

**MINUTES OF THE BOARD OF DIRECTORS MEETING
OLYMPIA SCHOOL DISTRICT
May 13, 2002**

REGULAR MEETING AGENDA

The regular meeting of the Board of Directors of the Olympia School District was called to order by President Parvinen at 7:00 p.m., Monday, May 13, 2002, at Rogers Elementary School, 2001 26th Avenue NE, Olympia, Washington. Present were: President Parvinen, Directors Barclift, Keeffe, Lehman and McGee, and Superintendent Lahmann.

Joni Butler led the flag salute.

MINUTES

Director Barclift asked that the following be added at the end of line 12 on page 9 after "now,": "given the number of significant issues we have on our plate at the present." **With this above change, DIRECTOR MCGEE MOVED AND DIRECTOR KEEFFE SECONDED APPROVAL OF THE APRIL 22, 2002, REGULAR MEETING MINUTES, AS AMENDED. MOTION CARRIED.**

PRESENTATION

The Board honored staff members for their exceptional contributions and/or service to the district at the Staff Recognition Award presentation. The following staff members were selected from twenty nominations by a committee representing all employee groups of the district, as well as community members. This year's recipients are:

Mary Jane Rants, Hansen Elementary Teacher, *The Bridge Builder: Reaches Out to the Community*, nominated by Joan Bower, Susan Rowell and Ernie Rascon.

Joni Butler, Washington Middle School Principal, *The Conductor: Creates Harmony*, nominated by Doreen Myers.

Avanti High School staff, *The Dream Team: Supporting Each Other for the Common Good*, nominated by Joy Kawasaki.

John Dally, Olympia High School Teacher, *The Instructor: Excels in Teaching*, nominated by Rosie Sawyer.

Julie Peters, Washington Middle School Teacher, *The Playmaker: Supports Others*, nominated by Joni Butler.

Dan Kincaid-Kass, Washington Middle School Paraeducator, *The Sparkplug: Ignites and Energizes Individuals and Groups*, nominated by Joni Butler.

Kathy Dorgan, Olympia High School Teacher, *The Trailblazer: Leadership Beyond the District*, nominated by Donna Iman.

Jeanette Jacob, District Payroll Officer, *The Unsung Hero: Goes the Extra Mile*, nominated by Peggy Locke, Lacey Mocaby, Peg Grady and Rick Wilson.

Scott Rutledge, Olympia High School Teacher, *The Unsung Hero: Goes the Extra Mile*, nominated by Brian LeTourneau.

Director of Personnel Dr. Rick Wilson thanked all those on the selection committee, and asked those in the audience who nominated employees to stand and be recognized.

ITEMS BROUGHT UP BY MEMBERS OF THE BOARD

Director Barclift commented that on June 4 at 7:00 p.m., at St. Martins Pavilion, the New Market Vocational Skills Center will be hold its Recognition Ceremony. Director of Career and Technical Education Mike Hickman noted that over 100 Capital, Olympia and Avanti High School students will be recognized.

Director Lehman said he felt that, regarding the meeting with the Thurston County Commissioners, it is an appropriate time to go back to the City of Olympia with a request for a letter of support for assessing impact fees throughout the district, including Thurston County. He said he would also like to draft a resolution to the County Commissioners asking them to impose impact fees on behalf of the district. President Parvinen asked if the district has heard back from the County Commissioners since their meeting. Superintendent Lahmann said there has been no response. Director McGee said he supports the concept, but he would like to review a draft letter to see if it would support the specifics. Director Keeffe said he would like to read both the draft letter and resolution before they are sent. Director Barclift said she would like a similar letter sent to the City of Tumwater as well. Director McGee said a preponderance of people who pay impact fees live in Olympia. He said he would not want to hold up sending the Olympia letter and the resolution based on a Tumwater decision. President Parvinen said she did not feel that one has to depend on the other. Director Barclift commented that she is not sure the letters will make a difference, at this point anyway. She said she felt it would be better to have both letters than just one. Director Keeffe said Tumwater is a small piece, and that the Board is asking for collections in the county. He said he would be willing to send a resolution even if the cities of Olympia and Tumwater do not have letters of support. He said he did not want to tie Olympia and Tumwater together, but does want to fill in the gap between those who do pay and those who do not. Director Barclift said she was not offering any opposition, just strictly wanted letters of support. Superintendent Lahmann asked if the Board wanted him to draft a letter for Olympia and Tumwater. Director McGee said the Board had received a draft letter from Director Lehman which could be used as a starting point. Director Barclift asked that this be put on the next Board agenda.

ACTION ON CONSENT AGENDA

With the addition of the June 4 New Market Vocational Skills Center Recognition Ceremony, DIRECTOR KEEFFE MOVED AND DIRECTOR McGEE SECONDED APPROVAL OF THE FOLLOWING CONSENT AGENDA ITEMS. MOTION CARRIED.

1. SCHOOL DIRECTORS

1.1 Board Meeting Schedule

- Tuesday, May 28, 2002, 7:00 p.m., Regular Board Meeting, Lincoln Elementary School, 213 21st Avenue SE, Olympia, Washington.
- Monday, June 3, 2002, 6:00 p.m., Board Study Session on Budget, Rogers Elementary School, 2001 26th Avenue NE, Olympia, Washington.
- Tuesday, June 4, 2002, 7:00 p.m., New Market Vocational Skills Center Recognition Ceremony, St. Martin's Pavilion, Lacey, Washington.
- Wednesday, June 5, 2002, 4:00 p.m., Retirement/Ice Cream Social, Olympia High School, 1302 North Street, Olympia, Washington.
- Monday, June 10, 2002, 7:00 p.m., Regular Board Meeting, Rogers Elementary School, 2001 26th Avenue NE, Olympia, Washington.

1.1 Board Meeting Schedule (continued)

- Thursday, June 13, 2002, 6:00 p.m., Avanti High School Graduation, Washington State Armory, Olympia, Washington.
- Sunday, June 16, 2002, 6:00 p.m., Capital High School Graduation, St. Martin's Pavilion, Lacey, Washington.
- Monday, June 17, 2002, 7:30 p.m., Olympia High School Graduation, St. Martin's Pavilion, Lacey, Washington.
- Tuesday, June 25, 2002, 7:00 p.m., Regular Board Meeting, Rogers Elementary School, 2001 26th Avenue NE, Olympia, Washington.
- Monday, July 15, 2002, 7:00 p.m., Regular Board Meeting, Rogers Elementary School, 2001 26th Avenue NE, Olympia, Washington.

2. CERTIFICATED PERSONNEL

2.1 Certificated Personnel Report

Retirements

James Knowles - PE and Health at Capital High School, effective the end of the 2001-02 school year.

Gail Thomas - Grade Two at Centennial Elementary School, effective the end of the 2001-02 school year.

Resignations

Kris Daniels - Kindergarten at Madison Elementary School, effective the end of the 2001-02 school year.

Julie Haase - Last assignment was Block at Jefferson Middle School, effective May 3, 2002.

Richard Olson - Special Education at McLane Elementary School, effective March 15, 2002.

Sheila Smith - Science/Chemistry at Olympia High School, effective May 5, 2002.

LuAnn Thompson - Science at Olympia High School, effective March 15, 2002.

Leaves of Absence

Michael Dempster - Music and Science at Lincoln Elementary School, a one-year-only .20 FTE leave of absence (from 1.0 to .80) effective the 2002-03 school year.

Karen Kamerrer - Seventh Grade Block at Jefferson Middle School, a one-year-only .50 FTE leave of absence (from 1.0 to .50) effective the 2002-03 school year.

New Contracts

Marilyn Gilman - Grade Four at Garfield Elementary School, a .129 FTE contract issued effective April 8 through June 19, 2002 (47 days @ .50 FTE).

John Hanby - Teacher at Avanti High School, a continuing 1.0 FTE contract issued effective the 2002-03 school year.

Isaac Shultz-Reyes - Spanish at Capital High School, a .350 FTE contract issued effective the third-trimester-only of the 2001-02 school year (64 days @ 1.0 FTE—includes 3 LIDs).

2.2 Executive Session

An Executive Session was held for personnel, legal and real estate matters.

4. PUPILS AND SCHOOL PROGRAMS

4.1 Instructional Materials

The Board adopted the following list of instructional materials as recommended by the Instructional Materials Committee: The Captain's Dog, The Trolls, Yolanda's Genius, Shadow Spinner, A Tree Grows in Brooklyn, Readers' Handbook and On Your Own.

4.2 Student Travel Requests

The Board approved a request for an overnight field trip for 68 Olympia High School band students to travel to Seaside, Oregon, May 17-19, 2002, for a concert performance.

The Board approved a request for an overnight field trip for 112 Capital High School band students to travel to Spokane, Washington, May 17-19, 2002, to compete in the Lilac Festival Parade.

The Board approved a request for an overnight field trip for four Capital High School students to travel to Pullman, Washington, May 17-19, 2002, to participate in the Washington State FFA Convention.

The Board approved a request for an overnight field trip for 53 Marshall Middle School MAP students to travel to Ocean Park, Washington, May 21-23, 2002, to study Washington history, economics and environmental issues.

The Board approved a request for an overnight field trip for 20-21 Lincoln Elementary School students to travel to the Olympic Peninsula, May 29-31, 2002, to study ecosystems, geology and wildlife.

The Board approved a request for an overnight field trip for 23 Lincoln Elementary School students to travel to Ruby Beach and Hoh Rainforest, May 30-31, 2002, to study geography, plants and animals, and the economy of Washington.

The Board approved a request for an overnight field trip for six Capital High School students to travel to Austin, Texas, June 7-10, 2002, to participate in the national quiz bowl championships. The Board also approved a request from the Capital High School staff that the Board match the contribution of \$1,023.33 made by the Capital High School Associated Study Body as provided for in Policy No. 6155.1.

6. BUILDINGS AND GROUNDS — NEW CONSTRUCTION

6.1 Final Acceptance of Bid No. 558

The Board approved final acceptance of Bid No. 558, Washington Middle School HVAC Replacement, Phase II.

6.2 Final Acceptance of Bid No. 562

The Board approved final acceptance of Bid No. 562, Washington Middle School Field Improvements, Phase I.

6.3 Adoption of Resolution No. 396

The Board adopted Resolution No. 396 for an intergovernmental purchasing agreement with Kelso School District to purchase portable classroom buildings from Modern Building Systems, Inc., of Aumsville, Oregon.

6.4 Permission to Call for Bids

The Board authorized permission to call for bids for the site work and utility work associated with placing portable classrooms at Garfield Elementary School, Reeves Middle School and Olympia High School.

8. FINANCES

8.1 Approval of Vouchers

The Board approved General Fund Voucher 115713 in the amount of \$21,052.20, General Fund Vouchers 115714 through 116055 in the amount of \$427,992.15, Capital Projects Fund Voucher 6571 in the amount of \$19,100.56, Capital Projects Fund Vouchers 6572 through 6600 in the amount of \$329,515.73, and ASB Fund Vouchers 22130 through 22214 in the amount of \$42,306.72, dated May 13, 2002, and warrants were issued in their payment.

REGULAR AGENDA

1. SCHOOL DIRECTORS

1.1 Policy No. 6161, Instructional Materials

Policy No. 6161 and Procedure No. 6161P, Instructional Materials, were presented for first reading. Assistant Superintendent for Educational Services Dr. Pam Farr said the administration has had an opportunity to address some of the questions posed by the Board at the last meeting. She said the policy and procedure have also been shared with administrators who, in turn, shared it with their staffs and have received input. Dr. Farr then presented the changes to the Board. She commented that, at the last meeting, Director McGee said the Board does not approve procedures, just policies, and expressed concern whether the procedures could legally govern Board action. She noted that, per state law and Olympia School District policy, the Board is legally responsible for the selection of all instructional materials used in the district, but that the procedural responsibilities are delegated to the superintendent, the IMC and staff of the district. Dr. Farr commented that changes to page five on the procedures were an update for Title IX compliance, and on page 9, the language for guidelines for speaking to the Board were revised to reflect a more welcoming tone for public input.

1.2 Report on e-mail

Director of Personnel Dr. Rick Wilson reported on Board e-mail. Dr. Wilson commented that, in general, e-mail is public record. He said the question being asked was the relationship of Board use of e-mail and the Open Public Meetings Act. He commented that he has contacted the Washington State School Directors Association (WSSDA) and outside legal counsel. He said there has been one case cited in the state of Washington involving the Battleground School District. In that case, Board members were discussing an employee's performance by e-mail. The employee asked to see copies of the e-mail, and it was found that the Board had violated the Open Public Meetings Act. Dr. Wilson commented that the courts looked at the statutes on meetings and the definition of when actions are taken. He said that board officials

1.2 Report on e-mail (continued)

conduct business solely at public meetings, and the exchange of e-mail can sometimes constitute a meeting. He said the court recognized the need for balance between holding an open meeting and the ability for the board members to communicate effectively. He said a single e-mail, or e-mail sending out information only, is not a problem. Dr. Wilson said that it becomes a problem when there is communication on an item that requires action. Director Barclift said that the WSSDA just had a Director 5 meeting to come up with a resolution to send to the legislature. She said she shared that information by e-mail with the other Board members asking them to let her know if they have questions. Dr. Wilson said that sending information is appropriate but asking Board members to let her know could be a problem. It was suggested that she could ask for comments to be shared at the next Board meeting. Director Barclift asked if information on Board member home computers can be considered a public document. Superintendent Lahmann said there is some concern about this. Director Lehman commented that there seems to be two questions: whether or not it is discoverable and whether or not it is legal. Director McGee said appearances are important and the public needs to have confidence that the Board is not stepping over the line. Director Lehman said it is important also not to go so far the other way and be fearful of using technology. Dr. Wilson said he would continue his research.

5. BUILDINGS AND GROUNDS

5.1 Report on English Ivy

Director of Facilities and Operations Bob Wolpert reported on English Ivy. He commented that in January 2002, English Ivy was declared a noxious weed by the Thurston County Noxious Weed Board. He said that there is English Ivy at Washington Middle School, Capital High School, and McKenny and Roosevelt Elementary Schools, but it is most predominate at L.P. Brown Elementary School which has more mature plants. Mr. Wolpert said ivy has two growth stages: juvenile and adult. The plant enters the adult stage after approximately forty years, and it is after that point that it becomes a noxious weed. He said it is best to maintain the plant in the juvenile form by not allowing it to flower and produce berries, to prevent it from spreading, and to protect trees by cutting vines back from the tree base. Control methods include chemicals, manual removal, mulching or mowing, and hot water and steam. Mr. Wolpert said his recommendation would be to not remove what has been planted, but to keep the plants trimmed with proper maintenance. Director Keeffe suggested the district consider removing the ivy at L.P. Brown Elementary, but leaving the other schools alone and continuing proper maintenance. Director McGee agreed. Director Barclift suggested taking up the YMCA Earth Service Corps on the offer to help with the project. Mr. Wolpert said he would pursue that.

8. FINANCES

8.1 Report on District Budget for 2002-03 School Year

Assistant Superintendent for Human and Financial Resources John Nugent reported on the status of budget development for the 2002-03 school year. He said the administration has received about 140 responses from the school and department budget meetings. He noted that there will be a Board Study Session on budget on June 3, the preliminary budget will be given to the Board on June 25, another Board Study Session on budget will be held on August 5, and a budget hearing and adoption will be on the August 12, 2002 Board agenda. Mr. Nugent reported on enrollment projections, the budget status and ending fund balance analysis. Discussion also took place on Initiative 728, Initiative 732, deferring curriculum adoption and federal funds.

10. Board Member Comments

President Parvinen said that, at the meeting with the Thurston County Commissioners, considerable discussion came up on impact fees, property taxes and the amount the district spends on capital improvements. She asked for a more in-depth explanation. Bob Wolpert said the primary concept for growth management is that growth will pay for growth. Typically, homeowners pay property taxes to support the operation of schools. However, the Growth Management Act allows for the one-time collection of impact fees from new housing developments when building permits are issued. He commented that no school districts in the state charge the full fee so that the theory that growth pays for growth does not really work.

Director Barclift said she sent the Board an e-mail on WSSDA initiatives. She asked the Board to look at them and asked that this be on the next Board agenda.

Director Barclift said the Strategic Plan meeting on Saturday, May 11, was interesting. Superintendent Lahmann said it was great and that two-thirds or more of the sites attended the meeting. He said that members of the Futures Team sent the input they received from each school or department to facilitator Duke Kuehn. He then did a compilation of the actions and asked the participants at the May 11 meeting to get together to see if someone else was doing something on which they could collaborate. Superintendent Lahmann said the next step is completing the summary of how things align with the initiatives, writing a report, and bringing the report to the Board. He said initially there was some resistance from the buildings. When the teams got to the meeting on Saturday they realized that the process was empowering them, not controlling them. Director Barclift said there was a team that did not reply and asked how they can be brought into the fold. Superintendent Lahmann said they have their data-driven plan in place. He said that, if this process works right, they would more than likely participate next year. He also commented that if action plans are not consistent with the majority of the district, they will not get the same level of assistance or support. Director Barclift said she does not want to see this school as separate but as part of the district. President Parvinen said she thought it was the case that they just did not get their information ready in time for the Futures Team meeting. Superintendent Lahmann said this plan has the potential to support their philosophy. Director Barclift said it sounded like most of the skepticism was gone by the end of the meeting. Superintendent Lahmann said yes. Director McGee said employee groups were represented and he felt this was a good start in opening communications between schools and departments. He said perspectives were shifting in a good way.

11. Future Agenda Items

- **Plagiarism 9/23/02**
President Parvinen commented that Olympia High School has a task force currently working on plagiarism, and the study team has recommendations they would like to implement this fall.
- **Student Representative on the Board**
Superintendent Lahmann said a proposal has been to have middle and high school students elect the student representative on the Board. He said he would like to work with the County Auditor to see if voting machines would be available to use for that process. He said there could be a primary and a general election, and this would also be a great civics lesson. He said he hopes to have a policy in place by the end of the summer.

11. Future Agenda Items (continued)

- Director Parvinen said the WSSDA initiatives will be discussed at the next Board meeting.
- Director Parvinen asked Director Lehman to have the draft letters of support and resolution on impact fees for discussion at the next Board meeting.

The Board recessed into Executive Session at 10:00 p.m.

The Board reconvened at 10:55 p.m.

12. Action as a Result of Executive Session

DIRECTOR KEEFFE MOVED AND DIRECTOR BARCLIFT SECONDED APPOINTMENT OF TERESA POFF AS PRINCIPAL OF CAPITAL HIGH SCHOOL. MOTION CARRIED.

DIRECTOR BARCLIFT MOVED AND DIRECTOR McGEE SECONDED APPOINTMENT OF MATT GRANT AS PRINCIPAL OF OLYMPIA HIGH SCHOOL. MOTION CARRIED.

The Board adjourned at 10:59 p.m.

Respectfully submitted,

Secretary

President