

DARRINGTON SCHOOL DISTRICT

Zoom Meeting  
1065 Fir Street  
Darrington, WA 98241

FRIDAY, NOVEMBER 6, 2020  
WORK STUDY SESSION MEETING: 10:00 AM

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**Call to Order**

Dave Holmer called the meeting to order at 10:00 a.m., followed by the flag salute. Other members present: Larry Boyd, Jennie Requa, and Marree Perrault. Sheila Sisney excused.

**NEW BUSINESS**

**2021-2022 Administrative Structure:**

Dave Holmer noted that the board began a discussion of the proposed administrative structure at the previous week's budget study session. He reminded everyone that one of the board goals for 2020-21 was to make a decision on the administrative structure for 2021-22. He noted that the district will need to develop job descriptions for any new and/or combined positions.

The board discussed the fact that additional job duties will add stress to our current administrators. Dave said that following last week's meeting, he reached out to Larry Francois at Northwest ESD 189 for assistance in identifying other school districts in the state that have a Principal/Superintendent position. Dave will reach out to those districts for feedback on their experiences with that administrative structure.

McKenzie shared a proposed organization chart for 2021-22. The board discussed the Superintendent job duties that will need to be assigned to existing administrators. The following Superintendent roles were noted:

- Instructional Leader
- Liaison to School Board
- Professional Development Leader
- Curriculum Director
- Bargaining Team Member
- Legislative Liaison
- Discipline Appeals

Dave said that he will create a draft job description for Superintendent/Principal. He also noted that he would like to see an action item for the 2021-22 administrative structure on the upcoming November meeting agenda. He would also like to make sure that district administrators and staff know that their workload and stress levels are of the utmost concern to the school board.

Marree mentioned that she will have a conversation with Dr. Marsh at her upcoming meeting with him to gain a better understanding of the duties that take the bulk of his time.

Dave asked Tracy about the elementary school's readiness for bringing back third grade. Tracy said the district has a COVID 19 page on the website and she also shares information with parents via email.

Dave noted that one of Dr. Marsh's 2020-21 goals is to help facilitate the transition for 2021-22.

Jennie said that she is confident in the current administrators' abilities to take this on, but she is worried about the trickledown effect. Who will assist with these additional duties?

McKenzie mentioned that the Payroll Technician's hours include time to assist the Superintendent and those hours will still be available.

Tracy noted that losing more teachers due to budget cuts would have a bigger impact on administrators' stress levels than taking on additional duties.

Dave shared that he is most worried about the possibility of losing the high school due to more budget cuts. He also asked about the district's options for upcoming levies.

McKenzie shared that the district could run a supplemental levy in 2021 for collection in 2022, but she doesn't recommend that due to the current state of the economy and the COVID situation. Also, the district's regular four-year levy will need to be on the ballot in 2022, so she would recommend waiting for that and trying to build goodwill with the community in the meantime.

Larry asked Dave if there was an existing job description for the Superintendent/Principal position from the time that he held that position. Dave said there was no job description at that time. He noted that he tried to spend at least four days/week at the high school and only one day/week at the district office because it's important for the Principal to be visible in the school.

Marree noted that once we establish priorities, we'll be ready to move forward.

Tracy shared that the use of Zoom meetings has improved her ability to attend meetings without the additional driving time. Cindy agreed.

Dave will let Maxine know if the board is ready to add an action item for the 2021-22 administrative structure to the November meeting.

**Adjournment:**

Chair Dave Holmer adjourned the meeting at 11:11 AM.

DocuSigned by:  
*Dave Holmer*

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Board President

DocuSigned by:  
*Buck Marsh*

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Secretary to the Board

*11/2/21*

Date

*11/2/21*

Date