

BOARD MEETING MINUTES

October 19, 2021

Call to Order

President Jernigan called the Study Session of the Shoreline Board of Directors to order via Zoom only at 4:00 p.m. on October 19, 2021.

Roll Call

Present: Meghan Jernigan, President; Sara Betnel, Member; Sarah Cohen, Member; Emily Williams, Member; and Sky Stark, Shorecrest Student Representative.

Absent: Rebeca Rivera, Vice President and Yubi Mamiya, Shorewood Student Representative

The following topic was discussed:

Overview of Board Policy Review Process

Presenters:

Meghan Jernigan, School Board President

Dr. Susana Reyes, Superintendent

Brittany Montano, WSSDA Administrative Assistant

The purpose of the Board Policy Committee is to review the policy manual and update/revise as needed. Washington State School Directors' Association (WSSDA) provides guidance services for school districts in this process. Brittany Montano, WSSDA Administrative Assistant, joined this meeting to discuss those guidance services in detail. Brittany assists with the Legislative Committee, the Resolutions Committee and the Policy and Legal Team.

The WSSDA policy manual review service is a cost-effective way to save districts significant staff time and reduce legal vulnerabilities caused by out-of-date policies. WSSDA reviews all policies to find anything that needs to be updated/revise. Keeping policies current is challenging. Changes in the law and recommended practices occur frequently, which makes purposeful policy making an ongoing task for school boards.

WSSDA generally reviews policy manuals by series, e.g. 1000 series, 2000 series, etc. Ms. Montano downloads and reformats all policies. Kelsey Winters, Policy Consultant, edits them and returns them to the school district for their review. This includes a list of what was changed and why. These "bite-sized chunks" make it easier for boards to consider revisions on an ongoing basis. Every effort is made to time delivery with upcoming board meetings so consideration of the revisions is not delayed.

The policy consultant analyzes each and every policy and procedure in comparison with the WSSDA model policy manual. The consultant identifies the policies and procedures that are:

- Missing
- Needing updated language
- Needing legal references
- Needing management resources
- Needing cross references
- Obsolete

After completing the review, the policy consultant will recommend as appropriate:

- WSSDA model policies to address gaps in the policy manual
- Language in Microsoft Word "track changes" to update policies and align them with WSSDA's model policy manual
- Deletion of policies or procedures that no longer align with Washington State's K-12 legal framework

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Additionally, the policy consultant will prepare comprehensive digital files of the recommendations for the policy manual and will be available to answer questions until they are adopted.

Districts can sign a contract for 1 year, 18 months, or 2 years, depending on needs and availability to complete the work. The 18-month contract contains 18 months of work but questions/answers/guidance are available for the full two years. Any legislative changes that may take place during the two-year period are updated in policies as many times as they occur.

Ms. Montano provided an example of a policy from Shoreline’s board policy manual and how it compares to the WSSDA model policy.

Shoreline SD Policy STUDENTS 3223

Freedom of Assembly

Peaceful meetings, assemblies, or demonstrations are permissible, though they are to be held in designated places, that they shall present no hazards to persons or property, and at designated times that shall not disrupt classes or other school activities.

Cross reference:

Policy 2340 Religious-related Activities or Practices

Legal reference:

WAC 180-40-215 Student Rights

WSSDA Model Policy

STUDENTS

Freedom of Assembly

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Individual students and student organizations may meet in school rooms or auditoriums, or at outdoor locations on school grounds, to discuss, pass resolutions and take other lawful action respecting any matter which directly or indirectly concerns or affects them, whether or not it relates to school. Such activities will not be permitted to interfere with the normal operation of the school.

Peaceful demonstrations are permissible, however they must be held in designated places where they will present no hazards to persons or property and at designated times that will not disrupt classes or other school activities.

Legal References

WAC 392-400-215 Student rights

Cross References

2153 - Non-Curriculum-Related Student Groups

The costs for the policy review service were reviewed with the Board. They are as follows:

<u>District FTE</u>	<u>Base Price*</u>
15,000 and up	\$12,000
5,000 – 14,999	\$10,000
500 – 4,999	\$8,000
Less than 50	\$6,000

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*For districts with 500 FTE or higher, if 1/3 of your policy manual is eight or more years out of date an additional \$1,500 will be added to the base price. The added cost is due to the significant amount of additional time and labor necessary to complete the review.

The cost for Shoreline School District would be \$11,500 because so many of the policies are older than eight years (many from the nineties). Payments can be made monthly if desired and is part of the contract when it is drawn up.

The Board engaged in discussion as well as questions and answers with each other and with Ms. Montano. There were thoughts shared about possibly rotating board members on and off the Board Policy Committee in order to enable all to engage in the policy process. Additionally, a question was asked from Student Rep Stark about whether or not this process was primarily a review for the purpose of updating or did it also include changing content; the response was that it is an updating service. Ms. Montano recommended connecting with WSSDA's Student Representative Network for information regarding advocacy at the state level. President Jernigan added that she sees that type of advocacy as being more of a committee responsibility in terms of determining if an updated policy meets the needs of the Board.

A question was asked from Director Williams as to whether or not districts had a say in the order of series reviewed, possibly due to a particular need. Ms. Montano thought that could be worked out as part of the contract language. Typically, the 2000 and 3000 series (instruction and students) are reviewed last due to the abundance of content.

WSSDA reviews procedures for updates as well. Procedures, however, are not adopted by the Board. Procedures are developed by the superintendent and her staff. Some are much more labor-intensive than others. Director Cohen spoke to the importance of recognizing that procedures shouldn't be micro-managed by the Board but rather, those details should be left to the superintendent and her staff.

President Jernigan asked if next steps should include a vote by the Board for moving forward with contracting with WSSDA. Superintendent Reyes wasn't sure if a board vote was necessary but she would look into it and report back.

Adjournment: 5:00 p.m.

Meghan Jernigan, School Board President

Attest: November 16, 2021

Dr. Susana Reyes, Secretary to Board of Directors