

**Minutes of the Regular Meeting of the Board of Directors
OLYMPIA SCHOOL DISTRICT 111
April 19, 2004**

The regular meeting of the Olympia School District Board of Directors was called to order by President John McGee at 7:03 p.m., Monday, April 19, 2004, at the Knox Administrative Center, 1113 Legion Way SE, Olympia, Washington 98501. Also present were Vice President Michelle Parvinen, Director Russ Lehman, and Superintendent Bill Lahmann. Directors Carolyn Barclift and Rich Nafziger were unable to attend.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by President McGee.

DIRECTOR LEHMAN MOVED TO APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF MARCH 22, 2004, AS PRESENTED. VICE PRESIDENT PARVINEN SECONDED. THREE AYES; MOTION CARRIED.

IDENTIFICATION OF AUDIENCE MEMBERS WHO WISH TO SPEAK TO AGENDA ITEMS

Only one name was placed on the sign up sheet, Mr. Byron Glenn, who later withdrew his intent to speak. Mr. David Price later requested, and received, permission to address the Board.

COMMUNITY COMMENT

No one was identified as desiring to offer comments to the Board.

ITEMS TO BE BROUGHT UP BY MEMBERS OF THE BOARD

There were no items introduced by members of the Board.

VICE PRESIDENT PARVINEN MOVED TO APPROVE THE ITEMS ON THE CONSENT AGENDA, EXCEPT, ITEM 8.3, SCHOOL MITIGATION AGREEMENTS, IS REMOVED FROM THE CONSENT AGENDA TO BE ADDRESSED ON ITS OWN MERITS. DIRECTOR LEHMAN SECONDED. THREE AYES; MOTION CARRIED.

CONSENT AGENDA

1. SCHOOL DIRECTORS

1.1 Board Meeting Schedule

- Monday, May 3, 2004, 6:30 p.m., **Alternative Education Study Session**, 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.
- Monday, May 24, 2004, 7:00 p.m., **Regular Board Meeting**, Jefferson Middle School, 2200 Conger Avenue NW, Olympia, WA 98502.

2. CERTIFICATED PERSONNEL

2.1 Certificated Personnel Report

The Board accepted four retirements and four resignations, approved four leaves of absence, and rescinded one leave of absence, as follows:

RETIREMENTS ACCEPTED EFFECTIVE AT THE END OF THE 2003-04 SCHOOL YEAR

Mason, Judy – Occupational Therapist with Special Services.

Olsen, Karen – Grade Three at Madison Elementary.

Reynolds, Arlene – Grade Four at Garfield Elementary.

Wildenhaus, Mary – Reading Specialist at Roosevelt Elementary.

RESIGNATIONS ACCEPTED

Caletti, Carol – Elementary Teacher (last assignment Hansen Elementary). Accepted resignation effective March 27, 2004

Drennan, Lori – Speech/Language Pathologist with Special Services. Accepted resignation effective June 18, 2004.

Hammer, L. Kathleen – Elementary Teacher (last assignment Centennial Elementary). Accepted resignation effective March 19, 2004.

Offrink, Dawn – Elementary Teacher (last assignment Garfield Elementary). Accepted resignation effective April 10, 2003.

LEAVES OF ABSENCE APPROVED EFFECTIVE THE 2004-05 SCHOOL YEAR

Askev, Lisa – Special Education at Washington Middle. Approved a 1.0 FTE one-year leave of absence.

Bierdeman, Karen – Grade One at McKenny Elementary. Approved request for a .50 FTE one-year leave of absence (from 1.0 to .50).

Cline, Mary Beth – SLP with Special Services. Approved request for a .30 FTE one-year leave of absence (from 1.0 to .70).

Havens, Cristy – Grade One at McKenny Elementary. Approved request for a .50 FTE one-year leave of absence (from 1.0 to .50).

RESCINDING LEAVE OF ABSENCE APPROVED

Underland, Brad – English at Olympia High. Approved request to rescind his .20 FTE leave of absence effective the 2004-05 school year.

2.2 Executive Session

An Executive Session was required for personnel and/or legal matters.

3. CLASSIFIED PERSONNEL

3.1 Classified Personnel Report

The Board approved the Classified Personnel Report dated April 19, 2004.

4. PUPILS & SCHOOL PROGRAMS

4.1 Overnight Field Trip Requests

The Board approved the following student overnight field trips:

- Capital High School – Capital Boy's Track & Field, Invitational Event, April 16-17, 2004.
- Olympia/Capital High Schools – DECA International Career Development Conference, Nashville, Tennessee; competing at DECA nationals; CHS, 3 students, one teacher chaperone; OHS, 5 students, one teacher chaperone; April 29 to May 5, 2004.
- Olympia High School – Regional Economics Challenge, Phoenix, Arizona; 4 students, one teacher chaperone; April 25-26, 2004. This event is sponsored by PEMCO, the National Council on Economic Education, Goldman Sachs, and the Federal Reserve Bank.

4.2 Instructional Materials Review

The Board acknowledged receipt of a list of instructional materials for review, with a copy of each book and backup materials available for the Board's study in the Curriculum office at the Knox Administrative Center.

5. BUILDINGS & GROUNDS

5.1 McLane Trail Agreement and Permit to Enter for Construction

The Board approved Agreement GMW-0013 and a Permit to Enter for Construction, with the Washington State Department of Transportation, to construct a trail across the western end of the McLane Elementary School property.

5.2 Boston Harbor Water System Easement

The Board approved a utility easement for Thurston County to have access to a newly-constructed water tower and other system improvements located at Boston Harbor Elementary School.

6. BUILDINGS & GROUNDS-NEW CONSTRUCTION

6.1. Final Acceptance of Bids

The Board granted final acceptance of three projects: 1) Bid No. 522, Seismic upgrades and Life Safety Improvements to Rogers Elementary, 2) Bid No. 576, Carpet replacement at McLane, Garfield, Hansen, Lincoln, Centennial, Roosevelt, and Boston Harbor Elementary Schools, and 3) Bid No. 577, Gymnasium Floor Replacement at Lincoln, Hansen, and McKenny Elementary Schools.

8. FINANCES

8.1 Approval of Vouchers

The Board approved Associated Student Body Fund Voucher Nos. 25454 through 25588, in the total amount of \$129,509.70; Capital Projects Voucher Nos. 7444 through 7478, in the total amount of \$263,716.69; General Fund Warrant Nos. 14553 through 14657, in the total amount of \$1,166,836.26; General Fund Voucher No. 128669 in the amount of \$109,239.16; General Fund Voucher No. 128185 in the amount of \$20,453.00; and, General Fund Voucher Nos. 128186 through 128668, in the total amount of \$805,508.81.

8.2 Financial Reports

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

REGULAR AGENDA

President McGee requested that Item 6.1, Washington Middle School Schematic Design Approval, be taken out of order and addressed first on the agenda:

6. BUILDINGS & GROUNDS-NEW CONSTRUCTION

6.1 Washington Middle School Schematic Design Approval

Director of Facilities and Operations Bob Wolpert introduced Mr. Butch Reifert of Mahlum Architects, Seattle, who presented the schematic design and models for the expansion and modernization of **Washington Middle School**. The plan emphasizes the site's natural "green" design features, including maximizing use of rainwater, natural ventilation, and natural daylight. It was noted that construction is anticipated to begin June 2005, with completion by July 2006, expanding capacity from 588 to 800. Current enrollment is 752.

DIRECTOR LEHMAN MOVED TO APPROVE THE WASHINGTON MIDDLE SCHOOL SCHEMATIC DESIGN AS PRESENTED. VICE PRESIDENT PARVINEN SECONDED. THREE AYES; MOTION CARRIED.

1. SCHOOL DIRECTORS

1.1 Policies & Procedures Review, Section 2000 - Instruction

Dr. Pam Farr, Assistant Superintendent for Educational Services, presented for first reading, policies under Section 2000, *Instruction*, recommended for additions or revisions to existing policies, and including accompanying procedures, where applicable. She reviewed each policy in turn, offering explanation and answering questions for each policy. She stated that the administration would be seeking approval of these policies at the next regular Board meeting.

1.2 New Policy 5630 – Volunteers

Mr. Ken Benny, Deputy Superintendent, presented new Policy 5630, *Volunteers*, for first reading, along with its accompanying procedure. He stated that the recommended policy was a slightly expanded version of Washington State School Directors Association (WSSDA) model by providing a definition of “volunteer”, including a District employee who might step out of his/her employee role to act in a volunteer capacity. He indicated that while the policy is quite straight forward, the procedures which it requires have provided the greatest challenge in bringing this policy forward, particularly as to how the District will screen and check the backgrounds of potential volunteers, and determining who will be subject to such screening.

Mr. David Price of Olympia stated his continuing confusion as to the definition of “unsupervised” as it applies to District volunteers, and voiced his concern that the screening process would serve to drive away the very parents we need to be attracting to our schools.

The Board continued its discussion of the procedures, particularly emphasizing that our primary responsibility as a District is to ensure a safe environment for our students, and to strive to put into place those measures that will prevent harm to any child.

1.3 Resolution No. 418, Reduced Education Staffing Plan

Dr. Rick Wilson, Director of Personnel and Human Resources, presented Resolution No. 418, seeking immediate Board approval in order to comply with timing requirements for notifications to certificated staff. The resolution directs the Superintendent to prepare a reduced education staffing plan for the 2004-05 school year.

Superintendent Lahmann stated that this is the first step in the process of putting together a reduction-in-force (RIF) list, and that we have a May 15 deadline for notification of certificated staff; we do not have the same deadline for classified staff. We are asking, he said, that you acknowledge this budget-driven request.

DIRECTOR LEHMAN MOVED TO APPROVE RESOLUTION NO. 418, FOR THE PREPARATION OF A REDUCED EDUCATION STAFFING PLAN FOR THE 2004-05 SCHOOL YEAR. VICE PRESIDENT PARVINEN SECONDED. THREE AYES; MOTION CARRIED.

1.4 Food Service Vending Machines

Paul Flock, Director of Child Nutrition Services, presented a timeline and process for the development and adoption of District policies on food and beverage vending machines for middle and high schools. The middle school policy will be brought to the Board for first reading on May 10. The high school policy will be developed throughout the next school year with input from high school students and staff, with a proposal to go before the Board in the Spring of 2005

4. PUPILS & SCHOOL PROGRAMS

4.1 Technology & Learning Implementation Plan

Ron Morsette, Coordinator of Technology, requested approval of the three year Technology and Learning Implementation Plan, as presented at the last Board meeting.

VICE PRESIDENT PARVINEN MOVED TO APPROVE THE 2004-2007 TECHNOLOGY AND LEARNING IMPLEMENTATION PLAN AS PRESENTED. DIRECTOR LEHMAN SECONDED. THREE AYES; MOTION CARRIED

SUPERINTENDENT LAHMANN REQUESTED AND RECEIVED PERMISSION TO WITHDRAW THE FOLLOWING ITEM:

K-8 Summer School Tuition

6. BUILDINGS & GROUNDS-NEW CONSTRUCTION

6.2 Award of Bid - Ingersoll Stadium Improvements

Director of Facilities and Operations Bob Wolpert presented the administration's recommendation for the award of a construction contract for the Ingersoll Stadium Improvements project to PCL Construction Services, Inc., noting that an appeal has been filed with the City of Olympia. We can, therefore, not get a permit for construction until the appeal has been heard, in approximately three weeks. That decision could also be appealed to the City Council. PCL's bid is only valid for 45 to 60 days. He asked that the Board approve the bid, subject to successful completion of the appeal process and subsequent permit issuance.

VICE PRESIDENT PARVINEN MOVED TO AUTHORIZE AWARD OF THE BID TO PCL CONSTRUCTION SERVICES, INC., CONDITIONAL UPON RECEIPT OF THE NECESSARY PERMIT FROM THE CITY OF OLYMPIA. DIRECTOR LEHMAN SECONDED. THREE AYES; MOTION CARRIED.

6.3 Award of Bid - Knox Gymnasium Improvements

Director of Facilities and Operations Bob Wolpert presented the bid results and recommended award of a construction contract to Jones & Roberts Co. of Olympia, for the Knox Center Gymnasium Improvements project.

VICE PRESIDENT PARVINEN MOVED TO ACCEPT THE BID OF JONES & ROBERTS CO. FOR THE PROPOSED IMPROVEMENTS TO THE KNOX GYMNASIUM. DIRECTOR LEHMAN SECONDED. THREE AYES; MOTION CARRIED.

8. FINANCE

8.1 Budget Update

Jim Crawford, Assistant Superintendent for Business and Support Services, presented an update on the status of the 2003-04 budget, and an update of projections for the 2004-05 budget.

8.3* School Mitigation Agreements – Glenmore Ridge Development, Tronie Development

The Board approved two school mitigation agreements, 1) Glenmore Ridge, a 20-lot, single-family development located in the Centennial/Washington/Olympia service areas, and 2) Tronie Corporation Development that consists of 25 single-family residential units located in the Madison/Reeves/Olympia service areas. Each development will pay the district's Capital Projects Fund \$2,949 per lot, due at the time of building permit issuance. Both developments are located in Thurston County.

VICE PRESIDENT PARVINEN MOVED TO ACCEPT THE MITIGATION AGREEMENTS WITH THE GLENMORE RIDGE AND TRONIE DEVELOPMENTS, AS PRESENTED. PRESIDENT McGEE SECONDED. TWO AYES, ONE NO; MOTION CARRIED.

ITEMS TO BE BROUGHT UP BY PERSONS PRESENT

None offered.

BOARD MEMBER COMMENTS

None offered.

FUTURE AGENDA ITEMS

- Staff Recognition – June 8
- Budget Updates
- Policy Updates – Next series to be reviewed is Series 4000, **Community Relations**. President McGee and Vice President Parvinen will meet with Director of Communications, Shelley Carr, to review recommended revisions prior to presentation at a regular Board meeting.

EXECUTIVE SESSION

At 9:11 p.m., President McGee recessed the Board to Executive Session. No action was taken as a result of the executive session. The Board reconvened at 10:00 p.m. and immediately adjourned.

Respectfully submitted,

Secretary

President