

OFFICIAL MINUTES  
LAKE WASHINGTON SCHOOL DISTRICT NO. 414  
Board of Directors' Meeting  
June 24, 2019

The board meeting was called to order by President Siri Bliesner at 7:10 p.m.

CALL TO ORDER

Members present: Siri Bliesner, Mark Stuart, Chris Carlson, Eric Laliberte, and Cassandra Sage.

ROLL CALL

Present: Superintendent Jane Stavem.

Chris Carlson moved to approve the June 24 agenda. Seconded by Eric Laliberte.

APPROVAL OF AGENDA

Motion carried.

Dr. Stavem showed a slide show depicting the 2018-19 champions from the Washington Interscholastic Activities Association. She offered her congratulations to the individual students and teams.

RECOGNITIONS

Rolf Nelson expressed his concerns with stereotyping in a recent class assignment connected to energy carbon footprints.

PUBLIC COMMENT

Vicki McCarter, Consulting Teacher, recognized that LWESP was bargaining and hoped that this group would be treated fairly and equitably as other groups.

Kathy Weiss, LWESP, distributed to the board members a list of tasks and responsibilities performed by LWESP members.

Eric Laliberte moved to approve the consent agenda. Seconded by Chris Carlson.

CONSENT AGENDA

Siri Bliesner, yes; Mark Stuart, yes; Chris Carlson, yes; Eric Laliberte, yes; and Cassandra Sage, yes.

Motion carried.

Approves the minutes of the June 10 study session and board meeting.

APPROVAL OF MINUTES

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Approves June 24, 2019 Human Resources Report and salary schedules.

APPROVAL OF HUMAN RESOURCES REPORT

Approval of the following instructional materials for use in the Lake Washington schools -

INSTRUCTIONAL MATERIALS ADOPTION

**Title:** The Wild Robot  
**Author:** Peter Brown  
**Publisher:** Little, Brown books for Young Readers  
**Copyright:** 2016  
**No. of Copies:** 30  
**Price:** \$6.15 per book  
**School Requesting:** Carson Elementary School  
**Classification:** Grade 4

**Title:** Wishtree  
**Author:** Katherine Applegate  
**Publisher:** Macmillan  
**Copyright:** 2017  
**No. of Copies:** 30  
**Price:** \$12.63 per book  
**School Requesting:** Samantha Smith Elementary School  
**Classification:** Grade 2

**Title:** Dear America: Notes of an Undocumented Citizen  
**Author:** Jose Antonio Vargas  
**Publisher:** Harper Collins  
**Copyright:** 2018  
**No. of Copies:** 60  
**Price:** \$10.00 per book  
**School Requesting:** Eastlake High School  
**Classification:** Grade 11

**Title:** Northanger Abbey  
**Author:** Jane Austen  
**Publisher:** Penguin Classics  
**Copyright:** 1995  
**No. of Copies:** 60  
**Price:** \$7.99 per book  
**School Requesting:** Cambridge Program, Juanita High School  
**Classification:** 12

**Title:** Guide to Good Food  
**Author:** Largen & Bence  
**Publisher:** Goodheart Wilcox Company  
**Copyright:** 2018  
**No. of Copies:** 34  
**Price:** \$53.16 per book  
**School Requesting:** Timberline Middle School  
**Classification:** Grade 7

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**Title:** Cambridge International AS/A Level Chemistry  
Coursebook, 2<sup>nd</sup> Edition  
**Author:** Lawrie Ryan & Roger Norris  
**Publisher:** Cambridge University Press  
**Copyright:** 2014  
**No. of Copies:** 65  
**Price:** \$85.00 per book  
**School Requesting:** Cambridge Program, Juanita High School  
**Classification:** Grade 11

Authorizes the superintendent or her designee to approve contract modifications with Lydig Construction, Inc. to proceed with Amendment No. 2 for the Lake Washington High School Addition project in the amount of \$7,195,542 plus sales tax.

GC/CM CONTRACT  
AMENDMENT NO. 2  
LAKE WASHINGTON  
HIGH SCHOOL  
ADDITION PROJECT  
(SITE 84)

Accepts the donations/grants as identified -

DONATIONS

Acceptance from Elizabeth Blackwell PTSA to Blackwell Elementary School in the amount of \$6,382.00 to purchase office equipment (\$1,850.00), classroom supplies (\$1,985.00), library books (\$730.00), and novels (\$817.00); and support field trip (\$1,000.00).

Acceptance from Clara Barton Elementary PTSA to Clara Barton Elementary School in the amount of \$8,000.00 to purchase digging garden.

Acceptance from Ella Baker PTSA to Ella Baker Elementary School in the amount of \$1,262.12 to support field trip.

Acceptance from Ben Franklin PTA to Franklin Elementary School in the amount of \$2,758.48 to provide stipend for extracurricular activity (\$1,208.48) and purchase classroom supplies (\$1,550.00).

Acceptance from Robert Frost PTSA to Frost Elementary School in the amount of \$26,551.08 to purchase new reader board (\$11,787.70) and sound system upgrade (\$14,763.38).

Acceptance from Juanita Elementary PTA to Juanita Elementary School in the amount of \$8,910.43 to purchase musical instruments (\$3,261.65) and PE equipment (\$2,668.00) and support field trip (\$2,980.78).

Acceptance from Peter Kirk Elementary PTSA to Kirk Elementary School in the amount of \$15,072.69 to purchase playground equipment.

Acceptance from Lakeview Elementary PTSA to Lakeview Elementary School in the amount of \$126,872.47 to provide stipend for school newspaper (\$1,208.46); purchase classroom and emergency supplies

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(\$1,877.94), playground equipment (\$119,564.45), PE equipment (\$226.62); and support field trips (\$3,995.00).

Acceptance from John Muir Elementary PTA to Muir Elementary School in the amount of \$15,384.52 to purchase classroom supplies (\$1,938.20) and support field trips (\$13,446.32).

Acceptance from Rosa Parks PTSA to Rosa Parks Elementary School in the amount of \$2,416.00 to provide stipend for drama program.

Acceptance from Finn Hill Middle School PTSA to Finn Hill Middle School in the amount of \$1,271.00 to provide stipend for drama program.

Acceptance from Ananthan and Tejaswini Kathiravelupillai to Inglewood Middle School in the amount of \$1,280.00 to support band program.

Acceptance from Inglewood Middle School PTSA to Inglewood Middle School in the amount of \$2,939.29 to purchase sports equipment (\$2,000.00) and library books (\$939.29).

Acceptance from Redmond Middle School PTSA to Redmond Middle School in the amount of \$1,500.00 to purchase library books.

Acceptance from International Community School PTSA to ICS in the amount of \$26,194.34 to provide stipends for extracurricular activities (\$18,000.00) and extra time for curriculum review (\$2,410.00); purchase music supplies and equipment (\$2,036.34) and shade trees (\$1,548.00); and support poetry workshop (\$2,200.00).

**TOTAL \$246,794.42**

NON-CONSENT

Barbara Posthumus, Associate Superintendent, Business and Support Services, introduced Chris Brenengen, the new Director of Business Services.

2019-20 BUDGET,  
FIRST READING

Ms. Posthumus presented the proposed 2019-20 Draft Budget and reviewed budget policies, processes, and timelines. She provided an overview of the revenues and expenditures for each of the funds: General Fund, Associated Student Body Fund, Debt Service, Capital Projects Fund, and Transportation Vehicle Fund. She highlighted the increased funding due to 2<sup>nd</sup> year of McCleary Enhancements and noted that all school district employees will have their health benefits administered through the School Employees Benefits Board (SEBB) in January 2020.

She reviewed enrollment and a preliminary four-year outlook on the general fund.

The proposed budget for 2019-20 has been prepared in accordance with state laws, rules, and regulations.

Input on the proposed budget was solicited from departments and a process for prioritizing requests was done by the Strategic Advisory Leadership Team (SALT). As shared at the June 10 study session, approved priority staffing, safety, and program needs have been incorporated into the proposed budget. Other changes in planned 2019-20 revenues and expenditures, such as enrollment, staffing, grant, fixed costs adjustments, and legislative changes, have also been incorporated.

The district budget document is presented in both the official F-195 state format and district summary format. The district summary document follows the Association of School Business Officials International (ASBO) Meritorious Budget Award criteria.

A copy of the summary budget is available from the business office or the district website. Feedback can also be provided via the website or e-mail. A public hearing of the 2019-20 budget is scheduled at the next board meeting on August 12, 2019; the budget is scheduled to be adopted at the August 26, 2019 board meeting.

Siri Bliesner noted that the following board policies, Governing Culture (GC) and Board/Superintendent Relationship (B/SR), were discussed and reviewed at the March 22 and June 10 study sessions and presented for first reading at the June 10 board meeting. These policies are now being submitted for second reading and approval. These policies will replace the board's current Governance Process (GP) and Board/CEO Relationship (B/CR) policies.

BOARD POLICIES –  
GOVERNING CULTURE  
(GC) & BOARD  
SUPERINTENDENT  
RELATIONSHIP (BSR)  
SECOND  
READING/APPROVAL

**Governing Culture 1-9 (GC 1-9) - replacing GP policies**

- GC-1, Board Purpose
- GC-2, Governing Commitments
- GC-3, Board Job Description
- GC-4, Officers' Roles
- GC-5, Board Committees

- GC-6, Annual Work Plan
- GC-7, Board Members' Code of Conduct
  - GC-7E – Handling Requests or Complaints
- GC-8, Board Member Conflict of Interest
- GC-9, Process for Addressing Board Member Violations

**Board/Superintendent Relationship 1-5 (B/SR 1-5) - replacing B/CR policies**

- B/SR-1, Single Point of Connection
- B/SR-2, Single Unit Control
- B/SR-3, Staff Accountability
- B/SR-4, Authority of the Superintendent
- B/SR-5, Superintendent Accountability
  - B/SR-5E – Annual Summative Evaluation of the Superintendent

Eric Laliberte moved that the board approve the Governing Culture 1-9 (GC 1- 9) and Board/Superintendent Relationship 1-5 (B/SR 1-5) policies as presented. Seconded by Cassandra Sage.

Motion carried.

Siri Bliesner indicated that the following board policies, Operational Expectations (OE) and Results (R), have been discussed and reviewed at the March 22 and June 24 study sessions. These policies are being submitted for first reading. Any proposed revisions will be presented for second reading/adoption at the August 12 board meeting. These policies will replace the board's current Executive Limitations (EL) and End Results (ER) policies.

BOARD POLICIES –  
OPERATIONAL  
EXPECTATIONS (OE) &  
RESULTS (R)  
FIRST READING

**Operational Expectations (OE 1-13) - replacing EL policies**

- OE-1, Global Operational Expectation
- OE-2, Emergency Superintendent Succession
- OE-3, Treatment of Community Stakeholders
- OE-4, Personnel Administration
- OE-5, Financial Planning
- OE-6, Financial Administration
- OE-7, Asset Protection
- OE-8, Communication with and Counsel to the Board

- OE-9, Engaging with the Community
- OE-10, Learning Environment/Treatment of Students
- OE-11, Instructional Program
- OE-12, Facilities
- OE-13, Technology

**Results 1-3 (R 1-3) – replacing ER policies**

- R-1, Mission of Lake Washington School District
- R-2, Academic Content Knowledge and Skills
- R-3, Life Skills and Citizenship

Siri Bliesner noted that EL-3, Communication and Counsel to the Board, along with EL-5, Parents and Community, EL-6, Student Learning Environment, and EL-8, Instructional Materials Selection, would be presented for board approval tonight. Through these policies, the Board established its values about how the school district is expected to operate and expressed conditions that must exist as business is conducted. The monitoring reports contain the Superintendent's interpretation of policy language, a review of current conditions, and monitoring data. These monitoring actions make up part of the Board's oversight of the organization and assures the Board that its operational standards have been met. As a reminder, she noted, the board is in the process of updating Board policies to ensure they best reflect current values, conditions, and expectations. The monitoring reports presented tonight have not yet been revised.

Dr. Stavem provided a summary of EL-3, Communication and Counsel to the Board.

Siri Bliesner followed up and asked if there were any questions or clarifications in regard to the information presented for EL-3, Communication and Counsel to the Board.

Eric Laliberte moved to approve the monitoring report for EL-3, Communication and Counsel to the Board, as presented. Seconded by Chris Carlson.

Motion carried.

APPROVAL OF  
MONITORING REPORTS

EL-3, COMMUNICATION  
AND COUNSEL TO THE  
BOARD

Dr. Stavem provided a summary of EL-5, Parents and Community.

EL-5, PARENTS AND COMMUNITY

Siri Bliesner followed up and asked if there were any questions or clarifications in regard to the information presented for EL-5, Parents and Community.

Eric Laliberte moved to approve the monitoring report for EL-5, Parents and Community, as presented. Seconded by Chris Carlson.

Motion carried.

Dr. Stavem provided a summary of EL-6, Student Learning Environment.

EL-6, STUDENT LEARNING ENVIRONMENT

Siri Bliesner followed up and asked if there were any questions or clarifications in regard to the information presented for EL-6, Student Learning Environment.

Chris Carlson moved to approve the monitoring report for EL-6, Student Learning Environment, as presented. Seconded by Eric Laliberte.

Motion carried.

Dr. Stavem provided a summary of EL-8, Instructional Materials Selection.

EL-8, INSTRUCTIONAL MATERIALS SELECTION

Siri Bliesner followed up and asked if there were any questions or clarifications in regard to the information presented for EL-8, Instructional Materials Selection.

Chris Carlson moved to approve the monitoring report for EL-8, Instructional Materials Selection, as presented. Seconded by Eric Laliberte.

Motion carried.



PROGRAM REPORT

Matt Gillingham, Director, Student Services, presented a program report on student services.

STUDENT SERVICES  
REPORT

Dr. Stavem provided an overview of the district's newly revised 2019-23 Strategic Plan. The theme will be to elevate - to elevate practices and ensure that every child is successful. The focus will be on academic success, well-being, engagement, excellence, innovation, and equity. This plan will be rolled out this fall.

2019-23 STRATEGIC  
PLAN OVERVIEW

Dr. Stavem shared that the Lake Washington Schools Foundation has hired a new executive director, Helen Sernett.

SUPERINTENDENT  
REPORT

She recognized Matt Manobianco, Associate Superintendent, as he retired from the district. Matt Gillingham will take his place as the Associate Director of Student and Community Services.

Eric Laliberte indicated that registration is now open for the upcoming Washington State School Directors' Association (WSSDA) Legislative Assembly to be held on September 27-28 in Spokane.

LEGISLATIVE UPDATE

Chris Carlson moved to adjourn. Seconded by Eric Laliberte.

ADJOURNMENT

Motion carried.

The meeting was adjourned at 9:30 p.m.

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Siri Bliesner, President

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Jane Stavem, Superintendent

Diane Jenkins  
Recording Secretary