

Approved 7/28/21

**BOARD OF DIRECTORS**

Lopez Island School District #144

June 23, 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.**

Spanish language interpretation services will be offered via zoom.

I. CALL TO ORDER AND FLAG SALUTE:

*Attending: JP, DG, WS, CG, KC; CB, MF, JH, DS*

*Chair Poole called the meeting to order at 6:00 pm. Vice Chair Guenther led the Flag Salute. Spanish Language Interpreter, Jesse Hammond gave instructions to log into the zoom meeting with offered services.*

II. PUBLIC LANDS ACKNOWLEDGEMENT:

*Director Carrier gave a Native Lands Acknowledgement.*

III. ADJUSTMENTS TO THE AGENDA:

*Added to New Business: Contract: Employment Technology Director, JH*

*Removed LIPTSA report under updates*

IV. APPROVAL OF THE MINUTES: (Action)

A. Board Meeting of 05/26/21

*Director Stephensen moved to approve the minutes from 05/26/21, Director Carrier seconded. The Board had no further discussion. The motion was unanimously approved.*

B. Board Work Study of 6/8/21

*Director Stephensen moved to approve the minutes from 06/08/21, Director Greacen seconded. The Board had no further discussion. The motion was unanimously approved.*

C. Board Work Study of 6/15/21

*Director Greacen moved to approve the minutes from 06/15/21, Director Guenther seconded. The Board had no further discussion. The motion was unanimously approved.*

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V. OATH OF OFFICE FOR SUPERINTENDENT

*Vice Chair Guenther led the oath of office for incoming Superintendent, Ed Murray.*

VI. ADOPTION OF THE CONSENT AGENDA: (Action)

A. Payroll for the month \$339,118.52

B. Consideration to approve:

1. Contract, Personal Services (KH)
2. Contract, Personal Services (KS)
3. Contract, Personal Services (TK)
4. Contract, Employment Principal (MM)
5. Contract, Employment Principal (MF)
6. Contract, Employment HR/Payroll (RK)
7. Contract, Employment District Coordinator (LJ)
8. Contract, Employment Administrative Assistant (SJ)
9. Contract, Certified Employee (LB)
10. Contract, Provisional Certified Employee (CC)
11. Contract, Certified Employee (RC)
12. Contract, Certified Employee (JC)
13. Contract, Certified Employee (BG)
14. Contract, Provisional Certified Employee (JL)
15. Contract, Certified Employee (KK)
16. Contract, Certified Employee (JP)
17. Contract, Certified Employee (RP)
18. Contract, Certified Employee (MR)
19. Contract, Certified Employee (JT)
20. Leave of Absence Request (SB)
21. Warrant Log 115743 through 115780, totaling \$60,593.64
22. Warrant Log 115781 through 115782, totaling \$3,406.56
23. Warrant Log 115783 through 115783, totaling \$698.38

***Director Greacen moved to approve the consent agenda, Director Carrier seconded.***

***Discussion: Director Greacen questioned a leave of absence request. This request will be handled at the July board meeting. The Board had no further discussion. The motion was unanimously approved.***

VII. FINANCIAL REPORT: (Information)

A. 21/22 Budget Planning

*Financial Manager, K.Moore, shared her screen and presented the updated budget proposal for the 2021-2022 school year. Chair Poole reminded the board that updates were made, and*

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*reflected the work study meeting of 5/21/21. The Board discussed the budget planning process. No action was taken.*

- B. 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 May 2021. Chair Poole asked for questions or observations. Superintendent Bruner noted that the increase in next year's budget reflects the hiring teachers back and that this budget supports the Board's commitment to put excess funds into student programs. Director Greacen noted the effect of the ESSER funds, and their two year timeline. He also noted that the electric bus will not be arriving this year. Under ASB discussion, Director Carrier asked for clarification of income source, Kara gave explanation. Director Poole thanked Kara for her report and noted that budget hearings will be held next month.*

VIII. RECOGNITION AND GRATITUDE:

*Director Greacen thanked Sarah Rabel for organizing Field Day for the elementary students. It was a great success and fun was had by all. Director Guenther gave special thanks and gratitude to Superintendent Bruner for his wisdom over the past six months. Director Carrier also noted Carl's calm presence and respectful ways. Superintendent Bruner acknowledged the staff and Board's work to move LISD to a positive condition. Director Stephenson thanked Carl for his stewardship and leading the Board through a time of change.*

IX. UPDATES: (Information)

- ~~A. Parent, Teacher, School Association (LIPTSA)~~

X. ADMINISTRATIVE REPORTS: (Information)

- A. Lopez Education Association (LEA)

*J.Carter presented the LEA report. The end of the year staff party honored retiring teachers L.Geddes and A-M.Fisher. She also thanked Superintendent Bruner for his leadership during this difficult time, and congratulated Ed Murray on his new role as Superintendent.*

- B. Public School Employees (PSE)

*There was no report.*

- C. Associated Student Body (ASB)

*There was no report. Director Poole noted that she and Principal Martin will welcome the newly elected representative in the fall.*

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D. Elementary Principal Report

*Principal Fordam outlined the end of year activities at the elementary school. She thanked S.Rabel for organizing the very successful Field Day. She also acknowledged the departures of staff members: V.Yukluk, S.Savage, J.Lubin, A.Ott and E.Zillioux. Teaching staff for the 2021-2022 school year was shared: Kindergarten: K.Lewis, 1st: M.Ramsey, 2nd: in hiring process, 3rd: B.Goff, 4th: L.Swanson, 5th: R.Hamilton. The Student Improvement Plan for next year was outlined. There will be a Summer Jump Start program running from August 2-19, 2021 from 9:00AM-12:00PM. There will be an equity book club offered to staff and GLAD training will be held on Orcas through a continuing grant. In closing, she thanked Superintendent Bruner for sharing his insights with her.*

E. Superintendent Report

*Budget planning for the 2021-2022 school year is his focus, working w/ K.Moore to ensure that items are coded correctly. Collective bargaining with LEA and PSE, thanked the union leadership for bargaining collaboratively. Focusing on Ed Murray's transition to superintendent.*

XI. 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.

*S.Rabel thanked the volunteers for their willingness to make Field Day happen this year. Also, asked for clarification regarding Parent Partner teacher time allocation. C.Bruner will clarify.*

XII. OLD BUSINESS:

A. Capital Levy

*Director Guenther gave an update on the Levy being voted on August 3, 2021. All paperwork has been submitted to the county. Presenting to the Lions Club, KLOI interview and FLIP.*

B. Citizens Advisory Committee Report

*Chair Poole asked Board members how they see using information from the report. She hopes to identify committees with board members as leaders. The MOU with the Public Library will move forward in the fall. Director Greacen is working with his contacts in the Legislature to build coalitions to support increasing the Levy Lid. Director Stephenson encouraged parents to fill out the Free & Reduced Lunch applications, as Title I Federal funds come to LISD through this means. Superintendent Bruner noted that the ESSER funds were distributed based on these numbers.*

XIII. NEW BUSINESS:

A. Technology: Replacement Computer Funds \$400 per device but up front spending needs

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*Jesse Hammond presented the guidelines for the use of Emergency Connectivity Funds, available only to E-rate eligible districts. He shared his screen and gave a presentation outlining the program. Application window opens June 29, 2021. No action was taken.*

**B. Revised School Calendar (Action)**

*Superintendent Bruner outlined the updates to the calendar. There are four waiver days built into the calendar, as well as three state funded learning improvement days, and an increase in student learning time. Both schools will start at 8:30AM. **Director Grecean moved to adopt the revised calendar for the 2021-2022 school year. Director Stephenson seconded. No discussion. Motion approved unanimously.***

**C. CTE Framework Approval (Action)**

*Superintendent Bruner presented the two CTE courses for Principal Martin. The two courses are: Introduction to Health Science Careers and Woodshop. OSPI responded to Principal Martin's initial request, changes were needed, they have been made and are now ready to be presented for approval by OSPI.*

***Director Carrier moved to approve the Woodworking CTE course outline. No discussion. Director Guenther seconded the motion. The motion was approved unanimously.***

***Director Greacen moved to approve the Introduction to Health Careers CTE course outline. Director Stephenson seconded. The motion was approved unanimously.***

**D. Resolution 20/21-12 Appointment of District Claims Agent**

***Director Stephenson moved to approve the appointment of Ed Murray as District Claims Agent. Director Carrier seconded. There was no discussion.***

***Vice Chair Guenther led Roll Call Vote:***

***Carrier - yes***

***Stephenson - yes***

***Greacen - yes***

***Poole - yes***

***Guenther - yes***

***Resolution approved with 5/5 vote.***

**E. Resolution 20/21-13 Authorization of Facsimile Signature**

***Director Carrier moved to approve the authorization of facsimile signature. Director Guenther seconded. Discussion: Director Greacen asked for clarification of the use of a facsimile signature.***

***Vice Chair Guenther led Roll Call Vote:***

***Carrier - yes***

***Stephenson - yes***

***Greacen - yes***

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*Poole - yes*

*Guenther - yes*

*Resolution approved with 5/5 vote.*

F. Resolution 20/21-14 Authorization of Warrant Signature

*Director Stephenson moved to approve the authorization of a warrant signature for Ed Murray. Director Carrier seconded. There was no discussion.*

*Vice Chair Guenther led Roll Call Vote:*

*Carrier - yes*

*Stephenson - yes*

*Greacen - yes*

*Poole - yes*

*Guenther - yes*

*Resolution approved with 5/5 vote.*

G. Resolution 20/21-15 Authorization to Invest Funds

*Director Greacen moved to approve this authorization. Director Guenther seconded.*

*Discussion: Superintendent Bruner clarified the need and use of this authorization.*

*Vice Chair Guenther led Roll Call Vote:*

*Carrier - yes*

*Stephenson - yes*

*Greacen - yes*

*Poole - yes*

*Guenther - yes*

*Resolution approved with 5/5 vote.*

H. Resolution 20/21-16 Designation of District Agent

*Director Greacen moved to approve. Director Carrier seconded. There was no discussion.*

*Vice Chair Guenther led Roll Call Vote:*

*Carrier - yes*

*Stephenson - yes*

*Greacen - yes*

*Poole - yes*

*Guenther - yes*

I. Resolution 20/21-17 Designation of Auditing Officers

*Director Carrier moved to approve. Director Guenther seconded. Discussion: Superintendent Bruner clarified that these duties usually fall to K.Moore.*

*Vice Chair Guenther led Roll Call Vote:*

*Carrier - yes*

*Stephenson - yes*

*Greacen - yes*

*Poole - yes*

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**Persons with disabilities please contact the district office at 468-2202 to make arrangements to participate in board meetings.**

**Nondiscrimination:** The Lopez Island School District prohibits discrimination on the basis of age, sex, marital status, genetic information, sexual orientation, including gender expression or identity, race, creed, religion, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification, in all its employment procedures, training, programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Superintendent, 86 School Rd., Lopez Island, WA 98261, 360.468.2202.

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*Guenther - yes*

*Resolution approved with 5/5 vote.*

- J. Resolution 20/21-18 Certified Signatures of District Personnel Authorized to Sign School Construction Project Documents

*Director Greacen moved to approve. Director Stephenson seconded. There was no discussion.*

*Vice Chair Guenther led Roll Call Vote:*

*Carrier - yes*

*Stephenson - yes*

*Greacen - yes*

*Poole - yes*

*Guenther - yes*

*Resolution approved with 5/5 vote.*

- I. Contract, District Technology Director (JH) (added to the agenda)

*Director Stephenson moved to approve. Director Carrier seconded. There was no discussion.*

*Motion passed unanimously.*

XIV. COMMUNICATIONS:

*Director Greacen was wondering why M.Steinbrueck's leave request was not on the consent agenda.*

*Superintendent Bruner indicated this request will be on the July agenda.*

XV. BOARD MEMBER ITEMS:

*Director Guenther asked for clarification regarding the use of electronic signatures in the future.*

XVI. ADJOURNMENT:

*Director Greacen moved to adjourn the meeting. Director Carrier seconded. There was no discussion.*

*Motion passed unanimously.*

*Chair Poole adjourned the meeting at 8:44pm.*

Attachments: Minutes 05/26/21, Minutes 06/08/21, Minutes 06/15/21, Oath of Office Superintendent, Contract, Personal Services (KH), Contract, Personal Services (KS), Contract, Personal Services (TK), Contract, Employment Principal (MM), Contract, Employment Principal (MF), Contract, Employment HR/Payroll (RK), Contract, Employment District Coordinator (LJ), Contract, Employment Administrative Assistant (SJ), Contract, Certified Employee (LB), Contract, Provisional Certified Employee (CC), Contract, Certified Employee (RC), Contract, Certified Employee (JC), Contract, Certified Employee (BG), Contract, Provisional Certified Employee (JL), Contract, Certified Employee (KK), Contract, Certified Employee (JP), Contract, Certified Employee (RP), Contract, Certified Employee (MR), Contract, Certified Employee (JT), Warrant Log 115743 through 115780, totaling \$60,593.64, Warrant Log 115781 through 115782, totaling \$3,406.56, Warrant Log 115783 through 115783, totaling \$698.38, 2021-2022 School Calendar, Board Report 2021 05, Contract (Woodshop

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CTE Framework, IHS Framework (Health Science), Resolution 20/21-12, Resolution 20/21-13, Resolution 20/21-14, Resolution 20/21-15, Resolution 20/21-16, Resolution 20/21-17, Resolution 20/21-18.

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