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by the Board at its  
next meeting.

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
OLYMPIA SCHOOL DISTRICT  
December 16, 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, December 16, 2002, at Rogers Elementary School, 2001 26th Avenue NE, Olympia, Washington. Present were: President Parvinen, Directors Barclift, Keeffe and Lehman, and Superintendent Lahmann. Director McGee was absent.

Director of Communications Shelley Carr led the flag salute.

**MINUTES**

**DIRECTOR BARCLIFT MOVED AND DIRECTOR LEHMAN SECONDED APPROVAL OF THE NOVEMBER 12, 2002, REGULAR MEETING MINUTES, AS PRESENTED. MOTION CARRIED. DIRECTOR KEEFFE ABSTAINED.**

Approval of the November 25, 2002, meeting minutes was deferred until the January 13, 2003, meeting.

**ANNUAL BOARD REORGANIZATION**

As stated in Board Policy No. 9368.1: In non-election years, the Board shall be reorganized at the first regular meeting in December.

**a. Nomination and Election of President**

**DIRECTOR KEEFFE MOVED AND DIRECTOR LEHMAN SECONDED THE NOMINATION OF DIRECTOR BARCLIFT AS PRESIDENT. MOTION CARRIED.**

**b. Assumption of the Chair by the Newly-Elected President**

Director Barclift assumed the Chair and was presented with a gavel by Superintendent Lahmann.

**c. Nomination and Election of Vice President**

**DIRECTOR PARVINEN MOVED AND DIRECTOR KEEFFE SECONDED THE NOMINATION OF DIRECTOR LEHMAN AS VICE PRESIDENT. MOTION CARRIED.**

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

Director Keeffe extended his thanks to Director Parvinen for her leadership during her year as Board President.

President Barclift commented on Capital High School's great football game. Superintendent Lahmann said it was an exciting game except for the outcome.

## ACTION ON CONSENT AGENDA

DIRECTOR KEEFFE MOVED AND DIRECTOR PARVINEN SECONDED APPROVAL OF THE FOLLOWING CONSENT AGENDA ITEMS. MOTION CARRIED.

### 1. **SCHOOL DIRECTORS**

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

- Monday, January 13, 2003, 7:00 p.m., Regular Board Meeting, Rogers Elementary School, 2001 26th Avenue NE, Olympia, Washington.
- Monday, January 27, 2003, 7:00 p.m., Regular Board Meeting, Capital High School, 2707 Conger Avenue NW, Olympia, Washington.
- Monday, February 10, 2003, 7:00 p.m., Regular Board Meeting, Rogers Elementary School, 2001 26th Avenue NE, Olympia, Washington.
- Monday, February 24, 2003, 7:00 p.m., Regular Board Meeting, Washington Middle School, 3100 Cain Road SE, Olympia, Washington.

### 2. **CERTIFICATED PERSONNEL**

#### 2.1 **Certificated Personnel Report**

##### **Leave of Absence**

**Sallie Parr** - Special Education at McLane Elementary School, a one-year-only .50 FTE leave of absence (from 1.0 to .50) effective the 2002-03 school year, beginning date of leave of absence is dependent upon finding a suitable replacement.

##### **Change in Leave Status**

**Donald Neuenschwander** - Spanish and German at Capital High School, a reduction in his .20 FTE leave of absence (from .80 to 1.0) effective the second trimester of the 2002-03 school year.

##### **Increases in Contract**

**Kim Broderick** - Math at Capital High School, a .20 FTE increase in contract (from 1.0 to 1.2) effective the second trimester of the 2002-03 school year, beginning December 2, 2002.

**Carol Cook** - Science at Capital High School, a .20 FTE increase in contract (from .40 to .60) effective the second trimester of the 2002-03 school year, beginning December 2, 2002.

**Dennis Gray** - Math at Capital High School, a .20 FTE increase in contract (from .80 to 1.0) effective the second trimester of the 2002-03 school year only.

**Mark Wells** - Math and PE at Capital High School, a .20 FTE increase in contract (from 1.0 to 1.2) effective the second trimester of the 2002-03 school year, beginning December 2, 2002.

##### **NEW CONTRACTS**

**James Anderson** - English and Debate at Capital High School, a 1.0 FTE contract effective the second and third trimester only of the 2002-03 school year, beginning December 2, 2002.

**Cheryl Davis** - Physical Therapist with Special Services, a continuing 1.0 FTE contract effective the 2002-03 school year, beginning January 6, 2003.

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#### 2.2 **Executive Session**

An Executive Session was held for personnel matters.

### **3. CLASSIFIED PERSONNEL**

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

The Board approved the December Classified Personnel Report as submitted.

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

#### **4.1 Instructional Materials**

The Board adopted the following list of instructional materials: Project TNT - Towards No Tobacco, The Alchemist - A Fable about Following Your Dreams, and Our Town - A Play in Three Acts.

#### **4.2 IDEA, Part B and IDEA, Section 619 (preschool) Grant Application**

The Board approved the Individuals with Disabilities Act (IDEA) and Section 619 (preschool) federal grant application.

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

#### **6.1 Final Acceptance, Knox Center Asbestos Removal and Disposal**

The Board approved final acceptance of Bid No. 565, Knox Center Asbestos Removal and Disposal.

### **8. FINANCES**

#### **8.1 Approval of Vouchers**

The Board approved General Fund Voucher 119738 in the amount of \$22,352.70, General Fund Vouchers 119739 through 120132 in the amount of \$564,046.29, Capital Projects Fund Vouchers 6838 through 6859 in the amount of \$31,673.32, and ASB Fund Vouchers 23169 through 23290 in the amount of \$194,093.29, dated December 16, 2002, and warrants were issued in their payment.

#### **8.2 Financial Report**

Board members received the September and October Revenue and Expenditure reports for the General, Debt Service, Capital Projects, ASB and Transportation Vehicle Funds.

#### **8.3 Adoption of Resolution No. 405, State Deferred Compensation Plan**

The Board adopted Resolution No. 405, State Deferred Compensation Plan, as submitted.

## **REGULAR AGENDA**

### **1. SCHOOL DIRECTORS**

#### **1.1 Revised Policy No. 5100, Student Rights and Responsibilities**

**DIRECTOR PARVINEN MOVED AND DIRECTOR KEEFFE SECONDED ADOPTION OF REVISED POLICY NO. 5100, STUDENT RIGHTS AND RESPONSIBILITIES. MOTION CARRIED.**

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#### **1.2 Media Literacy**

Assistant Superintendent for Educational Services Dr. Pam Farr spoke about the definition of media literacy. She pointed out references to media literacy in the Essential Academic Learning Requirements, the Olympia School District Technology Plan, and in the curriculum at the elementary, middle and high schools. Roosevelt Elementary Librarian and Olympia School District Library Coordinator Barb Rowe spoke about media literacy and communications skills including six different kinds of media literacy in grades one through five which are critical, systemic and reflective. Reeves Middle School Art/Video Production Teacher Donna Andrews commented

on how many advertisements students see on television, how many hours of television they watch, and ads on the Internet. She also spoke about what students learn in the video production class. Olympia High School (OHS) Marketing Teacher Dave Eby and students described current program offerings related to medial literacy. Students Alex Cutler spoke about Maslow's Hierarchy of Needs, Sandy Kelley--Market Identification, Reid Peterson--Target Market, Caylin Davis--Demographic Segmentation, Erin Briggs--Price Competition, Laura Comstock--Nonprice Competition, Christine Davis--Promotion and Branding, Janelle Varner--OHS Student Store Balloon Manager, Loren Eich--OHS Student Store Beverage Manager, Randy Mensah--Promotion within the walls of OHS and The Mind of a Teenage Buyer, Candace Harper--Promotion on the Internet, Kristin Burch and Brian Haase--DECA Project. Dr. Farr reiterated that media literacy is addressed in the district at all levels, in a variety of content areas, and in an integrated, interdisciplinary manner. She said the next steps are to (1) consider "information literacy" in the context of the social studies curriculum and (2) investigate strategies for professional development in the context of the district staff development design team. Director Keeffe commented that media literacy is being taught in some places but not across the board with a consistent message. He said he felt it needs to get into the curriculum systematically so that it is addressed in all the classrooms. He also said there needs to be staff development. Director Parvinen asked if staff will started looking at media literacy in the social studies curriculum. Dr. Farr said yes, that they are in the process of developing criteria for looking at materials which will start in January. President Barclift asked if the Board needed to give direction to develop this as part of the social studies curriculum. Dr. Farr said that would be helpful. Director Keeffe said he felt it is important to get it into curriculum somehow, and that social studies made sense. Board members agreed.

### **1.3 Revised Policy No. 4137, Business Involvement in our Schools**

Director of Communications Shelley Carr commented that revised Policy No. 4137, Advertisements, Drafts A, B and Director Lehman's suggested revision, were presented for Board consideration. She said she heard from the Board in past meetings that the Board wants continued support of the business community, but that partnerships must be appropriate, that there be understandable guidelines for schools but the schools can go beyond the policy, and that policy allows identification but not promotion. Ms. Carr said these were the focus of Draft B.

Director Lehman commented that all drafts were more similar than different. He said he felt that Item 1 on his version, "the acceptance of any commercial involvement shall not require any student to observe, listen to or read commercial advertising" was important. Superintendent Lahmann said that when Ms. Carr and he were discussing the different drafts, they felt this could eliminate reading newspapers or using the Internet in classrooms. Director Keeffe said this meant to him that signs cannot be on the baseball fields, or that if a student does not want to see something in a newspaper then the newspaper could not be used. He felt this would severely restrict or limit a lot of what is going on which is part and parcel of what the district now

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### **1.3 Revised Policy No. 4137, Business Involvement in our Schools (continued)**

does. He said his preference was the opening paragraph of Draft A with the principles from Draft B. Director Parvinen commented that she liked the opening in Draft B. She said Director Lehman's Item 1 was red-flagged for her. She said the intent of the policy is to reflect what the district is currently doing, and she preferred Draft B. Director Barclift indicated she was also in favor of Draft B. Director Barclift said the Board would go forward with Draft B for first reading at the January 13 Board meeting. Director Parvinen said that, at a previous meeting, it had been mentioned that the procedures might not be necessary, and asked if that were the case. Superintendent Lahmann said the administrators said they needed more detail, and procedures would be important.

### **1.4 Revised Policy No. 5145, Distribution of Materials to Students and Promotions by Community Organizations**

Director of Communications Shelley Carr commented that revised Policy No. 5145, Distribution of Materials to Students and Promotions by Community Organizations, was presented for Board consideration. She said the Board had not proposed any changes to this policy. Director Barclift said the board would go forward with Revised Policy No. 5145 for first reading at the January 13 Board meeting.

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

##### **4.1 Initiative 728 (I-728)**

Assistant Superintendent for Educational Services Dr. Pam Farr presented the I-728 final report for 2001-02. She said there were six categories of expenditures including K-4 class size reduction, 5-12 class size reduction, extended learning for students, professional development for educators, early assistance for pre-kindergarten children, and facility improvements directly related to class size reductions. She spoke about the 2001-02 expenditures, and the six categories of expenditure results. She said the use of the 2001-02 funds mirrored community priorities, the most tangible results predictably occurred at grades K-5, and future use of any additional funds will be for class size reductions in grades 6-12.

#### **5. BUILDINGS AND GROUNDS**

##### **5.1 New District Telephone System**

Technology Coordinator Ron Morsette presented a summary of the process for request for proposals (RFP) for the new district telephone system. The district received nine responses. The TMC Group, an independent consulting firm, produced the RFP and assisted district staff with the technical evaluation and review. The district has a budget of \$540,000 and, of the nine proposals received, five were at or below budget and four were over budget. A committee of users was selected by the district to assist in the selection of the new system, and that committee attended on-site demonstrations at Eschelon and Alcatel/Verizon. Based on evaluations, TMC recommended the Alcatel system from Verizon, and committee members endorsed the Alcatel OmniPCX 4400 as the PBX system of choice.

**DIRECTOR PARVINEN MOVED AND DIRECTOR KEEFFE SECONDED APPROVAL OF ALCATEL/VERIZON FOR THE NEW DISTRICTWIDE NETWORKED PBX SYSTEM. MOTION CARRIED.**

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#### **8. FINANCES**

##### **8.1 Budget Development Calendar**

Assistant Superintendent for Human and Financial Resources John Nugent presented the calendar for the development of the district's 2003-04 budget. Activity highlights include monthly reports to the Board from January through April, Board study sessions in May and June, Superintendent making budget visits to buildings and departments January through April, Budget Advisory group meeting late February through early May, public hearing on the use of I-728 funds conducted in March, I-728 expenditure plan presented to the Board in May, first full budget in state report format (F-195) in early June, final F-195 in late June and on display by July 10, and public hearing and budget adoption (including I-728 plan) in late July or early August.

#### **10. Board Member Comments**

President Barclift said she felt the work session on Board goals went well. She asked that Superintendent Lahmann send an e-mail to the Board suggesting dates for another work session on goals. Superintendent Lahmann said he would also send suggested dates for a joint meeting with the Griffin School District Board of Directors.

Superintendent Lahmann said that this afternoon Bob Wolpert and he, along with eight Olympia High School neighbors and a forester, walked through the tree farm. He said the forester did an outstanding job of showing what trees are diseased. He said it was very clear that there is root rot, and the forester showed them how the trees are tested for that. Superintendent Lahmann said he found it interesting that these trees can come down any time, not necessarily in a wind

storm. He said there are quite a few trees that will not be touched and those will help buffer for both sight and sound. He commented that many neighbors along McCormick Street are concerned about the trees, and would like to see the tall trees taken down. Director Keeffe asked when they would be cut? Director of Facilities and Operations Bob Wolpert said it may be about two to three weeks.

Superintendent Lahmann asked if the Board wanted community forums on the bond. He said they would be informational, factual and presented by the district. Board members said yes. Superintendent Lahmann said the tentative dates are for January 9 and January 16. He also said he is checking to see which facilities will be available. He said he felt the forums should be at Capital High School and Washington Middle School in order to demonstrate the need for the bond.

Superintendent Lahmann said the district needs to send out a communication related to the January 14 "day of action" directly to parents. He said the district will need to close school that day and add it to the end of the school year. He said he wants to get the letter mailed this week. He also said the Olympia Education Association and the City of Olympia would like permission to use district parking lots for buses coming in. He said this would be coordinated with the Olympia Police Department. Director Keeffe reminded them not to block fire lanes. The Board said they preferred draft letter B, and also said okay for use of the parking lots.

Director Keeffe commended the bond committee for its efficiency. He said they have done a good job delegating, and have been working very hard. He said he appreciated all they are doing. Superintendent Lahmann said Bob Wolpert and he gave a presentation to the Chamber of Commerce Education Committee. He said the Education Committee is taking a recommendation to support the bond to the full Chamber Board. He said he will know what the Chamber will be doing in early January.

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#### **10. Board Member Comments (continued)**

President Barclift commented that Superintendent Lahmann will be meeting with Sam Hunt, Karen Frasier and Sandra Romero on January 10 at 3:30 p.m. in his office. She also said there will be a Thurston County School Directors' Association meeting on January 8 at 7:00 a.m. at New Market Vocational Skills Center at which legislators will be present. She noted that Jay Wood, Tumwater School District, has arranged for visits on the hill, and she will let the Board know those dates as well.

#### **11. Future Agenda Items**

- Cost Versus Funding of Mandated Programs -- 1/13/03
- Ingersoll Stadium Procedures -- 1/13/03
- Technology Plan - 1/03
- Comprehensive Program Review -- 1/03
- Student Representative on the School Board
- Nutrition

The Board recessed into Executive Session at 9:58 p.m. to discuss personnel issues.

The Board reconvened at 10:20 p.m.

**DIRECTOR PARVINEN MOVED AND DIRECTOR LEHMAN SECONDED TO TERMINATE LYNN KNUZ IF SHE FAILS TO RESIGN BEFORE JANUARY 6, 2003. MOTION CARRIED.**

The Board adjourned at 10:22 p.m.

Respectfully submitted,

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Secretary

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President