

WASHINGTON SCHOOL FOR THE DEAF
BOARD OF TRUSTEES MEETING
September 5, 2008

Board Members: Allie Joiner (District #1)
Pat Clothier (District #2)
Gail Pollock (District #3)
Char Parsley (District #5)
Sidney Weldele-Wallace (District #8)
Larry Swift (District #9)

Absent: Rita Reandeau (District #6)
Ariele Belo (District #7)

Legal Counsel: Bonnie Terada

Superintendent: Rick Hauan

Guests: Jane Mulholland, Assistant Superintendent
April Rounds, Human Resources Manager
Bill Newell, Principal
Chuck McCarthy, Director of Business Operations
Lorana Myers, Federation
Lori Scheer-Matheson, WPEA
Heidi Redford, PSO
Carey Price, WSDAA

Recorder: Judy Smith

Interpreters: Rosyln Ward, Don Coates

The meeting was called to order by Allie Joiner, Board Chair, at 9:01 a.m. It was determined that a quorum was present.

Change in agenda

Since the water will be shut off at 1 p.m. today (cutting main water line to Deer Hall) it was decided to close the Board meeting at 1:00 p.m. The introduction of new staff will be postponed to the October meeting. Executive session will be held at 12:30 p.m.

Char Parsley moved that the above agenda changes be made. Pat Clothier seconded the motion. It was voted on and approved.

Minutes from July 25, 2008, meeting

Pat Clothier moved that the July 25, 2008, minutes be approved. Gail Pollock seconded the motion. It was voted on and approved.

Reports

- **Superintendent's report**
 - *The Superintendent discussed the staff changes made due to budgetary restrictions.*
 - *Jane Mulholland, Assistant Superintendent, will supervise the Post High School program.*
 - *The Post High School program started this year with two students – both living on the second floor of Clarke Hall.*
 - *Three additional students will be arriving later in the fall.*
- **WSD Email**
 - *Each Board member was issued a WSD email account.*
 - *The Superintendent reviewed how to access their email account from home (handout).*
 - *Bonnie Terada asked that Board members use their WSD email for all Board/WSD work. It was also suggested that the Board create folders and store information in the folders for easy access, if needed.*
- **Finance/Construction**
 - *Finance*
 - *The Superintendent gave an update on the current FY '09 budget situation.*
 - *The Governor's office has issued a hiring, contract, and out of state travel freeze for all state agencies.*
 - *An "action plan" will be rolled out at the next Board meeting.*
 - *Board budget*
 - *The Board Finance Committee will look at ways to reduce their budget while maintaining their responsibilities to WSD.*
 - *Ideas: fewer meetings per year, car pool, etc.*
 - *Board packets will be posted on the WSD's website which will reduce paper and postage use.*
 - *Report for next Board meeting*
 - *Costs per meeting for the last two years*
 - *WSD's financial situation is very good. One issue that wasn't expected was that teachers received a larger raise than anticipated. This unexpected cost totaled approximately \$20,000.*
 - *Construction*
 - *Bathrooms on the 2nd floor of Clarke Hall are completed.*
 - *Cottages (resealing the bricks, railing work) – 98% done and should be completed within three weeks*
 - *Boiler replacement – in full production. This project will be completed in approximately six weeks.*
 - *Maintenance/Vocational/Cafeteria building – demolition of Deer Hall is well under way. Water will be shut off all over*

campus today at 1:00 p.m. so that the water line to Deer Hall can be cut.

- Ground source heat pump – bids for well drilling will go out soon. Digging should begin in approximately six to eight weeks.

Email Preservation Training (Bonnie Terada, Attorney General's office)

- All state agencies must have a policy regarding the preservation of public records (WSD's policy 4040).
- Must retain all records (email included) that deal with possible litigation. By organizing information in email folders, any needed email documents can be easily retrieved.
 - Folder examples:
 - Transitory administrative records – informational items, copies of published materials, preliminary drafts, reservations, routine school admission letters, etc.
 - Routine correspondence
 - Executive Correspondence
 - Working files
- Spoliation – wrongful destruction of evidence or failure to retain evidence.
- Safe harbor – having and following a policy regarding the retention of electronically stored information (everything not stored in paper form).
- Meta data (added comments to a document). Be careful of using this feature. Best to change the document into pdf or fax it to prevent the meta data being sent.
- Hold notice: when there is a reasonable anticipation of litigation a written hold notice will be sent out to the appropriate individuals along with a copy of the lawsuit.
- Transitory records can and should be deleted.
- Email policies should address what to keep and what can be deleted.
- An outline and examples will be prepared and sent to Board members.
- The Board would like to revisit this issue at the February Board meeting.

New School Year (Bill Newell, Principal)

The new school year started off very well. All students are in one building and no problems so far.

Vision Statement

A proposed new vision statement "Inspiring a passion for learning and life" was presented to the Board for discussion.

It was suggested that the following verbiage be added to the Mission Statement: "in school and into adulthood."

Larry Swift moved that the proposed vision statement be adopted. No second was made. The motion died at this point.

Larry Swift moved that this item be added to October agenda. Char Parsley seconded the motion. It was voted on and approved.

Operating/Capital Budget

The Operating/Capital Budget submission (handout). A binder was given to each Board member. Various aspects of the submission were reviewed and discussed.

Executive Session

The Board went into Executive Session at 12:30 p.m. for 30 minutes pursuant to RCW 42.30.110(1)(g) "To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee....". The meeting reopened at 1:00 p.m.

Adjournment

Pat Clothier moved that the meeting be adjourned. Larry Swift seconded the motion. It was voted on and approved. The meeting adjourned at 1:00 p.m.