

BOARD MEETING MINUTES

January 25, 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 January 25, 2022. This meeting was also available to the community via Zoom.

Roll Call

Rebeca Rivera, President; Emily Williams, Vice President; Sara Betnel, Member; Sarah Cohen, Member; Meghan Jernigan, Member; Sky Stark, Shorecrest Student Representative; and Yubi Mamiya, Shorewood Student Representative.

Face Mask Protocol

President Rivera made the following announcement: "Face masks must cover the nose and the mouth. This includes when presenting or speaking at the microphone. Attendees may remove their mask to take a sip of water if needed. In accordance with Washington State Proclamation 2025-15, we are prohibited from allowing any individual to enter or remain in any indoor space, unless they are in compliance with the Secretary of Health's face covering order and subsequent amendments. If anyone is unable or uncomfortable wearing a mask for the duration of this meeting, they are able to attend virtually using the links available on the school board agendas web page on the District's website. If an individual is found not to be properly wearing their masks they will be reminded to do so. If they refuse to wear a mask or not wear it properly, the board meeting will move into recess and the meeting will be cleared of attendees. The meeting will then reconvene 30 minutes later in a 100% virtual format. Thank you so much for your cooperation."

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 on this land since time immemorial."

Agenda Review

Superintendent Reyes reported that there was one field trip added to consent agenda item 6e; a copy was placed on the tables for each board member and student rep. Superintendent Reyes again acknowledged that January was School Board Recognition Month; she introduced Curtis Campbell, Public Information Officer, to share two videos from students at Kellogg and Shorecrest in honor of the Board. Additionally, the walls were filled with posters and cards from students all across the district.

Comments from the Community

President Rivera stated: "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 comments both 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 a comment this evening please start by stating your name and relationship to the district. With that, is there anyone in-person tonight interested in addressing the Board?"

The following individual spoke in person:

- 1) Fia Gibbs, Shorewood Parent – Spoke about three concerns: 1) the word disability is not in the District’s equity statement; 2) fetal alcohol spectrum disorders and the federal act currently before congress (fact sheet with Washington data provided for Board); and 3) punishment/discipline procedures in schools. Data shows that punishment, suspensions, expulsions are punitive and don’t work—let’s move to a restorative justice modality; offered to help with crunching metrics to determine where Shoreline stands in comparison with other districts. Disabled children are the most marginalized group but are not in our equity statement. Our Black and Brown students are, by far, the most marginalized.

Approval of Minutes

The minutes of the December 14 Regular Board Meeting had been submitted to the Board.

MOTION NO. 28: Director Betnel moved that the Board approve the minutes of the December 14 Regular Board Meeting as submitted. The motion was seconded by Director Williams and the motion 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. There was one field trip (Parkwood Elementary) added since the packet was distributed on Friday afternoon. The following consent agenda was presented for adoption:

- a. Acceptance of Gifts, Grants, Donations
 - Echo Lake Elementary - \$5,500 – Echo Lake PTA – Classroom Enrichment, Student Experiences, Class Projects and School Equipment
- b. Approval of 2021-2022 VEBA Memoranda of Understanding with SPA, SCA, Prof-Tech and Confidential Employees
- c. Approval of Interlocal Agreement with Shoreline Community College for Educational Services for Community-Based Transition Program Students
- d. District-Wide Safety and Security Systems Project – Approval of Budget Increase
- e. Approval of Extended Field Trips
- f. Approval of Personnel
 - 1) Certificated – Recommended for Election, Leaves of Absence, Retirements/Resignations
 - 2) Certificated – Out-of-Endorsement Assignment
 - 3) Classified – New Hires, Leaves of Absence, Retirements/Resignations
- g. Approval of Vouchers

MOTION NO. 29: Director Jernigan moved that the Board adopt the consent agenda, items 6a through 6g, (which includes one additional field trip on 6e) and which is attached hereto and becomes a part hereof. The motion was seconded by Director Williams and carried unanimously.

As of January 25, 2022, the Board, by a unanimous vote, approved for payment, those vouchers described as follows: Reconciliation of Warrants Issued Between January 7 and January 14, 2022 - General Fund Warrants #93555-93666, 212200443, 212200445-212200473, 93678-93742 and 212200477-212200491, totaling \$566,925.73; Capital Projects Fund Warrants #93667-93672 and 93743-93748, totaling \$124,459.43; Student Body Fund Warrants #93673-93676, 212200444, 212200474-212200476, 93749 and 212200492-212200496, totaling \$3,190.77; and Transportation Vehicle Fund Warrant #93677 in the amount of \$752.12; for a grand total of \$695,328.05.

Reports and Presentations

Demonstration of BoardDocs Board Meeting Management Software

Drew Wareham, BoardDocs Customer Success Advisor, presented.

Superintendent prefaced this presentation by stating that at the Board's October 12, 2021 Study Session, the Board Communications Committee (Directors Sara Betnel and Sarah Cohen) provided recommendations for increasing clarity of and access to board meetings, agenda items, information and decision making on the District's website. These recommendations included exploring the possibility of transitioning board materials to BoardDocs, an intuitive paperless meeting management software.

Superintendent's Office staff received an introductory virtual tutorial by Drew Wareham, BoardDocs (Diligent Corporation) Customer Success Advisor, in early December 2021. Arrangements were made to have Mr. Wareham provide a similar presentation to the Board at this meeting.

Mr. Wareham shared his screen and went through the various components of the BoardDocs system—the public facing side, the publisher side and the school board director side. In response to a request for a deeper dive into the policy side of the software, Mr. Wareham reviewed that feature. BoardDocs has four available options; Mr. Wareham primarily reviewed the LT and Pro options:

- Option 1 – LT Document Management System \$2,700 per year
- Option 2 – LT Plus Document Management System \$6,500 per year
- Option 3 – Pro Document Management System \$9,200 per year (not \$10,400 as listed on a previously shared document)
- Option 4 – Pro Plus Document Management System \$18,000 per year
- One-time start-up fee: \$1,000 (waived if signed before February 28)

During the presentation, board members and student reps asked a number of questions, some of which included:

- *What kind of accessibility features are integrated into this system?* There is a feature that can be turned on to read text placed in the content levels; hover over a symbol and it explains the purpose.
- *What language/translation accessibility is available?* Entering and posting material is in English but there are some workarounds and shortcuts using Google Translate that have been very effective.
- *How much would Diligent (BoardDocs) assist with the initial load of information?* BoardDocs pretty much takes care of everything as far as the set up goes. Districts send all previous content in pdf to their specific trainer and it will be uploaded. There is also training provided with the “power users” that are publishing the agendas and setting up accounts. Initial set up training is typically about 90 minutes. Once that portion is complete, the Board gets training and unlimited support and training is available throughout the length of the subscription. Trainings can be one-on-one; they can be session trainings, full board trainings, etc. BoardDocs has a 99% retention rate. Support is 24/7.
- *Regarding the “send” feature, is there any information available as to what other districts do in fulfilling public information requests, e.g. communication through BoardDocs?* BoardDocs is not a discussion forum; it does not allow communication/messaging between individuals. It only allows the ability to approve or reject items and the information is stored in the system and they are in compliance with all open meeting laws.
- *Are there any user analytics available to see how many people visited the Shoreline Public Schools BoardDocs site or how many people clicked on a specific agenda?* No, that information is not tracked.
- *What kind of safeguards are in place to ensure privacy, e.g. Executive Session?* Most importantly is the personalized name and login specific to individual users. No private content is accessible unless the login information is entered for a particular user. Diligent has their own servers and in 20 years of business, has never had a data breach.
- *How do districts pay for BoardDocs? Is it an annual licensing fee?* WSSDA (Washington State School Directors' Association), in partnership with BoardDocs sets the pricing that includes a 25%

discount (prices are listed above). Whatever the cost is at signing will be the annual renewal rate moving forward.

- *What percentage of Washington school districts use BoardDocs?* Currently, there are 93 customers (not all are school districts) in the state of Washington.
- *Is there a two-factor authentication process (response was no) and can different back-end users be placed in different tiers of content access?* Yes, Mr. Wareham demonstrated this process.
- *Are the servers independently audited?* Yes they are.
- *Are there enhancement updates that happen over time?* BoardDoccs is currently working with WSSDA to introduce a new feature called Community, which will continue to be further developed throughout the years.
- *Is it possible to switch between the tiers of service, if a district starts with LT and then wanted to upgrade to Pro?* Yes and the costs will be prorated for the remainder of the current year until renewal.
- *Is it typical for boards to use this platform for their committee work?* Yes, the “plus” feature can be added to both LT and Pro, which allows for separation of the various committees’ work and users.
- *Is there an initial cost for start-up and training?* Yes, there is a \$1,000 implementation fee but that is currently being waived until the end of February.
- *Can a user who has access to confidential information sign into a safe mode if they are in a public space, e.g. while working in a coffee shop is there a way to prevent material on screen from being visible?* There is not a safe zone feature in BoardDocs. It is easy to switch from public view to private view if a user is “publishing” but no publishing can be done in the public view.
- *Is there a space that allows users to share feedback?* BoardDocs will not allow users to have any discussions so that feature is not available. But users can share the content through sharing the link; non-users can view the public side.
- *Is there a simple way to link policies in the policy section?* Yes, simply by adding the URL.
- *How is the public interface for responsive screen display? How does it look on tablets and phones?* It is definitely going to be best if viewed on a computer or a tablet. Viewing the agenda can be a bit difficult when using a phone.
- *How heavy is the platform? If someone has a weak internet connection, are they still able to engage?* Yes, if the agenda is up, it will remain up even if the internet shuts down; however, no editing or changes can be done while the internet is down.
- *Have you ever experienced any system outages?* No.
- *Can you briefly give an overview of what the public comment section looks like, in terms of signing up to speak?* There is not a feature for signing up to make a public comment.
- *Currently we offer the community opportunities to provide written public comments prior to the meeting, e.g. GoogleDocs—is there a capability for something like that?* It could be scanned and entered in the public content area by the user/publisher.

Once the presentation concluded, President Rivera asked Superintendent Reyes if staff had any particular recommendations. She responded that based on the previous demonstration in December as well as this one, the Pro version appears to be a good fit for the district needs as it provides ways to make our work more efficient. The LT version would very likely also meet the level of needs for board members. Curtis Campbell related his personal experience with the product from his previous work in another school district.

The Board engaged in thoughtful discussion on various aspects of the software, e.g. training, security, accessibility, language translation (possibly through ParentSquare), vetting, etc. In regard to the vetting question, it was stated that WSSDA’s endorsement was very telling as to the product reliability. It was felt that WSSDA would not be partnering with BoardDocs if they weren’t a solid, trustworthy company. There was consensus by the Board that this was a very viable alternative to the current product. President Rivera and Vice President Williams would meet with Superintendent Reyes to discuss next steps.

October and November 2021 Financials and December Enrollment Update

Presenters:

Marla S. Miller, Deputy Superintendent

Mark C. Spangenberg, Director of Finance and Business Services

The Cash Flow Report for November reflects the actual beginning fund balance for this year, which is \$1.1 million less than what was budgeted. Additionally, federal special revenues have been increased by \$1.7 million to account for anticipated collection of all remaining ESSER funds known at this time. The unreserved ending fund balance is currently at \$684,330. Ms. Miller added that the remainder of the year would be a challenge but feels that the ending fund balance at the end of the fiscal year will be close to projected for the 2021-2022 school year.

The December 2021 enrollment reflects the following deficits in enrollment vs. budget: elementary (29.05), middle school (41.40), high school (67.22) and Running Start (40.84).

In response to an earlier question from Director Betnel, a supplemental chart was provided to the Board regarding enrollment trends from 2017-2018 through 2021-2022. On a positive note the kindergarten actual numbers realized a 3.1% increase from January through September of this school year. The 1st-5th grade band realized a 2.0% increase over the same period; 1.9% increase in the 6th-8th grade band; and a decrease of .2% in the 9th-12th grade band. The total actual enrollment experienced an increase of 1.3% or 117 students. This provides a good foundation on which to build the enrollment projections for 2022-2023. When preparing enrollment projections for the following year, the January actual enrollment is always used and is the best indication of what the next year's enrollment is likely to be. Those projections (four scenarios) will be presented to the Board at their February meeting.

In talking with schools earlier in the day, Ms. Miller reported that almost all schools had noted a decline in the number of COVID cases. It is felt that this will inform the enrollment numbers.

Director Jernigan asked if the conservative formula used over the last couple of years in projecting enrollment would continue to be used. Ms. Miller responded that the crux of the matter is how much weight to give the most recent years. The tried and true formula has been a six-year average with the three most recent years being more heavily weighted than the earlier three years. This year could conceivably throw a question mark into the formulas. After experiencing enrollment decline during recessions, Ms. Miller stated that she tends to recommend a more conservative analysis and projection; there are those who have left the District in recent years and it typically takes some time to return under these circumstances.

Student Rep Stark asked how much extra capacity we would need to be in order to reinstate out-of-district boundary exceptions. Typically, once this is opened up to elementary students, it is desirable to let students finish their educational career in the district. We've had middle and high schools open to out-of-district students in recent years but not elementary schools. Ms. Miller stated it would be great to have a study session in order to talk about some of these things related to enrollment, Running Start, etc.

President Rivera inquired as to whether or not there was a correlation between rising housing market prices and student enrollment (increase or decline) in public education. Because the whole region is experiencing the same kind of market growth, it's a very gradual impact and it doesn't seem to be the cost of housing that makes a big difference. However, when a recession hits, it then takes time to recover. We are just about due for another long-range enrollment forecast as part of our 6-year cycle. This is helpful not only for enrollment projecting but also for facilities and future bond planning. The last time a long-range projection was done, the demographer was asked to include information regarding impacts of Sound Transit. The report indicated that transit-oriented development does not tend to generate students at the same rates as other types of development because it tends to lean more towards one to two bedroom units, typically desired by commuters. That picture has been clouded by COVID so it will be interesting to see what the next long-term enrollment projections by the demographer might indicate.

Director Betnel noted the significantly higher kindergarten numbers at Highland Terrace over the other schools and asked if those types of bubbles were easily anticipated. As has been the case in past years, typically the District determines which schools might be able to support overflow kindergarten students. This year, that school is Highland Terrace. The numbers can be misleading in that those students are not all from the Highland Terrace attendance area. Normally, those students return to their home schools for first grade and beyond. This process is accounted for when budgeting for the next year. Additionally, the movement of sixth graders to middle schools created more capacity in our elementary schools.

When there is an increase in enrollment, Director Rivera asked what the trigger point might be for facilitating a re-boundary process. Ms. Miller stated that it would involve approximately an 18-month study period of enrollment and capacities before moving forward. It is a very difficult process for families to be moved to another school. Boards take their time to ensure that it is essential. We are very fortunate to have the North City building if and when we need it.

Student Rep Stark asked if there was a model to have a rolling re-boundary system where students can stay until the end of the year before transferring. Yes, that is typically part of the process.

Director Betnel asked if any districts developed a two-year budget. Ms. Miller responded no, not officially. Districts are required to include a four-year plan with developing annual budgets; however, they are essentially useless because of the variety of factors that change each year. Revenue is determined annually by the legislature. Districts could build a two-year planning process and then adjust in response to changes, but it is very difficult due to the quick changes in revenue. Mr. Spangenberg added that 70% of revenue is controlled by the state legislature.

Director Jernigan asked about the plans for Kinderfest this year. Superintendent Reyes reported that plans were underway for an online, virtual event due to the recent impacts of the Omicron variant. Assistant Superintendent Brian Schultz and our elementary principals are working to share information with the community.

Board Requested Discussion and Future Topics

None

Action Items

None

Reports and Communications – Board Members, Student Reps and Superintendent

Director Betnel reported on the school visit with Director Jernigan and Superintendent Reyes to Echo Lake Elementary the previous day. She extended gratitude to Principal Andrew Lohman; it's always enjoyable to see students in their classrooms and playing together outside. The energy was focused, alive and joyful and everyone already knows Superintendent Reyes, which is a testament to how much time she spends in our buildings. "The new field is gorgeous and it is so clear that the facility offers a way for students to play in a way that wasn't there before, not just for the students but for the whole community. Much gratitude to our community of voters!"

Director Jernigan also lifted up Superintendent Reyes, stating that "it was really special to see kindergartners and first graders see you, recognize you, speak to you both in English and in Spanish." She appreciated the opportunity to tag along.

Director Cohen expressed her gratitude for the posters, cards and words of appreciation shared with the Board, stating that it was quite humbling to receive appreciation while witnessing so much resilience and so

much hard work coming from our schools. Seeing what students had written about what the things they loved about their schools was the most gratifying thanks the Board can receive. She was very grateful to the staff in the buildings who are creating those feelings in their students.

Director Williams also expressed her gratitude for the words of appreciation all over the wall in the Shoreline Room. She was looking forward to reading more after the meeting.

President Rivera also commented about how special this celebration was; she appreciated seeing the students and the powerful teaching displayed in the videos around the work of the school board.

Student Rep Mamiya reported that she and Student Rep Stark met with their respective activity coordinators regarding expanding the role of the student representative to the school board. She also had the opportunity to speak one on one with some of the teachers at Shorewood who are fighting climate change. It was a great experience to hear about what students are doing here and in other school districts. She is looking forward to continued discussions.

Student Rep Stark shared his positive experience in helping create the Shorecrest video message to the school board that was shared earlier in the meeting. Earlier in the day they met with representatives from WSSDA, Representative DelBene and a staffer from Senator Cantwell's office to discuss digital equity, internet access and connectivity. Shorecrest is experiencing a decline in COVID cases; however, there has been "continued excellence in mask wearing", which is a testament to the staff and how well they are handling this situation. Student Rep Stark met with Superintendent Reyes and student leader Lacy George on the topic of student requests regarding the early December walkout at Shorecrest (sexual assault and harassment). Hoopapalooza (basketball tournament) and a food drive took place since the last board meeting. Student Rep Stark also recently volunteered (manual labor) at the Paramount Open Space.

Superintendent Reyes announced that there was a series of Black Voices events coming up beginning the week of January 31 through February 4. All events are accessible through Zoom. Black Lives Matter will be celebrated the week of February 7. The work around these events has been spearheaded by Melyssa Stone, Kellogg Assistant Principal and the Equity Department headed up by Dr. Tanisha Brandon-Felder, Director of Equity and Family Engagement. Many thanks also to the Shoreline Public Schools Foundation for their continued support of these events and so many others.

Executive Session

President Rivera announced at 8:05 p.m. that the Board would be convening an Executive Session in order to receive and evaluate complaints or charges brought against a public employee for approximately one hour; no action would be taken. The Board moved to another room (Spartan Room) and began the Executive Session at 8:21 p.m.; President Rivera announced at 9:21 p.m. that the Board would be meeting for an additional 15 minutes.

Adjournment: 9:26 p.m.

Rebeca Rivera, School Board President

Attest: February 15, 2022

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.