



Board of Directors, Regular Meeting Minutes, Tuesday, November 27, 2018
RICHLAND SCHOOL DISTRICT NO. 400
BENTON COUNTY, RICHLAND, WASHINGTON

The Board of Directors of Richland School District No. 400 met for a regular meeting Tuesday, November 27, 2018, at 6:30 P.M. at the Administrative Service Center, 615 Snow Avenue, Richland, Washington. School Board President Rick Jansons presided. Board members present: Heather Cleary, Jill Oldson, and Brett Amidan. Administrators present: Superintendent Rick Schulte, Successor Superintendent Nicole MacTavish, Deputy Superintendent Mike Hansen, Executive Director of Financial Services Rich Puryear, Assistant Superintendent of Instruction and Secondary Education Todd Baddley, Assistant Superintendent K-5 and Assessment Brian Moore, Executive Director of Human Resources Tony Howard, Executive Director of Support Services Richard Krasner, Public Information Officer Ty Beaver, Executive Director of Information Technology Mike Leseberg, Executive Director of Teaching, Learning and Curriculum Nicki Blake, Executive Director of Special Education Mandy Cathey, and District Counsel Galt Pettett.

The Board meeting was called to order at 6:30 P.M.

1.0 CALL TO ORDER

1.1 Pledge of Allegiance

1.2 Roll Call-Rick Donahoe was excused.

1.3 Approval of Minutes (November 13, 2018; November 15, 2018)

It was moved by Jill Oldson and seconded by Brett Amidan that –

THE BOARD APPROVE MEETING MINUTES FROM NOVEMBER 13, 2018 AND NOVEMBER 15, 2018.

Vote: Amidan, yes; Cleary, yes; Oldson, yes; and Jansons, yes.
Motion was approved.

2.0 COMMUNICATIONS

2.1 Presentations/Recognitions-Orchard Elementary

Alysia Arsanto, Principal, introduced Orchard PTO officers: Jen Drake-President, and co-Vice Presidents Sarah Landon and Sazy Steitieh. Ms. Arsanto thanked them for their tireless work with monthly meetings, event planning, and fundraisers such as a Cultural Fair and Jog-a-thon. All are seen volunteering frequently to support students and staff.

2.3 Requests and Comments by Visitors (time limit)

Laila Krowiak, 1523 Hains Avenue, spoke regarding safe walking and biking areas for students traveling to and from schools.

Mathew Meyers, 1605 Jadwin Avenue, shared his concern regarding student pick up/drop off at Jefferson.

Cigdem Capan, 7701 Gray Street, shared her concern for pedestrian safety and information regarding grants available for walking and biking safety.

Kimberly Heath, 743 Meadows Drive, spoke regarding the internet safety curriculum and the need for students to recognize and respond to inappropriate use.

Aaron Stevens, shared his concern regarding chromebook use and access to inappropriate materials.

3.0 BUSINESS

3.1 Information Technology Update

Mike Leseberg, Executive Director of Information Technology, reported beginning this school year, the Information Technology (IT) Department will receive \$1M of technology levy funds to support District technology. In subsequent 2019-2022 budget years, IT will receive \$2M annually. Mr. Leseberg advised projects currently identified for these dollars are: the annual PC Refresh 5 year cycle including Chromebooks, IT tech support enhancements, multimedia upgrades in older schools, and District network infrastructure upgrades. Along with staff CPU's, the department will also continue to remove student CPU's from classrooms and allocate these to the Community Access to Technology and Educational Resources (CATER) outreach program when possible.

Mr. Leseberg also advised the IT Department now provides support for District Apple devices. In preparation for this additional support, IT staff received Apple device training in July and August. Board discussion followed.

3.2 Medical Terminology-New Course

Nicki Blake, Executive Director of Teaching, Learning and Curriculum, stated in the fall of 2017, Medical Terminology was approved as a new high school Career and Technical Education (CTE) course for grades 10-12 at both Richland High School and Hanford High School. Claudia Cooley, Director of Vocational Education, advised Medical Terminology is a course providing students with the option to earn an occupational education, or elective credit, in addition to being a dual credit CTE course based on an articulation agreement with Columbia Basin College. Teachers for this course bring their professional expertise to the classroom. Both Stephen Dyer (Hanford High School) and Dawn Morales (Richland High School) are trained in this field and are instructors with their CTE endorsements in the health sciences. This experience will provide students with the degree of learning that will prepare them for their post-secondary education and/or a career in healthcare.

Erika Doyle, Assistant Director of Teaching, Learning and Curriculum, reviewed the textbook adoption process. Ms. Doyle reported staff members recommended this textbook because it was well organized, had case studies at the end of each chapter, and contained relatable online materials. The first sections of this course will be taught in Richland high schools this spring.

Kristen Schlessor, 458 Satus Street (IMC member), shared the detailed process the Instructional Materials Committee uses to approve curriculum.

It was moved by Jill Oldson and seconded by Brett Amidan that –

THE BOARD APPROVE INTRODUCTION TO MEDICAL TERMINOLOGY, BY GOODHEART-WILCOX, 2017, FOR USE IN THE MEDICAL TERMINOLOGY COURSE.

Vote: Amidan, yes; Cleary, yes; Oldson, yes; and Jansons, yes.
Motion was approved.

3.3 Student Bus Tracking

Richard Krasner, Executive Director of Support Services, presented plans for enhancements to the routing software already owned by the District. This expansion of current software will improve student safety and manage student ridership, improve communication with parents, provide drivers with turn-by-turn directions to each stop on their route, and pre and post-trip vehicle inspections. The system provides a parent app that will let parents see the location of their child's bus, estimated arrival times, and when their student is on/off the bus.

3.4 2017-2018 Budget Annual Report

Rich Puryear, Executive Director of Finance, shared the 2017-2018 budget final report. The District continues to have increased enrollment. The enrollment increase from 2016-2017 to 2017-2018 was 363 FTE (full time equivalent students), which was an increase 2.78%. He advised the ending fund balance as of August 31, 2018 was \$12,289,908, as compared to the prior year August 31, 2017 of \$13,934,603. The actual percentage decrease from 2016-2017 to 2017-2018 was 13.38%.

The Unassigned Fund Balance is \$7,893,813, which is 5.00% of expenditures.

4.0 CONSENT AGENDA (approval by a single vote of the Board)

It was moved by Jill Oldson and seconded by Heather Cleary –

THAT THE BOARD OF DIRECTORS APPROVE CONSENT AGENDA ITEMS (4.1) THROUGH (4.5) INCLUDING UPDATED PERSONNEL ACTION.

Vote: Amidan, yes; Cleary, yes; Oldson, yes; and Jansons, yes.
Motion was approved.

4.1 Personnel Actions

NEW HIRES FOR THE 2018-2019 SCHOOL YEAR:

Jacobs, Benjamin, 1.0 FTE, Counselor, Richland High School (non-continuing, effective 11/15/18)

CLASSIFIED PERSONNEL:

HIRED:

Formo, Molly, Nutrition Services, Badger Mountain Elementary, effective 11/05/18

Ingroum, Shawn, Grounds, Steven's Support Center, effective 11/05/18

Neiman, Amy, Nutrition Services, Hanford High School, effective 11/05/18 (correction)

RESIGNATIONS:

Grego, Ashley, Paraeducator, Sacajawea Elementary, 11/16/18

Hicks, Jereme, Painter, Steven's Support Center, effective 11/30/18

Hilty, Hayden, Paraeducator, Richland High School, effective 11/30/18

McMackin, Marla, Nutrition Services, Richland High School, effective 11/30/18 (correction)

Wahlstrom, Allan, Pareducator, Hanford High School, effective 11/24/18

4.2 Enrollment Monthly Report

4.3 Budget Monthly Report

4.4 Association of Richland Administrators, Central Administration, and Food Service-Ratification

4.5 Warrant Approval

General Fund Warrant Nos. 10064174 through 10064240 for \$134,026.76

Nos. 51000423 through 51000430 for \$298,077.30

Nos. 71000471 through 71000481 for \$15,164.86

Capital Projects Fund Warrant Nos. 20001181 through 20001185 for \$1,869,412.56

No. 52000092 for \$285,100.97

ASB Fund Warrant Nos. 40005936 through 40005946 for \$13,525.20

Nos. 74000045 through 74000048 for \$19,086.88

Self-Insurance Fund Nos. 70000025 through 70000027 for \$15,970.04

5.0 FUTURE AGENDA ITEMS

6.0 BOARD AND SUPERINTENDENT REPORTS

All Board members, Dr. Schulte, and Dr. MacTavish attended the recent WSSDA Annual Conference in Spokane.

Rick Schulte, Jill Oldson, and Brett Amidan attended the River's Edge High School Thanksgiving Luncheon.

ADJOURNMENT

The meeting adjourned at 8:13 P.M.

RICHLAND SCHOOL DISTRICT NO. 400

SECRETARY, BOARD OF DIRECTORS