

**Arlington Public Schools**  
*“Providing the means to accomplish dreams”*

<b>Supportive Information Sheet</b>
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**Subject: APPROVAL OF MINUTES FOR THE NOVEMBER 24, 2008 REGULAR MEETING OF THE ARLINGTON SCHOOL DISTRICT BOARD OF DIRECTORS**

Action

**Page(s):** Five (5), including cover

**Submitted by:** Dr. E. Kristine McDuffy, Superintendent

**Date:** December 8, 2008

**Background Information:**

The Arlington Public Schools Board of Directors held a regular public meeting on Monday, November 24, 2008 in the Administrative Building Board Room at 315 N French Ave: Arlington, WA 98223.

**Administrative Consideration:**

The minutes of the November 24, 2008 regular meeting are being submitted for approval at this time.

**Superintendent’s Recommendation:**

That the Board approves the November 24, 2008 meeting minutes.

**Arlington Public Schools**  
**Board of Directors Meeting Minutes**  
Monday, November 24, 2008

**STUDY SESSION**

President Kay Duskin called the Study Session to order at 5:45 pm in the Administration Building Board Room. Also present were Directors Jim Weiss, Bob McClure and Carolyn Erickson, and Student Advisors Nikita Doggett and Andy Smith. Director Jeff Huleatt was absent and excused.

**Energy Audit**

Sid Logan, Director of Transportation/Asset Management, and Ray Burton of McKinstry Company provided information about the recent energy audit conducted on Arlington Public Schools facilities. Mr. Burton explained that he looked primarily at the way we are heating the buildings, including the set points for the thermostats, the areas being heated and the heating schedules. Overall, our district is fairly energy efficient but there is room for improvement. A goal of 10% reduction in energy costs is very reasonable and would result in a savings of approximately \$80,000 per year. McKinstry Company recommends that first steps should include creating high performance buildings (correct ventilation, lighting, acoustics, etc.) and then making them as efficient as possible. Superintendent McDuffy noted that tonight's report is simply a briefing on the initial findings and that a formal proposal may be presented at a later date.

**Policy Review**

As part of the policy review conducted by the Washington State School Directors' Association (WSSDA), Dr. Warren Hopkins, Deputy Superintendent, outlined proposed amendments to several policies in the 3000 (Student) Series. The Board requested minor amendments to six (6) of the policies. Those amendments will be made, and the policies reviewed during this Study Session will be presented for first reading at the next meeting.

The study session was adjourned at 6:47 pm.

**BUSINESS MEETING**

President Kay Duskin called the regularly scheduled Business Meeting of the Board of Directors of Arlington School District No. 16 to order at 7:00 pm in the Administration Building Board Room. Also present were Directors Jim Weiss, Bob McClure and Carolyn Erickson, and Student Advisors Nikita Doggett and Andy Smith. Director Jeff Huleatt was absent and excused.

The flag salute was given.

**APPROVAL OF THE AGENDA**

Director McClure moved to approve the agenda as presented. Director Erickson seconded the motion, which passed with a unanimous vote.

**STUDENT PRESENTATION**

**Presidents Elementary Second Grade Scientists**

Terri Bookey, Presidents Elementary Principal, introduced second grade teacher, Sarah Cofer, and five of her students. The students shared information and a video they created about their science studies.

## **PRESENTATION**

### **2009 Study and Survey**

Dr. Warren Hopkins, Deputy Superintendent, introduced Tom Chapel of Hutteball and Oremus Architects. Mr. Chapel outlined the 2009 Study and Survey and answered questions from the Board members. A grant from the State covers the cost of the Study and Survey. The last one was completed in 2000, and updated in 2002.

## **COMMENTS FROM AUDIENCE**

There were no comments from audience members.

## **DISCUSSION**

### **School Board Members**

**Director McClure** attended the Bronn Journey concert on Thursday and thoroughly enjoyed it.

**Director Erickson** attended the Kids' Futures Youth Summit in Everett and the children's reading event at the Arlington Library. She also attended the high school play, Peter Pan.

**Director Weiss** enjoyed the Bronn Journey concert and Peter Pan. He also attended the Lifetime Achievement breakfast honoring Dick Post.

**President Duskin** attended the Lifetime Achievement Breakfast for Dick Post. She noted that Mr. Post has an amazing list of achievements and the recognition was well deserved. She really enjoyed Peter Pan and especially wanted to recognize the backstage crew for their hard work. She then shared that there were 193 entries for the RESPECT Poster contest this year. The Board selected Yuki Dorff's (AHS) poster as the winner and Kellie Brem's (AHS) entry as runner up.

**Student Advisor Smith** attended Peter Pan and was very impressed. He just started basketball but will not be able to participate in the jamboree on Saturday as he broke his thumb.

**Superintendent McDuffy** shared that she saw the true character of District staff and community members following the tragic house fire and loss of two children in our community. The District's Crisis Response Team met on Sunday and prepared to help students and staff this morning. Extra counselors were available at several of the schools today and staff meetings were held throughout the District. Superintendent McDuffy and Misti Gilman, Public Information Coordinator, attended a press conference held by the family. Letters were sent home with all APS students today. The District is in contact with the family spokesperson and is seeking ways to help the family. An account has been established and a Spaghetti Feed fundraiser is planned for next week.

Dr. McDuffy noted that Friday's in-service day was wonderful - Great focus on student achievement and great use of the time. She is very proud of the work being done across the District.

She noted that there are many stewardship activities going on in the District; in fact, a report on district stewardship efforts will be made to the Board soon. Theresa Swan's class at Kent Prairie is managing a worm bin to compost lunch food scraps. The "worm tea" produced can be used to help plants grow. Misti Gilman, Public Information Coordinator, shared pictures and few of the things the students taught her about the worm bin.

## **IDENTIFICATION OF CONSENT AGENDA ITEMS**

From the agenda, the Board identified the following items for discussion and action:

2. Donation from Kent Prairie PTA
3. Resolution 08-20 - 2009 Study & Survey / Authorizing Sup't to Apply for State Matching Funds

The remaining items, comprising the consent agenda, were:

1. Meeting Minutes – November 10, 2008
4. Policy Revisions – Second Reading & Adoption (18 Policies)
  - Policy 1105 – Board of Directors – Director Districts – Amended
  - Policy 2022 – Instruction – Electronic Resources – Amended
  - Policy 2412 – Instruction – Diplomas for Veterans – Amended
  - Policy 2500 – Instruction – Health & Fitness Curriculum – Deleted/Combined with 8200
  - Policy 5013 – Personnel – Sexual Harassment – Amended and Renumbered to 6590
  - Policy 5014 – Personnel – Harassment, Intimidation & Bullying – Deleted
  - Policy 5311 – Personnel – Compensation – Amended and Renumbered to 5310
  - Policy 5312 – Personnel – Pay Periods – Deleted
  - Policy 5313 – Personnel – Payroll Deduction – Deleted
  - Policy 5314 – Personnel – Tax Deferred Salary – Deleted
  - Policy 5327 – Personnel – Workshops, Trainings, etc. – Amended and Renumbered to 5409
  - Policy 5411 – Personnel – Staff Vacations – New Policy
  - Policy 6141 – Management Support – Administrative Salary – Deleted
  - Policy 6513 – Management Support – Workplace Violence Prevention – New Policy
  - Policy 8210 – Non-Instructional Operations – Surplus Commodities – Deleted/Combined with 8200
  - Policy 8220 – Non-Instructional Operations – Free & Reduced Price Food Services – Deleted/Combined with 8200
  - Policy 8230 – Non-Instructional Operations – Nutrition – Deleted/Combined with 8200
  - Policy 8302 – Non-Instructional Operations – AED Program – Deleted
5. Personnel Report
6. Budget Report
7. Vouchers and Warrants
  - November 18, 2008 Checks #44445 - #44617 in the total amount of \$249,599.52

Director Erickson moved to approve the consent agenda as amended. Director Weiss seconded the motion, which passed unanimously by voice vote.

#### **BOARD ACTION**

##### **Donation from Kent Prairie PTA**

Kathy Engell, Kent Prairie Elementary Principal, shared information about this donation from the Kent Prairie PTA to support the subscription cost of Accelerated Reader Enterprise. Director Erickson moved to approve this generous donation of \$1916. Director McClure seconded the motion, which passed unanimously by voice vote.

##### **Resolution 08-20 – 2009 Study and Survey**

Director McClure asked and it was clarified that this is not an actual application for funds, but a report required to be eligible to apply for State funds at a later date. Director Erickson moved to approve Resolution 08-20 ~ 2009 Study and Survey and Authorizing the Superintendent to Apply for State Matching Funds. Director Weiss seconded the motion, which passed unanimously by roll call vote of the members present and representing a quorum.

#### **NEXT MEETING**

The next regular business meeting of the Arlington School District Board of Directors is scheduled for Monday, December 8, 2008 at 7:00 pm in the District Administration Building Board Room at 315 N French Avenue, Arlington.

#### **EXECUTIVE SESSION**

President Kay Duskin recessed the regular Business Meeting at 7:59 pm, stating that the Board would be convening in an Executive Session. The purpose of the Session would be to discuss the performance of an employee. She stated that the estimated time for the Executive Session would be 30 minutes and that no action would be taken. She further stated that, following the Executive Session, the regular meeting would be reconvened for the sole purpose of adjournment. The Executive Session was adjourned at 8:40 pm. No action was taken.

**ADJOURN**

President Duskin reconvened the regular Business Meeting at 8:42 pm. With no further business to come before the Board, Director Erickson moved and Director Weiss seconded the motion to adjourn. The motion was approved with a unanimous vote and the meeting was adjourned at 8:44 pm.

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Kay Duskin, President  
Board of Directors

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E. Kristine McDuffy, Superintendent  
Secretary to the Board

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