

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
SPECIAL MEETING
APRIL 18, 2013
MINUTES**

BOARD MEMBERS IN ATTENDANCE:

Leona Adams

Kim Gillis

Ron Rasmussen

Sheila Koler

OTHERS IN ATTENDANCE:

Kay Frizell of Education Consultants

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: VICE-CHAIRPERSON LEONA ADAMS CALLED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS TO ORDER AT 6:15 P.M. AND LED THE PLEDGE OF ALLEGIANCE.

EXECUTIVE SESSION: VICE CHAIR PERSON LEONA ADAMS ADJOURNED THE SPECIAL MEETING INTO EXECUTIVE SESSION FOR TWO AND HALF HOURS. THE MEETING WAS RECONVENED AT 8:45 P.M.

ADJOURNMENT: KIM GILLIS MOVED TO ADJOURN THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS. SHEILA KOLER SECONDED THE MOTION. THE MOTION CARRIED. VICE-CHAIRPERSON LEONA ADAMS ADJOURNED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 8:45 P.M.

BOARD DIRECTOR

SECRETARY TO THE BOARD

DATE

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
BOARD MEETING
April 23, 2013
MINUTES**

THE BOARD MET IN EXECUTIVE SESSION 15 MINUTES PRIOR TO THE START OF THIS MEETING – BOARD MEMBERS PRESENT: LEONA ADAMS, KIM GILLIS, RON RASMUSSEN, SHEILA KOLER AND SUPERINTENDENT STEVEN WAUNCH – CALLED TO ORDER AT 6:15 P.M. AND ADJOURNED AT 6:20 P.M.

BOARD MEMBERS IN ATTENDANCE:

Leona Adams	Ron Rasmussen	Kim Gillis	Sheila Koler
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STAFF MEMBERS IN ATTENDANCE:

Steve Waunch	Joline Dixon	Cara Dyck	Teresa Simmons
Barb Sevey	Sandra Clark		

OTHERS IN ATTENDANCE:

Micki Hoppes	Joan Easley	Mike Phillips	Kayla Durham
Mandy McElfish	Tom Ator	Rachel Rasmussen	

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Vice-Chairperson Leona Adams called the regular meeting of the Loon Lake School Board of Directors to order at 6:30 p.m. and led the pledge of allegiance.

APPROVAL OF CONSENT AGENDA: Sheila Koler moved to accept the Consent Agenda containing the April GF Vouchers and a re-issue of a February warrant, the March 19, 2013 Special Meeting Minutes, March 19, 2013 Meeting Minutes, March 28, 2013 Special Meeting Minutes, March 29, 2013 Special Meeting Minutes, April 9, 2013 Special Meeting Minutes, April 18, 2013 Special Meeting Minutes and the April 2013 payroll. Kim Gillis seconded the motion. Kim Gillis questioned the Deer Park non-high payment. Swimming is now being offered to the elementary children beginning on Friday, April 27 with two sessions. Leona Adams abstained from voting on #102618 and #102689. The motion carried.

PUBLIC COMMENTS – None

CHANGES TO THE AGENDA: Add to Superintendent Notes: A. Other – Trudy Ingram’s Resignation letter.

REPORTS: Facilities - Ron Rasmussen point out an area on the plastic slide that needs repair or replacement and Tom Tesch is now working on replacing all three parts. The freezer door measurements were taken today – a new door is being built for the freezer in the kitchen – the goal is to have it replaced before the beginning of summer. Kim Gillis mentioned that the mess along the fence line by the bus barn needs to be picked up. Steve Waunch will have Glenn Krieger check into removing the mess. Ron Rasmussen – thanked the school for hanging the WA State flag. Ron Rasmussen mentioned that the fence needs to be repaired – Steve Waunch remarked that the materials for repair have already been purchased – Glenn Krieger will be advised. **Board:** Leona Adams mentioned the WSSDA article on confidentiality and executive session was timely. **Superintendent:** Steve Waunch read Trudy Ingram’s retirement letter. Enrollment – Elementary 107 Homelink – 126 98.6 FTE. There

is an ALE Enrollment Audit scheduled for April 29 through May 1. No Hires or Discharges to report. The March Financial Statement was presented and discussed. Asphalt Repair/Replacement – The district has a contract with the county for chip sealing. TPEP Update – Steve, Carla, Jennie and DeeDee is the TPEP team for the district. Loon Lake School is one of the top 3 or 4 schools noted to be ahead of the other districts in getting ready for the 13-14 school year. Committee Update – Discipline Committee Updates will be removed from the agenda. Nothing to report.

OLD BUSINESS: The Board restructuring: **Ron Rasmussen moved to** have Leona Adams as the Loon Lake School Board of Directors Chairperson. Kim Gillis seconded the motion. The motion carried. **Ron Rasmussen moved to** have Kim Gillis as Vice-Chairperson. Kim Gillis declined. **Kim Gillis moved to** have Ron Rasmussen as Vice-Chairperson. Discussion followed. It was recommended that maybe Ron should not be the Vice-Chairperson because of his relationship with Leona Adams. Duly Noted. **Ron Rasmussen moved to** have Sheila Koler as Vice-Chairperson. Kim Gillis seconded the motion. The motion carried. **Leona Adams moved to** have Kim Gillis as the Legislative Representative. Ron Rasmussen seconded the motion. The motion carried. Update on the Education Consultants Meeting was presented. Leona Adams felt it went really well – there was discussion about the challenges of a non-high districts. **Leona Adams moved to** authorize the Board Chairperson to enter into a contract with Education Consultants to assist the district in finding a person or persons to fill the position or positions that the district needs. Ron Rasmussen seconded the motion. The motion carried. Steve Waunch was given a proposed contract at Executive Session prior to the regular meeting to review. Leona Adams would like a full time principal for at least next year. **Sheila Koler moved to** have a full-time principal. Ron Rasmussen seconded the motion. The motion carried. **Leona Adams moved to** amend the January 29, 2013 minutes to strike the date from Jeff Pott’s motion to re-negotiate a new contract for Steve Waunch prior to the end of February 2013. Kim Gillis seconded the motion. The motion carried. **Sheila Koler moved to** approve the Loon Lake School Board Protocol and Principles with correction to first paragraph of School Governance – change after “law” the *or* to *of*. Kim Gillis seconded the motion. The motion carried.

NEW BUSINESS: The Board interview Mandy McElfish for the position of Board Director that was vacated by Jeff Potts in March 2013. **Ron Rasmussen moved to** accept Mandy McElfish to the position of Board Director. Leona Adams seconded the motion. The motion carried. Steve Waunch swore in Mandy McElfish as a Loon Lake School Board Director Position #1. Leona Adams welcomed Mandy to the Board. Revised Board Policies #1620 Board-Superintendent Relationship; #1731 Board member expenses; #2121 Substance Abuse; #4200 Safe and Orderly Learning Environment; #5006 Certification Revocation; #5201 Drug-Free Schools, Community and Workplace; #5202 Federal Motor Carrier Safety Administration Mandated Drug and Alcohol Testing Program; #3231 Student Records; #3414 Infectious Diseases; #5240 Evaluation of Staff; #5280 Termination of Employment were read for the 1st time. **Leona Adams moved to** approve Resolution #123 for the Capital Projects to repay the General Fund for last year’s loan. Sheila Koler seconded the motion. The 2013-14 calendar was presented and discussed. **Sheila Koler moved to** approve the school calendar. Ron Rasmussen seconded the motion. The motion carried. The 5th/6th Grade end of the year trip was presented and discussed. Leona Adams recommended adding a Board workshop prior to the regular meeting in order for the directors to be more prepared for the regular meeting. Thursday, May 16, 2013 at 6:30 p.m. will be the Board workshop date. This will be an open session meeting. The Regular Board Meeting is scheduled for Tuesday, May 21, 2013 at 6:30 p.m. Ron Rasmussen asked Mr. Waunch to notify the board when he is not going to be present at school.

ANNOUNCEMENTS FOR THE PUBLIC: Late Start – April 24 – agenda Danielson, Curriculum and MSP proctoring for the educators giving the MSP test. April 29-May 1 – ALE enrollment Review by the State Auditor’s Office. The Spring Luncheon will be held on Thursday, May 30. Leona Adams asked the board how they liked the new layout for the meeting. Every board member stated that they liked it.

PUBLIC COMMENTS: Joan Easley asked for the cost of Education Consultant Contract. Leona Adams stated that they have charged in the past between \$2,500 and \$6,500 for their services but believes it should be about \$2,800.00 for the services for Loon Lake School. Leona Adams was also asked what is the cost of a full-time principal would be. She wasn’t sure what Mr. Waunch’s contract was for principal.

ADJOURNMENT: Kim Gillis moved to adjourn the regular meeting of the Loon Lake School Board of Directors. Mandy McElfish seconded the motion. The motion carried. **CHAIRPERSON LEONA ADAMS ADJOURNED THE REGULAR MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 8:20 P.M.**

CHAIRPERSON

SECRETARY TO THE BOARD

DATE

**LOON LAKE SCHOOL DISTRICT
BOARD OF DIRECTORS
SPECIAL MEETING
TO INTERVIEW AN APPLICANT FOR SUPERINTENDENT AND/OR PRINCIPAL POSITION
APRIL 25, 2013
MINUTES**

BOARD MEMBERS PRESENT:

**LEONA ADAMS RON RASMUSSEN SHEILA KOLER
MANDY MCELFISH**

CALL TO ORDER: Chairperson Leona Adams called the special meeting of the Loon Lake School Board of Directors to order at 6:15 p.m. and led the pledge of allegiance.

EXECUTIVE SESSION: Chairperson Leona Adams adjourned the special meeting of the Loon Lake School Board of Directors into Executive Session for the purpose of interviewing an applicant for the position of superintendent and/or principal. Chairperson Leona Adams reconvened the special meeting at 8:45 p.m.

ADJOURNMENT: Ron Rasmussen moved to adjourn the special meeting of the Loon Lake School Board of Directors. Sheila Koler seconded the motion. The motion carried. **CHAIRPERSON LEONA ADAMS ADJOURNED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 8:45 P.M.**

CHAIRPERSON

SECRETARY TO THE BOARD

DATE

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
SPECIAL MEETING
TUESDAY, APRIL 9, 2013
MINUTES**

BOARD MEMBERS IN ATTENDANCE:

Leona Adams Ron Rasmussen Sheila Koler

CALL TO ORDER AND PLEDGE ALLEGIANCE: Vice-chairperson Leona Adams called the special meeting of the Loon Lake School Board of Directors to order at 6:30 p.m. and led the pledge of allegiance.

EXECUTIVE SESSION: Vice-Chairperson Leona Adams immediately adjourned the special meeting of the Loon Lake School Board of Directors into Executive Session at 6:31 p.m. for the purpose of evaluating a public employee for approximately one hour. Vice-chairperson Leona Adams reconvened the meeting into regular session.

ADJOURNMENT: Ron Rasmussen moved to adjourn the special meeting of the Loon Lake School Board of Directors. Sheila Koler seconded the motion. The motion carried. Vice-chairperson Leona Adams adjourned the special meeting of the Loon Lake School Board of Directors at 7:31 p.m.

Vice-Chairperson

Secretary to the Board of Directors

Date

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
REGULAR MEETING
DECEMBER 17, 2013
MINUTES**

BOARD MEMBERS PRESENT:

Tom Ator	Mandy McElfish	Fred Brown
Chris Adams	Kim Gillis in attendance by phone	

STAFF MEMBERS PRESENT:

Dr. Terry Munther	Brad Van Dyne	Barb Sevey
Joline Dixon	Teresa Simmons	Sandra Clark

OTHERS PRESENT:

Julie Scott	Leona Adams	Kathy Brown
Keith Riley	Joan Easley	

BOARD DIRECTOR MANDY MCELFISH CALLED THE REGULAR MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS TO ORDER AT 6:36 P.M. AND LED THE PLEDGE OF ALLEGIANCE.

CHANGES TO THE AGENDA: Tom Ator moved to change “a”-restructure the Board of New Business to the first item. Chris Adams seconded the motion. The motion carried. Tom Ator nominated Mandy McElfish for the position of Board Chairperson. Fred Brown seconded the motion. Kim Gillis nominated Chris Adams for the position of Board Chairperson. Tom Ator seconded the motion. The vote was taken and there were three ayes in favor of Mandy McElfish and two ayes in favor of Chris Adams. Mandy McElfish was elected as Board Chairperson. Kim Gillis nominated Chris Adams for Board Vice-chairperson. Fred Brown seconded the motion. Chris Adams nominated Tom Ator for Board Vice-chairperson. Fred Brown seconded the motion. The vote was taken and there were three ayes for Chris Adams for vice-chairperson and two ayes for Tom Ator for vice-chairperson. Chris Adams was elected as Board Vice-chairperson. Kim Gillis left in attendance at this time.

APPROVAL OF CONSENT AGENDA: Chris Adams moved to approve the Consent Agenda containing the December vouchers #103414 to #103488 in the amount of \$32,854.02; the December payroll as presented; the November 19, 2013 Regular Meeting Minutes and the December 3, 2013 Special Meeting Minutes. Fred Brown seconded the motion. The motion carried.

PUBLIC COMMENTS REGARDING AGENDA ITEMS: None

REPORTS: Facilities: Dr. Munther reported that Jeff Simmons, Custodian, found a leak in the Boiler System last week and immediately called Trent Tesch – after further inspection a Plumbing company was called to fix the Boiler System. The district is keeping ahead of the snow and ice removal. The security system at the Homelink could not be repaired – the new security system has been ordered by Troy Dowdle, Computer Tech. **Board:** Dr. Munther thanked the Board for attending the December 3, 2013 board workshop. **Superintendent:** Dr. Munther reported that Brad Van Dyne and him are working on: Reviewing the Title I Schoolwide Plan; LAP Program including parents; School Wellness Policy – School Food Service audit; Substantially Similar Committee – Homelink Building offerings similar

offerings to the students in our building; Safety Program; Evaluation Processes – by the 1st of the year an evaluation tool to evaluate all staff. **Principal:** Brad Van Dyne reported that it is a busy, exciting time for the children and staff – Winter Program, Class parties and Vacation. The School Climate committee helped coordinate the Holiday Happenings at the school – dinner was served, it was also a literacy night – Mrs. Claus aka Mrs. Cara Dyck – free book handed out to each student, Elves’ Gift Express and the School Book Fair; Student Rewards Assembly – also honored retired Fireman Russ Armstrong; Winter Program to be held on Thursday, December 19 at 6:30 p.m.; safety – Lockdown and modified lockdown drill took place on December 17; the Safety Committee will meet again after the 1st of the year; the first formal teachers’ observation for all teachers have been completed; Mr. Van Dyne continues going to the Danielson Training; Mr. Van Dyne is contacting different companies for previews of curriculum; the Instructional Committee met – every teacher is a part of this committee; a letter will be going home to each parent (question and answer) – what is common core and what is smarter balance. **Financial Report:** Enrollment was presented; November Financial Statement was discussed; No Hires or Discharges to report.

UNFINISHED BUSINESS: None

NEW BUSINESS: The Board reviewed the Minutes of the December 17, 2013 School Wellness Committee and reviewed the current BP 6700 nutrition and Physical Fitness. **Chris Adams moved to** continue with the existing BP 6700 and proceed with updating the BP 6770 Nutrition and Physical Fitness as necessary. Fred Brown seconded the motion. The motion carried. **Tom Ator moved to** approve the additions to the Homelink Instructional Materials list as presented. Fred Brown seconded the motion. The motion carried. Dr. Terry Munther explained our current Early Childhood Program and recommended to the board that the district look into new ways of receiving additional funding for this program. Both Rural Resources of Colville and the ESD have contacted the district about their Early Childhood Education and Assistance Program (ECEAP) and have asked Loon Lake School District to consider becoming a part of their program. The Board requested Dr. Terry Munther to continue to pursue into alternative funding through ECEAP. Dr. Munther will meet with the ECEAP director from ESD 101 to discuss funding and feasibility to host ECEAP for next year. Dr. Terry Munther recommended the district accept the contract with the ESD for one year with their Special Education Cooperative. **Fred Brown moved to** accept the contract between the Loon Lake School District and the ESD101 Special Education Cooperative. Chris Adams seconded the motion. Discussion followed. The motion carried.

Dr. Terry Munther presented the 2013-14 Homelink Student Improvement Plan. **Chris Adams moved to** accept the 2013-14 Homelink Student Improvement Plan. Tom Ator seconded the motion. The motion carried.

ANNOUNCEMENTS FOR THE PUBLIC: The Loon Lake School Winter Program is scheduled for Thursday, December 19, 2013 at 6:30 p.m. Winter break begins on Friday, December 20, 2013 at 3:30 p.m. and the school will be closed until Monday, January 6, 2014.

PUBLIC COMMENTS FOR FUTURE CONSIDERATION: Leona Adams gave each Board member “A Governance guide for Board Members” that she prepared and presented in her WSSDA Leadership Class. Leona Adams asked the board to consider continuing the Summer Food Program. A cost analysis will be prepared for the January meeting. Each Board member was given a loonlakeschool.org email address. There was a change to the date of the January 2014 regular meeting. The meeting will be held on Thursday, January 23, 2013 at 6:30 p.m. – it will be posted as a special meeting.

ADJOURNMENT: Chris Adams moved to adjourn the regular meeting of the Loon Lake School Board of Directors. Fred Brown seconded the motion. The motion carried. CHAIRPERSON MANDY MCELISH ADJOURNED THE REGULAR MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 7:57 P.M.

BOARD CHAIRPERSON

SECRETARY TO THE BOARD

DATE

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
SPECIAL MEETING MINUTES
(New Board Workshop)
December 3, 2013
MINUTES**

BOARD MEMBERS PRESENT:

Mandy McElfish
Fred Brown

Chris Adams

Tom Ator

STAFF MEMBERS PRESENT:

Dr. Terry Munther

Mr. Brad Van Dyne

Barb Sevey

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: DR. MUNTHER CALLED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS TO ORDER AT 5:37 P.M. AND LED THE PLEDGE OF ALLEGIANCE.

NEW BUSINESS: Dr. Munther swore Mandy McElfish, Chris Adams, Tom Ator and Fred Brown in to the office of Loon Lake School Board of Directors. Dr. Munther thanked the Board for their choice in serving the school and community and then discussed the purpose of the meeting. He, also, brought the board up to speed on the hiring process that the old board went through to hire him as the new superintendent of Loon Lake School District. Each board member was given a packet of information that was presented and discussed. A little financial background was presented and the monthly financial statement was discussed. Brad Van Dyne welcomed the board and thanked them for their service to the district. He gave them a little background about what his principal duties are, the ongoing-new teacher evaluations and the new principal evaluations and the changes in education – common core standards.

ADJOURNMENT: DR. MUNTHER ADJOURNED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 7:45 P.M.

Chairperson

Secretary to the Board

Date

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
REGULAR MEETING
NOVEMBER 19, 2013
MINUTES**

BOARD MEMBERS PRESENT:

Leona Adams Kim Gillis Mandy McElfish

STAFF MEMBERS PRESENT:

Dr. Terry Munther Brad Van Dyne Barb Sevey
Terri Carlson Joline Dixon Sandra Clark
Teresa Simmons Jeff Simmons

OTHERS PRESENT:

Chris Adams Tommy Rivera Fred Brown
Kathy Brown Tom Ator Dave Clark
Rachel Rasmussen

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: CHAIRPERSON LEONA ADAMS CALLED THE REGULAR MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS TO ORDER AT 6:31 P.M. AND LED THE PLEDGE OF ALLEGIANCE.

APPROVAL OF CONSENT AGENDA: Kim Gillis moved to accept the Consent Agenda containing the Minutes of the Special Meeting (Board Professional Development) of October 22, 2013; the Minutes of the Regular Meeting of October 22, 2013, the Vouchers #103299 through 103381 in the amount of \$275,292.77 and the November payroll as presented. Mandy McElfish seconded the motion. Leona Adams abstained from voting on Voucher #10339. Discussion followed. The motion carried.

CHANGES TO THE AGENDA: None

PUBLIC COMMENTS: Dr. Munther explained the two times that the Public has a chance to speak.

REPORTS: Facilities: Dr. Munther mentioned that there wasn't much to report on for Facilities. Jeff Simmons and Trent Tesch will do some additional spraying on the outside of the Homelink property. The security cameras are not working properly – Troy Dowdle has been working on this. Dr. Munther will follow up with Troy. Leona Adams mentioned that there was a need to have security at the Homelink Building. Leona Adams suggested that the pine needles be removed from the roof of the main building. **Board:** Leona Adams showed the Board what her presentation for WSSDA will be – it was a new board member toolkit. She also had a Loon Lake Governance Guide for School Board Member (board member manual). It was suggested that the new board contact the Deer Park and Riverside School Board for more interactions between the three districts. Dr. Munther thanked Leona Adams for her presentation. **Superintendent:** Dr. Munther mentioned that Loon Lake School District has complied with the IDEA requirements for the 2013-14 school year and we received an official document indicating this. Dr. Munther explained the several committees that have been formed, Safety, Substantially Similar, Instructional, School Climate- he further explained Substantially Similar between the Homelink Program and the Elementary School Program. Dr. Munther stated that the new Principal Evaluation Program has been adopted and that he has already attended several of the meetings with

one scheduled in Spokane soon. There will be additional training in 1st Aid – presented by a 3rd party – offered to any staff member that would like to attend. The Veterans’ Day Program was great and very respectful. Dr. Munther and Brad Van Dyne are still looking at staff/class size levels to determine if additional staffing is necessary. Leona Adams suggested calling Cory Plager at ESD regarding other funding sources for the Jump Start Program. **Principal:** Mr. Brad Van Dyne stated that the classrooms are very busy and vibrant with a positive atmosphere. The student council is in place – advisory board and super leadership from the classrooms. The Halloween Carnival sponsored by the CPO was held. The Veterans’ Day Assembly was very inspirational. The students recently had an assembly “Definitely Magic” that was very good. Teacher observations are taking place right now. Five teachers have already been formally observed. Kim Gillis asked about Homelink evaluations – Brad Van Dyne stated that those observations would take place. Committees have been formed – School Climate that engages the staff, children and parents in different activities at the school; the safety committee; the instructional committee that will hold their first meeting on December 4th. Brad Van Dyne met with Helene Paroff and Tim Colliver of the ESD to gather the necessary student data to determine the ability of a small district. The Homeroom Program that Tim Colliver of ESD will introduce to the staff in December manages all students’ assessments. Leona Adams question Smarter Balance whether the staff has had a chance to work on the “test” that has been opened to all school districts as a practice. Dr. Munther and Brad Van Dyne have been talking about the plan to begin this. **Financial Statement:** The Enrollment was presented. No hires, discharges or resignations to report. The October Financial Statement was discussed.

UNFINISHED BUSINESS: The Board decided to allow the new Board to look at the policies that are ready to be presented for revisions.

NEW BUSINESS: Dr. Munther explained the need for the Resolution to Cancel Warrant No. 103246 – the warrant was incorrectly made out to the wrong vendor. **Mandy McElfish moved to** accept Resolution No. 129 Cancel Warrant #103246. Kim Gillis seconded the motion. The motion carried. **Kim Gillis moved to** accept Resolution #130 to pay for the semi-annual payment for the VL Transport Building. Mandy McElfish seconded the motion. The motion carried. **Mandy McElfish moved to** accept Resolution #131 to repay the loan of last November from the General Fund to the Capital Projects in the amount of \$15,000 and interest. Kim Gillis seconded the motion. The motion carried. **Mandy McElfish moved to** accept Resolution #132 to allow the transfer of funds from the General Fund to the Capital Projects for a one year loan. Kim Gillis seconded the motion. The motion carried. Dr. Munther thanked the board for their hard work, time and energy spent on behalf of the Loon Lake School District. Leona Adams was presented a plaque indicating the many years of service she gave to the district. Dr. Munther and Brad Van Dyne thanked the Board. Dr. Munther congratulated the new Board members that were recently elected to the Board – Mandy McElfish, Tom Ator, Fred Brown and Chris Adams.

ANNOUNCEMENTS FOR THE PUBLIC: The Christmas Extrvaganza sponsored by CPO and School Climate Committee will be held on Thursday, December 5.

PUBLIC COMMENTS FOR FUTURE CONSIDERATION: The next regular school board meeting will be held on Tuesday, December 17 at 6:30 p.m. There is a need to have a new Board training – a date to be determined.

ADJOURNMENT: MANDY MCELFISH MOVED TO ADJOURN THE REGULAR MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS. KIM GILLIS SECONDED THE MOTION. THE MOTION CARRIED.

CHAIRPERSON LEONA ADAMS ADJOURNED THE REGULAR MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 8:00 P.M.

CHAIRPERSON

SECRETARY TO THE BOARD

DATE

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
SPECIAL MEETING – BOARD PROFESSIONAL DEVELOPMENT
OCTOBER 22, 2013
MINUTES**

BOARD MEMBERS PRESENT:

Leona Adams	Ron Rasmussen	Kim Gillis
Mandy McElfish		

STAFF MEMBERS PRESENT:

Dr. Terry Munther	Brad Van Dyne	Barb Sevey
Joline Dixon	Theresa Simmons	

OTHERS PRESENT:

Chris Adams	Rachel Rasmussen
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CALL TO ORDER: Chairperson Leona Adams called the special meeting of the Loon Lake School Board of Directors to order at 6:00 p.m.

Leona Adams gave each board member, staff and others in attendance a copy of the “Smarter Balanced” practice test information. Leona Adams used a computer for the on-line practice test for a 3rd grade student.

Dr. Munther thanked Leona Adams for her facts and presentation.

The meeting was adjourned at 6:36 p.m.

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
REGULAR MEETING
OCTOBER 22, 2013
MINUTES**

BOARD MEMBERS PRESENT:

**Leona Adams
Mandy McElfish**

Ron Rasmussen

Kim Gillis

STAFF MEMBERS PRESENT:

**Dr. Terry Munther
Joline Dixon**

**Brad Van Dyne
Theresa Simmons**

Barb Sevey

OTHERS PRESENT:

Chris Adams

Rachel Rasmussen

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Chairperson Leona Adams called the regular meeting of the Loon Lake School Board of Directors to order at 6:36 p.m. and led the pledge of allegiance.

APPROVAL OF CONSENT AGENDA: Ron Rasmussen moved to approve the Consent Agenda containing the September 17, 2013 Special Meeting Minutes, the September 17, 2013 Regular Meeting Minutes and the September 26, 2013 Special Meeting to approve September 2013 payroll; the October General Fund Vouchers #102399 through 103332 and the October payroll as presented. Kim Gillis seconded the motion. Leona Adams abstained from voting on Voucher #103178 and #103125. Discussion followed. The motion carried.

CHANGES TO THE AGENDA: None

PUBLIC COMMENTS REGARDING AGENDA ITEMS: None

REPORTS: Facilities: Dr. Munther reported the following: the fence has been repaired by Owl Fence; Trent Tesch repaired some playground equipment; a new American flag has been purchased and is now hanging in front of the school; the cafeteria warmer will be installed soon. Leona Adams reported that the exterior door to the cafeteria is now being locked throughout the day (security matter). **Board:** Leona Adams went to a workshop for board members. Leona Adams will be graduating from her WSSDA Leadership Class soon. Discussion regarding the November 5th election and newly elected board members date to be seated took place. Depending upon the date of certification, candidates will be seated at a November or December meeting.

Superintendent: Dr. Munther mentioned that the staff and board had prepared a thank you for Sheila Koler for her service to the school and community as board member. Dr. Munther reported the following: 2013-14 Title I Grant is completed; the Equity Assurance I Grant; the F196 is completed and ready for the ESD review; the district

Levy Certification has been signed and returned to ESD; Dr. Munther attended a Superintendent's Meeting at Mt. Spokane and met with Senator candidates Smith and Dandel; Dr. Munther will meet with Mike Dunn, Superintendent of ESD, to discuss analyzing the district's test scores, etc.; Dr. Munther will be using the AWSP Leadership framework that he will be trained on at the two trainings (AWSP Leadership Framework) on November 12 and the 26 to evaluate Principal Van Dyne.; Dr. Munther and Christy Haines attended the LAP/Title I workshop; E-rate explanation was given to the board – helps with the cost of cell phones, internet, local phone and long distance – decided that there was not a need to continue to look for a new web host; K-20 network was discussed and Dr. Munther reminded the board that he would be out of the office from October 23 until November 6, 2013. **Principal:** Brad Van Dyne reported that things are still going smoothly; TPEP has been the topic for the past two late starts; Mr. Van Dyne attended the Stage 2 workshop and that is where the district will remain for the remainder of the year; Teachers have completed their self-evaluation and the 1st classroom observation will take place next week; Teachers must set their student growth goals; Keri Hodgson and Cara Dyck will be attending a workshop with Brad Van Dyne regarding the student growth workshops throughout the year – the first one will be held in December. Brad Van Dyne thanked Leona for her presentation of the “Smarter Balance” practice test during the special meeting; With staff input, it was decided that Loon Lake School District will take the Smarter Balance test this year as a pilot district; Curriculum should be aligned to the Common Core; Brad Van Dyne attended a training for the program “Homeroom” in Deer Park that allows the district to upload all the assessments of the Loon Lake School students. Brad Van Dyne will meet with Mike Dunn and Helene Paroff of ESD to discuss student data and how to analyze data. Leona Adams asked “How do we get out of “D” status as a district. Brad Van Dyne also reported that the BELLS program (Student Government) is up and running – candidate speeches will be given during the October 31 assembly and elections to be held on November 5; Safety – Lockdown Drill and Shakeout Drill were completed; Brad Van Dyne will attend a Rapid Responder Training for the district; Bids were received from several companies for web hosting - but it was decided to just go with the affordable and flexible option of Google – staff will be trained in-house regarding the minor changes; Jennie Lucker, 4th/5th grade teacher, has created a classroom blog where parents can access spelling words, etc. **Enrollment:** Enrollment for the Elementary is at 100; Preschool/Jumpstart currently at 14 with Homelink enrollment at 135. **Hires, Discharges and Resignations:** Two new certified teachers were hired – contracts presented under new business. **Financial:** The September 2013 financial statement was presented and discussed.

UNFINISHED BUSINESS: Ron Rasmussen read and moved to approve BP 7540 and 2100. Mandy McElfish seconded the motion. The motion carried.

NEW BUSINESS: Dr. Terry Munther presented the new two teachers' contracts – LAP/PE Teacher contract for Christy Haines (full-time) and the part-time Computer/Music teacher contract for Lisa Landstrom. **Ron Rasmussen moved to** approve the two contracts. Kim Gillig seconded the motion. Discussion followed. Art may be imbedded in the Music Program. The motion carried. **Ron Rasmussen moved**

to table the 1st reading of BP 3240 Student Conduct and BP 3246 Use of Isolation, Restraint, Restraint Services and Reasonable Force. Kim Gillis seconded the motion. The motion carried:

ANNOUNCEMENTS FOR THE PUBLIC: CPO Halloween Carnival, BELLS speeches, End of the Month Awards Assembly – October 31, beginning at 1:45 p.m. Veterans’ Day Assembly, November 8, at 2:30 p.m. The next board meeting is scheduled for Tuesday, November 19, 2013.

PUBLIC COMMENTS FOR FUTURE CONSIDERATION: Theresa Simmons has some equipment she would like to donate to the school including: outside Basketball backboards. Rachel Rasmussen offered to listen to the speeches of the BELLS candidates.

EXECUTIVE SESSION: Chairperson Leona Adams adjourned the regular meeting of the Loon Lake School Board of Directors at 7:56 p.m. into Executive Session to evaluate the performance of a public employee.

ADJOURNMENT: CHAIRPERSON LEONA ADAMS ADJOURNED THE REGULAR MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 8:15 P.M. WITH NO ACTION TAKEN.

CHAIRPERSON

SECRETARY TO THE BOARD

DATE

**LOON LAKE SCHOOL DISTRICT #183
BOARD OF DIRECTORS
SPECIAL MEETING (APPROVAL SEPT PAYROLL)
THURSDAY, SEPTEMBER 26, 2013
MINUTES**

BOARD MEMBERS IN ATTENDANCE:

Leona Adams Mandy McElfish Kim Gillis

STAFF MEMBERS IN ATTENDANCE:

Dr. Terry Munther Barb Sevey

CALL TO ORDER: CHAIRPERSON LEONA ADAMS CALLED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS TO ORDER AT 11:39 A.M. AND LED THE PLEDGE OF ALLEGIANCE.

NEW BUSINESS: MANDY MCELFISH MOVED TO APPROVE THE SEPTEMBER 2013 PAYROLL AS PRESENTED. KIM GILLIS SECONDED THE MOTION. THE MOTION CARRIED.

ADJOURNMENT: KIM GILLIS MOVED TO ADJOURN THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS. MANDY MCELFISH SECONDED THE MOTION. THE MOTION CARRIED. CHAIRPERSON LEONA ADAMS ADJOURNED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 11:41 A.M.

CHAIRPERSON

SECRETARY TO THE BOARD

DATE

**LOON LAKE SCHOOL DISTRICT #183
BOARD OF DIRECTORS
SPECIAL MEETING (APPROVAL SEPT PAYROLL)
THURSDAY, SEPTEMBER 26, 2013
MINUTES**

BOARD MEMBERS IN ATTENDANCE:

Leona Adams Mandy McElfish Kim Gillis

STAFF MEMBERS IN ATTENDANCE:

Dr. Terry Munther Barb Sevey

CALL TO ORDER: CHAIRPERSON LEONA ADAMS CALLED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS TO ORDER AT 11:39 A.M. AND LED THE PLEDGE OF ALLEGIANCE.

NEW BUSINESS: MANDY MCELFIH MOVED TO APPROVE THE SEPTEMBER 2013 PAYROLL AS PRESENTED. KIM GILLIS SECONDED THE MOTION. THE MOTION CARRIED.

ADJOURNMENT: KIM GILLIS MOVED TO ADJOURN THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS. MANDY MCELFIH SECONDED THE MOTION. THE MOTION CARRIED. CHAIRPERSON LEONA ADAMS ADJOURNED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 11:41 A.M.

CHAIRPERSON

SECRETARY TO THE BOARD

DATE

**LOON LAKE SCHOOL DISTRICT #183
BOARD OF DIRECTORS
REGULAR MEETING
SEPTEMBER 17, 2013
MINUTES**

BOARD MEMBERS IN ATTENDANCE:

Leona Adams	Ron Rasmussen	Sheila Koler
Mandy McElfish	Kim Gillis	

STAFF MEMBERS IN ATTENDANCE:

Dr. Terry Munther	Brad Van Dyne	Barb Sevey
Joline Dixon	Teresa Simmons	Sandra Clark

OTHERS IN ATTENDANCE:

Tom Ator	Rachel Rasmussen	Chris Adams
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CALL TO ORDER: Chairperson Leona Adams called the regular meeting of the Loon Lake School Board of Directors to order at 6:34 p.m. and led the pledge of allegiance.

CONSENT AGENDA: Mandy McElfish moved to approve the Consent Agenda containing the Minutes of the Special Meeting of August 20, 2013 and the Minutes of the Regular Meeting of August 20, 2013; the September Vouchers #103092 through #103147 in the amount of \$75,792.88. Ron Rasmussen seconded the motion. Leona Adams abstained from voting on Voucher #103114. Discussion followed. The motion carried.

CHANGES TO THE AGENDA: Add to New Business – removing Steve Waunch from the Barb Sevey’s board group. Ron Rasmussen moved to add a special meeting to approve September payroll on Thursday, September 26, 2013 at 11:30 a.m. Mandy McElfish seconded the motion. The motion carried. Ron Rasmussen also suggested changing the meeting in October to Tuesday, October 22, 2013 at 6:00 p.m. due to early payroll. It was agreed to do so.

PUBLIC COMMENTS REGARDING AGENDA ITEMS: None

REPORTS: Facilities- Dr. Munther reported that the parking lot was repaired by the Stevens County Road Department. There were heating and cooling issues in the 2nd grade classroom – the 2nd/3rd grade classroom moved to the 3rd grade classroom – the heating/cooling contractor was in several times; pipe leak has been repaired in the 2nd/3rd grade hallway; Boiler repaired; part ordered for the 3rd grade bathroom; security cameras located at Homelink Building need to be worked on. Leona Adams mentioned using the 2nd grade classroom for the preschool program. Items to be repaired or to take action on: ice damming and the chain link fence. Board: Leona Adams had questions on school board self-assessment. The board received a thank you card for the board from the staff for the “welcome back to school.” Leona Adams will send the board the list for staff appreciation. The WSSDA Conference in November will be held in Olympia. Mandy McElfish tried to listen to a WSSDA webinar on how poverty affects schools – there were some problems. She congratulated Leona Adams on graduating from her Leadership program. Superintendent: Dr. Munther reported: Thank you for board for the welcome back to school gift; Open House BBQ set for the 19th 5-6:30 p.m.; I-Grants are up to date: Minimum Education Requirements; WA Kids - \$300; LAP- \$76,000; Title II- \$10,000; IDEA B - \$50,000; IDEA B/Preschool - \$3,400; Title I - \$60,000 and a Title I/LAP workshop scheduled for the first week of October and they are a few more that need to be prepared by September 30. Dr. Munther reported that his meeting with Senator Smith went well – discussed how, what, why we are doing things; tour of the building; no levy equalization for the Loon Lake School District; and homelink funding. There is a meeting with our insurance company on September 27 – tour of the building and grounds. Dr. Munther is enrolled with AWSP for the principal evaluation program. The district received information from ESD regarding SAFETY compliance. Leona Adams was asked to sign the plan for the district. Preschool and JumpStart are underway – a pilot program has begun with the children rotating through Vanessa’s

preschool program. Leona reported that she is very happy with having the support of a certified teacher. Dr. Munther and Brad Van Dyne both stated that the Loon Lake School children are wonderful children – very accepting and kind to each other. There will be 21st Century Grant this year – ESD has applied for the grant for several districts, including Loon Lake. Dr. Munther is still working on hiring a 1.0 certified teacher for LAP/Basic Ed. In the meantime, Brad Van Dyne is working in classrooms and exploring staffing solutions. Tom Ator and Andrew Clark were thanked for their volunteer hours working on the playground. Dr. Munther is attending the monthly superintendent meetings in Colville. He met with ESD Special Education personnel to discuss helping the district with the oversight of special education. Principal: Brad Van Dyne thanked the board for his “superman” welcome back gift; reported that he is very happy with the way things are going; had lots of fun learning the children’s names and faces before the 1st day of school; the 1st staff meeting was held on August 28; master schedule has been ironed out; each child has been tested in reading; will start looking at the MSP scores; both will be analyzed to determine student’s’ supplemental services. The results from the MSP spring test are now available on the OSPi web-site. There was a minor error in Homelink reporting and it has now been fixed and taken care of for the future reporting. SAFETY clipboards were given to each classroom – lockdown was practiced. Wednesday, September 25 – is the 1st late start – it will focus on TPEP and only the certified teachers will attend. Leona Adams asked if we were aligned with the state requirements for TPEP. Brad Van Dyne answered that Loon Lake School is implementing it this year and by June all teachers will be on the same evaluation. Common Core Standards was explained and discussed. Positive postcards that are sent to the children have been implemented. Field Trip to Kettle Falls fish Hatchery will be attended by Grades 2-6. Financial: Enrollment was presented; No hires, discharges or resignations to report; August Financial Statement presented and discussed – looking at areas to cut spending if possible.

UNFINISHED BUSINESS: Ron Rasmussen read for the 2nd time and moved to accept revised Board Policies 6220 Bid Requirements, 3432 Emergencies and 5010 Nondiscrimination and Affirmative Action. Kim Gillis seconded the motion. The motion carried.

NEW BUSINESS: New board policy 7540 Use of District Equipment was read for the 1st time. **Mandy McElfish moved to** accept the .25 Homelink Teacher contract for the rehiring of Wendy Dougherty. Ron Rasmussen seconded the motion. The motion carried. **Sheila Koler moved to** approve the Homelink Instructional Material List as presented. Kim Gillis seconded the motion. Discussion followed. Ron Rasmussen abstained from voting. The motion carried. **Sheila Koler moved to** accept the Minimum Education Requirements as presented. Ron Rasmussen seconded the motion. The motion carried. The special meeting for the approval of September payroll will be held on Thursday, September 26, at 11:30 a.m. in the school’s library.

ANNOUNCEMENTS FOR THE PUBLIC:

Open House BBQ – Thursday, September 19 5-6:30 p.m.
Meet ‘n Greet Board Candidates at Old School House – Friday, October 11 7-9 p.m.
CPO raffle purchases for Govedare Sculpture begins on Thursday

ADJOURNMENT: Sheila Koler moved to adjourn the regular meeting of the Loon Lake School Board of Directors. Kim Gillis seconded the motion. The motion carried. **Board Chairperson Leona Adams adjourned the regular meeting of the Loon Lake School at 8:35 p.m.**

CHAIRPERSON

SECRETARY TO THE BOARD

DATE

**LOON LAKE SCHOOL DISTRICT #183
BOARD OF DIRECTORS
SPECIAL MEETING (BOARD PROFESSIONAL DEVELOPMENT)
SEPTEMBER 17, 2013
MINUTES**

BOARD MEMBERS IN ATTENDANCE:

Leona Adams	Ron Rasmussen	Mandy McElfish
Kim Gillis	Sheila Koler	

STAFF MEMBERS IN ATTENDANCE:

Dr. Terry Munther	Brad Van Dyne	Barb Sevey
Joline Dixon	Sandra Clark	

OTHERS IN ATTENDANCE:

Tom Ator	Rachel Rasmussen
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CALL TO ORDER: Chairperson Leona Adams called the special meeting of the Loon Lake School Board of Directors to order at 6:02 p.m.

Leona Adams presented the board with a self-assessment tool. After some discussion, it was decided the board would stay after the regular meeting and complete the assessment. The board took the time to review each statement made on the self-assessment.

ADJOURNMENT: Kim Gillis moved to adjourn the special meeting of the Loon Lake School Board of Directors. Sheila Koler seconded the motion. The motion carried. **CHAIRPERSON LEONA ADAMS ADJOURNED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 6:32 P.M.**

BOARD CHAIRPERSON

SECRETARY TO THE BOARD

DATE

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
REGULAR MEETING
AUGUST 20, 2013
MINUTES**

BOARD MEMBERS IN ATTENDANCE:

**LEONA ADAMS
SHEILA KOLER**

**RON RASMUSSEN
MANDY MCELFFISH**

KIM GILLIS

STAFF MEMBERS IN ATTENDANCE:

**DR. TERRY MUNTHER
BARB SEVEY**

**BRAD VAN DYNE
SANDRA CLARK**

**JOLINE DIXON
CARLA CARTER**

OTHERS IN ATTENDANCE:

TOM ATOR

RACHEL RASMUSSEN

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: CHAIRPERSON LEONA ADAMS CALLED THE REGULAR MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS TO ORDER AT 6:32 P.M. AND LED THE PLEDGE OF ALLEGIANCE.

CONSENT AGENDA: Sheila Koler moved to accept the Consent Agenda containing the August Accounts Payable, the August payroll and the August 5, 2013 special meeting for the General Fund budget extension and the July 23, 2013 Regular Meeting and Budget Hearing Meeting Minutes. Kim Gillis seconded the motion. Leona Adams abstained from voting on Warrant No. 10315 and 103041. Discussion followed. The motion carried.

CHANGES TO THE AGENDA: Add G. to New Business – Approve Addendum to Instructional Materials for Homelink

COMMENTS REGARDING AGENDA ITEMS: None

REPORTS: Facilities - Grounds – Dr. Munther has contacted the Stevens County Road Department regarding the chip sealing or repair of the parking lot and they are preparing a bid for the work to be done. At this time, it is only for the front of the main building not the side or the Homelink/bus garage parking lot. There will be a fire alarm and water system inspection on Saturday, August 24, 2013 at 9:00 a.m. Trent Tesch is working on several things: pressure release valve; the playground merry-go-round. The pea gravel will be “tilled” up before school begins. Leona Adams mentioned the safety tape on the loading dock, the door lock on the kitchen needs to be looked at and that new soccer nets should be purchased for the soccer goals. Board – Mandy McElfish has been added to WSSDA as a legislative representative backup. Superintendent – TPEP is under new business. Brad Van Dyne and the ESD have been working on the update of district’s current Loon Lake School web-site. The newsletter from Dr. Munther and Brad Van Dyne was sent to the community through the Loon Lake School Fall Newsletter. Dr. Munther spoke with the Director of WALA (Washington Alternative Learning Association) and was told that funding, for the most part, for the ALE program has not changed. Dr. Munther and Brad Van Dyne have met all the new students and their parents when they registered this summer. Approval from OSPI has been given to the Special Ed IDEA B grant. Dr. Munther and Brad Van Dyne have been working together to develop a good plan for the school year using the current enrollment numbers. As of this moment, Dr. Munther recommended combinations of grades 2 and 3 and combinations of grades 4 and 5. The first staff meeting is scheduled for August 28, 2013 at 8:00 a.m. The agenda will include staffing, safety, etc. Leona Adams mentioned putting a bell on the front door. Principal – Brad Van Dyne reported on staffing and scheduling. Web-site is updated. Brad Van Dyne has been listening to some webinars regarding web-sites. Brad Van Dyne will be attending Right Response Training in Walla Walla and Dr. Munther is scheduled for training in September. Mr. Van Dyne has been working with the flash cards of the children’s names and faces. The enrollment numbers were given: K-9; 1-22; 2-13; 3-15; 4-16; 5-10; and 6-17. Ron Rasmussen questioned the testing in 4th grade – Math, Reading and Writing. Tests are

also given in grades 3, 4, 5 and 6 in Loon Lake School. There will be LAP teacher and para-professional help for the combination classes. Mr. Van Dyne is really excited for school to start. The Financial Statement for July was reviewed. Summer Food Program was discussed. Hires, discharges or resignations – Dr. Munther read Carla Carter’s resignation letter (retirement) and requested the Board release her from her contract. **Ron Rasmussen moved to** release Carla Carter from her contract. Mandy McElfish seconded the motion. Discussion followed. The motion carried. A little celebration from Carla Carter and then Carla spoke to the Board and Dr. Munther.

UNFINISHED BUSINESS: Dr. Terry Munther explained the need for BP 2414 Community Service Policy. **Sheila Koler read for the 2nd time and moved to** adopt BP 2414 Community Service. Discussion followed. The motion carried.

NEW BUSINESS: Dr. Munther presented to the Board the TPEP Criteria and implementation as set forth in the district’s Memorandum of Understanding. **Mandy McElfish moved to** adopt the Memorandum of Understanding for TPEP. Sheila Koler seconded the motion. The motion carried. **Ron Rasmussen moved to** approve the Memorandum of Understanding (TPEP) (Revision of Bargaining Agreement) between the Loon Lake Education Association and the District. Kim Gillis seconded the motion. The motion carried. **Ron Rasmussen moved to** accept the Bargaining Agreement Extension for the 2013-14 school year. Mandy McElfish seconded the motion. Dr. Munther mentioned that this was the final year that the Bargaining Agreement could be extended without negotiations. Leona Adams abstained from voting. The motion carried. It is time to present the annual Harassment Investigation Report – there were no incidences to report. Dr. Munther read for the 1st time revised BP 6220 Bid Requirements, the revised BP 5010 Nondiscrimination and revised BP 3432 Emergencies. Dr. Munther presented the 2012-13 supplemental contract for Special Education. **Ron Rasmussen moved to** accept the contract. Kim Gillis seconded the motion. The motion carried. The Homelink End of the Year Report was given to the Board. **Ron Rasmussen moved to** accept the Addendum for approved Homelink Instructional Materials. Kim Gillis seconded the motion. Discussion followed. Leona Adams requested the Homelink Instructional Materials Committee recommendation for the approved list of materials. The motion carried.

ANNOUNCEMENTS FOR PUBLIC: The schoolwide BBQ – September 19th. Next Board meeting – Tuesday, September 17 at 6:00 p.m. for special Meeting for Board professional development and the regular session beginning at 6:30 p.m. Summer Food will hold their last field trip at Splashdown.

PUBLIC COMMENTS FOR FUTURE CONSIDERATION: None

ADJOURNMENT: **Sheila Koler moved to** adjourn the regular meeting of the Loon Lake School Board of Directors. Ron Rasmussen seconded the motion. The motion carried. **CHAIRPERSON LEONA ADAMS ADJOURNED THE REGULAR MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 8:10 P.M.**

CHAIRPERSON

SECRETARY TO THE BOARD

DATE

LOON LAKE SCHOOL
BOARD OF DIRECTORS
SPECIAL MEETING FOR BOARD PROFESSIONAL DEVELOPMENT
AUGUST 20, 2013
MINUTES

BOARD MEMBERS PRESENT:

Leona Adams	Sheila Koler	Ron Rasmussen
Kim Gillis	Mandy McElfish	

STAFF MEMBERS PRESENT:

Dr. Terry Munther	Mr. Brad Van Dyne	Barb Sevey
Teresa Simmons	Sandra Clark	Carla Carter

OTHERS PRESENT:

Rachel Rasmussen	Tom Ator
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CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Chairperson Leona Adams called the special meeting of the Loon Lake School Board of Directors to order at 6:09 p.m. and led the pledge of allegiance.

Dr. Terry Munther discussed the purpose of the special meeting –Professional Development for the Board of Directors - the evaluation tools for the principal and the teachers. Mr. Van Dyne and Dr. Munther are going through the process together switching the staff from the old to the new and the direction the district is going to take. Leona Adams discussed a board self-evaluation process that she received from the WSSDA Leadership classes that she has attended the past year. Two processes were mentioned – first a paper evaluation and then may move on to an on-line evaluation.

ADJOURNMENT: Kim Gillis moved to adjourn the special meeting of the Loon Lake School Board of Directors. Sheila Koler seconded the motion. The motion carried. **CHAIRPERSON LEONA ADAMS ADJOURNED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 6:32 P.M.**

CHAIRPERSON

SECRETARY TO THE BOARD

DATE

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
SPECIAL MEETING – GENERAL FUND BUDGET EXTENSION
AUGUST 5, 2013
MINUTES**

BOARD MEMBERS PRESENT:

Leona Adams Mandy McElfish Sheila Koler

STAFF MEMBERS PRESENT:

Dr. Munther Barb Sevey

CALL TO ORDER: Chairperson Leona Adams called the special meeting of the Loon Lake School Board of directors to order at 12:12 p.m. and led the pledge of allegiance.

NEW BUSINESS: The General Fund Budget Extension was presented. There will be a \$25,000 increase to the Summer Food Program – both expenditures and revenue. Discussion followed. **Sheila Koler read Resolution No. 129 and moved to** approve the General Fund Budget Extension. Mandy McElfish seconded the motion. The motion carried.

ADJOURNMENT: **Mandy McElfish moved to** adjourn the special meeting of the Loon Lake School Board of Directors. Sheila Koler seconded the motion. The motion carried. **CHAIRPERSON LEONA ADAMS AJDOURNED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 12:16 P.M.**

BOARD CHAIRPERSON

SECRETARY TO THE BOARD

DATE

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
REGULAR MEETING
AUGUST 20, 2013
MINUTES**

BOARD MEMBERS IN ATTENDANCE:

**LEONA ADAMS
SHEILA KOLER**

**RON RASMUSSEN
MANDY MCELFLISH**

KIM GILLIS

STAFF MEMBERS IN ATTENDANCE:

**DR. TERRY MUNTHER
BARB SEVEY**

**BRAD VAN DYNE
SANDRA CLARK**

**JOLINE DIXON
CARLA CARTER**

OTHERS IN ATTENDANCE:

TOM ATOR

RACHEL RASMUSSEN

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: CHAIRPERSON LEONA ADAMS CALLED THE REGULAR MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS TO ORDER AT 6:32 P.M. AND LED THE PLEDGE OF ALLEGIANCE.

CONSENT AGENDA: Sheila Koler moved to accept the Consent Agenda containing the August Accounts Payable, the August payroll and the August 5, 2013 special meeting for the General Fund budget extension and the July 23, 2013 Regular Meeting and Budget Hearing Meeting Minutes. Kim Gillis seconded the motion. Leona Adams abstained from voting on Warrant No. 10315 and 103041. Discussion followed. The motion carried.

CHANGES TO THE AGENDA: Add G. to New Business – Approve Addendum to Instructional Materials for Homelink

COMMENTS REGARDING AGENDA ITEMS: None

REPORTS: Facilities - Grounds – Dr. Munther has contacted the Stevens County Road Department regarding the chip sealing or repair of the parking lot and they are preparing a bid for the work to be done. At this time, it is only for the front of the main building not the side or the Homelink/bus garage parking lot. There will be a fire alarm and water system inspection on Saturday, August 24, 2013 at 9:00 a.m. Trent Tesch is working on several things: pressure release valve; the playground merry-go-round. The pea gravel will be “tilled” up before school begins. Leona Adams mentioned the safety tape on the loading dock, the door lock on the kitchen needs to be looked at and that new soccer nets should be purchased for the soccer goals. Board – Mandy McElfish has been added to WSSDA as a legislative representative backup. Superintendent – TPEP is under new business. Brad Van Dyne and the ESD have been working on the update of district’s current Loon Lake School web-site. The newsletter from Dr. Munther and Brad Van Dyne was sent to the community through the Loon Lake School Fall Newsletter. Dr. Munther spoke with the Director of WALA (Washington Alternative Learning Association) and was told that funding, for the most part, for the ALE program has not changed. Dr. Munther and Brad Van Dyne have met all the new students and their parents when they registered this summer. Approval from OSPI has been given to the Special Ed IDEA B grant. Dr. Munther and Brad Van Dyne have been working together to develop a good plan for the school year using the current enrollment numbers. As of this moment, Dr. Munther recommended combinations of grades 2 and 3 and combinations of grades 4 and 5. The first staff meeting is scheduled for August 28, 2013 at 8:00 a.m. The agenda will include staffing, safety, etc. Leona Adams mentioned putting a bell on the front door. Principal – Brad Van Dyne reported on staffing and scheduling. Web-site is updated. Brad Van Dyne has been listening to some webinars regarding web-sites. Brad Van Dyne will be attending Right Response Training in Walla Walla and Dr. Munther is scheduled for training in September. Mr. Van Dyne has been working with the flash cards of the children’s names and faces. The enrollment numbers were given: K-9; 1-22; 2-13; 3-15; 4-16; 5-10; and 6-17. Ron Rasmussen questioned the testing in 4th grade – Math, Reading and Writing. Tests are

also given in grades 3, 4, 5 and 6 in Loon Lake School. There will be LAP teacher and para-professional help for the combination classes. Mr. Van Dyne is really excited for school to start. The Financial Statement for July was reviewed. Summer Food Program was discussed. Hires, discharges or resignations – Dr. Munther read Carla Carter’s resignation letter (retirement) and requested the Board release her from her contract. **Ron Rasmussen moved to** release Carla Carter from her contract. Mandy McElfish seconded the motion. Discussion followed. The motion carried. A little celebration from Carla Carter and then Carla spoke to the Board and Dr. Munther.

UNFINISHED BUSINESS: Dr. Terry Munther explained the need for BP 2414 Community Service Policy. **Sheila Koler read for the 2nd time and moved to** adopt BP 2414 Community Service. Discussion followed. The motion carried.

NEW BUSINESS: Dr. Munther presented to the Board the TPEP Criteria and implementation as set forth in the district’s Memorandum of Understanding. **Mandy McElfish moved to** adopt the Memorandum of Understanding for TPEP. Sheila Koler seconded the motion. The motion carried. **Ron Rasmussen moved to** approve the Memorandum of Understanding (TPEP) (Revision of Bargaining Agreement) between the Loon Lake Education Association and the District. Kim Gillis seconded the motion. The motion carried. **Ron Rasmussen moved to** accept the Bargaining Agreement Extension for the 2013-14 school year. Mandy McElfish seconded the motion. Dr. Munther mentioned that this was the final year that the Bargaining Agreement could be extended without negotiations. Leona Adams abstained from voting. The motion carried. It is time to present the annual Harassment Investigation Report – there were no incidences to report. Dr. Munther read for the 1st time revised BP 6220 Bid Requirements, the revised BP 5010 Nondiscrimination and revised BP 3432 Emergencies. Dr. Munther presented the 2012-13 supplemental contract for Special Education. **Ron Rasmussen moved to** accept the contract. Kim Gillis seconded the motion. The motion carried. The Homelink End of the Year Report was given to the Board. **Ron Rasmussen moved to** accept the Addendum for approved Homelink Instructional Materials. Kim Gillis seconded the motion. Discussion followed. Leona Adams requested the Homelink Instructional Materials Committee recommendation for the approved list of materials. The motion carried.

ANNOUNCEMENTS FOR PUBLIC: The schoolwide BBQ – September 19th. Next Board meeting – Tuesday, September 17 at 6:00 p.m. for special Meeting for Board professional development and the regular session beginning at 6:30 p.m. Summer Food will hold their last field trip at Splashdown.

PUBLIC COMMENTS FOR FUTURE CONSIDERATION: None

ADJOURNMENT: **Sheila Koler moved to** adjourn the regular meeting of the Loon Lake School Board of Directors. Ron Rasmussen seconded the motion. The motion carried. **CHAIRPERSON LEONA ADAMS ADJOURNED THE REGULAR MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 8:10 P.M.**

CHAIRPERSON

SECRETARY TO THE BOARD

DATE

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
REGULAR MEETING
JULY 23, 2013
MINUTES**

BOARD MEMBERS PRESENT:

Leona Adams	Mandy McElfish	Ron Rasmussen
Kim Gillis	Sheila Koler	

STAFF MEMBERS PRESENT:

Dr. Terry Munther	Brad Van Dyne	Joline Dixon
Carla Carter	Julie Scott	Sandra Clark
Barb Sevey		

OTHERS PRESENT:

Tom Ator	Matt Cox
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CALL TO ORDER: Chairperson Leona Adams called the regular meeting of the Loon Lake School Board of Directors to order at 6:08 p.m. and led the pledge of allegiance.

CONSENT AGENDA: Mandy McElfish moved to accept the Consent Agenda containing the General Fund Vouchers # 102936 through 102980 in the amount of \$45,786.23, the July payroll as presented; the June 25, 2013 Regular Meeting Minutes and the July 22, 2013 Special Superintendent Board Workshop Meeting. Sheila Koler seconded the motion. Discussion followed. Leona Adams abstained from voting on #102936 and #102937. The motion carried.

PUBLIC COMMENTS: None

CHANGES TO THE AGENDA: Presentation from Paeidia High School by Principal Matt Cox will be changed to the beginning of reports.

REPORTS: Paeidia Principal Matt Cox gave the yearly report to the Board. Paeidia was able to send representatives this past year to the Spring Conferences – their goal is to attend both the Fall and the Spring Conferences for the 2013-14 school year. The Board thanked Matt Cox for his presentation. **Facilities:** Glenn Krieger is doing a lot of nice changes to the grounds. Tom Tesch gave Brad Van Dyne and Dr. Munther the tour of the mechanical works of the main building. Jeff Simmons was also present. Dr. Munther has been working with several districts about sharing one of their maintenance people. Leona Adams mentioned the loading dock and reflector tape. Also it was mentioned that the school sign needs to be repaired. Tom also took Dr. Munther and Brad Van Dyne on a tour of the playground. Tom did the necessary repair on the slide, but the merry-go-round needs repair. **Board:** WSSDA needs to be called and have Mandy McElfish added as second contact for Legislative Representative for the district. Leona Adams

would like a calendar prepared for items that are currently being worked on and those that still need to be completed. Leona Adams offered to take care of this. It is part of the WSSDA Leadership Training that she is currently attending. **Superintendent:** Dr. Munther thanked Sandra Clark for the letter in the Loon Lake Times. He reported to the board that: emails for the district staff is up and running – thanks to the ESD and their technology staff; Brad Van Dyne and Dr. Munther are continuing meeting individually with each staff member – recently they met with Troy Dowdle regarding the website and technology; IGrants through July are completed; Brad Van Dyne and Dr. Munther met with VL Transport to discuss transportation; Dr. Munther and Brad Van Dyne attended the Summer Food Exit Audit. **Principal:** Brad Van Dyne mentioned that it was nice to see everyone again. He reported that he has settled into his office and has met with Stephanie Cashion to discuss the current discipline procedures – what works and what needs to be improved on; Brad Van Dyne has sent a letter to staff about the Wednesday before school begins staff meeting that will be held for two hours first thing in the morning – to discuss, student handbook, schedules, safety (lockdowns, etc.), and how TPEP is coming along. Brad Van Dyne met with DeeDee Schroder to discuss the current Vision/Mission Statements. The staff cares very deeply for the children. Brad Van Dyne hopes the transition goes as smoothly as possible – He will honor what has been and continue forward. Other items that were discussed: bell on the door alerting the office about someone entering the building; trees removed on the forest area owned by the school; safety concerns regarding the kitchen door is unlocked during the day during meal times.

June Financial Statement discussed. Enrollment, at this point, has not changed. Hires or Discharges: There is a part-time maintenance position open. Dr. Munther and Brad Van Dyne interviewed Trent Tesch. Dr. Munther recommended hiring Trent Tesch for the part-time maintenance position. **Ron Rasmussen moved to** hire Trent Tesch for the part-time maintenance position. Mandy McElfish seconded the motion. The motion carried. Tom Tesch developed a maintenance schedule for the equipment and will be followed by Trent Tesch. Dr. Munther recommended hiring Kristi Eddy as the school counselor for the 2013-14 school year for one day (8 hours) a week as ESD did not receive the grant for the next school year that helped pay for Kristi Eddy's salary at Loon Lake School. Kristi Eddy would be on a contract and the district would save on benefits, etc. doing it this way. A suggestion was made that maybe Kristi Eddy could work two half days. Dr. Munther will ask Kristi Eddy if this is something she would be willing to do. **Mandy McElfish moved to** hire Kristi Eddy as the school counselor for 8 hours per week. Sheila Koler seconded the motion. The motion carried.

*******Chairperson Leona Adams adjourned the regular session of the Loon Lake School Board of Directors for the 2013-14 Budget Hearing at 7:20 p.m. with a five minute recess. Leona Adams did not return to the meeting. Sheila Koler assumed the chair duties. The Budget Hearing Meeting began at 7:30 p.m. Dr. Munther reported that the district worked on the budget with what the district knows today and that it is very conservative. The budgets were presented and discussion followed. Ron Rasmussen moved to approve the 2013-14 school year budgets as presented and accept Resolution No. 128. Mandy McElfish seconded the**

motion. The motion carried. Vice-Chairperson Sheila Koler reconvened the meeting into Regular session at 7:55 p.m. *****

OLD BUSINESS: The board reminded the administration that there was a special agreement with the Stevens County Road Department about chip sealing our parking lots.

NEW BUSINESS: Ron Rasmussen moved to approve the 2013-14 certified contracts as presented. Mandy McElfish seconded the motion. The motion carried. Dr. Munther read for the 1st time New Board Policy 2414 Community Service. He explained the new requirements for community service. A budget revision for the 2012-13 General Fund was discussed. The Board reviewed Board Policy 1400 Meeting Conduct, Order of Business and Quorum – this was a follow up from the July 22, 2013 Special Meeting regarding the Pre-work session before the regular session. Board Policy 1420 Proposed Agenda and Consent Agenda was reviewed – there were a few changes made – the new format will be used for the August meeting.

ANNOUNCEMENTS FOR THE PUBLIC: Ron Rasmussen suggested doing something nice for the staff as the new year begins.

ADJOURNMENT: Ron Rasmussen moved to adjourn the regular meeting of the Loon Lake School Board of Directors. Kim Gillis seconded the motion. The motion carried.
CHAIRPERSON LEONA ADAMS ADJOURNED THE REGULAR MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 8:28 P.M.

BOARD CHAIRPERSON

SECRETARY TO THE BOARD

DATE

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
SPECIAL MEETING
SUPERINTENDENT/BOARD WORKSHOP
MONDAY, JULY 22, 2013
MINUTES**

BOARD MEMBERS PRESENT:

Leona Adams Mandy McElfish Sheila Koler

STAFF MEMBERS PRESENT:

**Dr. Terry Munther Brad Van Dyne Barb Sevey
Joline Dixon Sandra Clark**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: CHAIRPERSON LEONA ADAMS CALLED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS TO ORDER AT 6:10 P.M. AND LED THE PLEDGE OF ALLEGIANCE.

Dr. Terry Munther thanked the Board for making it to this meeting. He discussed the order of his presentation and work packet that he gave each board member. The work packet was reviewed. Several items were mentioned – How does a Board evaluate itself; What evaluation tool does the board use for the Superintendent Evaluation; Terry will get the required training for Brad Van Dyne’s evaluation. Other items discussed and reviewed – the monthly board packets will be sent in the mail to the board; the purpose of a work session; recording minutes and seating arrangement. Terry presented a board agenda with suggestions to format, etc. It was reviewed and discussed - the following suggestions were made for additions to the board agenda: Board professional development (board training, etc.), recognition and presentations (classrooms, businesses). The discussion of these items will be continued and reviewed in the future. If changes are made to the board policy, they will be acted upon at future meetings following policy change protocol. Brad Van Dyne mentioned that he will be doing a weekly bulletin to the staff and will include the board in the email. The current Loon Lake School web-site was discussed. Terry and Brad will be meeting with Troy Dowdle to discuss the web-site and needed additions to the site and upgrades if possible.

Sheila Koler mentioned that she liked the vibes of the board and administration.

ADJOURNMENT: Sheila Koler moved to adjourn the special meeting of the Loon Lake School Board of Directors. Mandy McElfish seconded the motion. The motion carried. **CHAIRPERSON LEONA ADAMS ADJOURNED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 7:50 P.M.**

CHAIRPERSON

SECRETARY TO THE BOARD

DATE

LOON LAKE SCHOOL
BOARD OF DIRECTORS
REGULAR MEETING
JUNE 25, 2013
MINUTES

BOARD MEMBERS PRESENT:

Leona Adams Ron Rasmussen Sheila Koler Mandy McElfish

STAFF MEMBERS PRESENT:

Terry Munther Brad Van Dyne Barb sevey Joline Dixon
Sandra Clark Julie Scott

OTHERS PRESENT:

Russ Adams Tom Ator

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: CHAIRPERSON LEONA ADAMS CALLED THE REGULAR MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS TO ORDER AT 6:00 P.M. AND LED THE PLEDGE OF ALLEGIANCE.

APPROVAL OF CONSENT AGENDA: Ron Rasmussen moved to accept the Consent Agenda containing the Minutes from the May 21, 2013 Regular Meeting, the May 29, 2013 Special Meeting, the June 13, 2013 work Session Meeting and the June 18, 2013 Special Meeting, the June General Fund Vouchers #102806 through #102935 in the amount of \$94,880.57 and the June 2013 payroll as presented. Mandy McElfish seconded the motion. The motion carried.

PUBLIC COMMENTS: None

CHANGES TO THE AGENDA: None

REPORTS: Facilities: Tom Tesch had to resign from his Maintenance Supervisor position at Loon Lake School effective the middle of July. Leona Adams reported that there was some condensation leaking around the new freezer door – the custodian will be reminded of this. **Board:** Terry Munther introduced the new Loon Lake School principal Brad Van Dyne to the Board. Brad and Terry came the last day of school and met with children and staff. Brad and Terry joined the staff for their yearly potluck lunch. Terry Munther provided the following update: the Loon Lake School District is working with the ESD on a 21st Century Grant for an after school program that would provide additional educational support to the students and also provide transportation home if the grant is approved; the loonlakeschool.org email addresses for the staff will be up and running soon with no charge to the district; meeting one on one with the staff throughout the summer; met with Steve Waunch to discuss the I-Grant program for Loon Lake School and will meet with the ESD staff to get some more training; the WASA Summer conference was attended by Terry and Brad; Terry attended the WSSDA Planning Workshop – good round table discussion; attended a special education presentation – and the conference ended with the Governor’s visit. Terry and Brad are now working on getting feedback from the staff; looking at current practices; where the district is and what does the district need. He recommended a Board/superintendent workshop be held soon. Brad Van Dyne thanked the board for giving him the opportunity to work here – he is very honored and is excited to get start. He gave a brief overview of his personal and professional history. He also attended the WASA Summer conference and

told the board of the classes and workshops that he attended. His goal is to meet with the children and parents throughout the month of August if possible. Leona Adams mentioned the summer food program to Brad and Terry that that would be a great time to get to know the children of our school. It was recommended to hold the Board/Superintendent workshop on Tuesday, July 9, 2013 at 6:00 p.m. it will be posted as an open meeting for the public. The May Financial Statement was discussed – because of the amount of apportionment actually received by the district – we had to uninvest \$82,000 for the month of June.

OLD BUSINESS: None

NEW BUSINESS: **Sheila Koler moved to accept** Resolution No. 127 authorizing Terry Munther’s signature on warrants. Ron Rasmussen seconded the motion. The motion carried. **Ron Rasmussen moved to** accept the superintendent contract of Dr. Terry Munther for the 2013-14 school year. Sheila Koler seconded the motion. The contract was reviewed and discussed. The motion carried. **Ron Rasmussen moved to** accept the principal contract of Brad Van Dyne for the 2013-14 school year. The contract was reviewed and discussed. The motion carried. The Board mentioned that if there were any problems or concerns that neither Brad nor Terry should hesitate to call them.

ANNOUNCEMENTS: Summer Food Program began on June 17th. Leona Adams brought up for discussion the diesel for the summer food program going out for bid. Lani Thompson’s request for a medical leave of absence was presented to the board. The next Regular Board Meeting would be held on Tuesday, July 23, at 6:00 p.m. The Board/superintendent workshop will be held on Monday, July 9, at 6:00 p.m. – the work session for July will also be held at that time.

ADJOURNMENT: **Ron Rasmussen moved to** adjourn the regular meeting of the Loon Lake School Board of Directors. Mandy McElfish seconded the motion. The motion carried. **CHAIRPERSON LEONA ADAMS ADJOURNED THE REGULAR MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 7:55 P.M.**

BOARD CHAIRPERSON

SECRETARY TO THE BOARD

DATE

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
SPECIAL MEETING
TO REVIEW AND APPROVE THE REVISED TRANSITIONAL SUPERINTENDENT CONTRACT
JUNE 18, 2013
MINUTES**

BOARD MEMBERS PRESENT:

Leona Adams Ron Rasmussen Mandy McElfish
Sheila Koler (late)

STAFF MEMBERS PRESENT:

Dr. Terry Munther Barb Sevey Joline Dixon

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Chairperson Leona Adams called the special meeting of the Loon Lake School Board of Directors to order at 12:08 p.m. and led the pledge of allegiance.

PUBLIC COMMENT: None

NEW BUSINESS: The Board reviewed the revised transitional contract of Dr. Terry Munther, Interim Superintendent. The Board agreed to exclude the reference to the maximum hours in the contract. The Board signed the revised contract as corrected for Dr. Terry Munther.

ADJOURNMENT: Ron Rasmussen moved to adjourn the special meeting of the Loon Lake School Board of Directors. Mandy McElfish seconded the motion. The motion carried. **CHAIRPERSON LEONA ADAMS ADJOURNED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 12:22 P.M.**

CHAIRPERSON

DATE

SECRETARY TO THE BOARD

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
SPECIAL MEETING
WORK SESSION
JUNE 13, 2013
MINUTES**

BOARD MEMBERS PRESENT:

Leona Adams	Sheila Koler	Mandy McElfish
Ron Rasmussen		

STAFF MEMBERS PRESENT:

Terry Munther	Sandra Clark	Joline Dixon
Barb Sevey		

CALL TO ORDER AND PLEDGE OF ALLEGIANCE:

Chairperson Leona Adams called the special work session meeting of the Loon Lake School Board of Directors to order at 6:08 p.m. and led the pledge of allegiance.

PUBLIC COMMENTS: NONE

REVIEW OF THE CONSENT AGENDA – The Board went through the consent agenda for the next regular board meeting. They reviewed minutes, accounts payable and the May Financial Statement.

The Board recommended changing the dates of the next two regularly scheduled board meetings to June 25, 2013 at 6:00 p.m. and July 23, 2013 at 6:00 p.m.

Terry Munther recommended holding a board/superintendent workshop sometime in July. There will be a special meeting to discuss the details and approve the amended transitional contract with Dr. Terry Munther on Tuesday, June 18, 2013 at 12:00 p.m. in the school's library.

CHANGES TO THE AGENDA: NONE

REPORTS: Facilities: - The board asked that Glenn do some work on the front between the parking lot and the road. **Board:** - Leona Adams mentioned that she had attended the Board leadership Training in Olympia. Mandy McElfish mentioned that the new board candidates attended the WSSDA Training presented by Lynn Trantow.

OLD BUSINESS: - None

NEW BUSINESS: Dr. Munther presented the process of interviewing the five candidates for the principal position. Mr. Brad Van Dyne stood out above the rest. Terry Munther recommended that the Loon Lake School District hires Bradley F. Van Dyne at the base salary of \$72,000 – other contract details to be worked out by the attorney. **Ron Rasmussen moved to** hire Mr. Bradley Van Dyne. Sheila Koler seconded the motion. Discussion followed. The motion carried. Leona Adams contacted the school's attorney Greg Stevens regarding the conflict of interest for the summer food program. She was advised

by Mr. Stevens that she only needed to abstain from voting on Russ Adams Warrant as presented in the monthly Accounts Payable.

ANNOUNCEMENTS: Summer food begins with the Mud Bogs and then actually begins on Monday, June 17, 2013 at the elementary school. Leona Adams discussed the proposed USDA breakfast menu and the district's changes to the breakfast menu. Letters will be sent home with all children from Dr. Terry Munther and Mr. Brad Van Dyne in their report cards that will be going home on Friday, June 14, 2013. CPO had a couple of extremely good fundraisers – jog-a-thon; the quilts and the Dave Govedare sculpture.

ADJOURNMENT: Sheila Koler moved to adjourn the special work session meeting of the Loon Lake School Board of Directors. Ron Rasmussen seconded the motion. The motion carried. **CHAIRPERSON LEONA ADAMS ADJOURNED THE SPECIAL WORK SESSION MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 8:40 P.M.**

CHAIRPERSON

DATE

SECRETARY TO THE BOARD

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
SPECIAL MEETING
TO EVALUATE THE PERFORMANCE OF A PUBLIC EMPLOYEE
MAY 13, 2013
MINUTES**

BOARD MEMBERS PRESENT:

Leona Adams Ron Rasmussen Sheila Koler Mandy McElfish

STAFF MEMBERS PRESENT:

Carla Carter Sandra Clark Joline Dixon

OTHERS PRESENT:

Tom Ator Eldon Palmer Rachel Rasmussen Dave Clark

CALL TO ORDER: CHAIRPERSON LEONA ADAMS CALLED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS TO ORDER AT 6:05 P.M. AND LED THE PLEDGE OF ALLEGIANCE.

EXECUTIVE SESSION: CHAIRPERSON LEONA ADAMS ADJOURNED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS INTO EXECUTIVE SESSION FOR THE PURPOSE OF EVALUATING THE PERFORMANCE OF A PUBLIC EMPLOYEE (RCW 42.30.110 (1) (g)) AT 6:07 P.M. FOR 15 MINUTES. CHAIRPERSON LEONA ADAMS RECONVENED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS INTO OPEN SESSION.

NEW BUSINESS: Leona Adams moved to not renew Mr. Waunch's principal contract at the end of this year. Ron Rasmussen seconded the motion. In Favor: Leona Adams, Ron Rasmussen and Sheila Koler. All opposed: Mandy McElfish. The motion carried.

ADJOURNMENT: Ron Rasmussen moved to adjourn the special meeting of the Loon Lake School Board of Directors. Mandy McElfish seconded the motion. The motion carried. CHAIRPERSON LEONA ADAMS ADJOURNED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 6:25 P.M.

CHAIRPERSON

SECRETARY TO THE BOARD

DATE

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
SPECIAL MEETING
2012-13 Budget Workshop
MAY 3, 2013
MINUTES**

BOARD MEMBERS PRESENT:

Leona Adams

Ron Rasmussen

Mandy McElfish

STAFF MEMBERS PRESENT:

Barb Sevey

Carla Carter

Joline Dixon

Julie Scott

Sandra Clark

OTHERS PRESENT:

Julia Richards

Tom Ator

Jeanie Ator

CALL TO ORDER: CHAIRPERSON LEONA ADAMS CALLED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS TO ORDER AT 5:22 P.M. AND LED THE PLEDGE OF ALLEGIANCE.

CHANGES TO THE AGENDA: Leona Adams added #5a Executive Session to evaluate the performance of a public employee anticipating 30-45 minutes with no action to be taken.

PUBLIC COMMENT: Tom Ator asked the reason for the special meeting – to discuss the current budget of Loon Lake School.

NEW BUSINESS: Leona Adams opened the workshop with the superintendent notes of September and October where it was mentioned to the board about the budget/salaries/1st grade teacher. The anticipated enrollment for next year was discussed. The current staffing was mentioned. The May through August expected expenditures was discussed along with the supporting revenue. The board requested documentation that special education budget is self-supported. The 2011-12 F196 will be available at the next meeting for the board to look at.

PUBLIC COMMENTS: Closing date of principal position. Next meeting to be held on Thursday, May 16, 2013 at 6:30 p.m. It will be a work session meeting before the regular meeting of Tuesday, May 21.

EXECUTIVE SESSION: Chairperson Leona Adams adjourned the special meeting of the Loon Lake School Board of Directors at 7:16 p.m. into Executive Session for the purpose of evaluating the performance of a public employee for about 45 minutes with no action taken. The meeting was reconvened at 8:00 p.m.

ADJOURNMENT: Chairperson Leona Adams adjourned the special meeting of the Loon Lake School Board of Directors at 8:00 p.m.

Chairperson

Secretary to the Board

Date

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
SPECIAL MEETING
MARCH 29, 2013
MINUTES**

BOARD MEMBERS IN ATTENDANCE:

Leona Adams Ron Rasmussen Kim Gillis

STAFF MEMBERS IN ATTENDANCE:

Barb Sevey Joline Dixon Jeff Simmons Carla Carter

OTHERS IN ATTENDANCE:

Dick Handley DeeDee Hodgson Rachel Rasmussen Tom Ator

CALL TO ORDER: Vice Chairperson Leona Adams called the special meeting of the Loon Lake School Board of Directors to order at 5:47 p.m. and led the pledge of allegiance.

Each board member received a copy of an open letter to the school board that has been attached to these minutes.

CHANGES TO THE AGENDA: Leona Adams requested to add Public Comments before Old Business and add Public Comments after Old Business

PUBLIC COMMENTS: Dick Handley, DeeDee Hodgson, Rachel Rasmussen, Joline Dixon commented to the Board. Rachel Rasmussen recommended the district look into Math Corps. Leona Adams mentioned that the required 20 minutes for public comment has been exceeded and asked if there were any additional comments.

OLD BUSINESS: Superintendent Contract – Leona Adams thanked the people for speaking. Leona Adams then read her report from meeting with ESD101 Superintendent and from attending the WSSDA Board Leadership meeting and stated that is was the general consensus that the board should be looking for a new principal. (See Attached for the report) Ron Rasmussen commented that it was time to move on and make a decision. **Ron Rasmussen moved to** split the superintendent/principal position to a part-time superintendent and a principal. Kim Gillis seconded the motion. The motion carried. **Leona Adams moved to** begin the new principal search process for the next new principal of Loon Lake School and contacting the group recommended by ESD 101. Ron Rasmussen seconded the motion. The motion carried. The group’s name is Educational Consultants that help with small school searches.

PUBLIC COMMENTS: A question was raised regarding the good faith effort to offer Steve Waunch a contract for the 2013-14 school year. Leona Adams commented that the board was not ready to offer Steve a contract at this time. Comments followed.

ADJOURNMENT: **Kim Gillis moved to** adjourn the special meeting of the Loon Lake School Board of Directors. Leona Adams seconded the motion. The motion carried. **VICE CHAIRPERSON LEONA ADAMS ADJOURNED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 6:35 P.M.**

CHAIRPERSON

SECRETARY TO THE BOARD

DATE

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
SPECIAL MEETING
MARCH 28, 2013
MINUTES**

BOARD MEMBERS PRESENT:

Leona Adams

Kim Gillis

Ron Rasmussen

CALL TO ORDER: Vice-chairperson Leona Adams called the special meeting of the Loon Lake School Board of Directors to order at 5:30 p.m. and led the pledge of allegiance.

EXECUTIVE SESSION: Vice-chairperson Leona Adams adjourned the special meeting into Executive Session at 5:32 p.m. for the purpose of evaluating a public employee. The meeting was reconvened at 5:42 p.m.

ADJOURNMENT: Ron Rasmussen moved to adjourn the special meeting of the Loon Lake School Board of Directors. Kim Gillis seconded the motion. The motion carried. **VICE CHAIRPERSON LEONA ADAMS ADJOURNED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 5:43 P.M.**

CHAIRPERSON

SECRETARY TO THE BOARD

DATE

**LOON LAKE SCHOOL BOARD OF DIRECTORS
SPECIAL MEETING
MARCH 19, 2013
MINUTES**

BOARD MEMBERS PRESENT:

Leona Adams

Ron Rasmussen

Kim Gillis

Sheila Koler

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Vice-Chairperson Leona Adams called the special meeting of the Loon Lake School Board of Directors to order at 5:25 p.m. and led the pledge of allegiance.

EXECUTIVE SESSION: Vice-Chairperson Leona Adams adjourned the special meeting of the Loon Lake School Board of Directors into Executive Session at 5:26 p.m. for the purpose of evaluating a public employee for one hour. Vice-chairperson Leona Adams reconvened the special meeting with no action taken.

ADJOURNMENT: **Kim Gillis moved to** adjourn the special meeting of the Loon Lake School Board of Directors. Sheila Koler seconded the motion. The motion carried. **Vice-chairperson Leona Adams adjourned the special meeting of the Loon Lake School Board of Directors at 6:26 p.m.**

Chairperson

Date

**LOON LAKE SCHOOL BOARD OF DIRECTORS
REGULAR MEETING
MARCH 19, 2013
MINUTES**

BOARD MEMBERS PRESENT:

Jeff Potts	Leona Adams	Sheila Koler	Kim Gillis
Ron Rasmussen			

STAFF MEMBERS PRESENT:

Steve Waunch	Barb Sevey	Joline Dixon	Lani Thompson
Terri Carlson	Sandra Clark	Jeff Simmons	Diane Gemmill
Kristi Eddy	Cara Dyck	Carla Carter	Teresa Simmons
Monica Coleston			

OTHERS IN ATTENDANCE:

Joan Easley	Annette Wisener	Mikki Hoppes	Tom Ator
Mike Phillips	Brooklyn Miller	Tracie Miller	Mandy McElfish
DeeDee Hodgson	Misty Lake	Dick Handley	Sally Handley
John Wisener	Rachel Rasmussen	Nancy Lester	

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Chairperson Jeff Potts called the regular meeting of the Loon Lake School Board of Directors to order at 6:35 p.m. and led the pledge of allegiance.

CONSENT AGENDA: Leona Adams moved to approve the Consent Agenda containing the General Fund Vouchers #102487-102550 in the amount of \$31,815.83; the March payroll as presented; the Minutes from the February 25, 2013 regular meeting; the Minutes from the March 14, 2013 special meeting. Kim Gillis seconded the motion. Discussion followed. Leona Adams moved to change the Minutes of the special meeting of January 29, 2013 to reflect that the motion made by Jeff Potts to re-negotiate a new contract for Steve Waunch prior to the end of February 2013 did not have a date on it. Kim Gillis seconded the motion. Discussion followed. There were three nays and two ayes. The Consent Agenda motion carried.

Public Comments: Received from: Joan Easley, Annette Wisener, Tracie Miller, Dick Handley, Kristi Eddy, Lani Thompson, Carla Carter, Mike Phillips, Misty Lake.

Sheila Koler moved to add another Public Comment section to all agendas. Kim Gillis seconded the motion. Sheila Koler moved to amend the motion by adding a twenty minute time limit for the second public comment. Kim Gillis Seconded the motion. The motion failed. Sheila Koler moved to amend the motion to add Public Comment at the end of the agenda and limiting comments to three minutes per person with a total limit of 21 minutes. Kim Gillis seconded the motion. The motion carried.

Public Comments (continued): Received from: DeeDee Hodgson, Tom Ator, Mike Phillips.

CHANGES TO THE AGENDA: None

REPORTS: Facilities: Tom Tesch has located a replacement freezer door for the Kitchen and will install it. **Board:** The PDC filing is due by April 15, 2013. The superintendent action plan has been completed and will be emailed to all board members first because not all board members have been able to review it. It will then be emailed to Mr. Waunch. Areas of concern has been identified so Leona Adams

spoke with Dr. Berg of Deer Park, WSSDA and Mike Dunn of ESD 101. Another board member, Kim Gillis went with Leona Adams to visit with Dr. Dunn to discuss test results, etc. Leona Adams reported that the ESD can provide a matriculation test showing what our children test at their next school. The Board recommends getting the test results from ESD. OSPI can give a report that shows the areas of education concerns and shortfalls that are identified by the test. The Board requested a report to be prepared for the next meeting from Steve Waunch showing the number of special needs children that we have enrolled from surrounding districts. Leona Adams was asked if she had contacted Dr. Berg of Deer Park School District to become the part-time superintendent of Loon Lake School. Her answer was no.

Superintendent: Enrollment was presented. There is a new first grade student that is not on the current count. No Hires or discharges to report. The February Financial Statement was given to the board. Steve Waunch is currently working on an Interagency Agreement with the Stevens County for resurfacing the district's parking lot. Safety Meeting Update – Steve Waunch attended a Safety Meeting sponsored by Canfield and Associates. The board was sent an update by email. There was some discussion about a panic button located in the office. A doorbell has been installed at the Homelink entry door. TPEP Update – The group consisting of the superintendent and three teachers have attended two meetings with more meetings scheduled. Loon Lake School is a little ahead of the other groups because they have chosen their evaluation tool. Common Core Standards information has been disseminated to the staff for reading and they are now reviewing the material and determining what they need to add to their curriculum. Currently looking at Math using Dibels or MAPS testing for upper – could use Dibels for Math assessments. Loon Lake School is using the MSP results to identify the students that need extra help in Math. We are currently using the EDUSS Math Program under the direction of Ms. Schroeder. Carla Carter, 4th grade teacher, commented that the EDUSS program is a good tool for assessing the areas of concern for students. The teachers were all given a sample of Envision Math Curriculum – this matches the Common Core requirements. Sheila Koler would like the superintendent to ask each educator at a staff meeting to help make the decision on the Math curriculum to use. Sheila Koler also asked if we had any academic gifted students – she would like to think of ways to keep these students engaged – possibly writing a report at a higher level. Sheila requested gifted student discussion be placed on the next agenda. Committee Updates – No Discipline Committee Update.

Chairperson Jeff Potts adjourned the meeting at 8:25 p.m. for a brief 10 minute break. The meeting was reconvened at 8:35 p.m.

OLD BUSINESS - Superintendent Contract – **Sheila Koler moved to** form a committee to formulate ideas for the superintendent/principal contract. Leona Adams seconded the motion. The motion carried. Leona Adams and Sheila Koler will represent the board on this committee. Dick Handley, Tom Ator, DeeDee Hodgson and Misty Lake will represent the community. Joline Dixon, Keri Hodgson, Sandra Clark and Barb Sevey will represent the staff. Any others need to notify the office by March 25. The first meeting will be held on Thursday, March 28th, at 6:00 p.m. The Contract was tabled. The proposed Loon Lake School Board of Directors' Operating Protocol was given to each board member for review and was tabled until the April meeting. **Jeff Potts moved to** read and accept the 2nd reading of the Revised BP 1110 "Election" BP 1220 "Board Officers and Duties of Board Members" and new BP 1225 School Director Legislative Program, new BP 4320 Cooperative Programs with Other Districts, Public Agencies, Private Schools and Daycare Agencies, BP 3122 Excused and Unexcused Absences, BP 6114 Gifts, BP 6605 Students Safety Walking To School and Riding buses; BP 1000 Legal Status and Operation, BP 1400 Comment, BP 2000 Student Learning Goals, BP 2090 Program Evaluation, BP 3126 Child Custody and BP 3210 Non Discrimination. Sheila Koler seconded the motion. The motion carried. **Ron**

Rasmussen moved to read and accept ALE Policy 2255. Leona Adams seconded the motion. The motion carried.

NEW BUSINESS: Ron Rasmussen moved to add the addendum to the Homelink Curriculum as presented. Kim Gillis seconded the motion. The motion carried. Leona Adams asked about the WA state flag – a flag is ready for the flag pole. Jeff Potts submitted his resignation from the Board of Directors. The Board accepted his resignation. Leona Adams was concerned about the cafeteria not offering the correct utensils for the students’ lunch. Steve Waunch will have the cafeteria staff place the correct utensils for the students to select what they need for that meal. The pot holes at the Homelink parking lot were discussed. A suggestion from a board director regarding having the board meeting recorded was made.

ANNOUNCEMENTS FOR THE PUBLIC: Student Led Conferences to be held on March 28 and 29 before Spring Break of April 1st-5th. The late start for April has been changed to the April 24 because of the TPEP training that will take place on the 17th. The Spring Luncheon date has been tentatively changed to May 24.

PUBLIC COMMENTS: Annette Weisner thanked Jeff Potts for his years of service and thanked the board for forming a committee to decide what would be better for the school. There were questions regarding how many other small schools in the area have low math test scores. Leona Adams was questioned again about calling Dr. Berg – she told the audience that she had contacted Dr. Berg to ask if Dr. Berg knew of anyone that would be interested in a part-time superintendent position or if she knew of anywhere Leona could go to find any interested superintendent.

ADJOURNMENT: Ron Rasmussen moved to adjourn the regular meeting of the Loon Lake School Board of Directors. Jeff Potts seconded the motion. The motion carried. **CHAIRPERSON JEFF POTTS adjourned the regular meeting of the Loon Lake School Board of Directors at 9:10 p.m.**

Chairperson

Secretary to the Board

Date

LOON LAKE SCHOOL BOARD OF DIRECTORS
SPECIAL MEETING
MARCH 14, 2013
MINUTES

CALL TO ORDER: VICE CHAIRPERSON LEONA ADAMS CALLED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 6:23 P.M. AND LED THE PLEDGE OF ALLEGIANCE.

EXECUTIVE SESSION: VICE CHAIRPERSON LEONA ADAMS ADJOURNED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 6:25 P.M. FOR TWO HOURS FOR THE PURPOSE OF EVALUATING THE PERFORMANCE OF A PUBLIC EMPLOYEE.

ADJORNMENT: VICE CHAIRPERSON LEONA ADAMS RECONVENED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS IN TO REGULAR SESSION. NO ACTION WAS TAKEN. KIM GILLIS MOVED TO ADJOURN THE SPECIAL MEETING. RON RASMUSSEN SECONDED THE MOTION. THE MOTION CARRIED. VICE CHAIRPERSON LEONA ADAMS ADJOURNED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 8:27 P.M.

CHAIRPERSON

SECRETARY TO THE BOARD

DATE

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
REGULAR MEETING
FEBRUARY 25, 2013
MINUTES**

BOARD DIRECTORS PRESENT:

Jeff Potts Ron Rasmussen Sheila Koler Leona Adams

STAFF MEMBERS PRESENT:

Steve Waunch Kristi Eddy Joline Dixon Terri Carlson
Wanda Hutchinson Teresa Simmons Carla Carter Sandra Clark
Barb Sevey Cara Dyck

OTHERS PRESENT:

Tom Ator Dick Handley Mandy McElfish

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Chairperson Jeff Potts called the regular meeting of the Loon Lake School Board of Directors to order at 6:35 p.m. and led the pledge of allegiance.

APPROVAL OF CONSENT AGENDA: Leona Adams moved to approve the Consent Agenda containing the January 22, 2013 Special Board Meeting Minutes; January 22, 2013 Regular Meeting Minutes; January 28, 2013 Special Board Meeting Minutes; February 6, 2013 Special Board Meeting Minutes and the February 20, 2013 Special Board Meeting Minutes, the January 2013 payroll and the February 2013 payroll as presented and the February Vouchers #10279 through 102456 in the amount of \$36,754.87. Ron Rasmussen seconded the motion. Leona Adams abstained from voting on Voucher #102413. Discussion followed. The motion carried.

PUBLIC COMMENTS – Dick Handley addressed the board with concerns on Steve Waunch, Superintendent, not being presented with his new contract for the 2013-14 to date.

CHANGES TO THE AGENDA: None

REPORTS: Facilities: Tom Tesch is still trying to replace the door on the freezer. There were three leaks in the Homkelink Building that were reported – Tom was advised. After some discussion, it was suggested that a wireless doorbell be installed at the Homelink Building. Ron Rasmussen recommended that it be installed by the next board meeting. Board: Leona Adams reported on several house bills that are awaiting the next step in approval. There was general discussion about the new common core standards. Superintendent: Enrollment was reported. No Hires or Discharges to report. The January Financial Statement was presented. Asphalt Replacement – Steve Wauch will contact the county engineer asking them if they can provide help in the asphalt replacement. Steve is also completing a grant for flashing school lights for the am drop off and the pm pick up of students. Discipline Committee Update – No meeting – all meetings are on hold for the while, but everything seems to be going okay.

OLD BUSINESS: The Superintendent Contract is tabled until the March 2013 meeting. As reported by the Board, during last Special Meeting of February 20, 2013, the board was reviewing the superintendent/principal position only – the evaluation of Steve Waunch has been completed and given to him. There will be another special meeting regarding the action plan that needs to be developed for

Steve Waunch. There is no contract to negotiate at this time. It was mentioned that there will probably be one more meeting even after the next special meeting before any discussion of contract. The Loon Lake School Board of Directors' Operating Protocol was tabled until the March 2013 meeting. **Jeff Potts read and moved to** adopt the revised BP 2022 Electronic Resources and Revised BP 2245. Sheila Koler seconded the motion. The motion carried.

NEW BUSINESS: The Board read for the 1st time the following new and revised board policies: . Read Revised BP 1110 "Election" BP 1220 "Board Officers and Duties of Board Members" and new BP 1225 School Director Legislative Program, new BP 4320 Cooperative Programs with Other Districts, Public Agencies, Private Schools and Daycare Agencies, BP 3122 Excused and Unexcused Absences, BP 6114 Gifts, BP 6605 Students Safety Walking To School and Riding buses; BP 1000 Legal Status and Operation, BP 1400 Meetings, Public Notice, Quorum, Meeting Conduct and Order of Business and Public Comment, BP 2000 Student Learning Goals, BP 2090 Program Evaluation, BP 3126 Child Custody, BP 3210 NonDiscrimination. **Ron Rasmussen moved to** accept Resolution No. 120 to cancel warrant #102089. Leona Adams seconded the motion. The motion carried. Board Policy 2255 Alternative Learning Experience was read for the 1st time. Leona Adams asked if there was a Summer school grant available for the district to apply for. Leona Adams will apply for the Summer Food Program and continue with the program this summer.

ANNOUNCEMENTS FOR THE PUBLIC: Next Special Board Meeting will be held on Thursday, March 7, 2013. One more Ski day – March 1. Dr. Seuss Night on March 12 from 5-6:30 includes supper. The teachers chose Danielson method for the evaluation tool for next year. Four staff members will attend several days of training over the next three months.

ADJOURNMENT: **Leona Adams moved to** adjourn the regular meeting of the Loon Lake School Board of Directors. Sheila Koler seconded the motion. The motion carried. **CHAIRPERSON JEFF POTTS ADJOURNED THE REGULAR MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 8:10 P.M.**

CHAIRPERSON

SECRETARY TO THE BOARD

DATE

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
SPECIAL MEETING
FEBRUARY 20, 2013
MINUTES**

BOARD MEMBERS IN ATTENDANCE:

Leona Adams Ron Rasmussen Kim Gillis Sheila Koler

CALL TO ORDER AND PLEDGE OF ALLEGIANCE:

Vice Chairperson Leona Adams called the Special Meeting of the Loon Lake School Board of Directors to order at 5:30 p.m. and led the pledge of allegiance.

EXECUTIVE SESSION: VICE CHAIRPERSON LEONA ADAMS ADJOURNED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS INTO EXECUTIVE SESSION AT 5:32 P.M. FOR THE PURPOSE OF EVALUATING A PUBLIC EMPLOYEE FOR ONE HOUR. THE EXECUTIVE SESSION WAS EXTENDED FOR ONE MORE HOUR AT 6:30 P.M. THE MEETING WAS RECONVENED AT 7:20 P.M.

NEW BUSINESS: The next meeting for the continuation of the evaluation of the superintendent will take place on Thursday, March 7, 2013 at 5:30 p.m. The meeting will be immediately adjourned into Executive Session.

ADJOURNMENT: Sheila Koler moved to adjourn the meeting of the Loon Lake School Board of Directors. Kim Gillis seconded the motion. **VICE-CHAIRPERSON LEONA ADAMS ADJOURNED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 7:22 P.M.**

CHAIRPERSON

SECRETARY TO THE BOARD

DATE

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
SPECIAL MEETING
FEBRUARY 6, 2013
MINUTES**

BOARD MEMBERS PRESENT:

Jeff Potts

Ron Rasmussen

Sheila Koler

Leona Adams

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Chairperson Jeff Potts called the special meeting of the Loon Lake School Board of Directors to order at 5:05 p.m. and led the pledge of allegiance.

EXECUTIVE SESSION: CHAIRPERSON JEFF POTTS ADJOURNED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS INTO EXECUTIVE SESSION AT 5:15 P.M. FOR 45 MINUTES FOR THE PURPOSE OF EVALUATING A PUBLIC EMPLOYEE. THE MEETING WAS RECONVENED AT 6:05 P.M.

NEW BUSINESS: The next meeting for the continuation of the evaluation of the superintendent will take place on Wednesday, February 20, 2013 at 5:30 p.m. with the meeting adjourning immediately into Executive Session.

ADJOURNMENT: Sheila Koler moved to adjourn the meeting of the Loon Lake School Board of Directors. Ron Rasmussen seconded the motion. The motion carried. **CHAIRPERSON JEFF POTTS ADJOURNED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 6:10 P.M.**

Chairperson

Secretary to the Board

Date

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
SPECIAL MEETING
JANUARY 29, 2013
MINUTES**

BOARD MEMBERS PRESENT:

Jeff Potts Kim Gillis Ron Rasmussen Leona Adams
Sheila Koler

STAFF MEMBERS PRESENT:

Steve Waunch Jeff Simmons Joline Dixon Terri Carlson
Diane Gemmill Trudy Ingram Carla Carter Keri Hodgson
Monica Coleston Sandra Clark Teresa Simmons Kristi Eddy
Julie Scott Cara Dyck

OTHERS IN ATTENDANCE:

Mike Phillips Julie Liefeld Mikki Hoppes Annette Wisener
Holly Smith Stacy Hodneland Jaden Smith Dave Clark
Reagan Henry Sally Handley Mandy McElfish Tom Ator

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Chairperson Jeff Potts called the special meeting of the Loon Lake School Board of Directors to order at 5:35 p.m. and led the pledge of allegiance.

PUBLIC COMMENTS: Chairperson Jeff Potts opened the meeting for public comments reminding everyone of the general rules for public comments. Comments received from: Sandra Clark, Jeff Simmons, DeeDee Hodgson, Dick Handley, Sally Handley, Teresa Simmons, Barb Sevey, Kristi Eddy, Monica Coleston, Carla Carter, Diane Gemmill, Nancy Lester and Julie Scott. Dick Handley recognized Steve Waunch for his service as a superintendent. Thank you and applause for Mr. Waunch.

EXECUTIVE SESSION: None

OLD BUSINESS: Jeff Potts moved to renew Steve Waunch's contract for one year. Sheila Koler seconded the motion. Jeff said to include creating measureable goals and then re-evaluate Steve before the next contract next year. He commented that the community has spoken very clearly and that was their wish. Discussion followed. The motion failed. Ron Rasmussen moved to not renew Mr. Waunch's contract as it stands. Leona Adams seconded the motion. The motion carried. Jeff Potts moved to re-negotiate a new contract for Steve Waunch prior to the end of February 2013. Sheila Koler seconded the motion. Discussion followed. The motion carried. Ron Rasmussen recommended a written letter stating this for Steve Waunch's file.

ANNOUNCEMENTS FOR THE PUBLIC: There will be special meeting on Monday, February 4, 2013 at 5:45 p.m. with an Executive Session. Thursday Night, January 31, there will be a Family Fun Movie Night; Skiing on February 15, 22 and March 1 – prices are the same.

ADJOURNMENT: Sheila Koler moved to adjourn the meeting of the Loon Lake School Board of Directors. Leona Adams seconded the motion. The motion carried. **CHAIRPERSON JEFF POTTS ADJOURNED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 6:43 P.M.**

CHAIRPERSON

DATE

SECRETARY TO THE BOARD

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
SPECIAL MEETING
JANUARY 22, 2013
MINUTES**

BOARD MEMBERS PRESENT:

Jeff Potts	Kim Gillis	Leona Adams	Sheila Koler
Ron Rasmussen			

STAFF MEMBERS PRESENT:

Joline Dixon	Monica Coleston	Teresa Simmons	Steve Waunch
Sandra Clark	Carla Carter	Jeff Simmons	Barb Sevey
Julie Scott			

OTHERS PRESENT:

Mike Phillips

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Chairperson Jeff Potts called the special meeting of the Loon Lake School Board of Directors to order at 5:30 p.m. and led the pledge of allegiance.

New business: The board was sent the Operating Protocols of several other districts that Lynn Trantow of WSSDA and left for them to review. Leona Adams gave each board member a list of protocols that were used and repeated on all the other districts' protocol. This was a good beginning working document for the board. Discussion followed.

No decision was made to adopt an operating protocol.

Leona Adams moved to adjourn the special meeting of the Loon Lake School Board of Directors. Ron Rasmussen seconded the motion. The motion carried. **Chairperson Jeff Potts adjourned the special meeting of the Loon Lake School Board of Directors at 6:15 p.m.**

Chairperson

Secretary to the Board

Date

LOON LAKE SCHOOL
BOARD OF DIRECTORS
SPECIAL MEETING
JANUARY 28, 2013
MINUTES

BOARD MEMBERS IN ATTENDANCE:

Jeff Potts	Sheila Koler	Leona Adams
Kim Gillis	Ron Rasmussen	

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Chairperson Jeff Potts called the special meeting of the Loon Lake School Board of Directors to order at 5:51 p.m. and led the pledge of allegiance.

EXECUTIVE SESSION: Chairperson Jeff Potts adjourned the special meeting of the Loon Lake School Board of Directors into Executive Session at 5:53 p.m. to evaluate the performance of a public employee for 27 minutes. The meeting was reconvened to announce that the Executive Session would be extended for another ½ hour. The meeting was reconvened at 6:49 p.m. into regular session with no action taken.

Ron Rasmussen moved to adjourn the special meeting of the Loon Lake School Board of Directors. Sheila Koler seconded the motion. The motion carried.

ADJOURNMENT: CHAIRPERSON JEFF POTTS ADJOURNED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 6:50 P.M.

CHAIRPERSON

SECRETARY TO THE BOARD

DATE

LOON LAKE SCHOOL
BOARD OF DIRECTORS
SPECIAL MEETING
SUPERINTENDENT EVALUATION
JANUARY 28, 2013
MINUTES

BOARD MEMBERS IN ATTENDANCE:

Jeff Potts Sheila Koler Leona Adams
Kim Gillis Ron Rasmussen

STAFF MEMBERS IN ATTENDANCE:

Steve Waunch

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Chairperson Jeff Potts called the special meeting of the Loon Lake School Board of Directors to order at 6:49 p.m. and led the pledge of allegiance.

EXECUTIVE SESSION: Chairperson Jeff Potts adjourned the special meeting of the Loon Lake School Board of Directors into Executive Session at 6:50 p.m. to evaluate the superintendent for one hour. The meeting was reconvened to announce that the Executive Session would be extended for another 45 minutes. The meeting was reconvened at 8:30 p.m. into regular session with no action taken.

Leona Adams moved to adjourn the special meeting of the Loon Lake School Board of Directors. Sheila Koler seconded the motion. The motion carried.

ADJOURNMENT: CHAIRPERSON JEFF POTTS ADJOURNED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 8:30 P.M.

CHAIRPERSON

SECRETARY TO THE BOARD

DATE

**LOON LAKE SCHOOL DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING
JANUARY 22, 2013
MINUTES**

BOARD DIRECTORS IN ATTENDANCE:

Jeff Potts	Sheila Koler	Leona Adams
Ron Rasmussen	Kim Gillis	

STAFF MEMBERS IN ATTENDANCE:

Steve Waunch	Barb Sevey	Monica Coleston	Carla Carter
Teresa Simmons	Teresa Carlson	Sandra Clark	Tom Tesch
Cara Dyck	Joline Dixon	Jeff Simmons	Julie Scott

OTHERS IN ATTENDANCE:

Tiffany Adams	Celia Terrant	Joan Easley	Mikki Hoppes
Julie Liefeld	Mike Phillips	DeAnn Pelan	Tom Ator
Tina McCurdy	Jim Crownover	Carly Findley	Aurora Mills
Nancy Lester	Willis Muncey	Mara Stachofsky	
Robert Smith	Stacy Hodneland		

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Chairperson Jeff Potts called the Loon Lake School Board of Directors meeting to order at 6:33 p.m. and led the pledge of allegiance.

CONSENT AGENDA: **Kim Gillis moved to** accept the Consent Agenda containing the Minutes from the December 15, 2013 Special Meeting, the December 15, 2013 Regular Meeting, the January A/P containing the Vouchers #102285 through #102349. Leona Adams abstained from voting on #102310. Leona Adams requested the Minutes of December 15 regular meeting be changed as follows: the Minutes of the December 4, 2012 be changed to “that debate and dialogue with the School Board is not allowed during this special meeting as it was not advertised that way,” under Board Report: Leona Adams had requested a commitment from the district to pay for the balance; and under Old Business: Leona Adams presented the test scores of Loon Lake School and 12 surrounding elementary schools containing the scores of both special needs and without special needs scores. The motion carried.

CHANGES TO THE AGENDA: Add H under Superintendent Report – DIBELS scores and WA Kids scores

REPORTS: Facilities: Tom Tesch reported on the replacement of the kitchen’s garbage disposal. Tom also reported that he is looking at the roof and seeing some separating in the soffits. Ron Rasmussen proposed the front doors of the school be locked with cameras in place and people buzzed in.

Board: Leona Adams had some handouts for the Board that she received during the WSSDA Annual Conference . **Superintendent:** Enrollment was presented. No hires or discharges to report. The December Financial Report was discussed – there was a cash increase to the investment balance in December. The asphalt replacement project is postponed until spring. The January Discipline Committee Meeting was cancelled. The next Board Meeting will be held on Monday, February 25, 2013 at 6:30 p.m. Steve reported that the Spokane School District’s curriculum committee is reviewing math curriculum. Sheila Koler would like one of our teachers to get the information to see if it fits with our students, etc. After the team has made their decision, the Loon Lake School will look at their top

recommendations and look into adopting one of the curriculum choices for our school. Steve presented the Fall and Winter DIBEL results and the results of the WA kids testing. The results were good. Discussion followed. Jeff Potts thanked the parents for working with their children .

OLD BUSINESS: Renewal of the Superintendent/Principal contract – Leona Adams mentioned that until the evaluation of Steve Waunch was completed there couldn't be any decision. It was decided by the Board to meet on Monday, January 28, 2013 at 5:30 p.m. for the annual evaluation of the Superintendent/Principal. The staff will be given an evaluation form to complete before Monday, January 28. The decision to renew the superintendent/principal contract was tabled until Tuesday, January 29, 2013 when the board will hold a special meeting at 5:30 p.m. for the purpose of discussing the renewal of the superintendent/principal contract.

NEW BUSINESS: **Sheila Koler moved to** change the formal board agenda to add Public Comment after the Call to order and the Pledge of Allegiance. Kim Gillis seconded the motion. The motion carried. **Sheila Koler moved to** allow the 2012 sick leave buyback request. Ron Rasmussen seconded the motion. Discussion followed. The sick leave buyback was included the 2012-13 budget. The motion carried. Revised Board Policy 2022 Electronic Resources was read for the 1st time. Revised BP 2245 ALE was presented by Monica Coleston and Teresa Simmons and it was read for the 1st time. **Ron Rasmussen moved to** approve the revised Homelink Curriculum list as presented. Kim Gillis seconded the motion carried. Approving the Loon Lake School Board of Directors' Operating Protocol was tabled until the February 25, 2013 meeting. Building Safety will be added to the agenda – the staff will be advised of this agenda.

ANNOUNCEMENTS: January 31, 2013 – Family Fun Movie Night – the showing of Disney's "Pete's Dragon." Ski Days – February 15, February 22 and March 1. Bowling for K-1 in the afternoon.

ADJOURNMENT: **Leona Adams moved to** adjourn the regular meeting of the Loon Lake School Board of Directors. Sheila Koler seconded the motion. The motion carried. **CHAIRPERSON JEFF POTTS ADJOURNED THE REGULAR MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 7:53 P.M.**

CHAIRPERSON

SECRETARY TO THE BOARD

DATE