



North Mason School District #403

71 E Campus Drive
Belfair, WA 98528

School Board: Laura Boad, John Campbell, Leanna Krotzer, Art Wightman, Craig Patti

Superintendent: Dana Rosenbach

Student Board Members: Ryan Noguees, Spencer Pruitt

Regular Board Meeting Agenda

12/21/2017 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.

f. Student Board Member Comments

(Information)

The Student Board Members will have the opportunity to communicate with the full Board, administration, and community about school events and issues.

2. Oath of Office - Leanna & Craig

(Legal)

[Oath of Office Director District 2](#)

[Oath of Office Director District 5](#)

3. Progress Report from School Safety Committee

(Information)

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

Jeromy Hicks and Brandon Heggie will provide a progress report for the District's School Safety Committee.

4. ESD 114 Presents NMHS Accreditation Plaque (Presentation)

5. 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. Minutes of previous meeting (Consent Agenda)

Minutes from November 14, 2017 School Board Meeting and December 7, 2017 Study Session.

[November 14, 2017 Board Minutes](#)

[December 7, 2017 Study Session Minutes](#)

b. Accounts Payable (Consent Agenda)

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

[Accounts Payable III](#)

[Accounts Payable I](#)

[Accounts Payable II](#)

c. Payroll (Consent Agenda)

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

[Payroll](#)

[Payroll II](#)

d. Personnel Report (Consent Agenda)

The board will consider approval of employee hire recommendations.

[Personnel Report](#)

e. Donations (Consent Agenda)

The board will consider approval of donations to NMSD.

[Donation Report](#)

f. Policy Review (Consent Agenda)

The board will consider revisions to current district policies.

i. Policy 6020 Systems of Funds and Accounts (Consent Agenda)

Policy 6020 has been updated to comply with SSB 5644—Cooperative Skill Centers—Facility Maintenance—Accounting. Originating from the Senate, the bill amends RCW 28A.245 and affects 15 skill centers in the state of Washington. The bill mandates that districts that host a skill center must maintain a separate bank account where participating school districts can annually deposit funds to cover minor repair and maintenance costs of the skill center.

[Policy 6020 System of Funds and Accounts](#)

ii. Policy 6100 Revenues from Local, State and Federal Sources (Consent Agenda)

WSSDA has updated Policy and Procedure 6100, Revenues From Local, State and Federal Sources, due to the passage of School District Excess Levies (ESB 5023) as amended by Basic Education Funding HB 2242, during the 2017 legislative session. The update reflects the additional step of reporting planned usage of levy proceeds to OSPI.

[Policy 6100 Revenues from Local, State and Federal Sources](#)

iii. Policy 6220 Bid Requirements (Consent Agenda)

Policy and Procedure 6220, Bid Requirements and Policy 6950, Contractor Assurances, Surety Bonds and Insurance, has been updated to comply with SSB 5301, Responsible Bidder Criteria— Wage Laws Compliance, which amends RCWs 39.04.350 and 39.26.160. The law amends bidder criteria and requires, among other things, that before award of a contract, the bidder shall submit a signed statement declaring that the bidder has not been cited with finality by the Department of Labor and Industries or through any civil judgment within the three-year period immediately preceding the date of the bid solicitation. It also requires the procuring agency to register the names of the bidders and the successful bidder with the Department of Enterprise Services. The law was introduced in the Senate to level the business playing field and avoid awarding contracts to those that willfully violate the law and children's and workers' rights.

[Policy 6220 Bid Requirements](#)

iv. Policy 6580 Continuity of Operations Plan (Consent Agenda)

HB 1003 was signed into law in March 2016. The bill required WSSDA to develop a model policy by August 31, 2017 to address the restoration of safe learning environments after natural disasters have disrupted school district infrastructure. The bill outlines specific content to be included in the model policy and procedure, and also requires the inclusion of a model continuity of operations plan (COOP).

[Policy 6580 Continuity of Operations Plan](#)

v. Policy 6905 Site Acquisition (Consent Agenda)

WSSDA has updated Policy 6905, Site Acquisition, to reflect ESHB 1017 and HB 2243. The 2017 legislative sessions resulted in good news for growing school districts with no options for siting new schools within existing Urban Growth Areas (UGAs). Together, House Bills 1017 and 2243 updated RCW 36.70A to create the conditions and clarify criteria for school

districts across the state to overcome the challenge some face in siting schools outside of UGAs

[Policy 6905 Site Acquisition](#)

- vi. **Policy 6950 Contractor Assurances, Surety Bonds and Insurance, and Change orders** (Consent Agenda)

See Policy 6220

[Policy 6950 Contractor Assurances, Surety Bonds and Insurance, and Change Orders](#)

- vii. **Policy 6700 Nutrition, Health and Physical Fitness** (Consent Agenda)

Policy 6700 has been updated to comply with HB 1235, An Act Relating to Assessing Physical Education Practices in Public Schools. The bill was introduced in the House to address the growing obesity problem among students in public schools. Starting in the 2018-19 school year, school districts must assess their physical education programs annually and submit the results to their wellness committee and OSPI, which will analyze the data, and post a summary on its website.

[Policy 6700 Nutrition, Health and Physical Fitness](#)

- g. **Surplus Textbooks/Reading Material/Equipment** (Consent Agenda)

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

[Surplus - Hawkins Middle School](#)

[Surplus - Hawkins Middle School](#)

[Surplus - Sand Hill](#)

[Surplus NMHS](#)

[Surplus - Hawkins Middle School Library](#)

[Surplus SH Library](#)

- h. **Agreements/Contracts** (Consent Agenda)

The board will consider agreements and contracts.

- i. **Hawkins Middle School Change Orders** (Consent Agenda)

[HMS Change Order #4](#)

[HMS Change Order #5](#)

- j. **North Mason High School Change Order** (Consent Agenda)

[NMHS Change Order #7](#)

- k. **Belfair Elementary Boiler Installation** (Consent Agenda)

Before the old Hawkins building was demolished, the almost new boiler was removed. It will now have a new home in Belfair Elementary.

[Belfair Ele Boiler Installation](#)

I. Teacher Out of Endorsement **(Consent Agenda)**

[Teacher out of Endorsement](#)

6. Board Reorganization **(Action)**

a. Election of Board President **(Vote)**

Board President John Campbell will call for nominations for the office of Board President, to serve for a one-year term. One or more board members will be nominated to serve as President. To be eligible for election, the nomination must have a second. Once nominations are closed, President John Campbell will call for a roll call vote of all elected board members. The first nominee to receive three votes shall be elected president.

b. Installation of President **(Action)**

The gavel and chairperson responsibilities shall immediately be granted to the newly elected president.

c. Election of Board Vice President **(Vote)**

The President will call for nominations for the office of Board Vice President, to serve for a one-year term. One or more board members will be nominated to serve as Vice President. To be eligible for election, the nomination must have a second. Once nominations are closed, the Board President will call for a roll call vote of all elected board members. The first nominee to receive three votes shall be elected vice-president.

d. Mason Transit Authority Board Representative **(Action)**

e. WIAA Authority Annual Resolution **(Action)**

The Washington Interscholastic Activities Association (WIAA) is the organization governing athletics and interscholastic activity/competitions in the state. We annually delegate certain authority to WIAA. It is time to adopt the WIAA Authority Resolution.

[Resolution 17-G-17 WIAA Authority](#)

7. BOARD DEVELOPMENT AND LINKAGE

a. Superintendent Update **(Information)**

i. Budget Status Update 2017-18 **(Information)**

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 Status Report](#)

[Budget Financials](#)

ii. Teaching and Learning Update (Information)

iii. Capital Projects (Action)

Bids for the Phil Pugh Stadium Concessions Building were opened November 28, 2017.

The administration recommends that the Board of Directors...

... accepts and approves the bid from Nordland Construction.

[Phil Pugh Stadium Concessions Bids](#)

[Phil Pugh Stadium Concessions Recommendation to Award](#)

[Phil Pugh Concessions Project Reference List](#)

iv. FEMA Hazard Mitigation Plan Letter of Approval (Information)

[FEMA Hazard Mitigation Plan Letter of Approval](#)

v. Theler Update (Information)

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.

[District Calendar](#)

c. Upcoming Board Letter Columnists (Information)

Please have your letter to Denise and/or Superintendent Rosenbach within the first week of the month.

January - Leanna Krotzer

February - Laura Boad

March - Art Wightman

8. 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

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are those policies to be monitored during this meeting.

i. ER-5 Budget Execution (Action)

A monitoring report is included in this digital board packet. The administration believes that all provisions of this policy have been followed and implemented.

The administration recommends that...

... the board find the superintendent's performance to comply with ER-5.

The administration also invites comments regarding the superintendent's performance.

[ER-5 Budget Execution](#)

[ER-5 Budget Execution Monitoring Report](#)

[ER-5 Monitoring Response](#)

ii. ER-8 Communication and Counsel to the Board (Action)

A monitoring report is included in this digital board packet. The administration believes that all provisions of this policy have been followed and implemented.

The administration recommends that...

... the board find the superintendent's performance to comply with ER-8.

The administration also invites comments regarding the superintendent's performance

[ER-8 Communication and Counsel to the Board](#)

[ER-8 Communication and Counsel to the Board Monitoring Report](#)

[ER-8 Monitoring Response](#)

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.

[ER-10 Academic Standards & Practices](#)

[E-3 Academic Achievement](#)

9. 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.

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

Director Krotzer 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 January 18, 2018 at 6:30pm at the NMSD Administration Office Boardroom.

e. Executive Session - Personnel Matter **(Executive Session)**

In accordance with RCW 42.30.110, the Board will adjourn into executive session for approximately 15 minutes for the purpose of discussing a personnel matter. No action is expected as a result of this executive session.

f. Meeting Adjournment

The Board President will adjourn the meeting.