

BOARD MEETING MINUTES

August 2, 2022

Call to Order

Vice President Williams 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 2, 2022. This meeting was also available to the community via Zoom.

Roll Call

Emily Williams, Vice President; Sara Betnel, Member; Sarah Cohen, Member (*attended remotely*); and Meghan Jernigan (*attended remotely*).

Absent: Rebeca Rivera, President.

Land Acknowledgement

Vice President Williams 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

None

Agenda Review

No changes.

Comments from the Community

None

Approval of Minutes

The minutes of the May 24 Regular Board Meeting and June 14 Study Session had been submitted to the Board for review and approval.

MOTION NO. 62: Director Betnel moved that the Board approve the minutes of the May 24 Regular Board Meeting and June 14 Study Session as submitted. The motion was seconded by Director Jernigan and carried unanimously.

Adoption of Consent Agenda

Vice President Williams 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. Briarcrest Elementary School Replacement Project – Final Acceptance – KCDS/Tremco Roofing and Building Maintenance
- b. Early Learning Center – New Building and Site Work – Final Project Acceptance
- c. Approval of Board-Superintendent Goals and Objectives for Superintendent Evaluation Process
- d. Approval of One-Year Extension to SEIU Local 925 – Food Service Employees Collective Bargaining Agreement
- e. Approval of 2022-2023 Interlocal Agreement with Puget Sound Educational Service District Regional Threat Assessment Cooperative
- f. Approval of Personnel
 - 1) Certificated – Recommended for Election, Leaves of Absence, Resignations
 - 2) Certificated – Out-of-Endorsement Assignments
- g. Approval of Vouchers

MOTION NO. 63: Director Betnel moved that the Board adopt the consent agenda, items 7a through 7g, which is attached hereto and becomes a part hereof. The motion was seconded by Director Jernigan and carried unanimously.

As of August 2, 2022, the Board, by a unanimous vote, approved for payment, those vouchers described as follows: Reconciliation of Warrants Issued Between June 24 and July 1, 2022 – General Fund Warrants #96225-96340, 212201099-212201142, 96391-96414 and 212201158-212201195, totaling \$604,799.87; Capital Projects Fund Warrants #96341-96344, totaling \$425,992.51; Student Body Fund Warrants #96345-96389, 212201143-212201157, 96415-96425 and 212201196-212201215, totaling \$113,227.40; and Private Purpose Trust Fund #70 Warrant #96390 in the amount of \$50.00, for a grand total of \$1,144,069.78.

Reports and Presentations

First Reading: K-12 Comprehensive School Counseling Plan

Presenters:

Trish Campbell, Executive Director of Student Services

Dan Gallagher, Director of Secondary Academic Programs and Career and Technical Education

Cassie Porter, Special Education Coordinator

During the 2021 legislative session, the Legislature passed Substitute Senate Bill (SSB) 5030, which was the result of a multi-year effort by the Washington School Counselor Association (WSCA) and other statewide advocates to clarify the role of the school counselor in alignment with current best practices. SSB 5030 requires districts to develop and implement a comprehensive school counseling program (CSCP) for all schools within the district that addresses students' social/emotional, academic, and career development in alignment with the American School Counselor Association (ASCA) National Model.

A timeline was shared that indicated activities over a three school-year period. In 2021-2022, the initial Comprehensive School Counseling Plan (CSCP) was developed and the CSCP transition plan was scheduled for adoption at the Board's next meeting on August 23. In 2022-2023, using the transition plan, the District will begin implementation of the CSCP plan, and will engage in the full implementation of the CSCP plan in 2023-2024.

There are four required components of the transition plan. They include:

Section 1 – Use of Standards – A comprehensive school counseling program uses state and nationally recognized counselor frameworks and is systemically aligned to state learning standards.

Section 2 – Use of Data – A comprehensive school counseling program provides a process for identifying student needs through a multilevel school data review and analysis that includes, at a minimum, use-of-time data, program results data, and data regarding communication with administrators, parents, students and stakeholders.

Section 3 – Use of Time – School counselors or other educational staff assigned to implement CSCPs must allocate at least 80% of their work time to providing direct and indirect services to benefit students, as aligned with national school counseling standards.

Section 4 – Use of Personnel (Professional Development and Plan Implementation) – The CSCP must be implemented by school counselors or other educational staff associates for the purpose of guiding students in academic pursuits, career planning and social-emotional learning.

Prior work in Shoreline was reviewed with the Board, dating back to 2017 when an external audit of the secondary school counseling program was conducted. The components of the 2021-2022 process was also shared.

The four individual sections of the transition plan and how they will be applied in Shoreline during the 2022-2023 school year were reviewed with the Board.

Section 1: Use of Standards

- Review/revise roles and responsibilities of school counselors to align to ASCA model
- Develop a communication process to allow for aligned understanding of district goals between district staff, school counselors, and building administration
- Review of research-based, universal, Tier 1 SEL curriculum to begin adoption process for all grades

Section 2: Use of Data

- Support school counselors as they study how their time is spent (time-study strategies)
- Survey schools' Tier 1 and Tier 2 data collected and used
- Assess current practices of sharing data to stakeholders, including families and communities
- Repeat district and building self-assessments annually

Section 3: Use of Time

- Review/revise roles and responsibilities of school counselors to align to ASCA model
- Train building administrators on the suggested work-time allocation for school counselors and work with their school counseling team to ensure clarity of the school counselor's role
- Implement annual meetings between school counselors and building administrators to ensure alignment between school counseling tasks and building priorities

Section 4: Use of Personnel

- Align district job-alike professional development days to implementation of ASCA model for K-12 counselors
- Survey K-12 counselors to determine needed professional development topics
- Review existing professional development opportunities within and outside of district and develop plan for 2023-2024 school year

Director Betnel asked for additional clarification about the various tiers, e.g. Tier 1, Tier 2, Tier 3. Ms. Porter explained that in the MTSS structure, Tier 1 is universal and refers to the supports that all students receive all the time; Tier 2 refers to the supplemental supports that some students receive for a limited time until they are successful enough to return to Tier 1 supports. Tier 3 refers to the more intensive, individualized supports.

Director Betnel also asked if there would be regular feedback mechanisms for students and families included in the communications elements and the annual self-assessments. Ms. Porter responded that there would be.

2022-2023 Preliminary Budget Update: General Fund

Presenters:

Jennifer A. Farmer, Assistant Superintendent

Mark Spangenberg, Director of Finance and Business Services

Current Status

- The preliminary budget presented on July 19 assumed a \$1 million ending fund balance, with approximately \$2.5 million in additional reductions needed to achieve that target.

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- Revenue assumptions this Spring were high by approximately \$6 million
- Expenditure plan assumptions this Spring were low by approximately \$3.2 million
- The assumptions targeted a \$7 million ending fund balance, however, the actual projection is now anticipated to be negative.
 - School district budgets submitted to the State cannot be negative; they must be balanced
 - Ending fund balance in the negative results in binding conditions/state oversight of fiscal challenges
 - Declining birth rates

2022-2023 Preliminary Budget

Enrollment, K-12 FTE Total	8,901
Certificated Staff	601.25
Classified Staff	404.5
Revenue	\$157,518,079
Expenditures	\$170,400,857
Net Difference	-\$12,882,777
Total Beginning Fund Balance, Estimated	\$11,525,707
Total Ending Fund Balance, Estimated	-\$1,357,070
Minimum required reductions underway	\$2,357,999
Balance, August 2023	\$1,000,929

Ms. Farmer provided a five-year budget history/comparison for the Board’s review. The data below depicts budgeted information, not final actual expenditures.

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Budget Revenue	123,124,171	150,525,591	157,231,588	154,952,663	156,847,000
Budget Expenditures	125,610,994	142,624,248	163,002,681	160,411,940	167,040,000
Net Difference	(2,476,823)	7,901,343	(5,771,093)	(5,459,277)	(10,192,999)
Levy	26,000,000	19,374,568	23,500,000	25,032,669	25,603,594
Total FTE	9,583	9,781	9,595	9,456	9,197
Cert Staff	607	630	667	641	627
Class Staff	403	417	427	377	409
Teaching	72,648,224	82,871,058	96,878,162	98,796,798	99,583,193
Teaching Support	17,886,703	21,745,639	25,828,654	23,951,360	25,323,778
Mandatory Benefits	30,291,600	33,201,579	39,338,102	39,445,955	38,590,159
Ending Fund Balance	14,596,245	15,555,201	11,470,469	14,086,568	Est 11,525,707

Short-term Expectations:

- We must respond immediately, to ensure a positive ending fund balance as well as a balanced budget for the 2022-2023 school/fiscal year
 - Budget must be adopted, per state law, by August 31
 - Currently planned for the August 23 regular board meeting
- Every idea or thought is welcomed, and all things will be considered
 - Much of our budget is locked in fixed costs at this point in time
 - Utilities
 - Fuel
 - Property and liability insurance
 - Contractual obligations

Ms. Farmer reviewed some of the efforts that are currently taking place, such as:

- Meetings with directors in order to identify potential savings and reduce expenditures
- District has solicited budget review/input from (1) the Puget Sound ESD, (2) our contracted educational consultant, and (3) our previous Deputy Superintendent
- Additional conversations will be scheduled with leadership, employee groups, etc.

The budget situation is a multi-year challenge. A fund balance is a very difficult target to hit accurately, given assumptions will change as the year progresses, e.g. enrollment, 2021-2022 ending fund balance, utilities/fuel/insurance and general expenditures. The process will need to commence immediately for budget reductions, likely in the range of several million dollars, for 2023-2024. Currently, there is a strategic freeze on hiring; we are slowing or halting all discretionary expenditures where possible; limited (pre-approved) overtime; and no travel unless already paid.

Projected necessary adjustments for the 2022-2023 budget include:

- School and department discretionary budgets
- Contingency allocations reduced
- Fine-tuning of budget assumptions for Safety Net, accommodations, utilities, etc.
- Calculation of food services reimbursement revenue (new USDA reimbursement rates received in late July)
- Potential staffing reductions
- There is more to come

Ms. Farmer assured the Board that there had been tremendous progress towards the \$1 million fund balance that will be in the budget which will be brought forward for adoption on August 23.

Ms. Farmer concluded the report with information and the timeline for 2023-2024 budget planning. Budget planning will include:

- Meetings with stakeholders – leadership team, school board, associations, community, etc.
- Review enrollment projections
- Right-size any staffing anomalies
- Review legislative outcomes and revenue forecast
- Review expenditures for potential constriction
- Balanced budget with at least partially restored fund balance

Timeline:

October 2022-February 2023	Stakeholder input, brainstorming
February-March 2023	Enrollment projection, monitoring staffing decisions, monitor legislative actions
April 2023	Proposed reduced educational model, public input
May 2023	May 15 deadline
June-July 2023	Final budget development
August 2023	Budget hearing and adoption

Ms. Farmer and Mr. Spangenberg will provide regular updates on the progress of the 2023-2024 budget process.

Director Jernigan asked for clarification around the ESD’s review process. Ms. Farmer explained that a preliminary budget is due annually for public review on July 10; that is also the date that the budget is sent to the ESD. They validate the district’s revenue presumptions and review to ensure the necessary steps have been taken to formulate the budget. They look for outliers and concerns and if they see anything that a district might not be qualified for, they will inform the district. This year, due to the profound changes during

the summer, we engaged them even further and asked if they saw any anomaly that may be of concern. In response to an additional question about the timeline, Ms. Farmer responded that she was informed of a possible problem on her first day, July 5, and it was confirmed several days later. Dr. Reyes was apprised right away and she, in turn, contacted board members individually.

June 2022 Financials Update

Presenters:

Jennifer A. Farmer, Assistant Superintendent

Mark Spangenberg, Director of Finance and Business Services

The June Cash Flow Report included the enrollment stabilization funding and the most recent Safety Net Award as well as trending updates on expenditures. The projected ending fund balance of \$11,525,707 is also showing as the beginning fund balance for the 2022-2023 budget. It also assumes an assumption that all remaining ESSER funds will be collected. Mr. Spangenberg spoke about changes he plans to make to the Cash Flow Report for more detailed monitoring. Lastly, there was a bond payment of \$8.2 million made in June out of the Debt Service Fund.

Superintendent Reyes expressed her gratitude for the work the financial team has been doing and for the assistance received from principals and district leadership in making difficult decisions.

Board Requested Discussion and Future Topics

None

Action Items

Adoption of Revisions to Policy 2161, Special Education and Related Services for Eligible Students

Trish Campbell, Executive Director of Student Services, presented.

School districts are required to update the special education policy/procedure to align with updates to Washington Administrative Code (WAC) Chapter 392-172A. Districts are required to revise the policy and procedure by September 1, 2022, in response to any regulatory changes. There have been language revisions for added clarity. The accompanying procedure will be updated and submitted for review by Superintendent's Staff and then forwarded to the Board.

It was the recommendation of the Superintendent that the Board adopt the revisions to Policy 2161, Special Education and Related Services for Eligible Students, as presented and to become effective August 2, 2022.

MOTION NO. 64: Director Betnel moved that the Board adopt the revisions to Policy 2161, Special Education and Related Services for Eligible Students, to become effective August 2, 2022. The motion was seconded by Director Jernigan and carried unanimously.

Reports and Communications – Board Members, Superintendent

None

Executive Session

None

Adjournment: 6:48 p.m.

Dr. Rebeca Rivera, School Board President

Attest: October 18, 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.