

## BOARD MEETING MINUTES

December 9, 2019

### Call to Order

Vice-President David Wilson 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 7:00 p.m. on December 9, 2019, followed by the flag salute.

### Roll Call

Present: David Wilson, Vice-President; Heather Fralick, Member; Dick Nicholson, Member; Dick Potter, Member; Cynthia Ruelas, Shorewood Student Representative; and Michael Crosson, Shorecrest Student Representative.

Absent: Mike Jacobs, President

### Approval of Minutes

The minutes of the November 4 and November 18 Regular Board Meetings were approved as submitted.

### Comments from the Community re: Action Items 5a and 5b Only (see below)

None

### Action Items

#### Waiver of Requirement for Two Readings of Policy and Adoption of New Policy 1733, Board Member Compensation

*Rebecca L. Miner, Superintendent, presented.*

RCW 28A.343.400 allows school district board members to receive compensation. This is a new policy for the District. In order for board members to have the ability to receive compensation, the District must have a policy in place prior to those board members being seated on the Board. Therefore, it was recommended that the current Board waive the requirement for two readings of this policy as allowed by Board policy and adopt it at this meeting.

Because immediate adoption of Policy 1733, Board Member Compensation, is in the best interest of the District, the Superintendent recommended the Board waive the requirement for two readings and adopt Policy 1733, as presented.

MOTION NO. 12: Mr. Nicholson moved that the Board waive the requirement for two readings and adopt Policy 1733, Board Member Compensation, as presented. The motion was seconded by Mr. Potter and carried unanimously.

#### Adoption of 2019-19, Authorizing Compensation for Members of the Shoreline School Board

*Rebecca L. Miner, Superintendent, presented.*

Despite review of documentation going back to the 1980s, no board resolution allowing for receipt of compensation nor evidence that board members collected such compensation was found. This resolution is required to allow board members to collect compensation.

In order to allow future board members to have the opportunity to accept such compensation as permitted by law, it was the recommendation of the Superintendent that the current board adopt this resolution.

MOTION NO. 13: Mr. Potter moved that the Board adopt Resolution 2019-19, Authorizing Compensation for Members of the Shoreline Board of Directors, as presented. The motion was seconded by Mr. Nicholson and carried unanimously.

**Oath of Office and Reorganization of the Board**

Superintendent Miner invited the three newly elected board members, Meghan Jernigan (District #1), Rebeca Rivera (District #4), and Sara Betnel (District #5) to step forward and introduce their family members who were in attendance. She then administered the oath of office to all three new members. They then took their seats at the Board table.

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

MOTION NO. 14: Ms. Jernigan moved for the nomination of Heather Fralick as President of the Shoreline Board of Directors, effective December 9, 2019, and also moved that the nominations be closed. The motion was seconded by Ms. Betnel and carried unanimously.

As newly elected President, Ms. Fralick opened the nominations for the position of Vice-President of the Shoreline School District Board of Directors.

MOTION NO. 15: Ms. Betnel moved for the nomination of David Wilson as Vice President of the Shoreline Board of Directors, effective December 9, 2019, and also moved that the nominations be closed. The motion was seconded by Ms. Jernigan and carried unanimously.

President Fralick opened the nominations for the position of Legislative Representative of the Shoreline School District Board of Directors.

MOTION NO. 16: Ms. Jernigan moved for the nomination of Sara Betnel to serve as Legislative Representative of the Shoreline Board of Directors, effective December 9, 2019, and also moved that the nominations be closed. The motion was seconded by Ms. Rivera and carried unanimously.

**Adoption of Consent Agenda**

The following consent agenda was presented for approval:

- a. Acceptance of Gifts, Grants, Donations
  - 1) Cascade K-8 - \$6,500.00 – Cascade K-8 PTSA – Field Trips/Classroom Enrichment
  - 2) Cascade K-8 - \$11,000.00 – Cascade K-8 PTSA – Fall Camp 2019
  - 3) Cascade K-8 - \$6,500.00 – Cascade K-8 PTSA – Nature in Our Neighborhood Class
  - 4) Echo Lake Elementary - \$5,942.37 – Echo Lake PTA – Various Projects
  - 5) Meridian Park Elementary - \$5,800.00 – Meridian Park PTSA – Various Projects
  - 6) Syre Elementary - \$11,766.96 – Syre PTA – Various Projects
  - 7) Shorewood High - \$5,000.00 – Shoreline Public Schools Foundation – Write & Ready College Workshop
  - 8) Multiple Elementary Schools (Briarcrest, Echo Lake, LFP, Meridian Park) - \$5,207.00 – Shoreline Public Schools Foundation – Historical Fiction Writing Project
- b. Approval of Interlocal Agreement with Puget Sound Educational Service District to Continue the Regional Threat Assessment Cooperative
- c. Approval of Contract with Puget Sound Educational Service District Early Learning Program for Head Start Services, November 1, 2019 through October 31, 2020
- d. Approval of Revisions to 2018-2022 SESPAC Collective Bargaining Agreement
- e. Approval of New 2019-2022 Automotive Mechanics Collective Bargaining Agreement
- f. Approval of Updated 2019-2020 Transportation Trip Rate, Effective January 1, 2020

- g. Aldercrest Campus Modernization Project, Phase 2 – Approval of Change Order #11 – Kassel and Associates, Inc.
- h. Early Learning Center – New Building and Site Work Project – Approval of Change Order #07 – BNBuilders, Inc.
- i. North City Elementary Campus Modernization Project, Phase 2 – Final Acceptance – Western Ventures Construction, Inc.
- j. North City Elementary Campus Modernization Project, Phase 3 – Approval of Change Order #4 – Western Ventures Construction, Inc.
- k. Einstein Middle School Replacement Project – Approval of Change Order #01 – KCDA/Modern Building Systems
- l. Approval of 2019-2020 Voluntary Employee Benefits Association (VEBA) Memorandum of Understanding (MOU) with Shoreline Maintenance Employees
- m. Approval of Extended Field Trips
- n. Approval of Personnel
  - 1) Certificated – Recommended for Election
  - 2) Certificated – Out-of-Endorsement Assignments
  - 3) Classified
- o. Approval of Payroll and Vouchers
- p. Einstein Middle School and Kellogg Middle School Replacement Projects – Reassignment of PVC Installation Contracts

MOTION NO. 17: Mr. Wilson moved that the Board adopt the consent agenda, which is attached hereto and becomes a part hereof. The motion was seconded by Ms. Betnel and carried unanimously.

As of December 9, 2019, the Board, by a unanimous vote, approved for payment, those vouchers described as follows: November Payroll Warrants #446768-446821 and Electronic Transfers totaling \$12,465,687.14; Reconciliation of Warrants Issued Between November 15 and November 22, 2019 - General Fund Warrants #80851-80938, 192000355-192000382, 80984-80985, 80986-81050, and 192000391-192000433, totaling \$587,492.84; Capital Projects Fund Warrants #80939-80949, 81051-81065, and 192000434-192000437, totaling \$780,974.90; and Student Bond Fund Warrants #80950-80983, 192000383-192000390, 81066-81111, and 192000438-192000441, totaling \$94,095.53; for a grand total of \$13,928,250.41.

President Fralick announced that there were some wonderful donations by our community on the consent agenda and she recognized them individually (as listed above).

### **Reports and Presentations**

#### **2018-2019 Year-End Financial Report, October 2019 Financials, and October/November 2019 Enrollment Update**

*Marla S. Miller, Deputy Superintendent and Mark Spangenberg, Director of Finance and Business Services, presented.*

Ms. Miller provided some background information for the new board members regarding the budget preparation process, and in particular, the closing of the fiscal year books, which typically occurs around late October/early November. This is due to the District being required by federal and state law to perform accounting on a modified accrual basis, which means that the District needs to account for the costs of running the school district at the time that they occur. If they are not charged at the time they are paid, they need to be included in the fiscal year when the goods or services are actually received. In Shoreline, bills are paid once a week but payroll is paid once a month. The inservice/preparation days that are worked by staff in late August are not paid until the end of September. By the time all those costs are known, it is the end of October or early November; this is typical for school districts across the state.

Highlights of the 2018-2019 year-end report, by fund, include:

*General Fund*

- Met Board’s reserve policy of 5% of total expenditures
- Maintained staffing standards with reliance on the supplemental levy
- Purchased curriculum with \$991,588 funded by the supplemental levy
- Total fund balance increased \$958,955 (due primarily to Safety Net funding awarded in July 2019)

*Capital Projects Fund*

- Project expenditures \$110 million
- Sold \$218 million in bonds (\$200 million – 2017 authorization, \$18 million – 2006 authorization)

*ASB Fund*

- Ending fund balance \$1,013,000 (up \$56,863)

*Debt Service Fund*

- \$25,595,000 bond payments, including \$10,165,000 principal

*Transportation Vehicle Fund (funded with State depreciation payments)*

- Purchased four buses at a total cost of \$536,808
- Received \$140,000 “clean diesel” grant towards bus purchases
- Ending fund balance \$567,242

The end-of-year Cash Flow Report reflects a beginning fund balance of \$14.6 million, revenues of \$151.5 million, expenditures of \$150.5 million and an ending fund balance of \$15.6 million (all numbers rounded). Mr. Spangenberg provided an explanatory overview of the various items included on the Cash Flow Report, which is prepared monthly.

Mr. Spangenberg reviewed the reserves for 2018-2019:

- Restricted revenue: \$1,022K
- Inventory and prepaid expenditures: \$669K
- Committed by Board: (\$438K)
  - *Curriculum Purchases 2018-2019*
    - \$992K – Math \$551K, Reading \$219K
    - *Will carryover negative balance in this account due to front funding*
- Carryovers and other purposes: \$2.26M  
*(Building budgets, facility use, reopen North City)*
- Board 5% reserve policy: \$8.1M
- Unreserved/undesignated: \$3.9M
- Total fund balance: \$15.5M

A review of the Capital Projects fund balance reserves included:

- Bonds issued for construction: \$156.8M
- Tech levy: \$2.0M
- State match on construction: \$100K
- Other proceeds: \$0.4M
- Assigned-purposes: \$2.1M
- Total fund balance: \$161.4M

Regarding “other proceeds”, Ms. Miller explained that if the District uses property to generate revenue (sale, rent, lease), it is, for the most part, required by state law to go into the Capital Projects Fund. There is a small window for an exception to that law in that if General Fund resources are used to maintain the property, some of the Capital Projects monies can be used to pay back the General Fund. Director Betnel

asked if there were any restrictions regarding how the revenue can be used. Ms. Miller replied yes for some of it but not for all; lease revenue has the most flexibility.

This presentation included a review of the end-of-year reports for the Children’s Center, Food Services, Facility Use, and Print Shop.

The Children’s Center realized a net operating difference before indirect costs of +\$644,830 (\$117,400 after indirect costs). Recently, there had been years where the carryover was negative but that has now turned around. Ms. Miller added that the enrollment figures for the preschool and extended care programs were not part of the financial report but could be easily provided if the Board is interested in a deeper look into the Children’s Center.

Food Services ended the year with a net operating difference of (-\$144,049) before equipment and indirect costs. Total meals served in 2018-2019 were up significantly, 3.2% over the previous year; revenues were up 4.1%, and expenditures were up 9.7%. Ms. Miller added that after the recession, our district as well as many others, experienced a growth in the poverty level, resulting in a higher percentage of students receiving free and reduced meals. That has declined in the past couple of years, shifting the number of lunches from one category to another as families moved out of the free and reduced meal program and into a full pay category.

Facility Use (combination of Shorecrest, Shoreline Center and Shorewood theaters, and facility/field use) realized a combined net operating difference or carryover of \$619,717 (earmarked for future use); combined revenues are down 26.5%. The Conference Center was shut down at the end of 2017-2018; some of the personnel costs were shifted to the theaters. Some theater equipment was replaced during the fiscal year as a result of renters interested in the space but only if updates were made. Marc McCartney, District Theater Coordinator, is monitoring the equipment in all three theaters and making determinations of what investments may need to be made to keep the facilities current. Facility use rentals assist in making those purchases.

The Print Shop has struggled financially over the last few years. Prices were increased by 5% in 2017-2018 and then again in 2018-2019 by 5%. Usage has declined but is still used significantly—over 1.3 million in equivalent single sheet production in 2018-2019; 31% of use is for high schools, 22% for elementary, 7% for ASB and external customers, and 40% for all others. Much of the work is more complicated than what can be efficiently produced at the buildings.

Ms. Miller called attention to the F-196 Report that was also included in the Board’s packet. The F-196 is a state-mandated report of the annual financial statements for the fiscal year (in this case, for 2018-2019). Additionally, a Cash Flow Report (not mandated by the state) is prepared on a monthly basis. Mr. Spangenberg shared the 2019-2020 Cash Flow Report for the month of October 2019 and described how the report is prepared, including trends that occur during the course of the year. *[A study session for January 13 has been scheduled for the purpose of reviewing the budget process in more detail.]*

This report also included enrollment information for October and November. These are district reports, listed by school, as opposed to the state reports that list students by grade for the entire district. Ms. Miller provided an overview of the enrollment reports for the new board members. She also explained that in 2015, the District hired a demographic consultant to project enrollment. Due to the enrollment decline that occurred in 2018, not only in Shoreline but also in many districts in the Puget Sound region, the consultant was asked to provide new projections in the summer and fall of 2018. Enrollment is being monitored and depending on what occurs later this year, the consultant may be asked again to provide updates. Long-range projections are typically for a 10-15 year period. Staff performs their own enrollment projections for the budget preparation, which are typically provided to the Board in late January. Initially, they are done by grade level and then later by school. The school-by-school projections drive the staffing allocations. Tweaks in staffing usually occur in August but nothing is official until the fourth day of school.

### **Board Requested Discussion**

Director Wilson once again welcomed the new board members and thanked them for their willingness to serve and support our great students.

### **Comments from the Community**

The following individuals spoke:

- 1) Isaac Jeppsen, Shorewood Parent – On behalf of his son, expressed concerns regarding the process associated with Procedure 2410P specifically in regard to a math offering taken through the Spring Academy. Encouraged the Board to put students over process and introduce simple ways for parents and students to resolve problems.
- 2) Callie Steward, Meridian Park and Einstein Parent – Welcomed new board members and encouraged them to be bold, suggest and look at new ideas even if they seem radical for Shoreline, reinvigorate learning across the district and not just for the most capable students, address the district’s environmental footprint and teach students to do the same. Also, focus on more diversity among teaching staff, anxiety in students, composting, recycling, climate, rise in school shootings. Be kind and yet tough.
- 3) Naomi Hillyard, Meridian Park Parent and Substitute Teacher – Congratulated newest board members and commended two standing members for their institutional knowledge. “Inclusivity and diversity are not just buzz words but they are the goals we will be striving for throughout the school district from administrators down to teachers and other professional staff.” The people have spoken and they want an activist board that will stand up for them in areas of deportation and family separation and provide a strong response in the form of a resolution when faced with school shootings; also want a fully implemented Black Lives Matter curriculum in our schools.
- 4) Juliet Scarpa, Highland Terrace Parent, Active Volunteer and PTA Secretary and Local Lead for Moms Demand Action for Gun Sense in America – Extended heartfelt thanks to the departing board members and congratulated the three new board members. This coming Saturday (December 14) marks the seventh anniversary of the mass shooting at Sandy Hook Elementary School that left six educators and 20 first graders dead. Referenced the incident earlier in the day at Shorecrest involving students bringing ammunition to school, forcing lockdowns at Shorecrest and Kellogg. Commended the efforts the District has already embarked on to ensure the safety of our school communities. “I am encouraged that with this new round of change makers, we may more audibly and visibly let our students, our teachers, our staff and our families know that this culture of violence does not have to run as an undercurrent to their daily lives.”
- 5) Linda Tsai, Einstein Parent and Co-Leader, Shoreline Highly Capable Parent Association and Secretary of Einstein PTA – Congratulations to new board members and thanked Directors Fralick and Wilson for their continued service to our community. According to the results of an international test by the Program for International Student Assessment (PISA), overall, 15 year-old American students who took the PISA test scored slightly above students from peer nations in reading but below the middle of the pack in math. Twenty percent of American 15 year-olds scored so low on this test that it appeared as though they had not mastered reading skills expected of a 10 year-old. Only 14% of American students could distinguish between facts versus opinion. The National Assessment of Educational Progress recently showed that only one-third of American fourth and eighth graders can be considered proficient readers. Expressed appreciation for the School Improvement Plans but asked if we were collectively maximizing our efforts as we prepare our students for career and college.
- 6) Dan Strongin, Ridgecrest HiCap and North City Kindergarten Parent – Expressed dismay at the plan to eliminate the magnet HiCap program at Ridgecrest in lieu of a single magnet program at Meridian Park. Urged the Board to devise a solution in which current Ridgecrest HiCap students could remain at Ridgecrest, possibly through grandfathering or by extending the number of students given in-district boundary exceptions. Students and their families have integrated into

the Ridgecrest community through friendships beyond the classroom, e.g. extracurricular and co-curricular positions; nearly half their lives have been spent at Ridgecrest. There appears to already be one open classroom available for the future fifth graders according to the District's enrollment projections (chart was provided in a handout).

- 7) Teri Potter, Community Member – Welcomed the new board members and thanked them for running for their positions. Provided some suggestions regarding recent decision to move Ridgecrest HiCap students to Meridian Park. Host community open houses long before any committees are formed to study the issue. Possibly hold meetings on Saturdays and Sundays, rather than on evenings when parents and students are tired and hungry, and ensure they are well advertised in each school and on the district's website. Take input from these meetings and then form a committee. (Also provided a handout outlining various areas where overhead costs can be trimmed back.)
- 8) Maris Abelson, Ridgecrest HiCap Parent – Expressed grave concerns about the way the decision to move the east side HiCap program was handled. Input was not requested from HiCap families (in line with Board Procedure 3130P) nor was there consideration of how such a move would affect the social and psychological health of the HiCap children. Suggested the new board implement a compromise--adding two of the four kindergarten classes to Ridgecrest would allow the HiCap kids to finish their time at Ridgecrest with their community and friends. Suggested adding a few more meetings in December.
- 9) Bodhi Kovalenko, Ridgecrest HiCap Student – Stated that moving Ridgecrest HiCap students to Meridian Park is very unfair. "Some people want to go to Meridian Park because it's a magnet school and they have to choose whether to be with their friends or to go to the magnet school . . . So if one friend splits off, it's like breaking up family . . . Also, for all those of us who live in LFP, going to Meridian Park is a really long bus ride."
- 10) Dick Potter, Taxpayer and Community Resident – Thanked new board members for running for the school board. According to the Washington State Constitution, education of our students is the paramount duty of the state. Our public school system is here first and foremost to serve the students. Urged new board members to "keep the best interests of the students first and foremost in your thoughts as you deliberate on your decisions. They are vulnerable and rely on you to look out for their best interests. They are the reason that you are here. Shoreline has a reputation as a wonderful school district and I'm sure you will continue this fine tradition."
- 11) Thomas Mortensen, Ridgecrest HiCap Parent – Encouraged Board to revisit the decision to move Ridgecrest HiCap program to Meridian Park. Learned of this move by accident and not from school district as policies and procedures were not followed. Meet us halfway by phasing out, at least, third and fourth graders; send two kindergarten classes to either Meridian Park or North City next year; so much as been spent on improving North City so use it; and have an emergency extra meeting and vote on doing due diligence.
- 12) Keun Young Choi, Ridgecrest HiCap Parent – Expressed disappointment in the process for moving the Ridgecrest HiCap program to Meridian Park. Respectfully requested that the Board a) not delegate a significant amount of discretion to the superintendent with such a sensitive matter; b) reach out to the community in your own districts and communicate with them and be prepared to represent them fairly; and c) revote after your work is done.

### **School Board Reports and Communications**

Ms. Ruelas reported that the food drive began at Shorewood on December 2 and ends on December 13. On December 4, students had the opportunity to donate blood during the Red Cross Community Blood Drive. Also on December 4, Nick Hanauer, an American entrepreneur and millionaire, spoke to students about his career and experiences. The event was organized by the Investment Club, which is entirely student led.

Mr. Crosson reported that Shorecrest recently held their winter pep assembly. The food drive is now open and closes in two weeks. The lockdown that occurred earlier in the day was handled very efficiently by staff and police. In Student Council, there has been a proposed amendment to the constitution which would allow the community and student representatives to have more power or say in what happens. Currently, most meetings and elections involve a closed committee that is typically comprised of one to ten members of the student body. In the past, there have been some questionable practices; the Student Council desires the process to be more transparent. In the event there is a need to remove students from office due to discipline issues, they want to ensure that there is a discussion and vote within Student Council regarding what happened and how best to resolve the situation rather than immediate removal. This vote was scheduled to take place on December 10.

Ms. Jernigan did not yet have anything to report.

Ms. Betnel reported that she was excited to get started; she had already attended multiple events and was looking forward to working with the Board.

Ms. Rivera stated that as a parent in the District and as a long time resident of Ridgecrest, she was excited and honored to represent District #4 in working with the superintendent and the rest of the board members to do the best for our kids.

Mr. Wilson announced that the Board toured the two middle school construction sites. He also called attention to the *Black Voices: A Community Opportunity* events that would be taking place around the district during the week of February 3-7. Please mark your calendars and plan to attend and participate in this special week of activity. Dr. Tanisha Brandon-Felder is one of the forces behind this event.

Ms. Fralick reiterated the need for school bus drivers—the District is hiring and if anyone knows persons that may be interested, please direct them to [www.shorelineschools.org](http://www.shorelineschools.org) to apply. Since the last meeting, the Board attended the dedication of Parkwood Elementary. She also had the opportunity to attend the WSSDA pre-conference law workshop on November 21 and the WSSDA Annual Conference on November 22-24. On December 7, she attended the Cascade K-8 Winterfest, where a good time was had by all.

**Executive Session**

President Fralick announced at 8:34 p.m. that the Board would momentarily be convening an Executive Session in order to discuss potential litigation with legal counsel representing the District for approximately 45 minutes. Superintendent Miner left the meeting at 9:20 p.m. to announce that the Executive Session would be extended for an additional 20 minutes.

Adjournment: 9:30 p.m.

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Heather Fralick, Board President

Attest: January 22, 2020

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Rebecca L. Miner, Secretary  
Shoreline Board of Directors

**All documents referenced in the minutes may be viewed in the Superintendent’s Office during normal business hours.**