property Appraiser

Bob Wolpert, Director of Facilities & Operations, presented a request for Board approval of retaining the services of John R. Trueman, MAI, SRA, of Trueman Appraisal Company, Tacoma, to re-appraise the old Madison school site and property at 10th and Decatur, in preparation for sale. He stated that Mr. Trueman comes highly recommended, and has extensive experience in real estate appraisals of school properties.

DIRECTOR BARCLIFT MOVED, AND DIRECTOR LEHMAN SECONDED, APPROVAL OF RETAINING MR. JOHN R. TRUEMAN TO PROVIDE REAL ESTATE APPRAISAL SERVICES TO THE DISTRICT. FOUR AYES, MOTION CARRIED.

There were no items brought up by persons present, and no additional Board member comments were offered.

FUTURE AGENDA ITEMS

- Volunteer Requirements - March 22
 - Superintendent Lahmann stated that Deputy Superintendent Ken Benny will have a report on the findings of a committee formed to recommend volunteer requirements.
- Staff Recognition - May 10

President McGee recessed the Board to Executive Session at 8:25 p.m., and adjourned the meeting following Executive Session at 9:19 p.m.

Respectfully submitted,

Secretary

President