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by the Board at its  
next meeting.

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
OLYMPIA SCHOOL DISTRICT  
September 23, 2002**

**EXECUTIVE SESSION**

The Olympia School District Board of Directors held an Executive Session for the purpose of the Superintendent's evaluation at 6:00 p.m., Monday, September 23, 2002, at Roosevelt Elementary School, 1417 San Francisco Avenue NE, Olympia, Washington.

**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, September 23, 2002, at Roosevelt Elementary School, 1417 San Francisco Avenue NE, Olympia, Washington. Present were: President Parvinen, Directors Keeffe, Lehman and McGee, and Superintendent Lahmann. Director Barclift arrived later.

Roosevelt Elementary School teacher Gus Gustafson led the flag salute.

**MINUTES**

**DIRECTOR McGEE MOVED AND DIRECTOR KEEFFE SECONDED APPROVAL OF THE SEPTEMBER 9, 2002, REGULAR MEETING MINUTES, AS PRESENTED. MOTION CARRIED, WITH DIRECTOR LEHMAN ABSTAINING.**

**PRESENTATIONS**

Roosevelt Elementary School Principal Mike McDonald welcomed everyone to the meeting and introduced staff members present. Staff members Marsha Woods, Mary Wildenhaus, Barbara Rowe and Julie Johnson demonstrated how the new Harcourt Brace curriculum "Trophies" has been used to enrich the "Success for All" program. "Success for All" equips students for life-long reading skills. The staff will continue to review and monitor the reading program to be sure it continues to enhance student reading. An impromptu poetry break was presented by students Katarina Evans and Meegan Brown who recited a poem about "red worms". Parent support is an important component. A family support team helps students by eliminating interfering factors, and holds weekly meetings with staff, parents and students. A PowerPoint slide show on classroom activities was presented.

Director of Personnel Dr. Rick Wilson introduced Boston Harbor Elementary School Principal Diane Waiste, Centennial Elementary School Principal Darcie Bigelow, Lincoln Elementary School Principal Cheryl Petra, Madison Elementary School Principal Karen Gray, Dr. Pam Farr for McKenny Elementary School Principal Patsy Prutzman, McLane Elementary School Principal Maria Harrison, Director of Special Services Dr. Paula Akerlund, and Coordinator for Nurses Jeff Carpenter, who introduced the following new certificated staff members:

### **PRESENTATIONS (continued)**

Leslie Hammaker, 4th and 5th Grade, Boston Harbor;  
Marsha Venables, Kindergarten, Boston Harbor;  
Kelly Brower, 3rd Grade, Centennial;  
Pete Farr, Special Services, Centennial;  
Christine Goode, Kindergarten, Centennial;  
Caprice Johnson, 4th Grade, Centennial;  
Mary Jo Steinjes, 4th Grade, Centennial;  
Richard Sikorski, Primary Teacher, Lincoln;  
Susan Stillwell, Primary Teacher, Lincoln;  
Fran Brothers, Preschool, Madison;  
Sarah Greenwell, Homeless Student Coordinator, Madison;  
Kathy Nolan, 1st Grade, McKenny;  
Keith Rhodes, Special Education, McLane;  
Christopher Heistand, Speech Therapist, Special Education (unable to attend);  
Margaret Ryan, Speech Language Pathologist, Special Education (unable to attend); and  
Linda Gressette, Nurse.

### **COMMUNITY COMMENT**

Helen Burley, who has a son in sixth grade at Jefferson Middle School, said the intersection at Division and Conger is unsafe for pedestrian crossing. She has spoken with City of Olympia officials and Police Department personnel about the problems. She commented that she wants her son to walk to school but is concerned about safety. She said people pass on the shoulders and drive too fast. Superintendent Lahmann commented that he had spoken with Director of Facilities and Operations Bob Wolpert about this issue. Mr. Wolpert said that on Friday, he contacted the City and spoke with Greg Walker, the traffic engineer. Mr. Walker said the City has already done some data collection on that intersection and will be sharing that information with the district. He said they looked at the volume of traffic, people's driving habits, conditions of the road, and actual speed versus posted speed. He said the city has not determined what kind of changes will be made. Superintendent Lahmann said the administration will keep Ms. Burley posted on what they find out. Ms. Burley asked why the district doesn't have crossing guards for middle school students. Superintendent Lahmann said the district does have crossing guards for Washington Middle School on Boulevard Road and Cain Street, but he is not sure whether the city will let the district have them elsewhere. Director Keeffe suggested this be an item for discussion at the joint School Board and City Council future meeting.

### **IDENTIFICATION OF AUDIENCE MEMBERS WHO WISH TO SPEAK TO AGENDA ITEMS**

Ann Bruner, Mel Weems, Bing Bristol and John Clees asked to speak to Regular Agenda Item 5.1, Capital High School Softball Fields.

### **ITEMS BROUGHT UP BY MEMBERS OF THE BOARD**

Director Barclift said she attended the Washington State School Directors (WSSDA) Legislative Conference. She encouraged Board members to look at the WSSDA website because the outcome of the top ten issues for legislators will be posted.

**Minutes**  
**September 23, 2002**  
**Page 3**

### **ACTION ON CONSENT AGENDA**

**With the addition of an overnight field trip request for Olympia High School, DIRECTOR McGEE MOVED AND DIRECTOR KEEFFE SECONDED APPROVAL OF THE FOLLOWING CONSENT AGENDA ITEMS. MOTION CARRIED.**

## **1. SCHOOL DIRECTORS**

### **1.1 Board Meeting Schedule**

- Monday, September 30, 2002, 6:00 p.m., Board Study Session on the Capital Facilities Plan, Rogers Elementary School, 2002 26th Avenue NE, Olympia, Washington.
- Tuesday, October 8, 2002, Board Retreat.
- Monday, October 14, 2002, 7:00 p.m., Regular Board Meeting, Rogers Elementary School, 2001 26th Avenue NE, Olympia, Washington.
- Monday, October 28, 2002, 7:00 p.m., Regular Board Meeting, Olympia High School, 1302 North Street SE, Olympia, Washington.
- Tuesday, November 12, 2002, 7:00 p.m., Regular Board Meeting, Rogers Elementary School, 2002 26th Avenue NE, Olympia, Washington.
- Monday, November 25, 2002, 7:00 p.m., Regular Board Meeting, Pioneer Elementary School, 1655 Carlyon Avenue SE, Olympia, Washington.

## **2. CERTIFICATED PERSONNEL**

### **2.1 Certificated Personnel Report**

#### **Reduction in Contract**

**Catherine Amos** - Infant/Toddler and Behavioral Support Teacher with Special Services, a continuing .30 FTE reduction in contract (from 1.0 to .70) effective the 2002-03 school year.

#### **Increases in Contract**

**Brenda Daniels** - Graphics Communications at Avanti High School and Technology Specialist at Capital High School, a one-year-only .32 FTE increase in contract (from .20 to .52) effective the 2002-03 school year.

**Dennis Gray** - Math at Capital High School, a one-year-only .20 FTE increase in contract (from .666 to .866) effective the 2002-03 school year.

**Patti Leeper** - Seventh Grade Block, a continuing .10 FTE increase in contract (from .50 to .60) effective the 2002-03 school year.

#### **New Contracts**

**Linda Carbonneau** - Social Services Coordinator at Garfield Elementary School, a continuing .80 FTE contract issued effective the 2002-03 school year.

**Samantha Chandler** - Grade Six Reading, Social Studies and Language Arts at Washington Middle School, a one-year-only 1.0 FTE contract issued effective the 2002-03 school year.

**Susan Day** - Social Services Provider at Avanti High School, a continuing .50 FTE contract issued effective the 2002-03 school year.

## **Minutes**

**September 23, 2002**

**Page 4**

#### **New Contracts (continued)**

**Carolyn Gilman** - Grade Eight Reading, Social Studies and Language Arts at Washington Middle School, a one-year-only 1.0 FTE contract issued effective the 2002-03 school year.

**Amy Olsen** - Kindergarten at Garfield Elementary School, a continuing 1.0 FTE contract issued effective the 2002-03 school year.

**Ann Wardlaw** - Social Services Provider with Special Services, a continuing .50 FTE contract issued effective the 2002-03 school year (beginning 9/10/02).

## **2.2 Executive Session**

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

## **3. CLASSIFIED PERSONNEL**

### **3.1 Classified Personnel Report**

The Board approved the September Classified Personnel Report as submitted.

## **4. PUPILS AND SCHOOL PROGRAMS**

### **4.1 Student Travel Requests**

The Board approved an overnight field trip request for 54 Reeves Middle School Alki students to travel to Pacific Beach Resort and Conference Center, October 2-4, 2002, for team building activities.

The Board approved an overnight field trip request for eight Olympia High School Cross Country Team students to travel to Yakima, Washington, October 4-5, 2002, for a Cross County Meet.

## **6. BUILDINGS AND GROUNDS -- NEW CONSTRUCTION**

### **6.1 Bid No. 568--Portable Placement at Garfield, Reeves and Olympia High School-- Change Order Approval**

The Board approved Change Order No. 2 in the amount of \$25,349 to provide new utilities for a new portable classroom building at Olympia High School.

## **8. FINANCES**

### **8.1 Approval of Vouchers**

The Board approved General Fund Voucher 118041 to 118042 in the amount of \$106,915.19, General Fund Voucher 118043 in the amount of \$1,063.92, General Fund Vouchers 118044 through 118199 in the amount of \$489,903.87, General Fund Vouchers 118200 through 118342 in the amount of \$196,411.59, Capital Projects Fund Vouchers 6727 through 6736 in the amount of \$52,667.82, Capital Projects Fund Vouchers 6737 through 6758 in the amount of \$177,903.82, and ASB Fund Vouchers 22697 through 22784 in the amount of \$70,544.01, dated September 23, 2002, and warrants were issued in their payment.

## **Minutes**

**September 23, 2002**

**Page 5**

## **REGULAR AGENDA**

## **1. SCHOOL DIRECTORS**

### **1.1 Strategic Plan III, 2002-07**

Director of Communications Shelley Carr presented Strategic Plan III, 2002-07, for Board approval. Ms. Carr said there were some revisions in response to questions and concerns by Board members on assessing progress. She commented that "measurable outcomes" were now on pages 7-13. She said each school building will incorporate their action plans for the five Strategic Plan initiatives in their improvement plans. She said it is critical to have an annual review of the plan, and that it is important to establish a meeting each year where the Futures Team reconvenes for an update. She said this needs to be done early enough in the school year to be included in the budget planning process. Director Keeffe said he appreciated the addition of the measurable outcomes, because he has been concerned about not having outcomes and then not necessarily having anything driving the document. He felt it is imperative at the Board

level to reinforce that this is an important document. He commented that, perhaps when the Board meets at the schools, the schools could show how they are using the document. Director Lehman said he, too, was concerned that this is a document that people may not be sure what to do with. He said that, because of the general nature of the plan itself, he is not sure that, for instance, if looking at graduation rates, they may not be able to measure them using this document. He questioned if the Board should be talking about the mechanics at some regular period. Ms. Carr said this is what she envisioned as part of the annual review. President Parvinen asked principals in the audience if they had any comments. Mike McDonald said if principals know in advance that the Board would like to know how they are addressing the plan they, as a group, would pay greater attention to discussing the data and being on task. He said it would be gratifying to know that people are paying attention. Director Lehman wondered, if the Board did not ask about it, how the schools would use the plan. Mr. McDonald said different schools would approach it differently. He said that, speaking for Roosevelt, they would look at what has already been done to accomplish goals and would set the groundwork for what they are going to do down the road. He commented that he has an ongoing expectation that the site council will continually review the plan. Capital High School Principal Teri Poff agreed with Mr. McDonald. She said she thinks it is a valuable tool to help schools develop plans in support of the document. She said it helps principals keep headed in the right direction. Avanti High School Principal Joy Kawasaki said each building has a vision. She said it is important for principals that there is the expectation to work towards the Strategic Plan and that everyone at all levels are using the same plan. Centennial Elementary School Principal Darcie Bigelow said this is the first plan that was given to site councils. She said they are looking at very specific areas and developing action plans. She said Centennial went through it very deliberately knowing that they would need to be accountable. Olympia High School Assistant Principal Mark Davis said it helps the staff focus their efforts. Director Lehman said that, on page 10 (collaboration and shared decision-making), the building level will create a forum for professional conversation, and he asked how this would be accomplished. Superintendent Lahmann said that some schools are modifying their schedule to create a forum for professional conversation. Olympia High School Assistant Principal Scott Johnson said they have a collaboration team working on how to create time to make sure these things happen, and that groups are meeting before and after school trying to make sure it happens. Ms. Poff said they are trying to schedule the day so teachers have first period planning for collaboration. Ms. Carr said there were twenty-two action plans created by each entity on the Futures Team. She said from that came a consolidated report. She said the Board received a synthesis of what has already been planned and is being addressed. She commented that each year these

## **Minutes**

**September 23, 2002**

**Page 6**

### **1.1 Strategic Plan III, 2002-07 (continued)**

will be massaged and changed. She said it is very much a working document. Ms. Carr asked what the Board members want to do with the initiatives developed for them. Superintendent Lahmann said the Board will be having a retreat in October and said this part of the plan could be discussed then. Director Lehman wondered what the time line was for the district or buildings to let the Board know what they are doing. Ms. Carr said the actions need to be woven into the data-driven plans and, by the end of March, all of the school plans will have been presented. Superintendent Lahmann said it is designed so that this is wrapped into the budget process and the administration will bring the Board a compilation.

**DIRECTOR McGEE MOVED AND DIRECTOR KEEFFE SECONDED APPROVAL OF STRATEGIC PLAN III, 2002-07. MOTION CARRIED.**

## **4. PUPILS AND SCHOOL PROGRAMS**

### **4.1 Plagiarism**

Assistant Superintendent for Educational Services Dr. Pam Farr presented information on plagiarism in the district schools. She gave an overview of current policy and noted the letter

sent out to all parents along with OSDNet Acceptable Use Procedures, OSDNet Code of Conduct, and the User Agreement and Access Release Form. Avanti High School Principal Joy Kawasaki said the frequency of plagiarism is rare and the copying of a document has never occurred. She said students have some issues more related to their skills in writing, and not knowing proper protocols for writing papers. Students are educated about plagiarism during the orientation program. She commented that the size of Avanti High School is an advantage because teachers get to know students well and get to know each student's voice. She said for a first offense students are warned and for a second offense students are put in disciplinary status. Capital High School Principal Teri Poff said the CHS Student Handbook notes that students caught plagiarizing may receive loss of credit and/or other disciplinary action. She commented that the English and Social Studies teachers have struggled with this the most. She said the staff has found that the reason most students plagiarize is the student's intense need to be academically successful. She commented that teachers are looking at prompts to structure questions so it takes plagiarism out of the realm. She said they are also teaching students what plagiarism is and how to site sources properly. She said they have also had professional development on better ways to use internet sources and not be tempted to download and use information. She noted that CHS follows a progressive discipline policy. Olympia High School Library Media Specialist Debbie Koss-Warner said OHS has a proactive approach to cheating and plagiarism. In 2001, the faculty came up with three goals in their building learning improvement plan. In August 2001, they had an all-staff retreat with a study group on cheating and plagiarism, focusing on creating and implementing anti-cheating and plagiarism strategies to teach students. In November 2001, there was a staff development workshop on cheating and plagiarism. From January to June 2002, a study group reviewed and revised current policies and discipline procedures. In August 2002, at another all-staff retreat, they reviewed and discussed procedures and came to an agreement. The Board was given the OHS Academic Honesty Code. Director Lehman asked if OHS discipline was similar to CHS. Assistant Principal Scott Johnson said it is a two-step process, and they essentially had no repeat incidents last year. He also said they only had about twelve cases of cheating last year. Director Keeffe asked what is happening at the middle schools. Mark Davis commented that students were reviewed on a case-by-case basis and that, over time, there was marked improvement. He said it was a fairly infrequent occurrence at Washington Middle

## **Minutes**

**September 23, 2002**

**Page 7**

### **4.1 Plagiarism (continued)**

School. Director Lehman asked Mr. Johnson about the twelve cases and wondered if teachers might be wary of disciplining students because of complexities. Mr. Johnson said this has been discussed with the teachers, and they were told it helps if they develop solid evidence. Director Lehman said he has seen an inconsistent area of discipline and asked that schools try to be more consistent. Director McGee asked if anyone had a sense at what point a response gets triggered. Mr. Johnson said it starts as a feeling about a specific student that something is not consistent with the student's typical work. Director McGee asked what the family response has been to discipline. Mr. Johnson said it is the whole range from "I can't believe my student would do this" to "What have you done?" He said that once the evidence is presented, parents realize there is a problem. Mr. Johnson also commented that the majority of the twelve cases were cheating issues, not plagiarism. Director Parvinen said she liked the work OHS has done in this area. Director McGee commented that he agreed with Director Lehman on trying to apply discipline as evenly as possible. Director Keeffe said he thought the schools were doing a good job at being pro-active at the beginning of school to get students to understand that this is important.

## **5. BUILDINGS AND GROUNDS**

### **5.1 Capital High School Softball Fields**

Director of Facilities and Operations Bob Wolpert presented information on the condition of the Capital High School girls' fast pitch fields. He said there are two primary issues: (1) comparable

dugout facilities to the boys' baseball teams, and (2) the unavailability of the Yauger Park facilities until late in the season. He commented that the administration has considered several options including both schools sharing Stevens Field facilities, using existing fields at LBA Park, improving existing district fields at each high school campus, or improving the Conger Street field at Jefferson Middle School. Mr. Wolpert said he will be meeting a week from Tuesday with the athletic directors and coaches to look at the options. He said they want to find a short-term solution, and then work on a long-term solution. Director Lehman said the softball situation sounds like the soccer situation, and asked how Olympia School District compares to other districts our size. Mr. Wolpert said he does not have any data on this, but that this district does not have fields that can be used all year long. He commented that Washington Middle School will be the only field that will have an under drained field. Director Keeffe said he feels it is inappropriate for the girls teams to drive all over to find places to play. He asked if the district has funds within the Capital Projects Fund to do a reconstruction at Jefferson Middle School to make it into a quality field for girls. Mr. Wolpert said the 1996 bond included \$40,000 for Jefferson fields, under the small works projects, that has not been used. He said the work done at Washington Middle School cost about \$250,000. Director Keeffe asked if Mr. Wolpert had any sense what the project would cost at Jefferson. Mr. Wolpert said he could get an estimate once everything has been identified.

Ann Bruner commented all three of her children were raised in the Olympia School District. She said she became aware of this situation about a month ago. She said she has appreciated Board support in the past. She commented that, for some students, sports are a last resort to staying in school. She said the opportunity for the girls sports program is clearly diminished. She said going to another facility involves driving, timing and coordination on the use of the fields. She stated safety is an issue if the girls play at Jefferson, the field does not have proper drainage, and it was never intended for use by the girls. She said during the last year that many games were rained out and the girls lost opportunities to play. She said the district needs

#### **Minutes**

**September 23, 2002**

**Page 8**

#### **5.1 Capital High School Softball Fields (continued)**

to pay attention to timing and to work with the Narrows League to makes things safer. She commented that there is support for baseball fields, that the alumni committee is willing to help.

John Clees, parent of Olympia High School graduates, said he echoes the comments of Ms. Bruner. He said he was a representative with a parent group who, earlier this summer, met with Mr. Wolpert to talk about what to do about fast pitch at both high schools. He said he has generally been uniformly disappointed in the quality of the district's fields. He said he has traveled to other communities, and has been embarrassed to have other teams come here and see what the district has to offer. He said the fields do not have dugouts and have drainage problems. He said this summer he talked with coaches from other communities and asked how they got their fields in better condition. Mr. Clees said that is when he learned about Title IX equity issues. He expressed concern about transporting girls to other fields that they do not want to go to. He commented that girls have opportunities to play other spring sports and they will opt to do that. He said he felt the best solution is to use Jefferson fields, since there is no on-campus facility at Capital High School. He said he would like the district to get behind this project and have Jefferson ready next spring. Director Lehman said Mr. Clees must have thought about long-term answers and asked if he had any ideas to keep this from becoming a perennial problem. Mr. Clees said he did not have an answer. Director Lehman said he would commit to making sure the girls have a place to play.

Bing Bristol said he stood behind everything Mr. Clees said. Mr. Bristol said the fast pitch scene in Olympia is exciting, but it is an excitement that is not capitalized on all the time. He said he would like to see the Board members let the community know they are behind fast pitch and the coaches.

Director Keeffe asked, if a decision was made on Jefferson, would the field be ready by March? Mr. Wolpert said they could have a nice infield but the outfield would not be ready because it would require the installation of under drainage and reinstallation of grass. He added that there would not be enough time for the grass to germinate. He said Stevens field has great soil and is generally okay to play on in the spring.

Tom Jones said he was involved in putting in fields at Bucknell Park and supervised Yauger and Stevens. He said Stevens does drain better this year because the city did some work on it. He said that, when the rains come, students turn out in the gym because they cannot play outside. He felt the Jefferson field could become playable this year, and then put in drainage next summer.

Director McGee said he wanted to be sure to hear back from Mr. Wolpert on the meeting and to learn about short and long-term solutions. Superintendent Lahmann said he anticipated bringing this to the next Board meeting. Director Lehman asked if there were any back up plans. Mr. Wolpert said there is a plan in place to look at the junior varsity field at Capital High School. He said short-term solutions may cause some inconvenience, that they have to look at solving the spring problems first, then look at long-term solutions. Director Lehman asked if the downside to the Capital High School field is coordinating use of it with the boys. Mr. Wolpert commented that this is a political issue because that field was built by the Babe Ruth league, and the district may need to let them know they might have to share the field. He said he wanted to talk with the athletic directors and the coaches first.

**Minutes**  
**September 23, 2002**  
**Page 9**

**10. Board Member Comments**

Director Lehman thanked the staff and audience for staying so late.

President Parvinen said it was nice to have Director Lehman back.

**11. Future Agenda Items**

- Commercialism -- 10/28/02
- Law Issues (Supreme Court - vouchers, drug and alcohol testing; 9th Circuit Court of Appeals - Pledge of Allegiance) -- 11/12/02
- Cost Versus Funding of Mandated Programs -- 1/13/03
- Student Representative on the School Board
- Nutrition

The Board recessed into Executive Session at 10:25 p.m. to discuss personnel issues and legal matters.

The Board reconvened at 11:19 p.m.

**DIRECTOR MCGEE MOVED AND DIRECTOR LEHMAN SECONDED APPROVAL OF THE PRINCIPALS BARGAINING AGREEMENT, AS RATIFIED. MOTION CARRIED.**

The Board adjourned at 11:20 p.m.

Respectfully submitted,

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Secretary

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President