

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

Regular Board Meeting Minutes  
September 19, 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: Heather Burfeind, Mark Crowley, Jennifer Patteson, Stefanie Parker, Caleb Parker, Taylor DeKoning, Austin Brothers and Del Enders

**Guests**

Brian Stickney moved to amend the regular agenda to add item #8 under New Business for the KEA salary agreement. Chad Johnson seconded the motion. The motion carried.

**Regular Agenda**

There were no public comments.

**Public Comments**

Mr. Stewart presented the following new hires for approval:

Leslee Anderson – Custodian (Secondary School)

Tanya Lamb Myers – SPED Teacher (Secondary School)

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

**Personnel**

Jerry Lael moved to approve consent agenda (minutes from August 22, 2018 regular meeting; General Fund A/P warrants #71880-71988 in the amount of \$315,926.21; ASB warrants #6497-6508 in the amount of the amount of \$13,131.47, Capital Projects warrants #1-2 in the amount of \$199,437.69; and Payroll warrants #71842-71870, along with direct deposits, in the amount of \$490,167.24). Sharon Damm moved to approve the consent agenda as presented. Chad Johnson seconded. Brian Stickney recused himself from the vote for conflict of interest. The motion carried.

**Consent Agenda**

ASB President, Taylor DeKoning, provided a recap of the various items the ASB board has worked on over the summer. Ms. DeKoning stated they had 6 workdays over the summer to update the ASB constitution, budget forms, discuss how to

**ASB Report**

increase school spirit, work on a coach/advisor training, fundraising ideas, and planning for Homecoming week.

Stefanie Parker informed the board that the Parent Group board will remain the same as last year. Mrs. Parker informed the board that they held the annual Back to School BBQ, sponsored by Advantage Dirt and Windy Chevrolet. Mrs. Parker stated they held the first movie night of the year and are currently holding the Little Caesar's Pizza Kit fundraiser. Future fundraisers consist of popcorn sales and family bingo night in the spring. Mrs. Parker also informed the board that the elementary will participate in a spirit week, along with the secondary school, for Homecoming.

#### **Parent Group Report**

Jennifer Patteson stated the Booster Club will be disbanding due to lack of interest. Mrs. Patteson stated she will be working with Bryan Nash to complete donation projects, which include league/state recognition pennants in the Secondary gym, water bottle filling stations and a flag pole at the baseball/softball fields.

#### **Booster Club Report**

Mr. Brothers stated there are five winter sports coaching positions still open. Mr. Brothers gave an update of both HS football and volleyball seasons. Mr. Brothers informed the board that there are 21 cheerleaders for fall season. Austin provided an update on MS fall sports schedules. Mr. Brothers informed the board of the advisor/coach training and that all sports will be participating in a gold card fundraiser to benefit the general athletics account. Mr. Brothers also informed the board of the interest in soccer, stating he has been working with the WIAA for information on starting the program in the future.

#### **Athletic Director Report**

Mr. Enders provided an update on the elementary year start, stating the current enrollment is 284. Mr. Enders informed the board of new schedule changes (start/end times) and the new Star360 program which will be used for benchmarking. Mr. Enders informed the board of a pedal desk study taking place at the elementary. Mr. Enders discussed the lockdown process at the elementary and what they learned.

#### **Elem Principal Report**

Heather Burfeind discussed the recent lockdown, how it went, what they learned and how to prepare for the future. Mrs. Burfeind informed the board of the new zero period strength and conditioning class taught by Mr. Wood. Mrs. Burfeind stated the current head count enrollment is 393. Mrs. Burfeind informed the board that she and Austin Brothers greet students in the morning, during lunch and after school each day. Mrs. Burfeind reminded the board of the new TEALs program being taught by Mr. Hamilton. She informed the board of two exchange students attending KSS, one from China and one from Ukraine. Mrs. Burfeind also informed the board of the new Student Innovation Team advised by Myron Hamilton and Joe Mohn.

#### **Sec Principal Report**

Michelle Helgeson stated the K-12 enrollment for September was 650.48fte.

#### **Enrollment Report**

Michelle Helgeson gave the budget status report for August 2018, reporting that we are 100% into our fiscal year, have collected 101.92% of anticipated revenues, and have spent 100% of budgeted expenditures. The cash ending balance for August was \$1,127,197.55.

#### **Budget Status Report**

Rich Stewart presented the following policies for second reading:

Policy 1105/1105P, Electoral System

Policy 2170/2170P, Career and Technical Education

Policy 2336, Required Observances

Policy 3220/3220P, Freedom of Expression

Policy 3520/3520P, Student Fees, Fines, or Charges

Policy 5010/5010P, Nondiscrimination and Affirmative Action

Policy 5406/5406P, Leave Sharing

Jerry Lael moved to approve the policies as presented. Sharon Damm seconded.

The motion carried.

## **Policies – Second Reading**

Mr. Stewart presented the OSPI Minimum Basic Ed Compliance Report. Jerry Lael

moved to approve the report as presented. Brian Stickney seconded. The motion carried.

## **Minimum Basic Ed Compliance**

Heather Burfeind presented details of the FCCLA National Cluster Meeting trip for

approval. Mrs. Burfeind stated the meeting is being held in Phoenix, AZ. Sharon

Damm moved to approve the out-of-state travel. Brian Stickney seconded. The

motion carried.

## **Out of State Travel Request**

Rich Stewart informed the board that the Secondary school will start assessing a

\$5.00 fine to students who do not return their band sheet music. Mrs. Burfeind

stated Mr. Richards will be sending parent consent forms home with students so

parents are aware of the change.

## **Band Fine**

Mr. Stewart recommended holding a board retreat on October 30 from 5:00pm –

9:00pm to discuss the board and superintendent goals, as well as start the

superintendent search process with Rich Parker.

## **Board Retreat**

Rich Stewart asked the board for discussion topics for the October 2, 2018 study session. Topics include:

- Student hours in regards to graduates being released 5 days early
- Strategic plan review
- College preparedness (college and career readiness)
- Superintendent qualifications
- Assessments

## **Study Session Topics**

Rich Stewart asked for suggestions on legislative topics for Sharon Damm to take to

the Legislative Assembly conference in October. Topics include eliminating the

levy cap and special ed funding.

## **Legislative Conference Discussion Topics**

Mr. Stewart presented the PSE collective bargaining agreement which was

tentatively agreed upon by both parties. Brian Stickney moved to approve the

agreement as presented. Jerry Lael seconded. Mike Lowe abstained from the vote.

The motion carried.

## **PSE Agreement**

Mr. Stewart presented the 2018/19 KEA salary schedule as tentatively agreed upon

by both parties. Brian Stickney moved to approve the salary schedule as presented.

Jerry Lael seconded. The motion carried.

## **KEA Salary Schedule**

The meeting was adjourned at 9:00pm.

**Adjournment**

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Mike Lowe, Chairperson

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Rich Stewart, Superintendent

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Michelle Helgeson