

BOARD MEETING MINUTES

August 22, 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 22, 2023. This meeting was also available to the community via Zoom.

Roll Call

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

Land Acknowledgement

President Cohen provided a brief land acknowledgement.

Agenda Review

None

Comments from the Community

President Cohen read the instructions and noted that this meeting included two separate opportunities for public comment. The second opportunity would be during the public hearing for the adoption of the 2023-2024 budget. The following individual spoke:

- Jill Steinberg, Highland Terrace Family Advocate, Parent of Two Graduates - Noted that the evaluation goals for the superintendent (see consent agenda) were almost identical to last year's goals. Given the situation the District finds itself in, she respectfully challenged the Board to draft new goals that reflect the state we are in today; the community deserves some fresh ideas.

Approval of Minutes

The minutes of the June 20 and July 18 Regular Board Meetings and the June 29 and July 20 Special Board Meetings had been submitted to the Board for their review and approval.

MOTION NO. 59: Director Jernigan moved that the Board approve the minutes of the June 20 and July 18 Regular Board Meetings and the June 29 and July 20 Special Board Meetings as submitted. The motion was seconded by Director Rivera 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 Board-Superintendent Evaluation Goals and Objectives for Superintendent
- b. Approval of Five-Year Lease with Sound Generations for Shoreline Center G Wing
- c. Authorization for Submittal of Form D-1, OSPI Study and Survey Grant Application
- d. Approval of Personnel
 - 1) Certificated
 - 2) Classified
 - 3) Administrative
- e. Approval of Vouchers

MOTION NO. 60: Director Betnel moved that the Board adopt the consent agenda, items 7a through 7e, which is attached hereto and becomes a part hereof. The motion was seconded by Director Williams and carried unanimously.

As of August 22, 2023, the Board, by a unanimous vote, approved for payment, those vouchers described as follows: Reconciliation of Warrants Issued Between July 28 and August 4, 2023 – General Fund Warrants #101891-101932, 222301182-222301209, 101946-101996, 102018-102021, 222301216 and 222301218, totaling \$355,528.71; Capital Projects Fund Warrants #101933-101936 and 101997-102001, totaling \$125,227.72; Student Body Fund Warrants #101937-101945, 222301210-222301215, 102002-102017, 102022, 222301217, 222301219-222301220, totaling \$14,765.14; for a grand total of \$495,521.57.

Reports and Presentations

District Website Transition Update

Presenters:

Eric Caldwell, Director of Technology
Rachel Belfield, Public Information Officer

Effective August 28, 2023, the District is moving from the Blackboard platform, which has the domain of www.shorelineschools.org to the Finalsite platform, with the www.ssd412.org domain. The individual school sites, e.g. www.shorelineschools.org/briarcrest will become www.briarcrest.ssd412.org.

Finalsite is used across the country; local school districts include Edmonds, Highline, Issaquah, Monroe and Renton. In conversations with individuals from these districts, it was learned that they are generally very pleased with the website. There was a question from the Board about the 2022 ransomware attack; Finalsite addressed those internal security measures and they have encouraged their clients to be more cautious.

Some of the components that will be better on Finalsight include:

- Modern design
- Architected for shared content
- User-driven structure
- Mobile-friendly design
- Systems integration
 - Google calendar
 - Staff accounts (webmasters, editors, and staff portal)
- Improved user interface for webmasters
- Better search
- Responsive customer support
- “Just enough” bells and whistles, but not too much

The design goals for this project included:

- Focus the website on public-facing communication
- Provide a separate staff portal for streamlined access to staff information
- Architected for shared content to reduce workload on schools
- Integrated with existing district resources such as Google calendar, ParentSquare newsletters, accessibility and translation tools
- Improved user interface for webmasters
- Global navigation

Mr. Caldwell reviewed some highlights and provided visuals of the new website as well as what the pre-launch activities by central office as well as website editors included. District and school responsibilities for the website include:

District Responsibilities

- Syncing staff names, email addresses and building location(s) for directories and for Staff Portal login
- Website permissions (admin, editor, contributor)
- Redirecting shorelineschools.org and common URLs
- Creating and maintaining staff portal for employee-only materials
- Global site architecture, navigation, naming conventions, quick link icons, and common styles for fonts, buttons, etc.
- Common visual display and interface for:
 - Calendars
 - News articles
 - Staff directory
- Staff and public communication about URL change
- Staff training and support

School Responsibilities

Determine your web administrator (aka: webmaster) or appropriate staff for the following duties:

- Populate and maintain job titles in staff directory
- Create news articles and features
- Update existing page content when changes are needed
- Add and maintain home page slideshow (infrequently, not for news and announcements)
- Update URL from shorelineschools.org to ssd412.org on building-created materials

Maintain other building-based third-party systems that populate to the website:

- Google calendar(s) of public events
- Social media pages
- ParentSquare newsletters and similar posts for the community

These will require district-supported initial integration and then they will populate to the site

At the end of the presentation, Mr. Caldwell addressed questions that had been submitted by a board member, e.g. how the new site supports accessibility and translation. Finalsite's modern, built-in tools help ensure that all website administrators and editors use current best practices and accessibility requirements when posting and editing content. For example, colors and font sizes are restricted to those that meet accessibility standards, images may not be uploaded without alternative text and an accessibility compliance technology (AudioEye) will now monitor our site for over 400 accessibility issues.

For translation, Finalsite uses Weglot, which allows the user to choose their language as they interact with the website. They choose it once and then the website is in that language as they navigate through it. We have the ability to edit and customize those translations.

Another board member question related to teacher websites. The District has encouraged teachers not to do profile pages on the current site because they were inconsistent and not often visited. Instead, they provide information about themselves through the learning management system (LMS) they use, Canvas or Seesaw. Teacher webpages have not been included on Finalsite.

Board members engaged in further discussion with the presenters. The full PowerPoint can be viewed at: <https://app.eduportal.com/documents/view/875946>. Individuals will be able to provide feedback on the new website via a survey tool and District staff will use Google Analytics for further assessment.

Board Requested Discussion and Future Topics

None

Action Items

Public Hearing and Adoption of Resolution 2023-10, Adoption of 2023-2024 Budget

Presenters:

Angela Von Essen, Assistant Superintendent, Business and Operations
Mark Spangenberg, Director of Finance and Business Service

Ms. Von Essen began with an overview of what would be discussed during this presentation as well as a review of the budget cycle, which is a continuous cycle throughout the year. Superintendent Reyes followed with a review of the budget journey that began last summer and included school board study sessions, board meetings, community engagement, community survey, and Budget Advisory Team meetings, to name a few. She offered deep appreciation and gratitude for the input and feedback from staff, students, parents and community members, the incredible efforts and contributions from employee groups, along with the thoughtfulness of staff in their use of resources and reductions to expenditures.

The development of the budget each year includes the leadership team, the Business Office, departments and schools and Human Resources. There are five funds of school budgeting: General Fund, Capital Projects Fund, Associated Student Body Fund, Transportation Vehicle Fund and Debt Service Fund.

OSPI uses the Prototypical School Funding Model to allocate resources to school districts. District funds were increased this year by state generated implicit price deflator (IPD) increases and other legislative measures; the regionalization factor is unchanged from 2022-2023. With the support of the community, levy funds allow the District to enhance educational programs and supports. Levy funds are also dependent on enrollment, growth rate and assessed value. Enrichment levies are capped at \$2.50 per \$1,000 of assessed valuation on a property, or \$3,143.71 per student, whichever is less.

Mr. Spangenberg provided budget comparisons to 2022-23 for revenues and expenditures.

Revenues/Other Sources	2022-2023	2023-2024
Local Taxes	\$25,987,163	\$26,131,350
Local Non-Tax Support	\$6,969,015	\$7,283,778
State General Purpose	\$93,559,801	\$97,472,851
State Special Purpose	\$22,195,627	\$26,623,116
Federal General Purpose	\$2,659	\$2,713
Federal Special Purpose	\$7,213,735	\$7,626,192
Other Entities (Grants)	\$50,000	\$50,000
Other Financing Sources	\$2,619,000	\$2,946,000
Total Revenues	\$158,547,000	\$168,136,000

Expenditures	2022-2023	2023-2024
Certificated Salaries	\$77,822,203	\$82,040,129
Classified Salaries	\$31,968,332	\$30,091,692
Employee Benefits	\$39,207,106	\$36,552,398
Supplies and Materials	\$6,861,808	\$6,361,122
Purchased Services	\$12,916,212	\$13,292,102
Travel	\$125,500	\$151,665
Capital Outlay	\$131,839	\$104,892
Total Expenditures	\$169,033,000	\$168,594,000

Fund balance is an important indicator of a district’s financial health and is a key factor in a bond rating, affecting the interest rate our community pays on borrowed funds for capital projects. It can help offset

unexpected declines in funding or enrollment and it ensures continuity of operations in an emergency, e.g. mitigates any delays/changes in state funding. Policy 7130 stipulates that the District’s fund balance target should be 4-5% of budgeted expenditures. For the proposed budget, that should be \$6.8 to \$8.4 million. The budget is a plan; expenditures in the budget are based on averages and known assumptions at the budget stage. A resolution to waive this policy is required due to the projected lower percentage of the unrestricted fund balance.

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Budget Revenue	\$157,231,588	\$154,952,663	\$156,847,000	\$158,547,000	\$168,136,000
Budget Expenditures	\$163,002,681	\$160,411,940	\$167,040,000	\$169,033,000	\$168,594,000
Net Difference	(\$5,771,093)	(\$5,459,277)	(\$10,192,999)	(\$10,485,999)	(\$458,000)
Levy	23,500,000	\$25,032,669	\$25,603,594	\$26,000,000	\$26,500,000
Total FTE	\$9,595	\$9,456	\$9,197	\$8,910	\$9,057
Cert Staff	\$667	\$641	\$627	\$601	\$620
Class Staff	\$427	\$377	\$409	\$403	\$362
Teaching	\$96,878,162	\$98,796,798	\$99,583,193	\$99,643,397	\$101,021,516
Teaching Support	\$25,828,654	\$23,951,360	\$25,323,778	\$25,415,374	\$23,505,307
Mandatory Benefits	\$39,338,102	\$39,445,955	\$38,590,159	\$39,207,106	\$36,552,398
Ending Fund Balance	\$9,667,790	\$5,815,950	\$5,010,000	\$1,040,000	\$5,536,000

General Fund Recommended Budget for 2023-2024

- Beginning Fund Balance, estimated \$5,994,000
- Plus Revenues \$168,136,000
- Minus Expenditures \$168,594,000
- Ending Fund Balance, estimated \$5,536,000
- Total Fund Balance % of Expenditures 3.3%
- Unreserved Fund Balance \$2,312,000
- Unreserved Fund Balance % of Exp. 1.4%

Capital Projects Fund Recommended Budget for 2023-2024

- Beginning Fund Balance, estimated \$50,596,000
- Plus Revenues 4,802,000
- Minus Expenditures \$26,401,000
- Transfers to General Fund: \$2,946,000
- Ending Fund Balance, estimated \$26,051,000

Anticipated capital projects include Briarcrest upgrades, solar power work (including roof prep), staff and student computers, electrical upgrades, roofs, field renovations and improvements, school security fencing and exterior painting.

Debt Service Fund Recommended Budget for 2023-2024

- Beginning Fund Balance, estimated \$14,672,000
- Plus Revenues \$35,489,000
- Minus Expenditures \$34,295,000
- Ending Fund Balance, estimated \$15,866,000

The Debt Service Fund is strictly for the payment of principal, interest, and expenditures related to the redemption of outstanding bonds.

Associated Student Body Fund Recommended Budget for 2023-2024

- Beginning Fund Balance, estimated \$1,353,000
- Plus Revenues \$3,009,000
- Minus Expenditures \$3,039,000
- Ending Fund Balance, estimated \$1,323,000

Transportation Vehicle Fund Recommended Budget for 2023-2024

- Beginning Fund Balance, estimated \$1,337,000
- Plus Revenues \$460,000
- Minus Expenditures \$1,747,000
- Ending Fund Balance, estimated \$50,000

Additionally, four-year revenue, expenditure and enrollment projections were provided for all five funds. On the expenditure four-year projections, Mr. Spangenberg included assumptions involving the Reduced Education Program (REP, enrollment and IPD factors). He also noted that collective bargaining reinstatements were not included in the assumptions.

Summary of Recommended Budgets

	2023-2024		2023-2024
Expenditures:		Levy Collections Authorized by Resolution for Calendar Year 2024:	
General Fund	\$168,594,000	General Fund/M&O Levy	\$26,500,000
Capital Projects Fund	\$26,401,000	Capital Projects/Tech Levy	\$3,500,000
Debt Service Fund	\$34,295,000	Debt Service Fund	\$35,660,000
ASB Fund	\$3,039,000	Total:	\$65,660,000
Transp. Vehicle Fund	\$1,747,000		
Total:	\$234,076,000	Operating Transfers:	
		Capital Projects to General Fund	\$2,946,000

The budget document also includes the fee schedule for 2023-2024. Most fees remained the same with a few exceptions, e.g. breakfast, lunch and a la carte prices (as presented at August 8 regular board meeting), support staff for facility rentals, secondary school yearbooks and print shop labor costs.

In the interest of full transparency, Director Betnel asked for confirmation of her understanding that this was the budget being adopted at this meeting but that we still had the ability to adjust this document and adopt a budget extension if, for example, additional revenues were to become available. Mr. Spangenberg agreed and also noted that the budget has built-in contingencies of \$1 million in revenue and \$1 million in expenditures in case things change within that range.

Board members expressed gratitude and appreciation to staff, students and community members for the time and efforts spent in preparing this budget. This ongoing process also included transparency and community engagement in a particularly difficult time.

President Cohen opened the public hearing. *“Thank you Angela and Mark for that overview. RCW 28A.505.170 specifies that the school district board of directors shall first hold a public hearing prior to the adoption of the budget for the ensuing school year. I will now open the public hearing. At this time are there any persons present who would like to speak for or against the recommended 2023-2024 F-195 Proposed Budgets including the General Fund, Capital Projects Fund, Debt Service Fund, Associated Student Body Fund and Transportation Vehicle Fund?” (No one came forward in the room but there was one individual who spoke over Zoom.) For those joining us via Zoom, if you would like to provide public*

comment, please enter your name in the chat; you will be called upon in the order received. When you are called upon, you will be added as a meeting participant and unmuted so please start by stating your name and your relationship to the district. At the conclusion of your time, you will be muted and moved back to being an attendee.”

The following individual spoke via Zoom:

- 1) Anne Dame, Einstein Staff – Expressed disappointment that there had been no mention during this presentation about the status of the ELOs. With school starting soon, it would be nice to get some clarification on this topic.*

President Cohen announced that the public hearing was now closed.

Superintendent Reyes stated the following: *“I recommend Board adoption of Resolution 2023-10, Adoption of the 2023-2024 Budget, which authorizes the Secretary of the Board of Directors to certify the appropriated expenditure amounts, authorize interfund transfers, certify the collection of excess levies for the 2024 tax year, and authorize the 2023-2024 fee schedule, as presented. A draft of the resolution was provided in the electronic board packets and previously made available to the public on the District’s website. Do any members of the Board have any questions or comments?” (There were none.)*

Board President Cohen then stated:

“In accordance with the statutes of the State of Washington, it is recommended that the Board adopt the 2023-2024 proposed budgets as outlined in Resolution 2023-10 for the period of September 1, 2023 through August 31, 2024. Is there a motion?”

MOTION NO. 61: Director Rivera moved that the Board adopt the 2023-2024 proposed budgets as outlined in Resolution 2023-10 for the period of September 1, 2023 through August 31, 2024. The motion was seconded by Director Williams. President Cohen asked if there was any further discussion. There was none. The motion carried unanimously.

Reports and Communications – Board Members and Superintendent

Director Betnel reported that legislative advocacy was back in full swing. WSSDA’s General Assembly is scheduled for late September, which involves one voting delegate from each school board (attendance optional). Delegates meet, discuss, and vote on new or amended legislative and permanent positions. The District’s recommendations will be discussed by the entire membership in order to determine their outcome. The assembly will be in a hybrid format—in person in Spokane, but members can also attend via Zoom. Director Betnel also provided an update on federal activity, specifically involving the potential for SNAP qualifications to automatically count towards free and reduced meal applications.

Director Rivera shared that she will be providing information to the District around electric school bus grants that includes training for staff around the maintenance of those vehicles.

Director Jernigan announced that the Einstein PTSA, in collaboration with the school, would be hosting a back to school event on August 31, from 4:00-7:00 p.m. in the courtyard. She also asked about having a future discussion regarding attendance at the annual WSSDA conference in November.

Superintendent Reyes stated that September 6 would be the first day of school and there were lots of back to school events being planned, e.g. Kellogg Middle School would be hosting an event also on August 31 as well as all of the elementary schools. She also announced that the District would be hosting a tent at the Shoreline Farmers Market on Saturday, August 26 and the Lake Forest Park Farmers Market on Sunday, August 27. She was looking forward to meeting and greeting community members at those two

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events. At the September 12 regular board meeting, our two new junior student reps will be sworn in— Aiden Rouhani (Shorecrest) and Mitchell Ichinkhorloo (Shorewood).

Director Williams expressed her excitement about working with the student reps during this coming school year. She also reported that she and Director Betnel very much enjoyed meeting with and getting to know the new junior student reps earlier in the month.

Executive Session

None

Adjournment: 7:46 p.m.

Dr. Sarah Cohen, School Board President

Attest: September 26, 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.