

SULTAN SCHOOL DISTRICT NO. 311
MINUTES OF REGULAR SCHOOL BOARD MEETING
July 26, 2011
SULTAN ELEMENTARY SCHOOL LIBRARY
501 DATE ST, SULTAN WA 98294
7:30 PM

Board Members Present

Tracy Cotterill
Patty Fountain
Russ Sumpter
Steve Fox

Superintendent Present

Dan Chaplik

Board Members Absent

Craig Roesler

Student Rep Absent

Call to Order

Staff Members Present: Layne Anderson, Dave Moon, Carlene Crossman, Jonathan Stratman, Steve Becker, Rachel Gossett, Karen Pellham

Visitors Present: Gini Sorgen, Charlie Weaver, Deborah Knight, Larry Foley

**Communciations/
Audience**

Vice-Chairman Patty Fountain called the meeting to order at 7:11.

Review of Agenda

Superintendent Chaplik stated that a revised Superintendent's Contract was added to the agenda, the contract was moved from the consent agenda to business as item #19. Employee resignation, Director of Operations was also added to the consent agenda in the Personnel Report.

Deborah Knight, City Administrator for the City of Sultan presented revisions to impact fees language in the City of Sultan's Comprehensive Plan. The issue is that the City's projected population (population allocation given to the City by Snohomish Co.) is greater than the School District's. The district's comprehensive plan is an appendices to the City of Sultan's comprehensive plan as per Deborah, and population projections should be consistent between the two documents. The City Council has decided that the process to decrease the city's population numbers is too lengthy and costly. The city is the designated agency for collection of impact fees for the district.

Solution: Update the City's impact fee ordinance creating a mechanism for the City not to collect impact fees.

Proposed Changes:

If a district Capital Facilities Plan (CFP) is not submitted to the City there will be no need to collect impact fees. Changes to the district's CFP to be approved annually by the city as an annual docket.

The Board of Directors were reluctant to change impact fees or implement any changes to the City's regulation language because of the danger of impact fees not being reinstated should building begin again within the school district boundaries.

Director Steve Fox requested Ms. Knight provide him with the RCW/state law that references projected population growth contained in the city of Sultan's Comprehensive Plan and that projected growth for the district must align with the city's. The Board of Directors stated that they would prefer to continue with current procedure and return any collected funds in ten years or immediately should no school building be needed, without relying on the City of Sultan to approve the district's Capital Facilities Plan annually.

Superintendent Chaplik stated that he would seek legal council regarding the change in language and process of impact fees and any updates to the district's CFP.

Deborah Knight suggested that the district do an appendix to the 2010-2015 CFP using the proposed growth numbers indicated in the City's CP and collect impact fees accordingly then present this plan to the City of Sultan; the district can, at that point remit the funds. It was suggested that the district's CFP appendix contain language stating that the district is approving population growth numbers that align with the City of Sultan's, although the district's population growth numbers are believed to be the most accurate and that the only reason for the change is to be compliant.

Superintendent Chaplik stated that the district would develop the appendix, have legal council review the appendix, return and present it for board approval. Deborah will attend the 8/15 meeting for further discussion of proposed changes in impact fee procedures.

Steve Becker, Director of Operations, presented the 2010-2011 bus replacement schedule plan to the Board of Directors. The schedule indicates that the district should purchase two buses annually for the next ten years to remain in line with the established depreciation schedule. The district's current fleet of buses consist of 27 buses, 22 are on the depreciation schedule as well as OSPI's schedule; 5 buses are off the schedule. If the district continues with the replacement schedule as presented they will have 27 buses all on the depreciation schedule in 2023/2024. Superintendent Chaplik explained that when the district purchases a small bus, the district gets state depreciation funding from OSPI for eight years and funding for thirteen years on the purchase of a large bus.

Tracy Cotterill made a motion to approve the Consent Agenda:

5. Approval of Minutes June 25, 2011 Regular Board Meeting.
6. Approval of Certificated & Classified Personnel Report.
7. Approval of General Fund Vouchers for June Nos. 111326 through 111459 in the total amount of \$300,613.21; June ASB Fund Vouchers Nos. 410341 through 410383 in the total amount of \$58,716.13; and Capital Projects Vouchers for June No. 210012 in the total amount of \$32,40.64; payroll TBA.

Consent
Agenda

**COTTERILL/
SUMPTER
UNANIMOUS**

8. Approval of the 2011/2012 Fees & Fines Schedule
9. Approval of Contracted Services for Dianne Hale
10. Approval of State Bilingual Grant 11/12
11. Approval of Sky Valley Options (1:25) and Columbia Virtual Academy certificated staff (1:90) to full-time student ratio for 2011/2012

Russ Sumpter seconded the motion. The motion carried unanimously.

Association Reports

None

Board Retreat

Dan Chaplik, Superintendent, stated that the Board of Directors need to schedule a date for the board retreat to set goals and do the superintendent's evaluation. Tracy Cotterill asked that the meeting date be set around Craig's schedule.

Alternative Ed Annual Report

Dan Chaplik, Superintendent, presented the end of the year report for Sky Valley Option's High School, Columbia Virtual Academy and American Academy Sultan to the Board of Directors. Mr. Chaplik explained that the data presented was the same information submitted to OSPI; there were no questions regarding the reported information.

SUPER CONTRACT INFO

Review of 2010/11 Capital Projects

Steve Becker, Director of Operations presented the proposed 2011/12 Capital Projects Plan for approval as well as the 2010/2011 plan for review.

CAPITAL PROJECTS PROJECT LOG				2010-2011	
Project #	DESCRIPTION	Location	Amount	Actual 8/31/10	
01	Resurface Track	SHS	Voided		
02	Sewer Improvement	SES	\$66,000	\$65,220.97	Complete
03	Security Fence--Bus Barn Area	SMS	\$24,000	\$22,408.32	Complete
04	Surveillance System--District	District		\$161,559.19	Phase 1 complete
05	Re-Roof Sultan High School	SHS	\$265,000	\$266,883.67	Complete
06	Reader Board --Hwy 2	DO	\$28,000	\$25,447.23	Complete
07	Capital Facilities Plan Update	DO	\$12,000	\$12,270.41	Complete
08	SHS Fume Hood Fan-Remodel	SHS	\$500	\$1,490.22	Complete
09	SHS Exit Light Upgrade	SHS	\$5,200	\$175.09	Not done, Placed on hold
10	GBE Exit Light Upgrade	GBE	\$675		Not done, Placed on hold
11	SHS Portable Lighting Upgrade	SHS	\$2,700	\$31.42	Not done, Placed on hold
12	SHS Library Lighting Upgrade	SHS	\$1,250	\$45.71	Not done, Placed on hold
13	SHS DDC Stats for Portables	SHS	\$2,950	\$2,376.31	complete
14	SMS DDC Stats for Portables	SMS	\$1,700	\$1,478.42	complete
15	SES DDC Stats for Portables	SES	\$2,800	\$1,417.60	complete
16	GBE DDC Stats for Portables	GBE	\$2,800	\$1,347.68	complete
17	SMS Driveway Replacement	SMS	\$6,500	\$5,526.27	Complete
19	SES Playfield Restoration	SES	\$90,000	\$137,341.50	Complete
20	SHS Bird Abatement System	SHS	\$4,000	\$7,526.04	Complete
21	GBE Security for Portables	GBE	\$1,200	\$10,481.67	Complete
	SES Security for Portables	SES	\$1,200		complete
	SMS Security for Portables	SMS	\$1,200		complete
	SHS Security for Portables	SHS	\$1,200		complete
22	SMS Roof Replacement Portabl	SMS	\$12,000	\$13,531.23	Complete
23	GBE Roof Replacement Portabl	GBE	\$10,000	\$8,994.22	Complete
24	SES Kitchen Equipment	SES	\$10,000	\$9,732.45	Complete
25	GBE Hot Water Tank Upgrade	GBE	\$6,000	\$7,638.52	Complete
26	SES Off-Street Bus Loading Zor	SES	\$250,000	\$204,029.36	Complete
27	SHS Parking Lot Expansion	SHS	\$85,000	\$233.83	Not done, Placed on hold
28	SHS Gas Heat Retro-Fit Study	SHS	\$5,000	\$2,665.33	
29	SSD Smart Technology	SSD	\$94,000	\$172,612.86	Complete
30	SSD LCD Monitors Energy Red	SSD	\$40,000	\$39,594.91	Complete
31	SHS Air Handler Music Room	SHS			
32	SHS Artificial Turf Field 6/8 thru	SHS	\$839,122	\$826,952.43	complete
	Posted to Reflections as of 10/13/09	TOTALS	\$1,885,497	\$2,043,360.14	

CAPITAL PROJECTS PROJECT LOG						
Project #	DESCRIPTION	Location	Amount	Actual 6/30/2011	Status	2011-12
33	GBE Flashing Beacon / Lighting Zone	GBE	\$15,000	\$ 18,641	Complete	
34	SES Flashing Beacon / Lighting Zone	SES	\$15,000	\$ 21,421	Complete	
35	Capital Facilities Plan 2010-2015	DO	\$4,000	\$ 4,045	Complete	
36	SES Storage Shed --Fire Replacment	SES	\$44,000	\$ 43,890	Complete	
37	SHS Bleachers	SHS	\$80,000	\$ 72,979	Complete	
38	SMS Technology Lab Project	SMS	\$30,000		In Progress	\$30,000
39	SHS Sound System Addition	SHS	\$6,000	\$ 6,471	Complete	
40	SMS Sound System Addition	SMS	\$5,000	\$ 4,039	Complete	
41	Energy Savings Retrofit Lighting	DO	\$101,431	\$ 21,940	In Progress	\$79,491
42	Energy Savings Retrofit Heating	SHS	\$320,311	\$ 69,286	In Progress	\$251,025
43	Energy Savings Retrofit Plumbing	DO	\$40,573	\$ 9,120	In Progress	\$31,453
44	Elementary School Fencing 8 ft-- SES	SES	\$48,000		Tentative Project	\$48,000
45	Elementary School Fencing 8 ft-- GBE	GBE	\$55,000		Tentative Project	\$55,000
46	Parking Lot Extension & Upgrade	SHS	\$85,000		Tentative Project	\$85,000
09	SHS Exit Light Upgrade	SHS	\$5,200	\$175.09	Not done, Placed on hold	\$5,025
10	GBE Exit Light Upgrade	GBE	\$675		Not done, Placed on hold	\$675
11	SHS Portable Lighting Upgrade	SHS	\$2,700	\$31.42	Not done, Placed on hold	\$2,669
47	key card system for SHS	SHS	\$10,000		Possibility put on small repair grant	\$10,000
51	Capital Projects Report for July 2011		\$854,515	\$271,833		\$439,969
52						
53						
54	Finish Covered area @ SES prior to parking lot extension @ SHS Steve to check cost					
55	Increase parking lot extension to 85, 000					

Steve reviewed the 2011/12 Plan:

- Technology Lab is in progress which will most likely not be done by the start of the 2011/12 school year.
- Retrofit of lighting will be complete by the beginning of the school year.
- New projects for 2011/12 are as follows;
 - SES and GBE fencing projects
 - Exit lighting upgrades at SES and GBE; both are safety issues
 - A key card system for SHS was also discussed. The project will include all exit doors @ approximately \$300.00 per door and possibly may qualify under a small repair grant.

Superintendent Chaplik reminded the Board that the covered area at SES should have been included on the 2011/12 list and suggested that project be completed prior to the SHS parking lot extension & upgrade. Steve will provide the cost of the SES covered area to the Board of Directors. Steve suggested that periodically (every 4-5 years) all district locks be changed.

Tracy Cotterill noted that the item should read Capital Projects Plan not Capital Facilities Plan and should be changed on the board agenda page.

Approval of
 2011/12 Capital
 Projects

Tracy Cotterill made a motion to approve the 2011/12 Capital Projects plan as discussed. Russ Sumpter seconded the motion. The motion carried unanimously.

**COTTERILL/
 SUMPTER
 UNANIMOUS**

Dan Chaplik, Superintendent, presented revised Policies/Procedures for first reading;

1st Reading

Policy/Procedure

- **1105/1105P**
- **1210**
- **2021/2021P**
- **2022P**
- **New**
- **2100/2100P**
- **2150P**
- **2151P**
- **2170**
- **2255**
- **3210/3210P**
- **3410**
- **5406/5406P**
- **6220**
- **6608/6608P**
- **6822**
- **6895/6895P**

- Revised 1105/1105P Director Districts
- Revised 1210 Annual Organizational Meeting, Election of Officers
- Revised 2021/2021P Library Media Centers
- Revised 2022P Electronic Resources
- New 2100/2100P Educational Opportunity for Military Children
- Revised 2150P Extra-curricular Program
- Revised 2151P Interscholastic Athletics
- Revised 2170 Career and Technical Education
- Revised 2255 Alternative Education
- Revised 3210/3210P (student) Affirmative Action
- Revised 3410 Student Health
- Revised 5406/5406P Leave Sharing
- Revised 6220 Bid Requirements
- Revised 6608/6608P Security Cameras on Campus/Video Cameras on Buses
- Revised 6822 Sale of real property
- Revised 6895/6895P Pesticide Notification

**FOX/
COTTERILL
UNANIMOUS**

These policy/procedures will be presented on August 15, 2011 for second reading and adoption. Steve Fox made a motion to approve the policies/procedures as presented pending typographical error corrections and new language clarifying unacceptable devices in procedure 2022. Tracy Cotterill seconded the motion. The motion carried unanimously.

Approval of SHS Debate Club

Dan Chaplik, Superintendent, presented the SHS Debate Club for approval. There is a constitution for the club; ASB council approval for the club and Kelsey Robbins will be the club advisor. Dan stated that a stipend for the Debate Advisor was added to the budget several years ago. Tracy Cotterill made a motion to approve the SHS Debate Club as presented. Steve Fox seconded the motion. The motion carried unanimously.

**COTTERILL/
FOX
UNANIMOUS**

Superintendent's Contract 2011-2014

Dan Chaplik, Superintendent, presented the revised Superintendent's Contract. The revisions include extension of the contract through 2014 as well as 4 mandatory furlough days in 2011/12 added to the contract. Compensation for unused vacation days has been changed from 10 days to 6 days, and the \$1,500.00 longevity bonus has been removed. Russ Sumpter made a motion to approve the Superintendent's Contract as presented. Tracy Cotterill seconded the motion. The motion carried unanimously.

**SUMPTER/
COTTERILL
UNANIMOUS**

Financial Reports

Director of Finance, Layne Anderson, provided the Board of Directors with the monthly financial reports for the General Fund, Capital Projects Fund, Debt Service Fund, ASB Fund and Transportation Vehicle Fund.

During the financial presentation Layne stated that this is the first monthly financial report to be produced from the new accounting system as well as the July payroll has been processed through the new system. He also stated that the district is prepared to go paperless, but will allow two months before starting the paperless payroll process. He also stated that district clerical staff will be trained in the new accounting system on August 24, 2011. There was nothing remarkable to report in the monthly financial report. Layne did state that there is \$425,818.00 in the CPF, most of these funds will be used for the energy grant. Layne discussed expenditures with the Board stating that the district is on target for expenditures, except in the area of other districts, due to increased enrollment in CVA expenditures in this area reflect and increase. Russ Sumpter questioned the low percentage of utility expenditures; Layne stated that was due to mild winter weather. Layne also stated that monthly cash position trends are right on for the year. Layne asked if the Board preferred the report format he has been using or if they would like to view a report in the system new format? The board prefers the present format as it is easier to understand. There were no questions regarding the financial report as presented.

**Committee/
Conference
Reports**

None

Redistricting

Superintendent Chaplik presented the redistricting maps for board review. The Board will hold a public hearing on the plan at least one week before the adoption of the plan. There will be a public hearing for the redistricting plan September 6, 2011 and September 19, 2011. The revised director districts will be placed on the agenda for adoption. After adoption, the information will be forwarded to Snohomish County.

Superintendent Chaplik requested that the board meet in executive session for approximately 10 minutes to discuss bargaining.

**Executive
Session**

Tracy Cotterill moved and Russ Sumpter seconded a motion to meet in Executive Session for fifteen minutes to discuss negotiations at 10:13 p.m.

**COTTERILL/
SUMPTER
UNANIMOUS**

Reconvene

Tracy Cotterill moved and Steve Fox seconded to reconvene the regular meeting at 10:31 p.m.

**COTTERILL/
FOX
UNANIMOUS**

Adjournment

Being there was no further business; Vice-Chairman Patty Fountain adjourned the meeting at 10:32 p.m.

Jackie Whaley
Recording Secretary

Dan Chaplik, Superintendent

Craig Roesler, Chairman