



Board of Directors, Regular Meeting Minutes, Tuesday, June 12, 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, June 12, 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, Jill Oldson, and Brett Amidan. Administrators present: Superintendent Rick Schulte, Deputy Superintendent Nicole MacTavish, 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, Executive Director of Information Technology Mike Leseberg, Executive Director of Teaching, Learning and Curriculum Nicki Blake, 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 6:34 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 (May 22, 2018, May 29, 2018)**

It was moved by Heather Cleary and seconded by Brett Amidan that –

THE BOARD APPROVE MEETING MINUTES FROM MAY 22, 2018 AND MAY 29, 2018.

Vote: Amidan, yes; Cleary, yes; Donahoe, yes; and Jansons, yes.

Motion was approved.

**1.4 Oath of Office-New Board Member-Jill Oldson**

Dr. Schulte administered the Oath of Office to Jill Oldson and welcomed her to the Board of Directors.

**2.0 COMMUNICATIONS**

**2.1 Presentations/Recognitions**

### **2.1.1 Advancement via Individual Determination (AVID) Student Speaker**

Tim Praino, Principal-Richland High School, introduced Torea Markussen, AVID Elective Teacher and Site Coordinator, who shared details of the AVID program. Ms. Markussen explained these students will be first generation college students. She reported this is the first graduating class of AVID students. These students were offered over \$1,750,000 in scholarships this year. The program has a college and career readiness focus. She introduced Elias Duran, AVID Student, who was chosen to speak at the AVID Conference in Seattle in July. Elias shared his story and stated how support from Ms. Markussen and the AVID program has changed his life.

### **2.3 Requests and Comments by Visitors (time limit)**

Ken Hayes, Richland Education Association (REA) President, reported negotiations begin next week with District Administration. Mr. Hayes invited Board members to visit classrooms and asked to have a say in District decisions and open the feedback loop. He also requested a 15 percent increase in teacher salary.

Mr. Jansons stated, especially after hearing Elias' story, he praised teachers for their ability to make a difference in students' lives and felt the intent of the new legislative regulations is to have the money that comes in, flow through to staff.

## **3.0 BUSINESS**

### **3.1 Instructional Technology Vision**

Dr. MacTavish, Deputy Superintendent, advised the Richland School District's "Why" Committee met on May 14, 2018 to reflect on the learning from the three "Vision" trips that took place between February and April 2018. Staff members visited districts in Washington, as well as Idaho, Colorado, and California. Committee members participated in a collaborative process led by Dr. Eric Kellerer from the Northwest Nazarene University's Doceō Center, who has served as the lead facilitator for this team. The committees' charge was to establish a District vision for instructional technology in the Richland School District. Dr. MacTavish reported the vision statement, though intentionally brief, represents a significant shift in the use of instructional technology for the purpose of students becoming agents of their own learning by leveraging technology to enhance and extend their school experience. *Vision statement:*

#### **Innovate! Richland School District Technology**

World-class teachers + real-world technology = vibrant voices, personal pathways, and flexible futures

#### **BRAND**

- My Voice
- My Path
- My Future

Three Principals that served on the Instructional Technology Committee, participated in the visitations, and participated in the development of the draft vision statement, spoke to the following three elements: *Vibrant Voices, Personal Pathways, and Flexible Futures.*

Paul Chartrand, White Bluffs Principal, shared *Vibrant Voices* suggests students are excited and passionate about their learning. Students at the schools visited were working independently and learning at their own pace. Mr. Chartrand stated students need to be creative and allowed to fail.

Jen Klauss, Enterprise Middle School Principal, reported *Personal Pathways* involve blended learning models, character development, and extended day opportunities that are meaningful and relevant. Transportation is frequently an issue for many students when planning extended day learning.

Tim Praino, Richland High School Principal, stated leaving high school with *Flexible Futures* means students are ready for college and careers. Learning is centered on students, which increases student engagement.

Dr. MacTavish advised, thanks to the support of the Richland community for their recent approval of the technology levy, schools were provided the opportunity to apply for “lighthouse grants” for the first time this year. Hanford and Richland High Schools were selected to receive these grants and reported over 90% of staff members were involved. Mr. Praino and Tory Christensen, Hanford High School Principal, both explained the grant funds supply them with extra professional development time and training. Board discussion followed including:

- Students without internet access/printers/ink-hot spot availability
- Technology uses in after school activities including drama and sports
- Better communication to parents
- Free wi-fi businesses/community kiosks

### **3.2 Early Learning Update**

Nicki Blake, Executive Director of Teaching, Learning, and Curriculum, stated a team of early childhood education champions were selected to begin designing a pre-kindergarten school that provides a whole child approach to instruction, strong family support, and nutritional services to meet the diverse needs of the District’s youngest and most at risk students. Ms. Blake introduced Katey Bryan, Assistant Director of Early Learning, who thanked Board members for their continued support of early learning in the District. Next school year there is space to house five Developmental Preschool classrooms and six blended ECEAP and Title 1 classrooms (374 students). Remodeling will take place over the summer to make the current K-5 building ready for preschool and meet all requirements for three and four year olds. Because of additional space, the District was able to apply for additional ECEAP slots funded by the state and was awarded funding for forty additional ECEAP slots. Ms. Bryan reported there will still be one classroom at Tapteal Elementary to service West Richland students.

Mr. Jansons reported additional pre-K funding is being investigated.

### **3.3 Construction Projects**

#### **3.3.1 Tapteal Elementary-Schematic Design-Second Reading**

Caren Johnson, Director of Capital Projects, reported Design West Architects presented the first reading of the Schematic Design document for the new Tapteal Elementary replacement project at the last meeting. Schematic Design is the phase of design where architects and engineers prepare rough diagrams and give a general view of the components and the scope of the project based on the information in the Educational Specifications and discussions with the project planning team.

Additionally, the architects and engineers prepare a cost estimate based on the scope developed to-date.

Rick Jansons shared a concern regarding parking. Ms. Johnson advised changes can be made later in the construction phase to the parking area.

It was moved by Heather Cleary and seconded by Brett Amidan that –

THE BOARD APPROVE THE SCHEMATIC DESIGN FOR TAPTEAL ELEMENTARY FOR SECOND READING.

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

### **3.3.2 Teaching, Learning, and Administration Center-Schematic Design-Second Reading**

Caren Johnson also reported Design West Architects presented the first reading of the Schematic Design documents for the new Teaching, Learning, and Administration Center (TLAC) project at the meeting on May 22, 2018. Roof elevations and restrooms were discussed.

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

THE BOARD APPROVE THE SCHEMATIC DESIGN FOR THE TEACHING, LEARNING AND ADMINISTRATION CENTER FOR SECOND READING.

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

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

It was moved by Brett Amidan and seconded by Heather Cleary –

THAT THE BOARD OF DIRECTORS APPROVE CONSENT AGENDA ITEMS (4.1) THROUGH (4.6) INCLUDING A REVISED PERSONNEL ACTION.

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:

Bruce, Jimmy, 1.0 FTE, Elementary Principal, Sacajawea Elementary

#### RETIREMENTS FOR THE 2017-2018 SCHOOL YEAR:

Bradley, Gary, 1.0 FTE, Assistant Principal, Hanford High School (correction)

#### NEW HIRES FOR THE 2018-2019 SCHOOL YEAR:

Whitney, Debbie, 1.0 FTE, Elementary Principal, Jason Lee Elementary

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

Chartrand, Paul, 1.0 FTE, Director of Technology and Innovation, Admin. (effective 7/1/2018)

Hodges, Kiley, 1.0 FTE, Assistant Director, Special Education (effective 7/1/2018)

**CERTIFICATED PERSONNEL:**

**NEW HIRES FOR THE 2018-2019 SCHOOL YEAR:**

Galvan, Kendel, 1.0 FTE, Elementary Teacher, Location to be determined  
Garcia, Gabriela, 1.0 FTE, Music Teacher, Tapteal Elementary  
Hancock, Adam, 1.0 FTE, Music Teacher, Hanford High School  
Huerigo, Dana, 1.0 FTE, Elementary Teacher, Location to be determined  
Meyer, Tait, 1.0 FTE, Social Studies Teacher, Hanford High School  
Nelson, Amanda, 1.0 FTE, Special Education Resource Room Teacher, Sacajawea Elementary  
Sauve, Jennifer, 1.0 FTE, Science Teacher, Hanford High School  
Smith, Mikel, 1.0 FTE, Elementary Teacher, Location to be determined  
Tkach, Trudy, 1.0 FTE, Mathematics Teacher, Leona Libby Middle School (non-continuing)

**RETIREMENTS FOR THE 2017-2018 SCHOOL YEAR:**

King, Karen, 1.0 FTE, Special Education Preschool Teacher, Jefferson (effective 6/12/18)

**RESIGNATIONS FOR THE 2017-2018 SCHOOL YEAR:**

King, Samantha, 1.0 FTE, Mathematics Teacher, Richland High School (effective 6/12/18)  
Manka, Richard, 1.0 FTE, Special Ed. Resource Room Teacher, Hanford HS (effective 6/12/18)  
Ricketts, Cheryl, .6 FTE, School Nurse, Student Services (effective 6/12/18)  
Ward, Shelbe, 1.0 FTE, Third Grade Teacher, Jason Lee Elementary (effective 6/12/18)

**RESCINDING LEAVE OF ABSENCE FOR THE 2018-2019 SCHOOL YEAR:**

Withers, Angela, .4 FTE, Psychologist, Special Programs (will be 1.0 FTE effective 8/28/18)

**INCREASED FTE FOR THE 2018-2019 SCHOOL YEAR:**

McDowell, Jodi, .08 FTE, Spanish Teacher, HomeLink (will be .6 FTE, effective 8/28/18)  
O'Hara, Sacha, .1 FTE, Music Teacher, White Bluffs (will be .5 FTE, effective 8/28/18)  
Pardini, Katherine, .2 FTE, Psychologist, Special Programs (will be 1.0 FTE, effective 8/28/28)

**CLASSIFIED PERSONNEL:**

**RESIGNATIONS:**

Bailie, Tomalin, Paraeducator, Jefferson Elementary, effective 06/12/18  
Cothorn, Kimberly, Paraeducator, Orchard Elementary, effective 06/12/18  
Durtche, Lucinda, Paraeducator, Orchard Elementary, effective 06/12/18  
Godfrey, Vanessa, Bus Driver, Transportation, effective 06/12/18  
Shoemaker, Denise, Paraeducator, Lewis & Clark Elementary, effective 06/12/18  
Strickland, Hunter, Paraeducator, Jefferson Elementary, effective 06/12/18  
Tabor, Samantha, Paraeducator, Lewis & Clark Elementary, effective 06/12/18  
Thompson, Laurie, Secretary, Teaching and Learning, effective 06/28/18  
Van Erem, Veronica, Paraeducator, Jason Lee Elementary, effective 06/12/18

**LEAVE OF ABSENCE FOR THE 2018-2019 SCHOOL YEAR:**

Young, Janet, Secretary, Special Programs

**RETIREMENTS:**

Hunter, Sharon, Fiscal Analyst, Special Programs, effective 06/29/18 (date correction)  
Kennedy, Jennifer, Paraeducator, Marcus Whitman Elementary, effective 06/12/18  
Kile, Connie, Fiscal Analyst, Special Programs, effective 07/31/18  
Winter, Maggie, Secretary, Special Programs, effective 07/31/18

**4.2 Risk Management Review**

**4.3 Resolution No. 870-WIAA-Delegation of Authority**

**4.4 Employee Assistance Program Contract**

**4.5 Cash Grant-Wiley PTA-Bike Racks**

#### **4.6 Payroll and Warrant Approval**

General Fund Warrant Nos. 10061573 through 10061652 for \$143,946.86  
Nos. 51000287 through 51000295 for \$366,138.69  
Nos. 71000094 through 7100016 got \$211,127.32  
Nos. 10061200 through 10061269 for \$302,055.30  
Nos. 51000280 through 51000282 for \$13658.54  
Nos. 71000069 through 71000084 for \$25,825.92  
Nos. 10061533 through 10061572 for \$333,846.63  
Nos. 51000283 through 51000286 for \$4,267.06  
Nos. 71000085 through 71000093 for \$12,597.31

Capital Projects Fund Warrant Nos. 20001103 for \$22,267.52  
Nos. 52000076 through 52000077 for \$238.65  
Nos. 20001097 through 20001101 for \$96,959.10  
Nos. 20001102 for \$24,408.64

ASB Fund Warrant Nos. 40005731 through 40005737 for \$43,969.44  
Nos. 54000200 through 54000201 for \$112,358.61  
Nos. 74000016 through 74000019 for \$9,941.09  
Nos. 40005714 through 40005724 for \$18,551.17  
Nos. 40005725 through 40005730 for \$3,281.92  
Nos. 54000199 for \$1,314.17  
Nos. 74000015 for \$964.79

Payroll Warrant Nos. 10061002 through 10061004 for \$835.72  
Nos. 10061270 through 10061468 for \$232,796.74  
Nos. 10061469 through 10061532 for \$3,477,555.84

Electronic Fund Transfer for \$7,008,976.49  
Total May Payroll approved in the amount of \$10,720,164.79

#### **5.0 FUTURE AGENDA ITEMS**

Dr. Schulte advised the agenda for the June 26, 2018 meeting will be intentionally short as several Board members and administrators will be unavailable. The Request for Proposals (RFPs) for Food Service and Childcare Services are being reviewed at this time. Interviews are taking place for the Public Information Officer position, Assistant Superintendent of Elementary Education, and several Principal positions.

Dr. Schulte stated the first meeting in July will be cancelled and the July 24, 2018 meeting will take place at noon.

A closed session for negotiations will be scheduled the first week of August.

#### **6.0 BOARD AND SUPERINTENDENT REPORTS**

Board members and Superintendents attended several graduation ceremonies on June 7-8, 2018.

Rick Schulte reminded Board members of the SEWASA Awards banquet on June 14, 2018 where the District will be honoring the Richland Education Foundation. He also reported on classrooms available at Columbia Basin College (CBC), property the District is looking into, and a software tracking system for buses.

Brett Amidan attended a Libby Glee Club concert.

**ADJOURNMENT**

The meeting adjourned at 8:13 P.M.

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RICHLAND SCHOOL DISTRICT NO. 400

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SECRETARY, BOARD OF DIRECTORS