

BOARD MEETING MINUTES

August 8, 2023

Call to Order

President Cohen called the Regular Board Meeting of the Shoreline Board of Directors to order in the Board Room of the Administrative Offices at the Shoreline Center at 6:00 p.m. on August 8, 2023. This meeting was also available to the community via Zoom.

Roll Call

Sarah Cohen, President; Sara Betnel, Member (*attended remotely*); Meghan Jernigan, Member (*attended remotely*); and Rebeca Rivera, Member (*attended remotely*).

Absent: Emily Williams, Vice-President.

Land Acknowledgement

President Cohen provided a brief land acknowledgement.

Agenda Review

None

Comments from the Community

There were no comments in person or via Zoom.

Approval of Minutes

The minutes of the June 6 Regular Board Meeting and the June 13 Study Session had been submitted to the Board for their review and approval.

MOTION NO. 57: Director Betnel moved that the Board approve the minutes of the June 6 Regular Board Meeting and the June 13 Study Session as submitted. The motion was seconded by Director Jernigan and carried unanimously.

Adoption of Consent Agenda

President Cohen announced that the Board had an opportunity to ask questions on the consent agenda and have them answered prior to this meeting. The following consent agenda was presented for adoption:

- a. Approval of 2023-2024 Interlocal Cooperative Agreement with Northwest Educational Service District (NWESD) for Services from Northwest Regional Data Center and Washington School Information Processing Cooperative
- b. Adoption of Resolution 2023-7, Authority to Designate District Auditing Officer
- c. Adoption of Resolution 2023-8, Interdistrict Cooperative Programs for Students with Disabilities
- d. Adoption of Resolution 2023-9, Purchase of Educational Services for Students with Disabilities
- e. Award of Contract – Fuel Bid
- f. Award of Contract – Annuals (Yearbooks) for Secondary Schools
- g. Approval of 2023-2025 Collective Bargaining Agreement with SEIU – Food Service Employees
- h. Aldercrest Campus Modernization Project, Phase 2 – Final Project Acceptance
- i. Shorecrest High School Science Classroom Conversion – Final Project Acceptance – Regency NW Construction, Inc.
- j. Shoreline Center – Cooling Tower Improvements Project – Approval of Change Order #01 – PSR Mechanical, LLC
- k. Approval of 2023-2024 Interlocal Agreement with Puget Sound Educational Service District Regional Threat Assessment Cooperative

- I. Approval of Personnel - Classified
- m. Approval of Payroll and Vouchers

MOTION NO. 58: Director Rivera moved that the Board adopt the consent agenda, items 7a through 7m, which is attached hereto and becomes a part hereof. The motion was seconded by Director Jernigan and carried unanimously.

As of August 8, 2023, the Board, by a unanimous vote, approved for payment, those vouchers described as follows: July 2023 Payroll Warrants #448258-448287 and Electronic Transfers totaling \$14,003,874.50; Reconciliation of Warrants Issued Between July 7 and July 21, 2023 – General Fund Warrants #101655-101723, 101725-101729, 101730-101798, 222301094, 222301096-222301116, 101827-101881, 222301124, and 222301126-222301160, totaling \$1,287,974.08; Capital Projects Fund Warrant #101882, in the amount of \$1,250.00; Student Body Fund Warrants #101796-101826, 222301095, 222301117-222301123, 101883-101890, 222301125, and 222301161-222301181, totaling \$267,368.38; and Private Purpose Trust Fund Warrant #101724, in the amount of \$1,200.00; for a grand total of \$15,561,666.96.

Reports and Presentations

Home Education Exchange (HEE) Annual Report

Jonathan Nessian, HEE Program Director/Teacher, presented.

As a reminder, Home Education Exchange runs an intentionally hybrid system of instruction whereby students/families attend classes on campus a few days per week, but they also perform work at home with home-based materials provided by HEE.

During the 2022-2023 school year, the HEE served 110 K-8 students (approximately 100 FTE) from 65 families, which was down from the last two years. This year, Mr. Nessian has been conducting tours of the building and meeting with prospective families in an effort to increase enrollment at HEE.

One of the many components enjoyed by HEE students is in the area of performance. There are now two all-school EXPO nights each year, one in February and one in June, with a wide variety of performances by classes and students. The event also includes a potluck for what Mr. Nessian refers to as “everything amazing about schools all in one night.” Mr. Nessian was joined by a group of students performing a song they learned to help with skip counting. It was outstanding!

Director Jernigan inquired as to the capacity of the program and whether or not there is a waitlist. Mr. Nessian responded that they are generally staffed for a base of 120 students, but they could potentially accommodate 150 on the upper end. He hasn’t had a waitlist during the years he has been at HEE (this was his third year), so it has been nice to be able to say yes to families when they request admission. He would be willing to work with the District to provide staffing to accommodate a larger enrollment.

Director Betnel asked where HEE students typically go for high school. Quite a few students attend Shorecrest and Shorewood; some continue their home-based learning all the way through high school, many take the Running Start route, and a few of our students attend Edmonds Heights, which has a K-12, mostly on-site program.

Food and Nutrition Services Program Update

Jessica Jandayan, Director of Food and Nutrition Services, District Warehousing and Wellness Coordinator, presented.

The Food and Nutrition Services program offers nutritious and attractive breakfast and lunch service to students. The program provides meals for all students, including menus for students with special dietary

requirements. The program is expected to operate as close as possible to a self-sustaining enterprise model, where annual revenues cover annual expenditures.

During this presentation, Ms. Jandayan presented updates on the following topics:

- 2022-2023 Farm to School Grant - \$83,838 from the State Department of Agriculture – used for purchasing local, Washington-grown/raised products and served to students across the district
- Partnerships - District connected with the Northwest Food Hub Network, which represents over 200 food producers across the state and then distributes desired products through the Puget Sound Food Hub; ensures that grant dollars are spent efficiently
- Resource conservation initiatives and grants – Department of Ecology Waste Not Washington School Awards; 10 awards totaling \$17,907.38; goal is to fund implementation of durable utensils and trays at all elementary schools in the district, reduce landfill from plastic forks and spoons and reduce water use, chemical consumption and energy by replacing durable lunch trays with trays that fit the wash racks better and decreasing dish loads needed by 40%

Future plans include applying again for the Waste Not Washington Award for all four secondary schools in order to help cover the costs of implementing durable lunch trays in all secondary schools by September 2023

- House Bill 1238 (Providing Free School Meals for All) and CEP (Community Eligibility Provision) - to qualify in 2023-2024, building data reports from October 2022 must have reflected 40% free or reduced—none of our schools qualified. That qualifier goes down to 30% in 2024-2025, based on October 2023 percentage of free or reduced meal participation. Schools that may qualify in 2024-2025 are Briarcrest, Echo Lake, Meridian Park, Parkwood and Ridgecrest.

CEP is awarded to buildings with an Identified Student Percentage (ISP) rate of 40% or greater. Edwin Pratt ELL qualified due to Head Start and ECAP so the District was able to average EPELL with the next highest school (Ridgecrest) to get to over 40% so all students attending Ridgecrest next year (2023-2024) will receive free meals

- Federal/state funding and inflation impacts – news in this area is not as encouraging
 - SEBB impact – benefit costs have increased 142% between 2018-2019 and 2022-2023
 - Non-food supplies have increased 29% between 2018-2019 and 2022-2023
 - Food costs have increased by 66% between 2018-2019 and 2022-2023
 - Keep Kids Fed Act expired June 30, 2023 (losing \$0.15 per breakfast, \$0.40 lunch)
 - Supply Chain Assistance Funds – renewal announced but unknown amount at this time
 - Commodities reimbursement dropping due to meal counts back to normal (lost higher meal counts due to expiration of 2021-2022 SSO universal meal program)
- Revenue generating plans for 2023-2024
 - Increases to a la carte selling prices (required due to USDA non-program revenue tool)
 - Increase a la carte program (4/5 grade sales)—very limited menu
 - Estimated revenue from these changes - \$150,000
 - Universal meals at Ridgecrest – increases in meal counts, estimating \$35,650 in added revenue
 - Increase in paid lunch price by \$0.30 and breakfast by \$0.10; estimating \$102,000 in added revenue
 - Reducing the fresh salad/sandwich program to 2 days/week (currently 5 days/week) at secondary schools (high food/supply/labor costs); estimating \$50,000 in savings

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- Shifting two kitchens (Brookside and Highland Terrace) from two-employee kitchens to one-employee kitchen – creates fewer part-time positions and makes it feasible to operate a budget program with one employee working longer shift w/benefits
- Electronic production records—slow rollout over the course of 2023-2024 school year

For the 2023-2024 school year, breakfast prices will increase by \$0.10 at each level (elementary, middle, high) and lunch prices will increase by \$0.30 at each level.

The Board engaged in questions and answers with Ms. Jandayan. Of particular note, the program was able to cover outstanding meal debts for this past year through the Angel Fund. There are many contributors to this fund; Ms. Jandayan mentioned the Shoreline Public Schools Foundation and the Ridgecrest Neighborhood Association as organizations providing significant donations. The Board praised her and her department for their efforts in taking cost-saving measures, attaining grants, increasing efficiency and implementing environmentally friendly processes. She was also praised for being an outstanding advocate for Universal Meals.

June 2023 Enrollment Update, Financial Report for May and June, and General Fund Projected Year-End Fund Balance Update

Presenters:

Angela Von Essen, Assistant Superintendent, Business and Operations

Mark Spangenberg, Director of Finance and Business Services

K-12 enrollment for 2022-2023 was budgeted at 8,685 FTE but finished in June at 8,907 FTE. The breakdown was as follows: K-5 was over budget by 192 FTE; 6-8 was over by 30 FTE; and high school ended exactly as budgeted.

Total revenues, as of July, are over \$4 million above the budgeted amount. Mr. Spangenberg reviewed in detail the adopted budget revenues by category against the ending fund balance forecasts in February, April and July.

Total expenditures, as of July, are approximately \$143,000 below the budgeted amount. Similarly, Mr. Spangenberg reviewed the expenditures by category. As part of the purchased services slide (22), an update was provided on the budgeted surface water management fees from the City of Shoreline. Thanks to the work of District Academic Officer Mike VanOrden and his TOSA team, the District has received a significant credit through the waiver process and fees will not be payable until next year at a much lower cost to the District. The total fee for 2023-2024 is \$37,935 to the City of Lake Forest Park.

Total fund balance was budgeted at \$1,040,000; year-end forecast as of July is \$5,994,000 (3.5% overall and 1.6% unreserved). Board Policy 7130 requires the fund balance to be 4-5% (4% = \$6,755,604).

The Board engaged in a question and answer discussion. Given the update on the surface water management fees provided during this presentation, the Board had questions about this particular process through curriculum waivers. Superintendent Reyes reported that in the past, the credit was more in the 100% range in terms of the total bill so there wasn't any large applicable payments. Over the past couple of years, there was interest by the City of Shoreline in phasing out the waiver program. The District's team worked hard over the year to develop the curriculum materials, which were submitted to the City in June by former Assistant Superintendent Jennifer Farmer. Additionally, the City of Shoreline has offered to attend a board meeting and share a presentation on this topic.

A warm welcome was extended to new Assistant Superintendent Angela Von Essen.

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The full meeting can be viewed at: <https://vimeo.com/854851531?share=copy>

The presentation materials can be viewed at: <https://app.eduportal.com/documents/view/874455>

Board Requested Discussion and Future Topics

Director Rivera requested a presentation by the City of Shoreline on the topic of surface water management fees, hopefully within the next couple of months.

Action Items

None

Reports and Communications – Board Members and Superintendent

Superintendent Reyes reported that the 2023 Summer School was completed the previous week. She extended gratitude to those involved and to the staff at Echo Lake (Elementary Summer School) and Shorecrest (Secondary Summer School) for hosting the two programs. In the fall, Dr. Ellen Kaje and her team will be presenting highlights to the Board. Administrators are spending this week reconnecting and engaging in learning and training. An invitation was extended to board members to attend the “rah rah” back to school event on the afternoon of August 30 (exact time to be determined). The new district website will be launching on August 28; there will be a presentation by Eric Caldwell at the Board’s August 22 meeting. He will also be presenting an overview of ChatGPT at the September 12 meeting.

Executive Session

None

Adjournment: 7:54 p.m.

Dr. Sarah Cohen, School Board President

Attest: September 12, 2023

Dr. Susana Reyes, Secretary
Shoreline Board of Directors

All documents referenced in the minutes may be viewed in the Superintendent’s Office during normal business hours.