



## North Mason School District #403

71 E Campus Drive  
Belfair, WA 98528

School Board: Laura Boad, John Campbell, Dinah Lee Griffey, Leanna Krotzer, Art Wightman  
Superintendent: Dana Rosenbach  
Student Board Members:

# Regular Board Meeting Agenda

7/20/2017 06:30 PM

## 1. CALL TO ORDER

### a. Meeting Call to Order

Board President Campbell will call the meeting to order.

### b. Flag Salute

Board President Campbell will lead the Pledge of Allegiance.

### c. Approval of Agenda

(Action)

The board will move to approve or amend the meeting agenda.

### d. Public Comments on Agenda Items

(Information)

- Please sign in, state your name, and limit comments to three minutes.

*The NMSD Board of Directors values the opinion and input of the community. This is an opportunity for the public to offer comments regarding issues being considered by the board. On matters of the day to day operation of the district such as policy, curriculum, academic standards, etc. the public is invited and encouraged to meet with the Superintendent.*

[Board Meeting Guidelines](#)

### e. Board Member Comments

(Information)

Individual Board Members will have the opportunity to comment on any topic they deem pertinent.

## 2. Consent Items

(Consent Agenda)

The consent agenda enables the Board to efficiently deal with matters that have been delegated to the Superintendent, but by law must be approved by the Board. Items on the consent agenda are voted upon as one block and approved with one vote. An item may be removed from the consent agenda only upon approval of a majority of the Board.

**The administration recommends that the Board of Directors...**

**... approve the consent agenda as presented (or as modified at the meeting).**

### a. Surplus Textbooks/Reading Material/Equipment

The board must approve surplusing of outdated and/or unusable textbooks/reading material and equipment. We are requesting the surplusing of outdated and unused materials as listed below

*Note: Persons with disabilities needing special accommodations should contact the North Mason Office at (360) 277-2300 prior to the date of this meeting.*

[Surplus - SH & NMHS](#)

[Surplus - Sand Hill](#)

**b. Minutes of previous meeting**

Minutes from June 15, 2017 School Board Meeting, and minutes from June 19, 2017 Special School Board Meeting.

[June 19, 2017 Special Board Meeting Minutes](#)

[June 15, 2017 Board Meeting Minutes](#)

**c. Accounts Payable**

The board will consider approval of General Fund Warrants, Capital Projects Fund Warrants, and Associated Student Body Program Fund Warrants.

[Accounts Payable](#)

[Accounts Payable II](#)

**d. Payroll**

The board will consider approval of Payroll and Employee Benefits Warrants.

[Payroll](#)

[Payroll II](#)

[Payroll III](#)

**e. Personnel Report**

The board will consider approval of employee hire recommendations.

[Personnel Report](#)

**f. Donations**

The board will consider approval of donations to NMSD.

[Donation Report](#)

**g. Agreements/Contracts**

The board will consider agreements and contracts.

**i. ESD 114 Contract for Services 2017-2018**

[ESD 114 Contract for Services 2017-2018](#)

**ii. Dairy Bid Purchasing Agreement**

[Dairy Bid Contract B002-1718](#)

**h. Policy Review**

The board will consider revisions to current district policies.

**i. Policy 3141 Non-Resident Students**

The amendment to this policy re-establishes that a transfer request may be denied based on poor attendance.

[Policy 3141 Non-Resident Students](#)

**i. Resolution 11-G-17 Signature Authorization**

Ashley Supry, our new Finance Director, will have authority to complete transactions with Mason County Treasurer and district banking systems with this resolution.

[Resolution 11-G-17 Signature Authorization](#)

**j. New Course Request**

This is proposed as a CTE STEM course that will build knowledge and skills in engineering, and provide a skill set that students need to be exposed to. There is a shortage of skilled people in this field.

[New Course Request - Computer Science Essentials](#)

**k. Northwest Children's Outreach Facility Rental Agreement**

NCO was in need of a space to lease for the purpose of a children's clothing and supply distribution center. The District Community Gym building has a stage area behind the gym that this agreement will allow the non-profit to rent on an annual lease term.

[NCO Facility Rental Agreement](#)

**3. 2016-2017 Budget Extension (Information)**

**a. Public Hearing - 2016-2017 Budget Extension (Discussion)**

President Campbell will officially open the public hearing to hear from members of the public who wish to speak for or against the NMSD 2016-17 budget extension, and at the conclusion of testimony, close the hearing.

**4. 2017-2018 Budget**

**a. 2017-2018 Budget Presentation (Information)**

The Director of Finance, Ashley Supry, will present the 2017-2018 district budget and will be available to respond to any questions board members may have. The budget will then be available for review until the August 18th board meeting where it may be adopted by the board.

**b. Public Hearing**

President Campbell will officially open the public hearing to hear from members of the public who wish to speak for or against the NMSD 2017-18 budget, invite testimony, and at the conclusion of testimony, close the hearing.

## 5. Board Director Resignation

(Possible Action)

## 6. BOARD DEVELOPMENT AND LINKAGE

### a. Superintendent Update

(Information)

#### i. Budget Status Update 2016-17

Included in the board packet is a current budget update. Director of Finance, Ashley Supry, will be available to respond to any questions board members may have.

[Budget Financials](#)

[Budget Status Report](#)

#### ii. Teaching and Learning Update

[President's Award for Educational Excellence/Achievement Letter - SH](#)

[WSP Annual Bus Inspection Letter](#)

#### iii. Capital Projects

### b. Community Linkage Planning and Message of the Month

(Discussion)

The board has been provided a calendar of community meetings and events that they may choose to attend in order to better connect with the public.

[NMSD Activities Calendar](#)

[Community Meetings & Events](#)

### c. Upcoming North Mason Life Columnists

(Information)

August - Due 7/31/17 - Laura Boad

September - Due 8/28/17 - Dinah Griffey

October - Due 10/2/17 - Art Wightman

#### i. Mason County Life vs Other Communication Options

(Possible Action)

Currently, per Dennis Williams, Director of Circulation Sales of the Kitsap Sun, they print 9,259 copies of the Mason County Life each week. He stated that the Mason County Life is direct mailed to all addresses in Shelton's 98584 zip code, but according to the USPS there are 15,623 addresses within 98584, so they are not saturating the area. He stated that there are no direct mailings to addresses in the North Mason area, but that the paper is available for pickup at various locations in Belfair and Allyn. That means people have to seek out their copies if they can find any. NMSD costs = \$1,000/month, \$12,000/annual. When NMSD first began advertising in the MC Life, circulation was much larger, especially in the North Mason area, but over the years it has gradually diminished.

The administration recommends that the Board of Directors...

... discontinue monthly letters in Mason County Life and instead publish a newsletter that is direct mailed to 98528, 98524, 98588, select routes in 98546 and 98312.

## 7. ASSURANCE OF ORGANIZATIONAL PERFORMANCE AND POLICY REVIEW

### a. Monitoring Reports

(Action)

*The school board adheres to the principles of Policy Governance ©. The board has written four sets of policies: Ends, Executive Requirements, Board-Superintendent Relationships, and Governance Process. The Ends policies describe the student outcomes the superintendent is charged with achieving. The Executive Requirement policies set the parameters within which the superintendent must operate as he/she leads the district toward the expected Ends. The Board-Superintendent Relationships policies describe the way in which the board will oversee the superintendent's performance and the superintendent will support the board. The Governance Process policies describe how the board and its individual members shall conduct business, represent the community, and relate to each other.*

*No less than once per year, the Board receives and considers evidence regarding the level of compliance with the provisions of these four sets of policies, a few at each meeting. The following are those policies to be monitored during this meeting.*

#### i. ER-2 Organizational Continuity

The administration recommends that...

... the board find the superintendent's performance to comply with the requirements of ER-2

[ER-2 Organizational Continuity](#)

[ER-2 Organizational Continuity Monitoring Report](#)

[Monitoring Response to ER-2](#)

#### ii. E-5 Responsible Citizens

The Superintendent has provided a comprehensive monitoring report, presented in this packet.

The administration recommends that the Board of Directors finds...

1) the Superintendent has reasonably interpreted the provisions of the Ends policy; and further finds

(2) the district is making reasonable and satisfactory progress toward achieving the desired results called for in the policy.

[E-5 Responsible Citizens](#)

[E-5 Responsible Citizens Monitoring Report July 2017](#)

[Monitoring Response to E-5](#)

### b. Policy Review

(Discussion)

This is the Board's opportunity to discuss, propose and/or make revisions to the policies. The Board reviewed these policies for compliance in its previous meeting. This is an opportunity for the board to consider any needed changes to these recently monitored policies. The Board did not indicate a need to revise these policies during

our monitoring review.

[E-1 District Mission](#)

[E-4 School Engagement](#)

## 8. ADJOURNMENT

### a. Announcements and Comments: Public (Information)

The NMSD Board of Directors values the opinion and input of the community. This is an opportunity for the public to offer comments on issues whether or not they are on the agenda. On matters of the day to day operation of the district such as policy, curriculum, academic standards, etc. the public is invited and encouraged to meet with the Superintendent.

### b. Announcements and Comments: Board & Superintendent (Information)

This is an opportunity for Board Members and the Superintendent to make any comments or announcements that may or may not be related to agenda items or public comments.

### c. Board Self-Assessment of Meeting (Discussion)

Director Wightman will process the board's self-assessment of the meeting.

[Board Self-Assessment](#)

### d. Next Board Meeting Date (Information)

The next school board meeting will be held on August 17, 2017 at 6:30 pm at the NMSD Administration Office Boardroom.

### e. Meeting Adjournment

Board President Campbell will adjourn the meeting.