

BOARD OF DIRECTORS

Lopez Island School District #144

April 28th, 2021

LISD Zoom

6:00 pm

Board Meeting Minutes

[Meeting Link can be found on LISD Website](#)

Following the recommendation of the San Juan County Health Department and LISD school measures to control the coronavirus, public involvement in the meeting will be by computer or phone conference utilizing this link. Thank you for understanding the need for this measure.

I. CALL TO ORDER AND FLAG SALUTE:

Chair Poole called the meeting to order at 6:00 pm. Vice Chair Guenther led the Flag Salute.

Spanish Language Interpreter I gave instructions to log into the zoom meeting with offered services.

II. ADJUSTMENTS TO THE AGENDA:

Chair Poole added LAND ACKNOWLEDGE to the agenda at this time.

LAND ACKNOWLEDGEMENT: Director Carrier gave a Native Lands Acknowledgement.

ASB Member M.Rabel notified the board he will not be presenting and Chair Poole removed item VIII C.

III. APPROVAL OF THE MINUTES: (Action)

A. Special Board Meeting of 04/07/21

Director Guenther moved to approve the minutes from 04/07/21, Director Greacen seconded.

The Board had no further discussion. The motion was unanimously approved.

B. Special Board Meeting of 04/17/21

Director Carrier moved to approve the minutes of 04/17/21, Director Stephenson seconded the

motion. There was no discussion. The Board approved unanimously.

C. Special Board Meeting of 04/21/21

Director Guenther moved the minutes of 04/21/21, Director Stephenson seconded. No

discussion. The motion was unanimously approved.

D. Special Board Meeting of 04/22/21

Director Greacen moved to approve the minutes of 04/22/21, Director Guenther seconded the

motion. The Board had no further discussion. The motion was unanimously approved.

IV. ADOPTION OF THE CONSENT AGENDA:

A. Payroll for the month \$336,331.31

B. Consideration to approve:

1. Contract for Employment, Garden (SJ)

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2. Contract for Employment, Garden (VY)
3. Contract for Services (LD)
4. Contract for Services (KS)
5. Contract for Services (AB)
6. Contract for Employment (MK)
7. Contract for Employment (EM)
8. Contract for Employment (KL)
9. Contract for Employment (RT)
10. Contract for Employment (EB)
11. Contract for Employment (IB)
12. Contract for Employment (MC)
13. Contract for Employment (MS)
14. Resignation (SS)
15. Warrant Log 115562 through 115575, AP Check Summary
16. Warrant Log 115576 through 115608, AP Check Summary
17. Warrant Log 115609 through 115633, AP Check Summary

Director Stephenson moved to approve the Consent Agenda, Director Guenther seconded the motion. No discussion. The Board unanimously approved the Consent Agenda.

V. FINANCIAL REPORT:

- A. Monthly Budget Status Report - Kara Moore, NWESD Business Manager
 1. General Fund Reserve update and status of ongoing budget projections
 2. Capital Projects
 3. Debt Service Fund
 4. ASB
 5. Transportation Vehicle Fund

Financial Manager K.Moore shared her screen to present the budget status through March 2021. Director Stephenson asked if some of the numbers reflected the fact that the school has largely been 'out of school' due to COVID, when budget projections were for 'in school sessions'. K.Moore confirmed 'yes'. K.Moore reviewed each budget category with slides. The board asked clarifying questions about changes based on Pandemic related revenues. Superintendent Bruner explained that Food Service was able to generate income due to the meal delivery programs that operated during the pandemic for any individuals 18 and under. He also pointed out that Transportation was able to reduce expenses, which will be a short term benefit.

VI. RECOGNITION AND GRATITUDE:

Director Guenther expressed gratitude for S.Savage and her years of service working in the classrooms as a paraprofessional. Director Greacen appreciated the resigning staff for all their hard work. He thanked the staff, teachers, and community members who participated in the superintendent search. He expressed gratitude for Superintendent Bruner's dedication and thanked E.Murray for being willing to step up to become the next superintendent. Director Carrier expressed gratitude for the staff and the teachers for

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putting in time to work with the students and their education. Director Carrier also expressed gratitude to the staff who have left recently including S.Savage, as well as those who left as a result of the tort claim, specifically. D.McCullough and A.Smith.

VII. UPDATES:

A. Parent, Teacher, School Association (LIPTSA)

S.Adams from LIPTSA joined to share that \$1500 was raised for student boxes and back to school supplies. They helped to purchase 6 new sanders for the woodshop. Staff appreciation week is coming up and they have plans to show gratitude. They will be giving the Secondary staff lounge a makeover. They have a GoFundMe page set up to receive support. Their final membership meeting will be on May 4th.

B. STEM Fair Winners

Fourth grade teacher L.Swanson joined to honor students who have done a wonderful job with their STEM projects. Students began projects in January and worked on them through March. There were 7 exceptional STEM Fair projects: One 4th grader Sofia, and four 5th graders including Amia, Autumn, Ayla, and Ian, There were two Grand Champions Gardener and Wren. These two students joined to share their projects. Wren studied microclimates on the island and Gardener did a project on water temperature effects on bath bombs. Chair Poole and Superintendent Bruner thanked L.Swanson for working with the students and bringing their work to the Board.

C. In-person Meetings

Chair Poole brought up the board discussion about possible in-person meetings. Proclamation 20-28 is still in effect which has altered how the Open Meetings Act can be carried out. Occupancy would have to be 50 individuals or less with 6-foot spacing. Remote access would still need to be offered. A Covid-19 supervisor would also be needed at meetings to ensure safety protocols are followed. Director Stephenson asked if in-person meetings began, would only in-person attendees be able to comment, or would Zoom attendees be able to ask questions? Chair Poole mentioned that other School Boards are navigating this process and we may be able to learn from them. Chair Poole also noted that a record of attendees would need to be kept for contact tracing. Chair Poole asked S.Jones and J.Hammond for input. J.Hammond would be able to use equipment currently available to broadcast the meeting. He feels that there are benefits to using Zoom including the use of interpreters and higher attendance. It was noted that remote guests have been included in the past (such as K.Moore for Financial Reports) using a large screen. Superintendent Bruner said that Nurse Hattman would be involved in the process to do an assessment and measurements of capacity. Chair Poole suggested that an in-person meeting be held with Superintendent Bruner, Nurse Hattman and a member of the Board to assess the space and possible use and safety considerations. Director Stephenson asked to consider individuals such as students who have not had the opportunity to get vaccinated, such as the ASB representative.

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VIII. ADMINISTRATIVE REPORT: (Information)

A. Lopez Education Association (LEA)

K.Kester joined the LEA to share that the members are happy to be back in the classroom. They appreciate the attention to detail from administration and Nurse Hattman. In advance of appreciation week, they would like to thank the members and the staff for all their work with the students.

B. Public School Employees (PSE)

No report

~~C. Associated Student Body (ASB)~~

D. Elementary Principal Reports

Principal Fordham reports that lunch has been added to the extended days and that it is going well. Lunch is under the Covered Area on the playground. Staff Ms. Eden Z. has been added to assist with the 2nd and 3rd grade. Kindergarten introduction/parent night will be coming up. Elementary is updating their enrollment packet. 5th grade Moving Up Day is in discussion. Plans and goals for next year are already under progress.

Chair Poole thanked them for leading the way in in-person school and she expressed sadness for missing the Islandwood trip due to Covid.

E. Secondary Principal Report

Secondary is in the second week of in-person hybrid learning. From the first day, good reports have been coming from teachers. A lot of careful planning has been done and Principal Martin feels it is paying off. She has been with LISD for one year and she has celebrated several "firsts": meeting in person with ASB, standing in a 6-foot apart circle with her team, greeting students in-person and so many more. She thanked families for developing the new habit of filling out the online attestation for at home before students go to school. Students are engaging in all forms of school: all remote, hybrid and some mixture of independent approaches. Secondary conferences are next week. HS Volleyball, HS Soccer and MS Track are happening now. HS Basketball is being considered. A sub-committee of secondary teaching staff are working on the course schedule and the matrix for next year. A draft will be out in May and it will be finalized after the budget process is completed. D.Tetu, the Senior Advisor, is working with that class to make plans for graduation. An option for indoor and an outdoor graduation is being planned. T.Deach is working with the Junior Class to hold an outdoor prom. Principal Martin put a call out to the parents to chaperone. Data is being collected for the school improvement plan. Martin has been working through policies reviewing release of students before the end of the school day, student driving and the use of cell phones. She mentioned the LIFE Garden plant sale coming up on May 8th. Happy Staff appreciation week! And thanks to the team working to spruce up the secondary staff room. Thanks to staff for working collaboratively with secondary teachers. Thanks to SPED teachers, our nurse, counselor, office officials, transportation team, John and the kitchen crew, Denny, head of maintenance, the custodial staff, Mary, and Carl.

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Director Guenther asked if the schedule for next year would be like this year with 3 classes per block terms? She said they are looking at options during this time of change by using the things that have been learned. The discussion reviewed a staff survey and a student survey to begin the conversation.

Guenther applauded Martin for capturing this opportunity to review and make a change.

Poole asked for feedback or requests for revision to policies. Martin asked ‘what is the process to make changes?’. Bruner responded that policy discussions should be brought to the superintendent who would then work with the board to make changes. Greacen thanked both principals for working on their plans.

F. Superintendent Report

Bruner started by thanking both principals for the excellent work working together and ‘making lemonade out of lemons’ during this challenging time. He commented that it’s one thing to make changes for the beginning of the school year, but this year hasn’t been like that and because of the challenges it has drained the excitement from the staff. As we came to April, when staff are exhausted, they have put a huge amount of energy into ramping up for in person learning.

Superintendent shared a slide presentation with Hot Topics: state requires to have board approved student academic and wellbeing plans submitted in order to collect ESSER funds by June 1. A team will be formed to gather student data and to develop strategies for equitable access. A plan will be developed for community input, then brought to the board in May for approval and then finally to the state. Also high on the task list is Elementary and Secondary School improvement planning and 2021-22 budgets.

He shared the budget development process and its timeline. Meetings began in February and have gone through to this current month. Open, transparent communication with union leadership has allowed for this process to evolve without a large budget committee. Staff are all in favor of restoring the budget to what it was before. Parents will be able to offer input to share what makes them excited about LISD. In order to keep a K-12 system, student enrollment needs to be kept up. He recognized J.Carter for her role in creating this questionnaire. Later in the agenda the board will be asked to approve an enrollment projection in order to support this budget process. The Legislature adjourned last week on time. Now K-12 budget information is available to OSPI. OSPI is analyzing what the numbers mean and it will then be shared with the school districts throughout the state. He hopes to be able to access that information by the second week of May. The Board Budget Committee, Director Greacen and Director Stephenson, along with K.Moore, the two principals will be able to review potential scenarios. Scenarios would be reviewed by staff and then brought back to the board during study sessions in June. This schedule projects the budget to be adopted in July. All board work study sessions are open to the public. The public can learn about the budget process. Comments are at the Budget Hearing at the end of June and then further comment could be at the July Regular Board meeting. He called for questions. Director Greacen asked why the LEA is shown on the chart twice. Superintendent Bruner clarified that the second LEA means “Local Education Associations” aka local school districts. Chair Poole noted that Superintendent Bruner’s transition will be at the last board meeting in June and asked for

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attention to be given during that time. Bruner reported on the state 2021 budget. The stage 2 and 3 distribution of ESSER funds will be upcoming. A transportation stabilization fund has been passed, although not as sizable as desired. Enrollment stabilization funds have been approved, but LISD doesn't expect to receive much support. Lopez is a Title 1 District. Districts with more student poverty receive more ESSER funds, but less Enrollment Stabilization funds. Federal funding was allocated in a larger amount than the past to students with special needs services. Some funds for education tech and paraeducator training are set aside along with funds to help districts address learning recovery. In addition to budget changes, state policy changes have occurred. Remote learning will need to change in order for districts to collect enrollment funds. A robust online learning system will be needed along with a full suite of supplementary services. The requirements for this model are not yet available. A school can do a partial in-person and partial online model, but full time enrollment of those students may be affected. Bruner pointed out that there are several months where public health could change. State testing was pushed from this spring to next fall, which means that there will be two rounds of testing for the 21-22 school year. Superintendent Bruner called for questions. Director Carrier asked about student requirements on vaccinations for return to school. He reported that the state has not released any information. She also asked what is the data collection process to be used. He indicated that there are data available from other places that will fill the gap left from the lack of state testing. Chaire Poole asked who will be on the team and if the process will be long and cumbersome. Bruner responded that Principal Fordham and Principal Martin, along with other individuals, will be involved, but he feels that the process will be involved, but it will move along as needed.

Chaire Poole acknowledged the work of the administration team and how wonderful it is to trust being in capable hands.

IX. PUBLIC COMMENT:

Comments made during Public Comment will be noted by the Board Chair. No response, other than requests for clarifications, will be made by the Board. The Board will follow up as necessary at a later date. Due to time, we ask that all comments be limited to three minutes per individual or group.

Director Carrier expressed the process that she has begun as the new board member in communication and how it works. She acknowledged that as a community the efforts to become more transparent, respond to questions and to include the community in the way that public comment is done. She encouraged all to ask their questions and shared that there are efforts to improve the response to be clear and timely. Chair Poole clarified that Public Comment is to inform the board and that other staff are available to answer questions.

A member of the public spoke in appreciation of the professionalism of Superintendent Bruner's reports and the clarity to follow them. He addressed the process of policy review and asked that the policy being reviewed be read aloud so the public can understand and follow what is being changed. He suggested that possibly the policies be posted on the website.

No additional public comments.

X. OLD BUSINESS:

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A. Capital Levy

Superintendent Bruner prepared a brief background to review the “why” behind the Capital Levy. K.Moore is prepared to review the details and the alternative moving pieces up for consideration for this proposal. The “why” is two-fold. There is a long-standing need to enhance the water system and we have the opportunity to do so with community partners. This would support a backup system as well as reservoir system allowing for aeration and more efficient operation. Current and future maintenance projects need to be addressed. The ability to do this maintenance with Levy dollars has become more challenging. A levy would help ease the burden on the General Fund. Superintendent Bruner shared a slideshowing that a water system would cost 420k, and there are 275k of major maintenance needs annually. Currently maintenance is overspending 20K out of general funds to address needs that cannot be deferred. This year has included gutters that were torn off by snow. Some cost was covered by insurance, but not fully. Water leakage is going into a classroom, HVAC repairs in the Elementary wing and ongoing repairs on the kitchen freezer. Quick fixes have been done to get through to the summer. Equipment needs to be repaired which involves extra money and time because access is limited due to being on an island. An electrical issue has been ongoing in the elementary wing that needs to be fixed. Future needs are replacement windows and outdated heating units. Outside lightning needs to be replaced and drainage issues need to be addressed. Repair and resurfacing of the track will be needed to restore it to be safe for students to use. The parking lots could be asphalted to reduce wear-and-tear on vehicles.

K.Moore joined to share a spreadsheet for a capital levy projection for board consideration. The spreadsheet illustrates what budgeting would look like for 2022 -2025. Adjustment of amounts and assessed value growth will determine projected tax rates. Director Greacen commented that the spreadsheet reflects a conservative view. Director Stephenson commented that stewarding the building with maintenance will be best. Poole asked if levy has ever been listed with no Assessed value growth. Bruner has never seen a scenario where there is no growth. Poole commented that the Resolution for the Capital Levy may need to be revised. Bruner indicated that leaving it as it is, it provides information to voters. When putting it out to voters letting them know it will be less, but the board is erring on the side of being very conservative. Poole anticipates more than a zero assessed value growth rate. She asked what a strategy would be for addressing that value. Greacen suggested using the past to project a value. Poole thought that a consideration to average the growth rate projections may be helpful. Stephenson suggested pulling out the ‘outlier’ numbers because of the exceptional circumstances with Covid property development. Poole suggested using 3.5%. Greacen feels that it’s defensible to use numbers from the past, Poole asked Bruner. He said that if aiming to stay conservative, then do not choose any number in the last 4 years that was ‘less than’, which leads to 2.4%, however a 3.5% could also be a functional number. Poole noted that communicating market adjustments will be helpful. Poole asked the board in agreement if the assessment at 2% increase per year. Poole asked K.Moore to make that revision to the Resolution 20-21-9.

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Levy amount \$139K/year.

B. Superintendent Contract for Ed Murray

E.Murray will be joining LISD in July. Poole explained the process for developing the contract. It was listed as a flexible FTE. Interested applicants were being lost due to inadequate compensation. Work with HR R.Koplan and NWLA was done to create a contract using creative funding sources. Bruner noted that the job market is very competitive and other parts of the state are offering much higher salaries. Lopez is a small district, which makes it difficult to attract qualified candidates. Poole expressed the board's desire to have three full-time administrators, but we are making the best of the current situation. Greacen thanked Poole for her work in this process. Poole thanked Guenther for his historical knowledge.

C. 2021-22 Student Enrollment

*K.Moore shared a spreadsheet with BEA and ALE 2021-22 projections by grade. The spreadsheet included current budget per grade and Roll Up trends. Average FTE was through April. It also showed a 3-year average and 5-year average. The current total is 235.66 and projections ranged from 235.96 -218.00. Many families are unable to respond to enrollment surveys because they are unsure what will happen with pandemic restrictions and safety. Many families took advantage of the Parent Partner program and this affects overall enrollment. Bruner requested the Board provide some feedback for the budget process to move forward. Greacen asked about the K enrollment. Principal Fordham noted that 16 potential students may be attending, but that is not final. Chair Poole noted that with the very small senior class leaving (4.5 students) and a larger K class coming in, would help enrollment. Chair Poole noted that aiming high leaves the district in a budget crunch mid-year, but aiming low would impact staffing. Greacen commented that in the past the Board has made a guess and then subtracted 10 to be conservative. Chair Poole asked Superintendent Bruner what his past experience has been. He has taken the 5 year average and rollup. He has never dealt with a board that went with a straight rollup. He recommended using Roll Up and Apply 3 year average. Trend numbers (grand total 230.12). Greacen noted that less money is collected for ALE students . Director Stephenson asked if LISD has 30 ALE students at 50% funding would leave the total at 216. Bruner noted that the funding is actually higher than 50%, but indicated her rationale makes sense. Director Carrier asked what happens when the school overprojects enrollment. Greacen clarified that if the school over-estimates enrollment for budgeting purposes the school will initially receive higher funds but will then receive a corrected amount compensating for actual enrollment, leaving the district with a potential budget shortfall. Poole is comfortable choosing a projection of Roll UP and Apply 3 year average. Trend or Roll Up and Apply 5 year average. Trend (column D or E). The board is in agreement that those two columns are their best projection (D 230.12 and E 229.03). K.Moore prefers column D because it's a closer projection of 3 years. Greacen commented that in years past the board's method of selection has been very close to accurate. The board would like to recommend using the projection of Roll UP and Apply 3 YR AVG Trend for moving forward with the budget. K.Moore indicated that she will be rounding the number to 230. **Director Greacen moved to adopt student***

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enrollment projections at 230. Director Stephenson seconded the motion. No additional discussion. All board members voted in favor of the motion.

XI. NEW BUSINESS:

A. Resolution 20/21-9

This resolution is the Capital Levy Resolution. The assumed rate of increase will be changed to 2%. Director Carrier moved, Director Guenther seconded with the 2% assessed value increase adjustment. Discussion: Director Greacen asked the Board to read the resolution. Chair Poole agreed it is prudent to read the proposition that will go before the superintendent of elections of San Juan County. Prop 1. He read from the resolution for the public's benefit. Chair Poole summarized the Resolution. Director Stephenson asked if 'building repairs' covered equipment repairs. Vice Chair Guenther commented that the state laws regarding capital levies are very clearly spelled out.

Vice Chair led Roll Call Vote:

Carrier - yes

Stephenson - yes

Greacen - yes

Poole - yes

Guenther - yes

Chair Poole noted that this will be submitted to the county to be put on the ballot.

XII. COMMUNICATIONS:

No communications

XIII. BOARD MEMBER ITEMS:

Vice Chair Guenther noted that WASSDA virtual meetings are very useful and he encouraged his fellow members to attend, especially the new members. Director Greacen asked if there is a fee and Vice Chair Guenther noted the fee may not be included in virtual meetings. The board asked if all members can attend without violating the open meetings act. Superintendent Bruner said, no, because it is training and does not violate the Open Meetings Act. Superintendent Bruner and S.Jones will work on enrollment this week.

XIV. EXECUTIVE SESSIONS:

No executive session

XV. ADJOURNMENT:

Director Carrier moved to adjourn. Vice Chair Guenther seconded. The meeting was adjourned after unanimous approval at 9:10 pm.

Attachments: Minutes Special Board Meeting 04/07/21, Minutes Special Board Meeting 04/17/21; Minutes Special Board Meeting 04/21/21; Minutes Special Board Meeting 04/22/21; Budget Report 3/2021; Resolution 20/21-9; Contract for Transportation (MC); Contract for Teaching (KL); Contract for ST (AB); Contract for Track (EB); Contract for Track (IB); Contract for OT (LD); Contract for Garden (SJ); Contract for PT (KS); Contract for Soccer (MK); Contract for Volleyball (MS); Contract for Teaching (RT); Contract for Superintendent (EM); Contract for Garden (VY); Warrant Log 115575-11575; Warrant Log 11576-115608; Warrant Log 115609-115633

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