

**BOARD OF DIRECTORS  
REGULAR MEETING  
November 28th, 2023**

I. **Regular Meeting Call to Order:** Board Chair, Les Okonek, called the meeting to order at 5:00 pm.

II. **Pledge:** Board Chair, Les Okonek, led the Pledge of Allegiance.

III. **Roll Call: Present:** Les Okonek, Tom Anderson, Wes Martin, Debbie Olig, and Jim Snyder.

**Staff Members Present:** Gerry Grubbs, Superintendent; Principal, Hannah Nelsen; Business Manager/HR Director, Tracy Arkin-McGuire, and Brittany Masino recording minutes

IV. **Approve Agenda:** Tom Anderson moved; seconded by Jim Snyder to approve the agenda. Motion carried by unanimous vote.

**Recognition of Visitors:** Visitors Present: Board Chair, Les Okonek, welcomed audience members.

V. **Student Recognition:**

- a. Student Recognition – Hannah Herzog – 7<sup>th</sup> Grade Student – Natally Stearns: Middle School Teacher, Hannah Herzog, recognized Natally's willingness to be helpful and show kindness to her classmates.
- b. Student Recognition – Andrea Goddard – 4<sup>th</sup> Grade Student – Nnamdi Otiegbie: Fourth Grade teacher, Andrea Goddard, recognized Nnamdi's positive attitude and how he expresses gratitude daily.

VI. **Public Comment**

- a. None

VII. **Guest Presentation**

- a. None

VIII. **Staff Presentation**

- a. None

IX. **Announcements and Recognition:**

- a. December 2<sup>nd</sup>- Board Retreat – Port of Allyn – 7:30am – 11:30am
- b. December 18<sup>th</sup> – Winter Program Grades TTK, 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> -- 6:30 pm
- c. December 19<sup>th</sup> – Winter Program Grades KG, 2<sup>nd</sup>, and 4<sup>th</sup> --6:30pm
- d. December 19<sup>th</sup> – Next Board Meeting
- e. December 21<sup>st</sup> – January 2<sup>nd</sup> – Winter Break

X. **Consent Agenda:** Wes Martin moved; seconded by Tom Anderson to approve the Consent Agenda. Motion carried by unanimous vote.

- a. Approve October 24<sup>th</sup>, Regular Meeting Minutes
- b. Voucher Approval

|                                     |                                   |               |
|-------------------------------------|-----------------------------------|---------------|
| General Fund Accts Payable Vouchers | 120039686-39722                   | \$ 79,012.68  |
| General Fund Payroll                | 900005855-<br>5899/12003965-39685 | \$ 281,948.81 |
| ASB Fund Accounts Payable           | 549-551                           | \$ 2096.05    |
| VOIDS                               | n/a                               | \$ 0.00       |

**XI. Principal and Superintendent Reports:**

- a. Principal Report: Principal, Hannah Nelsen reported on the following:
  - Expressed gratitude for this year's outstanding volunteers
  - Halloween Carnival
  - Conferences
  - Veterans Day Assembly
  - Right Response (de-escalation) Training
  - ASB 12 days of Christmas
- b. Superintendent, Gerry Grubbs reported the following:
  - Veteran's Day Assembly- photos are posted to the Facebook page
  - December Board Meeting- will be truncated to attend the Winter Program
  - WSSDA Conference

**XII. Operational Services:**

- a. Budget/Operational Status Report- Business Manager, Tracy Arkin-McGuire: Tracy Arkin-McGuire presented the monthly financial report.
- b. Business Manager, Tracy Arkin-McGuire presented 2022-2023 financial statement

**XIII. New Business and/or Action Items:**

- a. December Reorganization of the Board Process – New Chair and Vice Chair to be voted in
- b. Approve Resolution 11.28.23A Replacement of Expiring Education and Operations Levy: Roll Call Vote, Tom Anderson moved, seconded by Deb Olig. Motion carried by Roll Call vote: Wes Martin, yes; Deb Olig, yes; Les Okonek, yes; Jim Snyder, yes; Tom Anderson, yes.
- c. Approve Explanation Statement – Proposition No. 1 – Replacement of Expiring Educational Programs and Operation Levy – Tom Anderson Moved, seconded by Deb Olig to approve the Explanation Statement. Motion carried by unanimous vote.
- d. Approve Argument For/Against Levy Committee Appointment – Jim Snyder Moved, seconded by Deb Olig to approve the For/Against Levy Committee Appointment. Motion carried by unanimous vote.

**XIV. Old Business and/or Action Items:**

- a. Legislative Update – Tom Anderson provided a brief legislative update.
- b. Retreat Agenda- Board Operating Agreement will be reviewed. Add "Reclaiming Board Traditions" to agenda.

**XV. Policy: (Policies Slated for November First Reading will be held until January's Meeting)**

The Board Approved the follow policies:

**Policy Approval: Deb Olig moved, seconded by Jim Snyder. Discussion to vote on policy by series. Motion denied by unanimous vote.**

- a. Approve – Updates to Policy and Procedure 1400 & 1400P – Meeting Conduct, Order of Business, and Quorum: Wes Martin moved, seconded by Tom Anderson to approve policies 1400&1400P. Motion carried by unanimous vote.
- b. Approve – Updates to Policy 1440- Minutes: Wes Martin moved, seconded by Tom Anderson to approve policy 1440. Motion carried by unanimous vote.
- c. Approve – Updates to Policy 1611-Conflicts of Interest Wes Martin moved, seconded by Tom Anderson to approve policy 1611. Motion carried by unanimous vote.
- d. Approve – Updates to Policy 2121 – Substance Abuse Program: Wes Martin moved, seconded by Tom Anderson to approve policy 2121. Motion carried by unanimous vote.
- e. Approve – Updates to Policy 6700 – Nutrition, Health, and Physical Education: Wes Martin moved, seconded by Tom Anderson to approve policy 6700. Motion carried by unanimous vote.
- f. Approve – Updates to Policy 2190 – Highly Capable Programs: Wes Martin moved, seconded by Tom Anderson to approve policy 2190. Motion carried by unanimous vote.

- g. Approve -- Policy 2230 --Transition to Kindergarten Program: Wes Martin moved, seconded by Tom Anderson to approve policy 2230. Motion carried by unanimous vote.
- h. Approve -- Updates to Policy 3207 -- Prohibition of Harassment Intimidation And Bullying: Wes Martin moved, seconded by Tom Anderson to approve policy 3207. Motion carried by unanimous vote.
- i. Approve -- Updates to Policy 3231 -- Student Records: Wes Martin moved, seconded by Tom Anderson to approve policy 3231. Motion carried by unanimous vote.
- j. Approve -- Updates to Policy 3520 -- Student Fee, Fines, or Charges: Wes Martin moved, seconded by Tom Anderson to approve policy 3231. Motion carried by unanimous vote.

**FIRST READING POLICY (Moved to January Meeting)**

- a. First Reading --Updates to Policy 5050 -- Contracts -- Essential (Last Update Feb. 2017)
- b. First Reading -- Updates to Policy 6020 -- System of Funds and Accounts- Encouraged- (Last Update October 2001)
- c. First Reading -- Updates to Policy 6215 -- Expense Claim Certification and Approval Essential (Last Update May 2017)
- d. First Reading -- **NEW** Policy 6217 -- Electronic Funds Transfer - Encouraged
- e. First Reading -- Updates to Policy 6220 -- Bid or Request for Proposal Requirements Essential -- (Last Update Feb 2022)

**XVI. Future Agenda Items:**

- a. December Board Meeting
  - December Meeting Reorganization of the Board- Discussion of Responsibilities
  - Oath of Office
  - Attendance - Winter Program
  - Mason Transit Authority-Board Position

**XVII. Board/Superintendent Reflections/Comments:** The Board expressed pride in the district's ability to operate even with budget constraints. They are grateful to staff for being good stewards of school resources. The Board Members all expressed appreciation to the teachers, students, and families of November's Student of the Month. Recognition was given to the Transportation Team for an outstanding job in the Transportation Department.

**XVIII. Executive Session:**

- a. None

"No action will be taken in Executive Session. Discussions will be limited to the parameters set by the Open Public Meetings Act. The Board will reconvene into public session, to consider any action and/or to continue with the public meeting."

**XIX. Adjournment:** Board Chair, Les Okonek, adjourned the meeting at 7:09 pm.

Respectfully submitted, Gerald Grubbs, Superintendent and Secretary to the Board.

  
Gerald Grubbs, Secretary

  
Les Okonek, Board Chair