

REGULAR MEETING OF THE BOARD

Wednesday, October 21, 2020

Minutes

The meeting was held via Zoom and notice was provided to community members wishing to access the meeting.

Present:

Eric Gattenby	President
Liz Sebren	Vice President
John Berg	Director
Jeff Daily	Director
Rebecca Diehl	Director
Tim Winter	Superintendent
Jennifer Farmer	Assistant Superintendent of Business and Operations
Sara Hatfield	Director of Career and Technical Education
Amy Miller	Communications and Public Information Officer
Robbie Bell	Recorder

CALL TO ORDER

President Gattenby called the meeting to order at 5:00 pm and provided information regarding the nature of the meeting. Governor Inslee issued Proclamation 20-28 which in part prohibited public agencies subject to the Open Public Meetings Act from conducting meetings in person to curtail the spread of Covid-19. President Gattenby invited public comment through the Zoom meeting access.

Establish Agenda:

MOTION: SEBREN moved to move Item 7.01 GP-2-E Board Self-Assessment to Item 4.03 Board Discussion; **approved by general consent.**

The agenda, as amended, was **approved by general consent.**

Public Comment: Community member Adam Coleman regarding start date for K-1 students.

PERFORMANCE REVIEWS

Ends and Executive Limitation/Operational Expectation policies are monitored through the evaluation of the Superintendent's evidence of compliance submitted by the superintendent to the Board. Tonight, the Board evaluated the Superintendent on the following policies:

Monitoring Report for Ends 2: Academics and Innovation

Superintendent Winter's evidence of compliance was demonstrated by the CTE Department report and district-wide plan.

Career and Technical Education Department Report and Presentation of District-Wide Plan

CTE Director Sara Hatfield presented the department report.

A copy of the presentation can be found on the October 21, 2020 Board Meeting Agenda.

MOTION: GATTENBY moved that with respect to the provisions of its policy, Ends 2, the South Kitsap Board of Directors concluded that the Superintendent's performance during the previous year has been in compliance.

The Motion carried.

PRESENTATIONS/REPORTS

Levy Presentation: Assistant Superintendent Jennifer Farmer shared information regarding two significant issues in the coming weeks: the annual certification of the Educational Programs and Operations Levy (EP&O) for calendar year 2021 and planning for a replacement EP&O levy.

A copy of the presentation can be found on the October 21, 2020 Board Meeting Agenda.

Return to School Plan: Superintendent Winter shared that the District continues to monitor data from the Kitsap County Health Department with a goal of staying in the moderate range to start school. We are planning for K-1 students to start school on November 9 if Kitsap County health data allows. Staff are being fitted and trained on using N95 masks. Students receiving special education services are starting back in the buildings at Madrona Heights and Orchard Heights with additional schools starting soon.

Student Presentation: SKHS student Jesse LaCross-Lambert addressed the Board regarding a student representative to the Board position. The Board will discuss further at the next meeting.

A copy of the presentation can be found on the October 21, 2020 Board Meeting Agenda.

BOARD DISCUSSION/LINKAGE

Board Linkages:

- Director Gattenby attended the CTE kick-off last week;
- Director Sebren attended the CTE kick-off and the WSSDA Regional Meeting; it's nice to connect with board directors from other districts and hear about their work around the pandemic;
- Director Daily rode along on a school bus for meal delivery; food service staff are taking their responsibility seriously to provide good, safe meals for our community; he visited Orchard Heights where staff are doing a great job preparing for students back in the building;
- Director Berg attended the CTE kick-off and the WSSDA Regional Meeting; he also attends weekly WSSDA webinars;
- Director Diehl attends WSSDA online meetings; she appreciates the emails she receives.

Legislative Report: Director Diehl reported that the director area elections will take place on November 19 at the annual WSSDA conference.

Board Discussion:

The board discussed the following topics:

- Director Gattenby reported on the question of completing monitoring reports in executive session. He met with the District's legal counsel and was advised that our current practice is fine and follows the norm of other districts. If there is something in the content that falls into an exempt category, it would be appropriate to hear that portion in executive session.
- Director Gattenby reported on the question of how the District provides information on human resource reports, vouchers, and warrants (RCW28A.330.080 and RCW28A.300.090). He met with the District's legal counsel and was advised that our practice fits the norm of other districts. Some districts have a subcommittee to review the documents prior to the board meeting. Director Berg suggested hiring an independent auditor to assure the Board there are adequate controls.

MOTION: GATTENBY/SEBREN moved to designate the entire Board as the auditing committee.

The Motion carried.

- GP-2-E Board Self-Assessment; the Board discussed and agreed to schedule a work session on December 9 to focus on norms, adoption of new Ends and remaining Executive Limitation policies, and to review the Board's Governance Process and Board/Superintendent Relations policies.
- Public Comment;

MOTION: BERG moved to read only the public comments that are submitted during the public comment portion of the meeting.

The Motion carried.

CONSENT AGENDA

Superintendent Winter reported that there were no questions regarding the Consent Agenda submitted prior to the meeting.

MOTION BERG/SEBREN moved to close debate on the Consent Agenda.

The Motion carried.

- Consent Agenda
- Minutes of the Regular Meeting of October 7, 2020
- Minutes of the Special Meeting of October 14, 2020
- Affidavit of Vouchers and Payroll
- Human Resources Employment Reports
- Donations to the South Kitsap School District
- Contract Award For the SKHS ADA Improvements Phase 1

MOTION to approve the Consent Agenda **approved by general consent.**

Attachments to Consent Agenda items can be found on the October 21, 2020 Board Meeting Agenda.

NEW BUSINESS/ACTION ITEMS

Revision to Policy 3122 Excused and Unexcused Absences- Second Reading. Superintendent Winter shared that the District's practice is to follow WSSDA updates to policies. It is anticipated that this policy will be revised again at the end of the 2020-2021 school year.

MOTION: GATTENBY moved to approve the revision to Policy 3122 Excused and Unexcused Absences- Second Reading.

The Motion carried.

Adoption of Policy 3535 Financial Aid Advising Day - Second Reading.

MOTION: GATTENBY moved to approve the adoption of Policy 3535 Financial Aid Advising Day - Second Reading.

The Motion carried.

South Kitsap Association of Principals (SKAP) Contract.

MOTION: GATTENBY moved to approve the South Kitsap Association of Principals (SKAP) Contract.
The Motion carried.

BOARD POLICY REVIEW

GP-2-E Board Self Assessment (moved to Board Discussion)

Review Ends 2: Academics and Innovation. The Board reviewed and no changes were made.

Transition from Executive Limitation (EL) 2 Emergency Superintendent Succession to Operational Expectation (OE) 2 Emergency Superintendent Succession.

MOTION: GATTENBY moved to approve the transition from Executive Limitation (EL) 2 Emergency Superintendent Succession to Operational Expectation (OE) 2 Emergency Superintendent Succession.
The Motion carried.

Transition from Executive Limitation (EL) 3 Communication and Relationship with Students, Parents, Staff, and the Public to Operational Expectation (OE) 3 Relationship with Stakeholders.

MOTION: GATTENBY moved to approve the transition from Executive Limitation (EL) 3 Communication and Relationship with Students, Parents, Staff, and the Public to Operational Expectation (OE) 3 Relationship with Stakeholders.
The Motion carried.

Transition from Executive Limitation (EL) 4 Interactions with Staff to Operational Expectation (OE) 4 Personnel Administration.

MOTION: GATTENBY moved to approve the transition from Executive Limitation (EL) 4 Interactions with Staff to Operational Expectation (OE) 4 Personnel Administration.
The Motion carried.

Transition from Executive Limitation (EL) 5 Staff Compensation to Operational Expectation (OE) 5 Staff Compensation.

MOTION: GATTENBY moved to approve the transition from Executive Limitation (EL) 5 Staff Compensation to Operational Expectation (OE) 5 Staff Compensation.
The Motion carried.

Transition from Executive Limitation (EL) 6 Staff Evaluations to Operational Expectation (OE) 6 Staff Evaluations.

MOTION: GATTENBY moved to approve the transition from Executive Limitation (EL) 6 Staff Evaluations to Operational Expectation (OE) 6 Staff Evaluations.
The Motion carried.

Transition from Executive Limitation (EL) 9 Facilities to Operational Expectation (OE) 9 Facilities.

Transition from Executive Limitation (EL) 10 Asset Protection to Operational Expectation (OE) 10 Asset Protection.

Superintendent Winter expressed concern regarding OE-9 and OE-10 and how they align with current District policy.
MOTION: BERG moved to refer back to committee Items 7.08 and 7.09 (EL-9 and EL-10).
The Motion carried.

Transition from Executive Limitation (EL) 11 Communication and Counsel to the Board to Operational Expectation (OE) 11 Communicating with the Board.

MOTION: GATTENBY moved to approve the transition from Executive Limitation (EL) 11 Communication and Counsel to the Board to Operational Expectation (OE) 11 Communicating with the Board.
The Motion carried.

SUPERINTENDENT REPORT

Superintendent Winter updated the Board on the following issues:

- Status of ADA upgrades identified in the OCR audit: Construction will be starting soon on student restrooms, new ramps and a wheelchair lift in the common projects area at SKHS. Since no allocation of funds were tied to the audit, improvements are being made as the budget allows. Plans are also pending for additional locker room and restroom upgrades at the high school and Burley Glenwood field and parking access.
- Facilities Long-Range Planning Advisory Committee: a draft membership application is posted in BoardDocs for the Board's review.
- Superintendent Winter responded to the Q&A from the prior Board meeting. A list of questions and answers can be found on the October 7, 2020 Board Meeting Agenda under Public Comment.

PUBLIC COMMENT: The following community members identified themselves and addressed the Board: Tom Chase regarding reopening schools; Virginia Milliron regarding communication from the District; Tiffany Wilhelm regarding the upcoming levy; Fawn Riha regarding reopening schools; Gerry Austin regarding air circulation in schools;

Veronica Huser regarding the copier contract; and Dave Kimble regarding staff contracting COVID. A list of questions and answers can be found on the October 21, 2020 Board Meeting Agenda under Public Comment.

ADJOURNMENT

Meeting adjourned at 8:45 pm

Eric Gattenby, President

Tim Winter, Superintendent