



Board of Directors, Regular Meeting Minutes, Tuesday, February 13, 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, February 13, 2018, 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, Gordon Comfort, and Brett Amidan. Administrators present: Superintendent Rick Schulte, Deputy Superintendent Nicole MacTavish, Executive Director of Financial Services Rich Puryear, Assistant Superintendent of Instruction and Secondary Education Todd Baddley, Assistant Superintendent K-5 and Assessment Mike Hansen, Executive Director of Human Resources Tony Howard, Executive Director of Support Services Richard Krasner, Communications Manager Steve Aagaard, Executive Director of Information Technology Mike Leseberg, and District Counsel Galt Pettett.

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

EXECUTIVE SESSION (Real Estate)

The Board adjourned to executive session at 6:00 P.M. to discuss acquisition of real estate, if public knowledge might increase the price 42.30.110 (1) (b). 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 6:32 P.M.

1.0 CALL TO ORDER

1.1 Pledge of Allegiance

1.2 Roll Call-All Here

1.3 Approval of Minutes (January 23, 2018)

It was moved by Brett Amidan and seconded by Rick Donahoe that –

THE BOARD APPROVE MEETING MINUTES FROM JANUARY 23, 2018.

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

2.0 COMMUNICATIONS

2.1 Presentations/Recognitions

2.1.1 West Richland Veterans of Foreign Wars (VFW)-“Voice of Democracy” State Champion

Jerry Peltier, Commander of the West Richland VFW, introduced Hannah Doyle, Hanford High School Student, who won the VFW sponsored State competition-“Voice of Democracy”. Ms. Doyle will travel to Washington, D.C. in March for the national competition.

2.1.2 White Bluffs Elementary

Paul Chartrand, Principal, introduced Suzanne Goecke and Coral Caldwell, Secretaries, and praised both for their organization skills, amazing kindness, and ability to treat each student as their own.

2.3 Requests and Comments by Visitors (time limit)-None

3.0 UNFINISHED BUSINESS

3.1 SafeSchools Online Reporting System

Mike Leseberg, Executive Director of Information Technology, advised, with school safety at the forefront today, Richland School District (RSD) will soon be providing a free community resource, SafeSchools Alert, via our partnership with ESD123. Mr. Leseberg explained SafeSchools Alert allows students, staff, parents/guardians, and community members to submit incidents online while providing administrative staff the necessary resources to allow RSD to remain connected, aware, and proactive in their responses. Student leadership teams informed District-level administrators of the need for an online reporting system that would allow students to report incidents – anonymously – with anonymity being a key system component. Incidents could include: cyberbullying, harassment/intimidation/bullying, weapons, threats of violence, inappropriate online content/material, depression, self-harm, suspicious activities, safety issues, drugs, etc. Reporting can be done through text, SafeSchools website, email, or by phone. This program should be rolled out at all secondary schools by the end of February.

3.2 Enrollment Projection

Rich Puryear, Executive Director of Finance, reported these enrollment projections start the 2018-2019 budget development process. All grades were rolled up from the 2017-2018 average (September 2017 through January 2018). The enrollment budgeted for 2017-2018 is 13,450, and the enrollment budgeted for 2018-2019 is 13,690, or a 1.8% increase. Mr. Puryear advised these estimates could change over the next few months as the budgeting process continues. This enrollment projection is purposefully conservative.

3.3 Class Load Limits

Mike Hansen, Assistant Superintendent of Elementary Education, stated this is a continuation of the discussion at the last Board meeting for the purpose of considering approvals and denials of transfer requests. Without load levels the District accepts transfers where space exists up to the established capacity of the building assuming space exists at the requested grade level. Since these transfers are allowed to remain through the highest level at the school and growth continues at all sites, the schools eventually reach a point where they must expand into spaces not intended as classrooms or go into overload status. Mr. Hansen explained, while the state has supported smaller class sizes through funding allocations for K-3 class size reductions (CSR), no supports have been provided for the additional space required to meet these goals. State matching funds for new construction only become available as student enrollment increases. As a result, limiting transfer requests will help achieve CSR goals but will delay the District in qualifying for state match.

Mr. Hansen shared several scenarios for 2018-2019 including the current load factor (option A):

- A. A load factor of 22.8 is based on a ratio of 20:1 in grades K-3-(current load factor)
- B. A load factor of 22.1 based on a ratio of 19:1 in grades K-3
- C. A load factor of 21.5 based on a ratio of 18:1 in grades K-3
- D. A load factor of 20.8 based on a ratio of 17:1 in grades K-3

It was moved by Rick Donahoe and seconded by Brett Amidan that –

THE BOARD APPROVE OPTION A-LOAD FACTOR OF 20:1 IN GRADES K-3.

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

3.4 Construction Projects

3.4.1 New Prototypical Schedule

3.4.2 Teaching, Learning, and Administration Center Schedule

Caren Johnson, Director of Capital Projects, introduced Matt Whittish, Design West Architects, who explained the design work is continuing on the new Teaching, Learning, and Administrative Center. The project will go to bid in January, 2019.

Dr. Schulte suggested at the last meeting the possibility of adding up to four classrooms to the TLAC building that could be used for special education tutoring, alternative housing for suspended or expelled students, or for the 18 to 21-year old transition class. Discussion followed.

It was moved by Rick Donahoe and seconded by Brett Amidan that –

THE BOARD APPROVE THE ADDITON OF UP TO FOUR CLASSROOMS TO THE TLAC BUILDING FOR FUTURE USE (APPROXIMATE COST-\$1.5 MILLION).

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

Mr. Whittish shared a new prototypical design is in the Educational Specifications phase for Badger Mountain Elementary (replacement), Tapteal Elementary (replacement), and Elementary No. 12 (Badger Mountain South development). All three sites are uniquely different. Dr. Schulte advised the timing and sequence for the new schools must take into account a number of variables including:

- possible need to house students from Tapteal and/or Badger during construction
- need for boundary changes/increased operating expenses
- maximizing state matching funds-unhoused students

A decision will be needed by the first of May to continue the current project timeline. The new elementary school on Belmont in West Richland is planned to open in the fall of 2019. Site options for the three prototypical school will be shared by the first Board meeting in March for further discussion.

Mr. Krasner, Executive Director of Support Services shared information on the leases for the Bradley Building and the Teaching, Learning, and Curriculum Office.

3.4.3 Architect Selection for Richland High School Auditorium and Athletic Fields

Mr. Krasner reported a Request for Qualifications (RFQ) was completed and applications were reviewed by staff. Mr. Krasner recommended the Board award the contract to Design West Architects.

Dr. Schulte reported these projects will include an extended design process to allow time for input from staff, community groups, booster clubs, and PTA/PTOs. This will also give booster clubs/organizations the opportunity to raise funds for additions to these projects if desired.

It was moved by Rick Donahoe seconded by Rick Jansons that-

THE BOARD APPROVE THE CONTRACT FOR THE RICHLAND HIGH SCHOOL AUDITORIUM, AND HANFORD HIGH SCHOOL AND RICHLAND HIGH SCHOOL ATHLETIC FIELDS TO DESIGN WEST ARCHITECTS.

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

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

It was moved by Rick Donahoe and seconded by Brett Amidan –

THAT THE BOARD OF DIRECTORS APPROVE CONSENT AGENDA ITEMS (4.1) THROUGH (4.14). WITH AMMENDED PERSONNEL.

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

4.1 Personnel Actions

ADMINISTRATIVE PERSONNEL:

RESIGNATIONS FOR THE 2017-2018 SCHOOL YEAR:

Bradley, Gary, 1.0 FTE, Assistant Principal, Hanford High School (effective 6/30/2017)

CHANGE OF ASSIGNMENT FOR THE 2018-2019 SCHOOL YEAR:

Bryan, Kathleen, 1.0 FTE, Asst. Director, Teaching, Learning and Curriculum, Early Learning Center (effective 07/01/18)

CERTIFICATED PERSONNEL:

RESIGNATIONS FOR THE 2017-2018 SCHOOL YEAR:

Davis, Karen, 1.0 FTE, First Grade Teacher, Orchard Elementary (effective 6/12/18)

Freeburg, Emily, 1.0 FTE, Music Teacher, Marcus Whitman Elementary (effective 2/14/18)

Graves, Marcia, .4 FTE, Social Studies Teacher, Enterprise MS (eff. 06/12/18, retaining .6 FTE)

Manigque, Glenn, 1.0 FTE, Speech Language Pathologist, Special Programs (effective 06/12/18)

RETIREMENTS FOR THE 2017-2018 SCHOOL YEAR:

Richardson, John, 1.0 FTE, Consultant, Three Rivers HomeLink (effective 6/12/18)

NEW HIRES FOR THE 2017-2018 SCHOOL YEAR:

Nelson, Kelly L., 1.0 FTE, Science Teacher, Leona Libby Middle School (effective 1/3/18)

NEW HIRES FOR THE 2018-2019 SCHOOL YEAR:

Celedon, RubyLinda, 1.0 FTE, Elementary Teacher, location to be determined

Gugliotto, Jeffrey, 1.0 FTE, Elementary Teacher, location to be determined

Heintz, Stefanie, 1.0 FTE, Elementary Teacher, location to be determined

LEAVE OF ABSENCE FOR THE 2018-2019 SCHOOL YEAR:

Smith, Maribeth, .4 FTE, LA Teacher, Carmichael MS (ret. .6 FTE for the 2018-2019 school year)

CLASSIFIED PERSONNEL:

NEW HIRES:

Thomas, Edward, Grounds, Stevens Center, effective 02/12/18

RESIGNATIONS:

Beck, Gillian, Paraeducator, Lewis and Clark Elementary, effective 02/09/18

Brownlee, Phyllis, Paraeducator, Carmichael Middle School, effective 6/12/18

Christenson, Kimberly, Bus Driver, Transportation, effective 02/01/18

Evans, Vanessa, Custodian, Badger Mountain, effective 2/1/18

Lemburg, Julie, Paraeducator, Badger Mountain, effective 2/12/18

Tharp, Juliene, Paraeducator, Transportation Department (rescind request for Leave of Absence)

Willborn, Ann, Paraeducator, Jason Lee, effective 2/23/18

Wing, Denise, Print Shop Assistant, Print Shop, effective 2/16/18

4.2 2018/2019 School Calendar

4.3 Affirmative Action-Policy No. 5011

4.4 Resolution No. 854-Hanford High School-Architect Acceptance

4.5 Resolution No. 855-Hanford High School-Final Commissioning Acceptance

4.6 Resolution No. 856-Richland High School-Architect Acceptance

4.7 Resolution No. 857-Richland High School-Final Commissioning Acceptance

4.8 Resolution No. 858-William Wiley Elementary-Architect Acceptance

4.9 Resolution No. 859-William Wiley Elementary-Final Commissioning Acceptance

4.10 Resolution No. 860-School Activity Fund Change

4.11 Cash Grant-Jason Lee PTA-Camp Wooten Trip

4.12 Cash Grant-Richland Gunners Basketball-Install Hoops at Libby Middle School

4.13 Cash Grant-Sacajawea PTO-Scholastic News

4.14 Payroll and Warrant Approval

General Fund Warrant Nos. 10058890 through 10059113 for \$1,190,193.53

Nos. 51000248 through 51000251 for \$162,730.81

Capital Projects Fund Warrant Nos. 20001041 through 20001049 for \$353,440.35

Nos. 52000071 for \$1,825.20

ASB Fund Warrant Nos. 40005500 through 40005540 for \$50,622.38

Nos. 54000189 through 54000190 for \$81,766.73

ASB EPAY No. 74000008 for \$2,628.63

Payroll Warrant No. 10058461 for \$1,173.99

Nos. 10058612 through 10058821 for \$263,072.85

Nos. 10058822 through 10058886 for \$3,475,547.20

Void No. 10058260 for (\$1,173.99)

Electronic Fund Transfer for \$6,904,563.59

Total December Payroll approved in the amount of \$10,643,183.64

5.0 FUTURE AGENDA ITEMS

A Special Board Meeting (workshop) will be held on February 21, 2018, beginning at 4:30 P.M., to discuss transition planning and the 2018-2019 budget.

6.0 BOARD AND SUPERINTENDENT REPORTS

Rick Schulte attended the Hanford Musical (Curtains), the WSSDA Legislative Conference, met with Chief Skinner-Richland Police Department, and attended a breakfast at Tri Tech. He will also be participating on the Leadership Tri Cities panel.

Brett Amidan attended the WSSDA Legislative Conference and several Richland High School basketball games.

Rick Donahoe helped transport the curriculum auditors to many locations during the recent audit. He shared information about mental health/suicide prevention through Chaplaincy Healthcare.

Heather Cleary attended the PTA Council meeting.

Rick Jansons reported working with Mr. Pettett on a lease agreement with Washington State University.

ADJOURNMENT

The meeting adjourned at 8:15 P.M.

RICHLAND SCHOOL DISTRICT NO. 400

SECRETARY, BOARD OF DIRECTORS