

## **BOARD MEETING MINUTES**

December 6, 2022

### **Call to Order**

President Rivera 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 December 6, 2022. This meeting was also available to the community via Zoom.

### **Roll Call**

Rebeca Rivera, President; Emily Williams, Vice President (*attended remotely for reorganization of the Board only*); Sara Betnel, Member (*attended remotely*); Sarah Cohen, Member; Meghan Jernigan, Member; Luke Smith, Shorecrest Student Representative; and Helen Murphy, Shorewood Student Representative.

### **Land Acknowledgement**

President Rivera provided a brief land acknowledgement.

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

None

### **Reorganization of the Board**

Vice President Williams opened the nominations for the position of President of the Shoreline Board of Directors.

MOTION NO. 14: President Rivera moved for the nomination of Sarah Cohen as President of the Shoreline Board of Directors, effective December 6, 2022, and also moved that the nominations be closed. The motion was seconded by Director Betnel and carried unanimously.

New President Cohen opened the nominations for the position of Vice-President of the Shoreline School District Board of Directors.

MOTION NO. 15: Director Rivera moved for the nomination of Emily Wilson as Vice President of the Shoreline Board of Directors, effective December 6, 2022, and also moved that the nominations be closed. The motion was seconded by Director Jernigan and carried unanimously.

### **Agenda Review**

No changes.

### **Comments from the Community**

The following individuals spoke:

- 1) Ashley Dean Santos, Kellogg Parent (in person) – Expressed concerns about sexually-oriented clubs/groups being exclusionary and backpacks being allowed in the classrooms at Briarcrest (in view of recent shooting at Ingraham High School).
- 2) Dominic Groves, Shorecrest Parent (over Zoom) – Requested that high school start times be moved from the pending portion of the agenda to the active portion so that it could possibly be put in place for the 2023-2024 school year.

### **Approval of Minutes**

The minutes of the October 18, November 8 and November 15 Study Sessions and November 1 Regular Board Meeting had been submitted to the Board for review and approval.

MOTION NO. 16: Director Rivera moved that the Board approve the minutes of the October 18, November 8 and November 15 Study Sessions and November 1 Regular Board Meeting 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 2022-2023 School Improvement Plans (SIPs)
- b. Authority to Purchase High School Student Computers and Approval of Fine and Fee Schedule
- c. Approval of Extended Field Trips
- d. Approval of Personnel
  - 1) Certificated
  - 2) Classified
- e. Approval of Vouchers

MOTION NO. 17: Director Jernigan 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 Rivera and carried unanimously.

As of December 6, 2022, the Board, by a unanimous vote, approved for payment, those vouchers described as follows: Reconciliation of Warrants Issued Between November 4 and November 11, 2022 – General Fund Warrants #97955-98056, 222300193-222300194, 98085-98195, and 22300196, totaling \$655,656.57; Capital Projects Fund Warrants #98057 and 98196-98200, totaling \$143,419.96; and Student Body Fund Warrants #98058-98084, 222300195, 98201-98231, and 222300197, totaling \$77,593.20; for a grand total of \$876,669.73.

**Action Items**

Approval of ASB Constitution Revisions (Student Reps) – Shorecrest High School

*Luke Smith, Shorecrest Student Representative and Johanna Phillips, Shorecrest ASB Activity Coordinator, presented.*

Approval of ASB Constitution Revisions (Student Reps) – Shorewood High School

*Helen Murphy, Shorewood Student Representative and Alina Harestad, Shorewood ASB Activity Coordinator, presented.*

Student Reps Helen Murphy (Shorewood) and Luke Smith (Shorecrest) provided a brief presentation related to the process involved in expanding student voice on the school board. The process began with last year’s student reps, Yubi Mamiya (Shorewood) and Sky Stark (Shorecrest). The Board adopted their proposal in June 2022 and the work towards implementation of one additional student representative (junior) at each high school by January of 2023 continued this school year by our current student representatives. This requires revisions to the ASB constitutions of both schools. Shorecrest approved their revisions in November and Shorewood is scheduled to vote on their revisions later in December.

It was the recommendation of the Superintendent that the Board approve the revisions regarding school board student representatives to the Shorecrest High School Associated Student Body Constitution, as presented.

MOTION NO. 18: Director Revera moved that the Board approve the revisions regarding school board student representatives to the Shorecrest High School Associated Student Body Constitution, as presented. The motion was seconded by Director Betnel and carried unanimously.

It was the recommendation of the Superintendent that the Board approve the revisions regarding school board student representatives to the Shorewood High School Associated Student Body Constitution, as presented.

MOTION NO. 19: Director Jernigan moved that the Board approve the revisions regarding school board student representatives to the Shorewood High School Associated Student Body Constitution, as presented. The motion was seconded by Director Betnel and carried unanimously.

## **Reports and Presentations**

### **First Reading: District Instructional Materials Committee (DIMC) Recommendations**

*Mike VanOrden, District Academic Officer, presented.*

Mr. VanOrden reviewed the two recommendations moved forward by DIMC for the Board's consideration (as a first reading).

- 1) *Stamped (for Kids). Racism, Anti-Racism, and You.*  
Sonja Cherry-Paul, Jason Reynolds, Ibram X. Kendi, 2021  
Provides a meaningful and age-appropriate insight into conversations about a history that has been written and taught, and that often excludes voice for the Black community within the United States. Written for grades 4-8. Proposed for grade 6 Honors Humanities. Unanimously approved for recommendation by the Board.
- 2) *This Book is Anti-Racist.*  
Tiffany Jewel. 2020  
A brief history of racism accompanied with lessons on personal identity which will lead readers to see themselves as forces for societal change. Proposed for grade 6 Honors Humanities. Unanimously approved for recommendation to the Board.

Director Betnel asked for clarification around a committee member's question (noted in the DIMC minutes) regarding re-reviewing previously approved materials. Mr. VanOrden explained that the procedures for reviewing instructional materials was being revised and would be shared in a Friday Briefing with the Board.

### **Equity Alignment Update**

*Presenters:*

*Mike VanOrden, District Academic Officer*

*Dr. Tanisha Brandon-Felder, Director of Equitable Leadership, Pedagogy and Family Engagement*

The presenters covered six areas as part of this update:

- 1) Guiding Resources
  - a. Board Policy: 0150, Race and Equity
  - b. Resolutions: Ethnic Studies and Anti-Racism
  - c. Instructional Strategic Plan
- 2) Equity Alignment
- 3) Equitable Leadership, Pedagogy and Family Engagement
- 4) Teaching and Learning: Since Time Immemorial, The State We're In, Native Knowledge 360°, Equitable Literacy, Equitable Assessment and Grading
- 5) Student Services – Vision, Guiding Principles (Equity, Guiding Principles, Multi-Tiered Systems of Support, Partnerships and Student Outcomes
- 6) Secondary Academic Programs and CTE

The entire presentation can be viewed by going to the following page on the District's website: <https://vimeo.com/778950574>

Some of the questions from board members included:

*Why did the District choose to pilot the curriculum [The State We're In] developed by the League of Women Voters? (Director Jernigan)*

Given that we are in a tight budget situation, the District is exploring options for supplementing our curriculum, such as this resource that was listed on the Since Time Immemorial page of OSPI's website. Additionally, there was a Kellogg social studies teacher interested in examining this particular curriculum. The District's DIMC procedures allow for piloting for up to one year, after which DIMC reviews the data from the pilot. In conversations earlier in the day with our Tribal partners, Mr. VanOrden shared that this was quite promising in that it is place-based (Washington State) and it allows us to use curriculum that already has some vetting.

*Are the other districts participating in the Tulalip Tribes workgroup involved in the Tulalip Tribe network? (Director Jernigan)*

Yes, they are and this includes: Marysville, Northshore, Granite Falls, Mukilteo.

*In regard to challenging curriculum materials, are there any efforts towards reaching out to BIPOC families to get their feedback as opposed to waiting to hear complaints? (Director Rivera)*

The typical process includes a cycle of adoptions and that would be where a deep dive could take place into curriculum as a whole. Once we are able to resume that process budgetarily, social studies is likely at the top in terms of the greatest area of need, followed by English language arts (also a good area for Ethnic Studies). Curriculum adoption processes are quite robust, involving multiple staff and community members, whereas right now, with fewer staff, resources and less time available to release teachers, we are trying to strategically address the hot spots. Sometime in the next year. Mr. VanOrden will be proposing an expansion of DIMC to include more student and individual board district representation.

*In regard to the STI curriculum, Student Rep Smith asked if there were opportunities for field trips to cultural centers, noting that in his elementary school experience, these types of experiences were very impactful. Dr. Brandon-Felder noted that last year, the Tulalip offered a field trip for admins to tour the center; this is something that could likely be extended to students as well. Additionally, the Burke Museum is a great resource. Virtual tours/galleries for both are available online.*

*Will the supplemental components of Storypath (previously reviewed by DIMC) be brought forward as part of the curriculum review, e.g. Oregon Trail, etc.? (Director Betnel)*

Mr. VanOrden reiterated that there are fewer staff members and less release time available for teachers to come in and review these resources. Teachers are being asked to come in for two hours after their normal day to participate in these reviews. The more comprehensive and deep dives will occur at a future time during the full curriculum adoptions. However, he said he could certainly have the social studies TOSA check out any concerns. Mr. VanOrden also suggested that any emails the Board might be receiving from community members could certainly be forwarded to him and his staff in order to assist with responses to any concerns.

#### 2021-2022 Year-End Financial Report

*Presenters:*

*Jennifer A. Farmer, Assistant Superintendent, Business and Operations*

*Mark C. Spangenberg, Director of Finance and Business Services*

This presentation summarized the District's year-end fiscal position for the 2021-2022 fiscal year. The F196 document (required) was finalized on November 10 and has been approved by Puget Sound ESD and OSPI.

The presentation showed high level position data including revenues, expenditures, fund balance, pandemic relief funding and enterprise (self-supporting) programs.

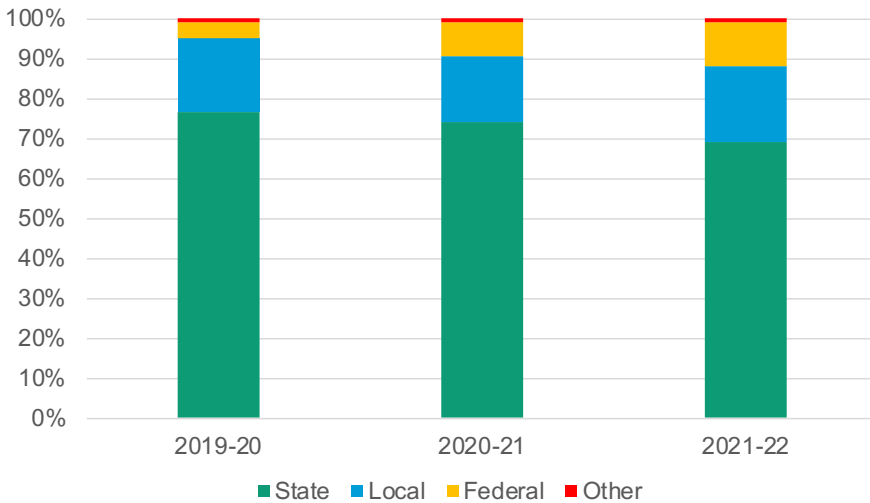
General Fund Summary of Revenues to Expenditures for 2021-2022:

Revenues:	\$160,832,270
Expenditures:	\$162,704,199
Difference:	(\$1,871,929)
Ending Fund Balance:	\$12,214,639

COVID funding received for 2021-2022 was \$8,031,952. The total for the three years, 2019-2020, 2020-2021 and 2021-2022 was \$14,538,488.

The chart below reflects the increase in the federal revenues as a result of the COVID relief funding in years 2020-2021 and 2021-2022. This increase, in a way, masked the loss of revenue we had from the local and state sources across those two years when we invested heavily with our pandemic relief funds.

Revenue Source Trend



Overall, expenditures were 2.6% below the original budget for 2021-2022. The original budget was adopted before the timing of final COVID funds were fully known.

Fund Balance Summary for 2021-2022:

Beginning Total Fund Balance 9/1/21	\$15,203,000	\$14,086,568
Excess of Revenues Over (or Under) Exp.	(\$10,192,999)	(\$1,871,929)
Ending Total Fund Balance as of 8/31/22	\$5,010,000	\$12,214,639

The difference between budget and actual ending fund balance of \$7,204,639 represents 4.4% of total budgeted district revenue for 2021-2022. Below is a breakdown of the ending total fund balance:

Non-spendable Fund Balance:	\$622,118
<i>Inventories such as food services and fuel</i>	
Restricted Revenues Fund Balance:	\$1,347,532
<i>Title/LAP carryover, CTE, Invest ED, etc.</i>	
Committed Fund Balance:	(\$97,612)
<i>Levy set-aside for curriculum</i>	
Assigned Fund Balance:	\$1,051,028
<i>Building carryover, Children’s Center, Conference Center/Theater/Facility Use</i>	

Unassigned Fund Balance: \$9,291,573  
*Board minimum fund balance of \$6.5M,  
 balance unassigned*  
 Total Ending Fund Balance: \$12,214,639

Mr. Spangenberg shared detailed information on the breakdown of the allocation of ESSER funds over a three-year period. He also gave credit to Garnet Osborn, Capital Projects Accountant, for her work on this specific project. The total amount of ESSER funds allocated was \$14,741,998. The chart below reflects the expenditure detail for the ESSER funds.

	2019-20 Actual	2020-21 Actual	2021-22 Actual	Total
Teaching		\$1,282,631	\$3,477,657	\$4,760,288
Staff Development		\$1,524,457	\$1,480,387	\$3,004,844
Student Supervision		\$202,758	\$1,709,755	\$1,912,513
Children’s Center		\$1,046,074		\$1,046,074
Food Service	\$289,874	\$591,712		\$881,586
Counseling (Family Advocates)		\$3,000	\$801,224	\$804,224
Facility Maintenance		\$527,363		\$527,363
Instructional Technology		\$242,790		\$242,790
Health Services		\$13,358	\$159,927	\$173,285
Custodians		\$116,261		\$116,261
Principal’s Office		\$58,664	\$32,065	\$90,729
Curriculum		\$12,084	\$5,504	\$17,588
Other Direct Costs		\$25,604	\$9,256	\$34,860
Indirect Costs	\$29,335	\$540,571	\$356,177	\$926,083
<b>Total Costs</b>	<b>\$319,209</b>	<b>\$6,187,327</b>	<b>\$8,031,952</b>	<b>\$14,538,488</b>

Ms. Farmer and Mr. Spangenberg shared a number of charts with comparative data that reflect where Shoreline is in relation to 17 local area districts for various data points. The 17 districts include: Seattle, Mercer Island, Highline, Renton, Bellevue, Tukwila, Issaquah, Shoreline, Lake Washington, Northshore, Everett, Lake Stevens, Mukilteo, Edmonds, Marysville, Monroe and Snohomish.

Other topics shared with the Board included the year-end summaries of the Capital Projects, ASB, Debt Service and Transportation Vehicle Funds, as well as the year-end reports for the enterprise/self-supporting programs, which include: Children’s Center, Food Services, and Facility Use.

Director Jernigan thanked the presenters for the charts that compare the 17 school districts and reflect where the District is making investments and across what categories. Student Rep Murphy asked if those charts took into account differences in revenue and the size of student populations when calculating the difference in expenditures. Mr. Spangenberg replied no; he actually treats each district as one so that Seattle isn’t five times more than Shoreline in the effect on the averages.

September and October 2022 Financial Update and November 2022 Enrollment Report

*Presenters:*

*Jennifer A. Farmer, Assistant Superintendent, Business and Operations*  
*Mark C. Spangenberg, Director of Finance and Business Services*

Ms. Farmer announced that the monthly report had undergone some changes and happily invited the Board's feedback. For example, the enrollment charts (K-12, K-5, 6-8, 9-12 and Running Start) included comparisons of enrollment over a five-year period. Enrollment as of November 1, by school, was also provided.

Mr. Spangenberg reviewed the newly formatted monthly financial charts, specifically graphical representations of the monthly Cash Flow Report. Charts included: Revenues: Budget vs Actual, Expenditures: Budget vs. Actual, Total Fund Balance, Budget vs Actual, Combined: Budget vs Actual. Also shared were total fund balance comparisons over time, 2013-2014 thru 2022-2023.

As is customary at this point in the year, staff have reduced the projected revenues and projected expenditures by the amount budgeted to provide capacity for receiving and spending unanticipated grants (\$1 million in revenues and \$1 million in expenditures).

Director Betnel asked about the jump in expenditures noted for the month of April, specific to "Purchased Services". Mr. Spangenberg explained that typically, the District's annual insurance premiums are paid in September or October. Last year, for the first time, the annual bill was split between a fall payment and a spring payment. Additionally, there are occasionally large Running Start payments made to the community colleges in the spring.

Director Jernigan asked if there was a cap on how quickly the costs for the insurance premiums can rise for the pool. Ms. Farmer explained that they are subject to the claims that have occurred within the risk pool and how the insurers behind them view districts as a risk because of the number of sexual abuse litigations over the last several years as well as a couple of large fires that made us a more expensive proposition as a pool to insure; all this in addition to the reinsurers behind the pool experiencing cost increases as well. Our pool is one of two available in the state of Washington so there aren't a lot of alternatives to consider.

#### School Board Communications Committee Update

*Presenters:*

*Sarah Cohen, School Board President*

*Sara Betnel, School Board Director*

Director Betnel began by revisiting the purpose of the committee and a review of the progress that had been made over the last year and a half. The purpose was to review existing Board communications in order to bring recommendations that respond to Board and community requests for clarity and transparency, access to information, opportunities for input and accountability in the work of the Board.

The goal of this presentation was to address topics carried over from the last committee conversation:

- Board communication protocols
- Regular updates to the school community from the Board
- Listening sessions

Director Betnel reviewed the board communication vision and goals as established previously and then reported on the progress that had been made:

- Reorganization and streamlining of the School Board section of the website
- Increased clarity on meeting agenda schedule and topics on site and in public notices
- Created email auto-reply used by board members to confirm receipt, how the Board considers input, and to assist with directing people to the best place to get assistance with a concern
- Explored transitioning board materials to BoardDocs. Decision pending available funding.

President Cohen reviewed three areas in which new proposals were being brought forward, specifically, (1) protocols for Board communications, (2) regular updates from the Board, and (3) listening sessions. The proposals included the following:

- 1) The Communications Committee will create an initial draft of Board Communications Protocols for Board review, discussion, and approval in January.
- 2) A one-year pilot of a quarterly report shared in the regular Friday update to the school community, covering reports received and policy adoptions/revisions, budget status, and progress towards goals. To avoid breaking OPMA, the report will be drafted by one Communications Committee member then reviewed by the Board President and Superintendent before being shared with the school community.
- 3) The Board commits to one student and one family/community listening session per year. Sessions will be on either a dedicated topic (e.g. budget rebalancing) or as open-ended sessions. Recommend the establishment of these sessions for this year, including format and time/location, be determined in January (possibly at retreat but could also be in study session or board meeting).

Director Rivera suggested that preparation discussions around the listening sessions begin in January.

Student Rep Smith asked if the student reps could also contribute to the Friday updates. The board members all agreed that would be a great idea.

Director Jernigan shared that the proposals shared in the presentation accurately summarize the Board's thoughts and desires for communication with the community. She recommended that a particular focus might be placed on firming up the listening sessions protocols; Director Rivera agreed.

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

Director Rivera asked that the Legislative Representative position be reviewed in terms of aligning that role with the Board's direction and needs around the legislative sessions. This may also include revising the policy and procedure. Currently, the appointment occurs in December before the legislative session begins in January. This seems to be ill-timed in that the work really starts at the end of the legislative session and continues on. It makes more sense to appoint that position immediately following the legislative session.

Superintendent Reyes shared that Policy 1120 currently refers to the position as being appointed for two-year terms at the first board meeting after the certification of the November election. Possibly, the timing could be adjusted. The current policy was last updated in 1986 so it would also be appropriate to reference the more current WSSDA policies. Director Betnel offered to check in with WSSDA and also offered her assistance to anyone interested in sharing in this legislative work.

### **Reports and Communications – Board Members, Student Reps and Superintendent**

Student Rep Smith reported that Shorecrest held a winter carnival the previous day; attendance was better than expected. A student band played and students collaborated with Ridgecrest in the planning of carnival activities. The spirit assembly planned for the previous Friday was postponed due to snow. Early discussions about the current mascot are underway; some students don't feel well represented by Otis. There will be a decision in January.

Student Rep Murphy reported that there had been a Thanksgiving carnival at Shorewood; the band, choir and orchestra held a very successful concert. Winter sports season has been going for a few weeks and the ASB is working on the constitution revisions.



Director Rivera announced that she had considered it an honor and a privilege to serve as the Board President this past year and as Vice-President the year before, but was now happy to turn the gavel over to Director Cohen as she assumes those duties.

Director Jernigan reported that Einstein was having a band concert that evening; her son was playing in the band. Next week, a number of elementary schools will be having their holiday concerts. She expressed her appreciation for the excellent music programs in Shoreline. She thanked Director Williams for her service (and continued service) as Vice-President of the Board, Director Rivera for her service as President and President Cohen for stepping up to serve for the coming year.

Director Betnel also added her appreciation to Director Rivera for her leadership in all the various areas, as well as Directors Williams and Cohen. She was able to visit Kellogg Middle School the previous week and extended her gratitude to Principal Thompson for the tour that included a nice smattering of programs, e.g. AVID, Dual Language, Ceramics, STRIDE, and other great things taking place at the school. She encouraged others to visit when they can.

President Cohen shared that she and Director Williams had visited Syre Elementary. First graders were making stone soup that day. They very much enjoyed visiting classrooms. She also thanked Directors Williams and Rivera for their service as board officers.

Superintendent Reyes announced that Dr. Brandon-Felder and Mike VanOrden would be scheduling Race and Equity 201 and 301 sessions for later this school year. She is enthused about participating in 301 as she had completed 101 and 201 last school year. She reminded the Board of the School Board Retreat that was coming up on January 29 (Sunday) and asked the student reps if they might be able to attend and participate in part or in its entirety. Study sessions have been attended in person by staff members and via Zoom by board members. It had been mentioned at a previous meeting that this practice would be revisited in a few weeks. It was still the Board's preference to attend study sessions via Zoom. The Legislative Conference is scheduled for February 26 and 27 in Olympia. Sunday is the actual conference and Monday is reserved for meetings with legislators. She asked if there was interest by board members and student reps in attending. She encouraged anyone interested to reach out to her so arrangements could be made.

Director Jernigan asked a question about the facilitator for the January 29 retreat. The Board engaged in a discussion about the possibility of collective facilitation or a volunteer facilitator, as well as possible topics that might be included. Typically, a winter retreat includes discussion of the Board's operating principles and results of the board self-assessment that is performed by individual board members. Superintendent Reyes reminded the Board that she had sent out the link to the WSSDA assessment and it was due for completion by January 6. Director Rivera suggested that it would be nice for the retreat to be in person rather than over Zoom. There was consensus so arrangements would be made for that to take place at the Shoreline Center.

### **Executive Session**

None

Adjournment: 7:50 p.m.

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Dr. Sarah Cohen, School Board President

Attest: February 14, 2023

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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.**