

**KITTITAS SCHOOL DISTRICT NO. 403  
BOARD OF DIRECTORS  
KITTITAS, WA 98934**

Regular Board Meeting Minutes  
January 17, 2018  
7:00 p.m.  
Kittitas School District Board Room

Mike Lowe, Chair  
Brian Stickney, Vice Chair  
Sharon Damm, Member  
Chad Johnson, Member  
Jerry Lael, Member

Rich Stewart, Interim Superintendent  
Michelle Helgeson, Recording Secretary

The regular board meeting was called to order at 7:00p.m., by Chairman Mike Lowe. All board members were present.

**Call to Order**

The following guests introduced themselves: Del Enders, Rich Arlt, Stefanie Parker, Devin Powers, Del Heistand, Deanne Varnum, Jennifer Patteson, Nick Patteson, Ed Champagne.

**Guests**

Brian Stickney moved to amend the board agenda to allow the ASB report to be heard under Public Comments. Sharon Damm seconded. The motion carried.

**Additions/Changes**

Sharon Damm moved to approve the amended regular agenda. Brian Stickney seconded. The motion carried.

**Regular Agenda**

Devin Powers, ASB President, provided a brief recap of ASB events including the MLK assembly and the upcoming Jostens Leadership workshop in February. Mr. Powers also informed the board that the WE Day project will be Neurofibromatosis Type 1 (NF1) Awareness Week, held March 12-16, 2018, in memory of David Eilers.

**Public Comments**

Mr. Stewart presented the following personnel changes for approval:  
Resignations:

**Personnel**

- Cory Cummings – HS Track Assistant Coach

New Hires:

- Buddy Woodman – MS Boys Basketball 2<sup>nd</sup> Assistant
- Rich Arlt – Parke Creek Group Home Teacher
- Melissa Caveness – Developmental Preschool Teacher

Brian Stickney moved to approve the personnel as presented. Jerry Lael seconded. The motion carried.

Jerry Lael moved to approve consent agenda (minutes from December 19, 2017 regular meeting: General Fund A/P warrants #70937-71003 in the amount of \$105,280.61; ASB warrants #6359-6373 in the amount of the amount of \$10,338.20, and Payroll warrants #70899-70936, along with direct deposits, in the amount of \$507,837.26). Sharon Damm seconded. The motion carried.

## **Consent Agenda**

There was no correspondence.

## **Correspondence**

Stefanie Parker, Parent Group Co-President, informed the board that the new Watch DOGS (Dogs of Great Students) program will launch on January 29 with a Cookies and Cocoa with Dad night. Mrs. Parker shared that the read-a-thon held in December raised over \$1200, which will be used to fund the Pacific Science Center on Wheels this spring. Mrs. Parker shared that Advantage Dirt Contractors will be the sponsor for the end-of-year color run and field day. Stefanie Parker informed the board that the parent group will have two remaining fundraisers this year; popcorn sales and family bingo night in May.

## **Parent Group Report**

Del Enders provided a PowerPoint presentation updating the board on the elementary building's Professional Learning Communities (PLC) program, which takes place during the late-start Monday schedule. Mr. Enders explained the definitions of a PLC and shared information on the trainings and processes of the program. Mr. Enders also shared the Instructional Growth Cycle model with the board.

## **Elementary Principal Report**

Mr. Heistand explained to the board the PLC program and processed for the secondary building. Mr. Heistand stated the format at the secondary is content specific, not grade level. Del Heistand explained the standard operating procedures and roles and responsibilities. He provided samples of an agenda and minutes and provided examples of positive changes that have taken place within the building since the beginning of the school year. Mr. Heistand shared pictures of the new weight room equipment, as well as new artwork painted in the locker rooms and gym.

## **Secondary Principal Report**

Mr. Heistand presented the AD report on behalf of Lance Hyatt, who was attending a home basketball game.

## **Athletic Director Report**

Mr. Stewart opened the floor to Ed Champagne from Architects West to provide an update to the board on the Study and Survey process. Mr. Champagne also provided an explanation of the two resolutions listed under new business.

## **Architects West Update**

Michelle Helgeson gave the budget status report for December 2017, reporting that we are 33% into our fiscal year, have collected 32.72% of anticipated revenues, and have spent 34.96% of budgeted expenditures. The cash ending balance for December was \$902,779.21.

## **Budget Status**

Michelle Helgeson stated the enrollment report for January had yet to be finalized, but the estimated enrollment is still around 650 FTE.

## **Enrollment**

Mr. Stewart presented WSSDA Policy 2023 and 2023F, Digital Citizenship and Media Literacy, for second reading. Sharon Damm moved to approve the policy as presented. Jerry Lael seconded. The motion carried.

## **Policy 2023/2023F – Second Reading**

Mr. Stewart presented Policy 5401, Sick Leave, for second reading. Brian Stickney moved to approve the policy as presented. Jerry Lael seconded. The motion carried.	<b>Policy 5401 – Second Reading</b>
Mr. Stewart shared with the board a description of the new SkillsUSA club provided by Rocky Gibson.	<b>SkillsUSA</b>
Rich Stewart presented Resolution 17/18.03, Study and Survey, for approval. After discussion, the board agreed to table the decision until the final report is received by Architects West.	<b>Resolution 17/18.03</b>
Mr. Stewart presented Resolution 17/18.04, Adjacent District Space Availability, for board approval. Brian Stickney moved to approve the resolution as presented. Sharon Damm seconded. The motion carried.	<b>Resolution 17/18.04</b>
Mike Lowe opened the floor for the board reorganization nominations. Brian Stickney nominated Mike Lowe to continue as board chairman. Jerry Lael seconded. The motion carried. Jerry Lael moved to nominate Brian Stickney as vice-chairman. Sharon Damm seconded. The motion carried. Mike Lowe moved to nominate Sharon Damm as the board’s legislative representative. Jerry Lael seconded. The motion carried. Brian Stickney moved to nominate Chad Johnson as the WIAA representative. Jerry Lael seconded. The motion carried.	<b>Board Reorganization</b>
Mr. Stewart requested scheduling the board retreat, to begin boardsmanship training, for February 6 starting at 4pm. Sharon Damm moved to approve the special meeting as requested. Brian Stickney seconded. The motion carried.	<b>Board Retreat</b>
Mr. Stewart shared a copy of the Superintendent goals provided to him in August 2017.	<b>Superintendent Goals</b>
Mr. Stewart provided a copy of the Board Calendar of Events for review.	<b>Board Calendar</b>
The board recessed into executive session at 9:58pm, for fifteen minutes, to discuss personnel candidate qualifications per RCW 42.30.110 (g).	<b>Executive Session</b>
The board reconvened at 10:15pm, extending the executive session an additional twenty five minutes for further discussion. The board recessed back into executive session.	
The board reconvened at 10:40pm. No action was taken.	
The meeting was adjourned at 10:40pm.	<b>Adjournment</b>

\_\_\_\_\_  
Mike Lowe, Chairperson

\_\_\_\_\_  
Rich Stewart, Superintendent

\_\_\_\_\_  
Michelle Helgeson