

## **BOARD MEETING MINUTES**

June 21, 2022

### **Call to Order**

President Rivera called the Regular Board Meeting of the Shoreline Board of Directors to order in the Shoreline Room of the Administrative Offices at the Shoreline Center at 6:00 p.m. on June 21, 2022. This meeting was also available to the community via Zoom.

### **Roll Call**

Rebeca Rivera, President; Sara Betnel, Member; Sarah Cohen, Member; and Meghan Jernigan, Member.

Absent: Emily Williams, Vice President.

### **Land Acknowledgement**

President Rivera took a moment “to collectively recognize that we are meeting this evening on the traditional lands of the Coast Salish people and here in Shoreline, that includes our local tribes, the Tulalip and the Snoqualmie Tribes, who have been stewards of this land since time immemorial.”

### **Celebrations, Recognitions, Introductions and Gratitude**

Superintendent Reyes reported that celebrations included the fact that the last week of school went well and our families have begun their summer vacations. Additionally, graduation was another outstanding event that occurred on June 12. Heartfelt gratitude was extended to all staff for their incredible work this year.

### **Agenda Review**

No changes.

### **Comments from the Community**

“We will now turn to comments from the community. We are so grateful for community voice through public comment. So that everyone who is interested in addressing the board has a chance to be heard and so that all community comments have equal time, each person will be allowed two minutes to speak and the board would ask that you conclude your comments at that time. To monitor your time, please see the light indicators on the table or in a separate zoom window. The lights are green, yellow, and red. When the color turns red, you are out of time. The yellow light indicates when you are almost out of time. When you see the yellow light please make your concluding remarks.

As a reminder the Board does not respond to public comments and your two minute comment does become part of the public record.

Community members have an opportunity to give comment in person or via Zoom. We will start with community members in person. Please take turns coming up to the microphone and sign in on the sheet provided. We ask that those giving comment this evening to please start by stating your name and relationship to the district.

With that, is there anyone in person tonight interested in addressing the board? Please sign in at the front.”

The following individuals spoke:

- 1) Rich Gustafson, Grandparent and Former Staff Member – Expressed his continued disappointment regarding how the change in the Shorewood mascot occurred without community and student involvement. Other districts worked with tribes and were able to keep their mascots.
- 2) Dominic Groves, Shorecrest Parent – Requested that the Board move the pending agenda item, high school start times, up for discussion at an upcoming meeting; make this a priority as soon as possible.

The following individuals spoke on behalf of retaining instructional coaches in our schools; the work they do is vital for our students:

- 3) Amy Lansing, Brookside LAP Teacher
- 4) Ingrid Nyberg, LFP Title I/LAP Teacher
- 5) Lori Scobie, Brookside/LFP Instructional Coach
- 6) Rosie Moore, Kellogg Dean of Students
- 7) Matt Reiman, SEA President
- 8) Shereen Allen, Parent of Graduates and Kellogg Teacher
- 9) Kathryn Pihl, Echo Lake 1<sup>st</sup> Grade Teacher
- 10) Tamara Hayes, Cascade K-8 2<sup>nd</sup> and 3<sup>rd</sup> Grade Teacher
- 11) Erin O'Connor, Kellogg Librarian (also expressed concern for the substitute crisis)
- 12) Melissa Mock, Kellogg Drama and Science Teacher

The following individual spoke via Zoom:

- 13) Kelsey Graves, Middle School Parent and Staff Member – Expressed concerns about 1) administrative staff turnover, 2) substitute shortage, and 3) elementary science adoption.

### **Approval of Minutes**

The minutes of the April 12 Study Session had been submitted to the Board.

MOTION NO. 54: Director Betnel moved that the Board approve the minutes of the April 12 Study Session as submitted. The motion was seconded by Director Jernigan and carried unanimously.

### **Adoption of Consent Agenda**

President Rivera 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. Adoption of District Instructional Materials Committee (DIMC) Recommendation – K-5 Science
- b. Adoption of District Instructional Materials Committee (DIMC) Recommendations
- c. Adoption of Resolution 2022-6, Delegating Authority to WIAA for 2022-2023
- d. Adoption of Resolution 2022-7, Authority to Designate District Auditing Officer
- e. Adoption of Resolution 2022-8, Authority to Participate in Vaping Litigation
- f. Approval of Memoranda of Understanding with Consejo and Center for Human Services for Mental Health In-School Services
- g. Renewal of Contract – Yearbooks for Secondary Schools for 2022-2023
- h. Authority to Surplus Vehicle
- i. Approval of One-Year Extension to SESPAC Collective Bargaining Agreement
- j. Aldercrest Campus Modernization Project, Phase 2 – Approval of Final Acceptance – Kassel & Associates
- k. Board Support for WSSDA Permanent Position Revision Proposals
- l. Approval of Extended Field Trips
- m. Approval of Personnel
  - 1) Certificated – Recommended for Election, Leaves of Absence, Retirements/Resignations
  - 2) Certificated – Non-Supervisory Certificated Contracts for 2022-2023
  - 3) Classified – New Hires, Resignations/Retirements
  - 4) Administrative – Recommended for Election, Resignations/Retirements
  - 5) Administrative – Authority to Issue Administrative Contracts for 2022-2023
- n. Approval of Payroll and Vouchers

MOTION NO. 55: Director Jernigan moved that the Board adopt the consent agenda, items 7a through 7n, which is attached hereto and becomes a part hereof. The motion was seconded by Director Cohen and carried unanimously.

As of June 21, 2022, the Board, by a unanimous vote, approved for payment, those vouchers described as follows: May 2022 Payroll Warrants #447813-447841 and Electronic Transfers totaling \$12,080,859.06; Reconciliation of Warrants Issued Between May 27 and June 3, 2022 – General Fund Warrants #95679-95784, 212200962-212200984, 212200990, 95808-95938 and 212200992, totaling \$1,163,782.27; Capital Projects Fund Warrants #95785-95787 and 95939-95941, totaling \$31,013.10; Student Body Fund Warrants #95677-95678, 95788-95806, 212200985-212200989, 212200991, 95942-95952 and 212200993, totaling \$52,596.49; and Transportation Vehicle Fund Warrant #95807 in the amount of \$531.72; for a grand total of \$13,328,782.64.

**Reports and Presentations**

2022-2023 Preliminary Budget: Capital Projects Fund, Debt Service Fund, Associated Student Body Fund and Transportation Vehicle Fund

Presenters:

*Marla S. Miller, Deputy Superintendent*

*Mark Spangenberg, Director of Finance and Business Services*

In introducing this presentation, Superintendent Reyes noted that this was Marla Miller’s last presentation prior to her retirement. She expressed her deepest gratitude and respect for the selfless service Marla has provided throughout her many years in Shoreline.

Mr. Spangenberg provided an overview of these four funds:

	Capital Projects	Debt Service	ASB	Transp Vehicle
Beginning Reserves	\$49,566,000	\$13,318,000	\$1,060,000	\$1,315,000
Revenues/Other	\$4,079,000	\$34,084,000	\$2,588,000	\$738,000
Expenditures/Other	\$24,106,000	\$32,912,000	\$2,587,000	\$2,000,000
Ending Reserves	\$29,539,000	\$14,490,000	\$1,061,000	\$53,000

Notes on Capital Projects Fund:

- Summary of budgeted projects is on “Shoreline Page 8” of the Preliminary F-195 budget document
- Includes final payments and collection of state match for completion of the 2006 bond-funded projects (this is a correction of what was listed in presentation as 2017 bond-funded projects)
  - Parkwood field
  - Replace roofs at three schools, including adding solar panels
  - Field renovations
  - Improved security and safety at schools
- New computers for students (Tech Levy)

Notes on Debt Service Fund:

- 2023 Property Tax Levy to pay existing debt:
  - Principal payments: \$18,885,000
  - Interest payments: \$14,007,631
  - Bonds outstanding September 1, 2022: \$383,400,000
  - Bonds outstanding August 31, 2023: \$364,515,000

Notes on Associated Student Body Fund:

- Budget anticipates an increase in ASB activities, reflecting a 15% change from the 2021-22 budget. The only fee increase (\$5) is in respect to the middle school yearbook, which now includes sixth graders.

Notes on Transportation Vehicle Fund:

- Second year of a two-year grant to replace two diesel buses with two electric buses
  - Received first electric bus in 2021-2022
  - 2022-2023 budget includes capacity to purchase second electric bus
- Expenditure budget provides capacity to fully expend available resources to replace buses, if necessary (unspent budget will carryover into future years)

Next steps include:

- Staff will continue to analyze/verify source data and finalize budget details
- A 4-year budget projection will be included with the recommended final budget, as required by law
- A public hearing will be scheduled and the final adoption of the budget for all funds will be recommended at the August 23, 2022 board meeting.

Ms. Miller offered an opportunity to board members for additional assistance in further understanding the budget format, as outlined by OSPI.

Status Report on the Development of the 2022-2023 General Fund Budget

*Presenters:*

*Dr. Susana Reyes, Superintendent*

*Marla S. Miller, Deputy Superintendent, presented.*

Ms. Miller reviewed what had taken place so far in the 2022-2023 budget development process.

- Multiple study sessions and presentations in regular board meetings this past winter/spring
- Impacts: loss of enrollment, reduced revenues, increased expenditures
  - Total \$5 million expenditure reduction required to balance budget
  - \$3.5 million in reductions approved in mid-May
    - Accounted for and planned for fewer classrooms due to projected reduce enrollment for 2022-2023
    - Reassigned non-classroom teaching support positions
    - Reduced one administrative position
  - \$1.5 million remaining reductions to be determined
- Superintendent Reyes shared a video on June 2 with information about the budget development process and included an opportunity for feedback via a survey
- District opened K-5 enrollment to out-of-district students (6-12 enrollment was already open) – no influx noticed as of yet

Ms. Miller reviewed some potential additional reductions (\$1 million) that could be made to balance the General Fund. The first category was the non-employee related costs (NERC), aka maintenance supplies and operating costs (MSOC). They include:

- \$250,000 supplementary discretionary allocations added to building budgets on a per pupil basis beginning in 2014-2015
- \$323,000 contingency funds used for unanticipated instructional and operational needs
- \$60,000 equipment replacement reserves
- \$12,500 short-term stakeholder advisory committee support (50% of annual budget)
- \$179,000 (25%) building budget allocations
- \$150,000 (25%) curriculum adoption budget
- No discretionary carryovers from 2021-2022 to 2022-2023 (amount TBD)

The second category of potential reductions was additional staffing in the amount of \$500,000.

- Enrollment-driven reductions due to fewer classrooms
- Case-by-case opportunities to reduce staffing through attrition
- Additional reductions need to be determined by end of June

Director Betnel reviewed some of the parameters with which the District is working in relation to the development of this budget, e.g. lowering the ending fund balance, curriculum adoptions, and expressed appreciation for the potential cuts that don't involve reduction in staff.

President Rivera asked Ms. Miller to review the rationale for why we have targets for a minimum fund balance. The fund balance is intended to support unanticipated changes that occur that are not funded from another source. During remote learning that resulted from the pandemic, the District used tech levy to purchase devices and fund balance to keep staff employed. Decisions could be made early in the pandemic because there was a fund balance. With the state's recommendations, we would likely be looking at a 18-20% ending fund balance rather than a 4-5%, which is on the low end. Fortunately, we haven't had a lot of unanticipated costs. Our monthly payroll is over \$12 million. With our fund balance at 4%, we have less than half of that amount with which to work.

Director Cohen asked what opportunities the District may have for obtaining deeper information in regard to enrollment projections. The demographer starts with our own data and there would be no change at this time to the data that has already been shared with the Board for the next four years. If the demographer were to come back, he would possibly provide data as to where people have moved and factors that are affecting Shoreline and the region. Every six years, the state will fund a 35-year demographic projection report and Shoreline will soon have that opportunity. The last time this occurred, the District asked specifically for inclusion of the impacts of two light rail stations. It would be interesting to see in the next report how those projections panned out.

Director Betnel asked if the District had any capacity to perform exit surveys in order to discern why people are moving away, understanding that families make that choice for a variety of reasons. Ms. Miller deferred that to Superintendent Reyes and PIO Rachel Belfield in terms of reaching out and surveying families. Typically, schools are able to tell us when families leave but they don't necessarily know why.

Director Jernigan commented that where we thought we might be three years ago is radically different from where we are today. Even six months ago, enrollment was different. People are moving for all kinds of reasons and we need to prepare for this period marked by a lack of stability. She asked more about Ms. Miller's comment regarding the state's recommendation for an 18-20% ending fund balance. Ms. Miller responded that this state-created model was a result of a previous recession when funding was pulled mid-year. However, very few districts are able to do that or even want to do so. Most of the districts in this area are in the 7-10% range. Ms. Miller stated they could research what neighboring school districts are doing and report that back to the Board.

Director Jernigan asked how the information regarding opening up elementary boundary exceptions had been advertised. Dr. Reyes responded that this information had been placed on the website under news items and had been shared with families via the weekly update (ParentSquare). She could look into other ways of sharing as well.

Director Cohen asked about community contributions outside of the levy process. For example, could our community provide funnels and mirrors for the science curriculum? Donations are always possible. The community, as a whole, cannot be asked to provide any additional funding over the levy. We are not legally able to do this. The state caps the levy in order to have more equitable funding across the state, so a student's zip code doesn't determine their education.

In response to a question from President Rivera regarding limitations on grants, donations, Ms. Miller responded that generally we have not used donations to support positions, but we have used them to support “things”.

Superintendent Reyes acknowledged and expressed appreciation for the number of community comments at this meeting in support of the instructional coaches. This is a painful moment in time when the District is facing very difficult decisions. Director Betnel echoed the appreciation and voiced her gratitude for being able to support instructional coaches these past years. She also expressed her disappointment in the reduced amount of enrollment stabilization received by the state—only 50%, in spite of repeated efforts and testimony advocating for more.

#### May 2022 Financial Report and June 2022 Enrollment Update

*Presenters:*

*Marla S. Miller, Deputy Superintendent*

*Mark Spangenberg, Director of Finance and Business Services*

The May Cash Flow Report reflects that \$2,758,123 of enrollment stabilization funds, approved by the 2022 Legislature, had been received as “federal special” revenue. Since this revenue has been included in the calculations to balance the 2022-2023 budget, it is now reflected in the “assigned to other purposes” reserve.

The enrollment report for June was also shared with the Board. Additionally, the number of students eligible for free and reduced meals is just under 30%. Ms. Miller spoke about the transition that will occur next year back to pre-pandemic eligibility for free meals due to the removal of the federal waiver. Director Betnel shared a recent development from the legislature whereby the state will be covering the price of reduced-priced meals.

As this was the last presentation by Ms. Miller, Director Betnel expressed gratitude and appreciation for the teaching and depth of learning she had provided for the Board; she extended best wishes for a joyful retirement. The gratitude and appreciation were echoed by all board members and a nice round of applause was given by the audience.

#### **Board Requested Discussion and Future Topics**

##### School Board Email Response Protocol Recommendations

*Presenters:*

*Sara Betnel, School Board Member, Board Communications Committee*

*Sarah Cohen, School Board Member, Board Communications Committee*

President Rivera announced that this agenda item would be a discussion among board members but no vote would be taken. Directors Betnel and Cohen have been working on the Board Communications Committee since the fall of 2021, as a result of a school board retreat discussion regarding protocols around board responses to emails received by the school community.

Some emails are more operational in nature and would be better served through responses from staff members. The Board had discussed auto replies that could direct individuals to the appropriate places (key contacts for families), but also briefly explain the role of the Board. There was one item added that wasn’t discussed at that retreat regarding a notice indicating that emails are subject to public records requests. Director Betnel had frequently noticed this in emails she received from board members across the state.

President Rivera mentioned that, at some point, they may want to include a public records notice on any school board groups on social media.

Director Jernigan stated that, in the past, correspondence directed to the “school.board” email would be responded to by the President/Chair of the Board. President Rivera agreed that it should be either the President or the Superintendent that responds, and indicated that she would connect with Directors Betnel and Cohen in developing a sentence. Director Jernigan suggested that it might include the phrase “where appropriate, the Board Chair or Superintendent may respond . . .”

Board members agreed to begin using the new auto replies. The auto replies can be viewed at: <https://app.eduportal.com/documents/view/836952>

**Action Items**

None

**Reports and Communications – Board Members, Superintendent**

Director Betnel shared that “graduation was awesome. It was so special and such an honor to participate, to witness this moment in our students’ lives and to be one of the people to hand out diplomas.” Additionally, getting soaked at Brookside’s Field Day was likewise joyful.

President Rivera stated that graduation was a unique experience, being able to look into the eyes of the graduates as their names were being called. “It was a very special moment.”

Director Jernigan gave a “hats off” to Dr. Brandon-Felder and the Equity Department. She was able to participate in the *Since Time Immemorial* professional development training, which involved screening and facilitating a small work group. The work is inspiring as is the partnership the District has with our two Treaty Tribes.

Director Cohen also commented on the two graduations, stating she was grateful to witness an event that it is so individual and yet so collective. “It was a very powerful moment of coming together to celebrate each and every student individually.” She also very much enjoyed attending the staff awards and retirement celebrations at the Shoreline Center. Those events were an incredible window into the work that happens across the district.

Superintendent Reyes reminded the audience that the District’s elementary educator of the year was in the room. Hats off to Kathryn Pihl!

Director Betnel expressed her gratitude to the staff and teachers—“everyone who showed up this year in ways that were unexpected; everyone was stretched to the limit. We were one of the few districts that didn’t have to close a school, which is a testament to the way that people cared for each other.”

**Executive Session**

None

Adjournment: 7:54 p.m.

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Dr. Rebeca Rivera, School Board President

Attest: August 23, 2022

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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.**