

## **BOARD OF DIRECTORS**

Minutes

December 7, 2011

The meeting was called to order at 7:00 PM by chair Cammy Brown.

Present: Cammy Brown, Ted Friedrich, Kris Butler, Kevin Miller

Superintendent/Secretary to the Board: Craig Downs

Administrators: Whitney Meissner and Mark Barga

Oath of Office for Re-Elected Board Members: Kris Butler, David Robocker

Craig Downs administered the Oath of Office for Kris Butler.

Minutes: November 9, 2011

Kris Butler made a motion to approve the minutes of the November 9, 2011 meeting; motion carried.

Annual Board Reorganization

On a motion made by Kevin Miller, Ted Friedrich was nominated and subsequently elected by a roll call vote as the Chair of the Board of Directors.

On a motion made by Cammy Brown, Kevin Miller was nominated and subsequently elected by a roll call vote as the Vice-chair of the Board of Directors.

Cammy Brown volunteered to continue as the legislative representative for the board of directors.

Ted Friedrich volunteered to continue as the WIAA representative for the board of directors.

Cammy Brown made a motion to approve the consent agenda; motion carried.

## **CONSENT AGENDA**

### Personnel

Hire: Denise Miller, Paraeducator

Retirement: Donna Puckett, Teacher

### Accounts Payable

ASB Fund	#8525-8540	\$	490.17
ASB Fund	#8516-8524	\$	11,700.87
ASB Fund	#8541-8556	\$	12,193.11
General Fund	#36904-36939	\$	27,281.86
General Fund	#36940-36970	\$	89,757.80

### Payroll for November 2011

- #20228-200234 \$3,811.50
- #66555-66581 \$245,350.93
- Electronic Fund Transfer \$445,964.38

- Budget Status Update for October 2011
- Donation: Saxophone from David Sullivan to our music department.

- Cooperative/Combined (Boys) Swimming with Kingston High School 2011-12

### **GOOD NEWS AND RECOGNITION**

Whitney Meissner was recognized for putting on a community forum that focused on safety, bullying and harassment. Rachel's Challenge will be coming to the middle school on December 13, 2011 to present to students.

### **AUDIENCE PARTICIPATON**

Port Townsend parent, Mark Grant, was present to start a dialogue of combining sports programs with Chimacum and Port Townsend. Craig Downs stated he would talk with Chimacum's athletic director regarding this request. Cammy Brown commented that students and coaches all need to be involved in this discussion.

### **REPORTS AND RECOMMENDATIONS**

#### Financial Update

Craig Downs gave a brief update on the financial data for the district.

#### Food Service Report

Food services director, Mark Sperrazza was present to give an overview of the food service program including costs and revenue breakdown.

#### District Goal Update

Craig Downs briefly reviewed district goals.

#### School Improvement Plans

School improvement plans were presented for grades K-12. The PI Program will present at a later date.

Cammy Brown made a motion to approve the school improvement plans as presented; motion carried.

### **SUPERINTENDENT / BOARD REPORT**

Kris Butler and Cammy Brown reported on their attendance at the WSSDA conference. Kris reported on her interest in having a Student Director report to the board and also implementing a more involved process for school improvement plan presentations. Kris will take the lead on both of these topics.

### **EXECUTIVE SESSION**

The board adjourned to executive session at 10:23 PM for an estimated fifteen minutes to discuss personnel with no action to follow. (RCW 42.30.110 (g))

The meeting reconvened from executive session at 10:43 PM.

### **ADJOURNMENT**

The meeting was adjourned at 10:45 PM.

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Craig Downs  
Superintendent/Secretary to the Board

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Board Chair