



Board of Directors, Regular Meeting Minutes, Tuesday, March 26, 2019  
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, March 26, 2019, at 6:00 P.M. at the Administrative Service Center, 615 Snow Avenue, Richland, Washington. School Board President Rick Jansons presided. Board members present: Heather Cleary, Rick Donahoe, Jill Oldson, and Brett Amidan. Administrators present: Superintendent Rick Schulte, 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 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, Interim Executive Director of Special Education Tracy Blankenship, and District Counsel Galt Pettett.

The Board meeting was called to order at 6:00 P.M.

**EXECUTIVE SESSION (Personnel)**

The Board adjourned to executive session at 6:00 P.M. to discuss qualifications of an applicant for employment or review of performance of an employee (final actions must be taken in public and discussions affecting employees generally must be held in public) 42.30.110 (1) (g). The executive session was projected to last thirty minutes, with no action expected. Executive session ended at 6:28 P.M.

The Board returned to the regular meeting at 6:31 P.M.

**1.0 CALL TO ORDER**

**1.1 Pledge of Allegiance**

**1.2 Roll Call-All Here**

**1.3 Approval of Minutes (February 26, 2019; March 19, 2019)**

Heather Cleary had a correction on page seven of the February 26, 2019 minutes, changing from 192 to 92.

It was moved by Heather Cleary and seconded by Rick Donahoe that –

THE BOARD APPROVE MEETING MINUTES FROM FEBRUARY 26, 2019 WITH THE ABOVE MENTIONED CORRECTION, AND MARCH 19, 2019.

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

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**2.0 COMMUNICATIONS**

**2.1 Presentations/Recognitions**

**2.1.1 Classified Employee Appreciation**

Brian Moore, Assistant Superintendent of Elementary Education, praised the over 900 classified Educational Support Professionals for their dedication and introduced representatives from each of the union groups including Greg Pipkin-Administrative Support, Annie Carlson-Paraeducators, Nicole Tamura-Office Professionals, Tammy Fowler-Nutrition Services, and Tim Henderson-MOT.

**2.1.2 Nutrition Services**

Dawn Trumbull, Director of Nutrition Services, reported a free lunch was offered to families at Jefferson Elementary the Saturday after the first five days of snow closures. This lunch was open to the public and about twenty families attended. Sodexo and several vendors donated food for this event. Ms. Trumbull thanked all those who volunteered to make this event possible. Excess food was donated to the Union Gospel Mission.

**2.1.3 Richland High School**

Unable to attend.

**2.1.4 Marcus Whitman Elementary**

Kristien McKenzie, Principal, introduced Rachel Carter and Jack Williams, School Counselors. Ms. McKenzie shared these two make students feel that every student matters and gives each a sense of hope.

**2.2 Requests and Comments by Visitors (time limit)**

Michelle Blackburn, Rebecca Dartnall, Lynn Neitzel Cleavenger, Kathy Anderson, Rhonda Howard, all District Librarians, shared their concern for reduced para library time for next year. They explained the many added responsibilities that go along with the position of Librarian and asked Board members for their consideration.

Board President Rick Jansons stated he and Dr. Schulte traveled to Olympia to advocate for increased funding. He reported little good news from legislators with several legislators stating they felt teachers were paid too much. Mr. Jansons advised legislators need to hear from staff and community members regarding HB 5313 which would help generate more funding.

Ken Hays, Richland Education Association President, shared his concerns with the reductions in special education paras and teachers.

Mark Elliott, 183 McIntosh Court, and Colleen Mangano, 3517 Fargo Street, shared their concern regarding autistic students in the District and cuts to support staff in special education, as well as training for general education teachers.

Brandee Hogg, 1859 Birch Avenue, reported attending the local legislative forum where several legislators stated how District's use their funding is their responsibility.

**3.0 BUSINESS**

**3.1 Construction Projects**

**3.1.1 Early Learning Center (ELC) Phase Two**

Caren Johnson, Capital Projects Director, reported during the summer of 2018, phase one was completed with a minimal portion of bond funds to refresh the building and open it for early learning services. Katey Bryan, Director of ELC, submitted a grant to provide up to \$800,000 for capital project improvements for early learning facilities and received notification that the District is being recommended to receive the full grant amount. The remaining portion of the available bond funds, along with the potential grant, has allowed the District to move forward with phase two which will include a much needed parking lot revision, exterior front entrance renovation, updated lobby and revisions to the administration office area.

*Public Comment:*

Teresa Brame, 2207 Copperleaf Road, shared her concern regarding the safety of the student drop off area at Jefferson.

### **3.2 Community Access to Technology and Educational Resources (CATER) Program**

Paul Chartrand, Director of Technology and Innovation, advised as the District moves toward more learning online, it becomes difficult for some families to gain access to technology to support student learning. Secondary students receive a Chromebook to take home, however students at the elementary level do not have this ability. For some students, this can be a disadvantage compared to their peers. In order to help facilitate online learning, the District is pleased to offer the Community Access to Technology and Educational Resources (CATER) program. Each year the Information Technology (IT) department replaces many desktop and laptop computers due to the replacement cycle and transition to Chromebooks.

Mr. Leseberg, Executive Director of Information Technology, reported even though there is still useful life left in these computers, it is more cost effective to surplus these machines due to ongoing support costs, annual cost of software licenses, and energy costs. Normally these machines would follow surplus procedures, however the belief is these computers would be better used if they were given to our students and families that qualify for free and reduced lunch, following a set of guidelines and procedures. Mr. Leseberg stated there are about 500 desktop computers ready to be shared with families in need. He advised the District will not provide technical support or filter internet content of the computers that are given away as part of the CATER program. The distribution dates will be April 13, 2019 and May 18, 2019 at Marcus Whitman Elementary. The main goal of the District is to lower the income based achievement gap. Board discussion followed.

### **3.3 Cash Flow/Apportionment**

Rich Puryear, Executive Director of Finance, shared the cash flow projection for the school year showing revenue, expenditures, and net cash flow for the 2018-2019 school year, taking into account our less-than-budgeted enrollment. Mr. Puryear reported expenditures will peak in April or May when orders are placed for K-5 math adoption materials and technology equipment for delivery in June and July. Previously, these materials and equipment were ordered in June or July, delivered in August, and paid for in September out of next year's budget. This had the effect of showing a fund balance sizable cash amount that had already been committed and would be spent immediately at the beginning of the next fiscal year. These cash flow projections show an ending fund balance of about \$10.5 million, which is approximately the 5% target level desired by the Board.

### **3.4 Levy Budget**

Superintendent Schulte shared a draft of a potential detailed Educational Programs and Operation (EP & O) Enrichment Levy breakdown. The District must have an expenditure account code for EP & O levies, something the District has never had before. The funds from this levy must satisfy the Enrichment Levy requirements listed by the legislature. The auditor will examine this account, though the auditor has already told the District they do not know how they will audit it. Board discussion followed.

### **3.5 Snow Days**

Dr. Schulte stated the District this year has cancelled school on 6 days and implemented 2 two-hour delays and 1 three-hour delay. Students have lost 42 hours of student learning time. The District has already committed to four make up days, on May 24 and June 12, 13, and 14. This will restore 24 hours of the lost learning time. Graduation will go on June 7, 2019 as planned. The District annual average instructional hours for grades 1-12 now stands at 1053 hours, which is 26 hours above the state mandated minimum average of 1,027 instructional hours.

Superintendent Schulte reported opinions were shared by parents, both positive and negative, regarding school closures and delays. A debrief with the City of Richland also took place to discuss areas of improvement in the future.

The District is eligible to receive a waiver for up to two missed snow days as a result of emergency proclamations by Governor Inslee. After discussion, the Board directed Dr. Schulte to request a waiver for two missed school days.

#### *Public Comment:*

Kim Guyette, 1115 McPherson, felt a day in June is not as productive as a day in March and children are missing quality instruction during school closures.

### **3.6 Timing of Elementary Projects**

Dr. Schulte explained one component of the 2017 bond was construction of four elementary schools including replacement of Badger and Tapteal Elementary Schools and new schools on Belmont and at Badger Mountain South. The anticipated construction schedule would result in these new schools opening as follows: Belmont No. 11-August, 2019; Tapteal -August, 2020; Badger-August, 2021; BMS No. 12-August, 2022.

Superintendent Schulte explained District expected enrollment growth has not been realized as our elementary enrollment growth has slowed, especially at the earliest grade levels. Consequently, we have fewer calculated “unhoused” students, leading to less eligibility for new square footage and less eligibility for state construction assistance matching funds. This means the District will not be able to complete four new elementary schools on the original schedule listed above. While Belmont will open in August, 2019 and Tapteal will open in August, 2020, the next two schools may not have sufficient state match to complete them. The District will not be eligible, at least in the near future, for \$25,327,714 in state match for two elementary schools.

Dr. Schulte shared several options available for the District to consider:

### **Option A**

Use local bond revenue previously planned for Elementary No. 12 to construct a new Badger Elementary with no state matching funds. New Badger opens in August, 2021. Do not build Elementary No. 12. This results in more “overhoused” students and delays any future elementary school until we have another 600 – 1,000 more K – 5 students. When we need a new Elementary No. 12, we would have to include that in a new bond, possibly at the same time as a bond for a new HS, maintenance facility, and bus yard.

### **Option B**

Use bond revenue previously planned for land purchase, some of the stadium funding, investment earnings, and perhaps future PILT to construct a new Badger without any state matching funds. New Badger opens in August, 2021. This results in more “overhoused” students and delays any future elementary school until we have another 600 – 1,000 more K – 5 students. We will still have bond money for Elementary No. 12 so no new election will be required, but we will have to wait for state match until we have sufficient “unhoused” students.

### **Option C**

Delay construction of Badger and Elementary No. 12 until we have sufficient enrollment growth to qualify for state matching funds for one or both schools. Build No. 12 before Badger in order to have a school to temporarily locate Badger students while that school is demolished and a new one built. In this scenario, Badger will be the last of the four elementary schools to be built with 2017 bond funds. The specific timeline will depend on what happens with enrollment. If enrollment stops growing and remains stable, we would have to consider how we might go to Option B or C.

After Board discussion, Option C was considered the best option and would allow more time to check enrollment growth in the next several years, while not giving up the \$25M in state matching funds for the two new elementary schools. This would also minimize the number of boundary changes in the near future and possibly allow for changes in the legislature to the square footage allotment per student in future construction. This was discussed only as a possible contingency if enrollment numbers are not as planned. The Board will revisit this discussion in October after next year’s growth is known.

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

It was moved by Heather Cleary and seconded by Rick Donahoe –

THAT THE BOARD OF DIRECTORS APPROVE CONSENT AGENDA ITEMS (4.1) THROUGH (4.5).

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

#### **4.1 Personnel Actions**

##### ADMINISTRATIVE PERSONNEL:

##### **NEW HIRES FOR THE 2019-2020 SCHOOL YEAR:**

Beard, Ryan, 1.0 FTE, Career and Technical Education Director, Administration

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**REASSIGNMENTS FOR THE 2018-2019 SCHOOL YEAR:**

Blankenship, Tracy, Int. Executive Director, Special Programs (effective 3/13/19 through 4/26/19)

Hodges, Kiley, Interim Director, Special Programs (effective 3/13/19 through 4/26/19)

Sorensen, Robert, Interim Director, Special Programs (effective 3/13/19 through 4/26/19)

**CERTIFICATED PERSONNEL:**

**RESIGNATIONS FOR THE 2018-2019 SCHOOL YEAR:**

Brasker, Suzanne, 1.0 FTE, First Grade Teacher, Tapteal Elementary

**RETIREMENTS FOR THE 2018-2019 SCHOOL YEAR:**

Gosselin, Wendy, 1.0 FTE, Fourth Grade Teacher, Badger Mountain Elementary

**LEAVE OF ABSENCE FOR THE 2019-2020 SCHOOL YEAR:**

Dayley, Nedda, .4 FTE, School Nurse, Student Services (retaining .6 FTE)

Krowiak, Sarah, 1.0 FTE, Language Arts Teacher, Hanford High School (second year request)

Lindseth, Brenna, 1.0 FTE, Sp. Ed. Teacher, Badger Mountain Elementary (second year request)

O’Laughlin, Shannon 1.0 FTE, Second Grade Teacher, Tapteal Elementary (second year request)

Smith, Maribeth, .4 FTE, Language Arts Teacher, Richland HS (second year request, ret. .6 FTE)

Smith, Susan, 1.0 FTE, Mathematics Teacher, Leona Libby Middle School (second year request)

Wietsma, Margaret, .4 FTE, Mathematics Teacher, Richland High School (second year request, retaining .6 FTE)

**NEW HIRES FOR THE 2019-2020 SCHOOL YEAR:**

Carpenter, Amanda, 1.0 FTE, Visually Impaired Teacher, Special Programs

Elisondo, Celina, 1.0 FTE, Elementary Teacher, location to be determined

French, Kayla, 1.0 FTE, Elementary Teacher, location to be determined

Hix, Kristen, 1.0 FTE, Elementary Teacher, location to be determined

Jardon, Jodi, 1.0 FTE, Elementary Teacher, location to be determined

Tansy, Dayenne, 1.0 FTE, Elementary Teacher, location to be determined

**CLASSIFIED PERSONNEL:**

**HIRED:**

Lacic, Dario, Warehouseman, Warehouse, effective 03/20/19

**RESIGNATIONS:**

Mueller, Christine, Bus Driver, Transportation, effective 03/01/19

Rivera, Flora, Building Foreman, Jason Lee Elementary, effective 02/28/19

**RETIREMENTS:**

Beeman, Angie, Secretary, River’s Edge High School, effective 06/29/19

Quesenberry, Gordon, Grounds, Steven’s Support Center, effective 03/15/19

Young, Janet, Secretary, Special Programs, effective 03/11/19 (revised)

**4.2 Enrollment Monthly Report**

**4.3 Budget Monthly Report**

**4.4 Perkins Grant Approval**

**4.5 Payroll and Warrant Approval**

- General Fund Warrant Nos. 10066089 for 10066143 for \$422,856.01
- Nos. 51000506 through 51000512 for \$12,973.50
- Nos. 71000664 through 71000678 for \$33,727.43
- Nos. 10066149 through 10066242 for \$228,167.80
- Nos. 51000513 through 51000521 for \$308,158.05
- Nos. 71000679 through 71000697 for \$37,716.08
- Nos. 10066245 through 10066320 for \$121,576.67
- Nos. 51000522 through 51000528 for \$154,261.95

Nos. 71000698 through 71000720 for \$67,757.66  
Nos. 10066321 through 10066405 for \$581,901.20  
Nos. 51000529 through 51000535 for \$39,046.10  
Nos. 71000721 through 71000745 for \$56,956.43  
Capital Projects Fund Warrant No. 20001214 for \$500.00  
    Nos. 20001215 through 20001218 for \$191,137.82  
    No. 52000101 for \$4,679.13  
    Nos. 20001219 through 20001221 for \$1,643,827.56  
    No. 52000102 for \$729.00  
    Nos. 20001222 through 20001224 for \$253,308.61  
ASB Fund Warrant Nos. 40006072 through 40006080 for \$7,793.83  
    Nos. 40006081 through 40006093 for \$25,128.18  
    Nos. 40006094 through 40006104 for \$4,105.07  
    Nos. 54000225 through 54000227 for \$91,266.34  
    No. 74000063 for \$2,780.32  
    Nos. 40006105 through 40006121 for \$46,650.01  
Self-Insurance Fund No. 70000050 for \$220.00  
    No. 70000051 through 70000052 for \$7,793.59  
    Nos. 70000053 through 70000054 for \$22,522.04  
    Nos. 70000055 through 70000056 for \$ 24,330.15  
Payroll Warrant Nos. 10065670 through 10065673 for \$3,815.01  
    Nos. 10065674 through 10065682 for \$161,896.68  
    Nos. 10065842 through 10066028 for \$265,097.14  
    Nos. 10066056 through 100666057 for \$3,803,900.75  
    Voided Checks \$168,344.32  
Electronic Fund Transfer for \$8,123,676.71  
Total February Payroll approved in the amount of \$12,190,041.97

## **5.0 FUTURE AGENDA ITEMS**

Mr. Jansons suggested creating a policy with guidelines for future weather events and school closures.

Mr. Amidan requested a report on the Summit Program at Libby Middle School.

## **6.0 BOARD AND SUPERINTENDENT REPORTS**

Rick Schulte asked for nominations for the SEWASA Community Leadership Award. Dr. Schulte was accompanied by Jill Oldson and Dr. MacTavish on the recent trip to Washington, D.C. where they advocated for Payment in Lieu of Taxes (PILT) funds. Dr. Schulte asked members for a final evaluation at the next Board meeting. He also stated Mr. Pettett has some promising options with WSU Tri Cities regarding the Hanford property.

Rick Donahoe reported working on the Hanford High School Drama production, helping with donations for both the cheer and lacrosse booster clubs, and attended the play at Leona Libby Middle School.

Heather Cleary attended the Auditors' Entrance Conference and reported on the Destination Imagination event at Southridge High School this weekend.

Jill Oldson reported attending meetings in Olympia for the WSSDA Leadership program and the WSSDA Resolutions committee.

Rick Schulte again stated his frustration with legislators and felt teachers are worth every penny and more. He asked that staff and community members contact legislators to advocate for more funding after the recent levy changes.

### **ADJOURNMENT**

The meeting adjourned at 8:40 P.M.

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RICHLAND SCHOOL DISTRICT NO. 400

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SECRETARY, BOARD OF DIRECTORS