



Board of Directors, Regular Meeting Minutes, Tuesday, September 12, 2017
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, September 12, 2017, 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, 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, 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 (Real Estate, Personnel)

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) and 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 recessed at 6:28 P.M., to be continued at the end of the meeting.

The Board returned to the regular meeting at 6:33 P.M.

1.0 CALL TO ORDER

1.1 Pledge of Allegiance

1.2 Roll Call-Gordon Comfort was excused.

1.3 Approval of Minutes (August 17, 2017, August 22, 2017, September 5, 2017)

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

THE BOARD APPROVE MEETING MINUTES FROM AUGUST 17, 2017.

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

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

THE BOARD APPROVE MEETING MINUTES FROM AUGUST 22, 2017.

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

Motion was approved.

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

THE BOARD APPROVE MEETING MINUTES FROM SEPTEMBER 5, 2017.

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

2.0 COMMUNICATIONS

2.1 Presentations/Recognitions-Hanford High School

Tory Christensen, Principal, introduced Mirza Gusic, Lead Custodian, at Hanford High School. Mr. Christensen thanked Mr. Gusic for his leadership with staff members to move teachers into the new modular classrooms and move new teachers into building classrooms. This summer was a real challenge, but the process was completed in time for the start of school. Mr. Gusic is a 2006 Hanford High school graduate.

2.2 Requests and Comments by Visitors (time limit)

Tony and Angie True, 3810 Hazelwood Drive, voiced concern regarding the safety of students walking to Libby Middle School.

Richard Kyle, 446 Sundance Drive, shared concerns regarding Carmichael Middle School, the 1:1 computer process, and copying limits. Dr. Schulte explained this is the fourth year of the five year plan for chromebooks. There are over 600 chromebooks at Carmichael Middle School for student use. He shared 1:1 classrooms initially began with two classrooms at each school. Again this spring staff members were asked to apply for 1:1 chromebooks and the District was able to approve all applicants.

Ladonna Sterling, Richland Education Association (REA) President, thanked Board members for their support of teachers in the District. Ms. Sterling stated the REA membership ratified the new one year contract with 92% approval. She is looking forward to working through a whole new salary model next year due to changes by the legislature.

3.0 UNFINISHED BUSINESS

3.1 Construction Projects

Caren Johnson, Director of Capital Projects, stated the approval of the Belmont No. 11 Schematic Design and Resolutions No. 845 and No. 846 are needed to continue the timeline for upcoming projects. Ms. Johnson reported a traffic review is being conducted concerning the location of Belmont No. 11.

Brett Amidan also reported traffic has continued to improve at Libby Middle School after congestion the first few days. The City of West Richland altered the timing of traffic lights near the new school to accommodate the school opening.

3.1.1 Belmont No. 11-Schematic Design Approval-Second Reading

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

THE BOARD APPROVE BELMONT NO. 11-SCHEMATIC DESIGN.

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

3.1.2 Resolution No. 845-Racial Imbalance-New Belmont Elementary

Ms. Johnson explained this resolution is part of the D-form process required to receive state match funds from OSPI.

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

THE BOARD APPROVE RESOLUTION No. 845-RACIAL IMBALANCE-NEW BELMONT ELEMENTARY.

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

3.1.3 Resolution No. 846-School District Authorized Agents

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

THE BOARD APPROVE RESOLUTION No. 846-SCHOOL DISTRICT AUTHORIZED AGENTS.

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

3.2 Levy Update

At the last meeting Dr. Schulte explained new legislation including a maximum levy rate, a minimum per student levy collection, and limiting what a levy can be used for. The next Richland school levy will be in February 2018, to be collected in 2019 and after. Board members indicated the District should continue levy planning based on a 4-year levy (2019, 2020, 2021, and 2022) at the full \$1.50 per thousand, generating \$1,500 per student. This compares to the District history of 2-year levies, a current levy tax rate of about \$3.39, and about \$2,400 per student. The District would have collected \$33M, but now will only receive \$20,250,000.

Superintendent Schulte advised the more challenging task is to list what “documented and demonstrated” expenses will be included that qualify as “enrichment” as defined in the statute. Since these levy collections will be considerably less than current levy plus state match would generate in those years, the list of what will be included as enrichment in the levy implies that other items, currently funded by our local levy, will no longer be funded by the local levy. The District must also account for each levy expenditure beginning in 2019, assuring that each activity or expense is documented and demonstrated down to the individual purchase order or staff member. Levy expenses will be audited annually to assure they are not used for basic education purposes, although expenditure details have not been determined by the legislature at this time. Potentially excess transportation costs, substitutes, and sick/personal leave might be omitted from the levy collections in 2019. Board discussion followed.

The Board had also asked for information regarding the potential for a separate capital projects technology levy. The district last considered a technology levy in 2010, well before most of the current technology became available or heavily used in classrooms. Hiring staff or ongoing maintenance likely does not qualify as capital technology for such a levy. Dr. Schulte shared a sample capital projects technology levy to include the following:

- \$0.50 per thousand
- \$3.9 million per year
 - \$2 million/year equipment
 - \$1.9 million/year training
- 4 years

After further discussion, there was consensus from Board members to run a 4-year levy for the maximum \$1.50 (\$1,500 per student) and a capital levy for technology.

3.3 Bond Update

At the last meeting, Dr. Schulte discussed the potential for an early sale of \$9.7 million of the remaining 2017 approved bonds. The reasons for considering this options were:

- Failure of the state to pass a capital budget, possibly delaying state match funding for Jefferson Elementary (\$9.7 million).
- A desire to take advantage of current low interest rates.
- A desire to take advantage of lower interest rates associated with “Bank Qualified” bonds, which must be less than \$10 million in total for a single sale.
- A potential for a short-term bond of 4 years, saving interest costs and resulting in a step down of interest rates in 2022.
- An upcoming decrease of about \$1.80 in school district levy rates in 2019 (a net decrease of about \$1.00 after accounting for an \$0.80 increase in the state school tax rate beginning in 2018).

Superintendent Schulte shared several scenarios to illustrate what could be accomplished with a \$9.7 million bond sale in December, 2017. *Scenario 126* was preferred by Board members which is detailed below:

- 4-year term (to 2022)
- 2.25% Bond Yield (with 100 basis point cushion)
- \$1.1 million interest on 2018 bonds
- +\$14.1 million interest on 2019 bonds
- Total Interest cost of \$15.2 million

(Saving the District \$5.2 million interest over other options discussed)

Taxpayers will have a significant tax increase in 2018 due to a combination of a tax rate increase for the 2017 bonds already sold, together with an increase in the state school tax rate. This increase in 2018 will be more than offset in 2019 when the levy tax rate decreases.

Superintendent Schulte advised the benefit of a 4-year bond term, including lower interest rates, lower total interest, and a step-down in 2022 can be met by structuring the final sale of \$29.5 million in bonds such that more of those bonds are paid off in the first 4 years. This would mean a bond sale in 2018 and a tax increase in 2019 at the same time levy tax rates are going down (a net tax rate reduction in 2019 and again in 2022).

4.0 NEW BUSINESS

4.1 Annual Board Planning Agenda

Dr. Schulte shared the first version of the annual board planning document. Cabinet members were asked to submit topics to report on at bi-monthly Board meetings. This document is always a “work in progress” as timelines change, committees proceed, and information becomes available. Board members were invited to request agenda topics and suggest what specific information they would like regarding each topic.

4.2 Start of School Update

Superintendent Schulte introduced Cabinet members who reported on several departments. Dr. Nicole MacTavish, Deputy Superintendent, reported information from the special programs department. Eighteen staff members completed training to be highly qualified to work with autistic students and these teachers are training other staff. Dr. MacTavish shared only one position was not filled when the school year began and currently has been filled.

Richard Krasner, Executive Director of Support Services, reported Libby Middle School was completed on schedule and thanked the City of West Richland for their help with beginning of school traffic issues. The new Jefferson Elementary is under construction with an alternate walking route in use for this year. Additional classrooms (modulars) are being added to William Wiley Elementary to ease overcrowding. Summer maintenance and custodial staff had a shorter timeframe since snow days moved the end of school out several days in June. Staff members worked hard to overcome the shortened summer. Transportation issues always take a few days to adjust, especially with the addition of a new school, but seemed to be functioning well without overloads. Nutrition services reported increases in breakfasts served (+1,000), lunches (+590), and after school meals (+1,400). River’s Edge High School was also added to the Community Eligibility Program (CEP).

Mike Hansen, Assistant Superintendent of Elementary Education, shared professional development trainings were held several days before school began. Mr. Hansen described a new training, Kids at Hope, beginning in five schools this year. The program helps promote a culture that “*all kids can succeed, with no exceptions*”. Another five schools will be added next year. Kindergarten and first grade students and parents met with teachers for conferences the first two days of school. A Highly Capable program coordinator in all elementary and middle schools was made possible this year with increased funding from the state.

Todd Baddley, Assistant Superintendent of Secondary Education, reported a smooth opening for Libby Middle School with a STEAM focus. Mr. Baddley advised Hanford High School has 2,100 students with Richland High school close behind at 2,000 students. Some last minute planning was required with the cancellation of athletic practices and events due to poor air quality. He also advised most transfer requests were able to be accommodated.

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

Mr. Jansons asked to add Richland Education Association (REA) Contract as item 5.5 to the consent agenda.

Rick Donahoe asked to pull item 5.2-Cash Grant, from the consent agenda.

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

THAT THE BOARD OF DIRECTORS APPROVE CONSENT AGENDA ITEMS (5.1, 5.3, 5.4, AND 5.5).

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

Mr. Donahoe asked if donations are balanced between schools. Mr. Hansen stated some schools receive more donations from their PTA/PTOs but, as a way to receive more donations or grant money, teachers are always encouraged to apply for Richland Education Foundation grants.

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

THAT THE BOARD OF DIRECTORS APPROVE CONSENT AGENDA ITEM 5.2.

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

5.1 Personnel Actions

ADMINISTRATIVE PERSONNEL:

ADMINISTRATIVE REASSIGNMENTS:

Cathey, Mandy, 1.0 FTE, Interim Executive Director, Special Programs (effective 9/11/17)

Hodges, Kiley, 1.0 FTE, Interim Director, Special Programs (effective 9/11/17)

Kamphuis, Juanita, 1.0 FTE, Assistant Principal, Three Rivers HomeLink (effective 9/11/17)

CERTIFICATED PERSONNEL:

NEW HIRES FOR THE 2017-2018 SCHOOL YEAR:

Sarver, Sarah, 1.0 FTE, Mathematics Teacher, Chief Joseph Middle School

Dilbeck, Brenda, 1.0 FTE, Special Programs Resource Room Teacher (non-continuing)

Herling, Kristi, 1.0 FTE, Innovative Reading Teacher

Mason, Tiffany, 1.0 FTE, 2/3 Combo Teacher, Orchard Elementary

INCREASED FTE FOR THE 2017-2018 SCHOOL YEAR:

Filipy, Kynda, .1 FTE, Health Teacher, Richland High School (.7 FTE for first semester, 17-18)

Van Mason, Gloria, .2 FTE, Mathematics Teacher, Richland High School (.6 FTE for 2016-2017)

LEAVE OF ABSENCE FOR THE 2017-2018 SCHOOL YEAR:

Hodges, Kiley, 1.0 FTE, Special Programs Resource Room Teacher, Carmichael Middle School (effective 9/8/17)

RESIGNATIONS FOR THE 2017-2018 SCHOOL YEAR:

Abba, Susan, 1.0 FTE, Developmental Preschool Teacher, Jefferson Elementary

McGann, Cynthia, 1.0 FTE, Resource Room Teacher, Jason Lee Elementary (effective 9/1/17)

CLASSIFIED PERSONNEL:

NEW HIRES FOR THE 2017-2018 SCHOOL YEAR:

Aardal, LeAnne, Custodian, Jefferson Elementary

Berger, Donna, Paraeducator, Hanford High School

Brame, Theresa, Paraeducator, Jefferson Elementary

Gilmour, Dona, Paraeducator, Marcus Whitman Elementary

Grimshaw, Stephanie, Paraeducator, Tapteal Elementary

Haas, Darla, Paraeducator, White Bluffs Elementary

Hair, Mellisa, Paraeducator, Jason Lee Elementary
Hanes, David, Paraeducator, Hanford High School
Harding, Kyle, Paraeducator, Richland High School
Jackson, Janine, Paraeducator, Hanford High School
Ides, Ruby, Paraeducator, Richland High School
Romero, Pamela, Secretary, Richland High School
Saldana, Ariana, Paraeducator, Enterprise Middle School
Serven, Jessica, Nutrition Services Worker, Hanford High School
Stephens, Breane, Nutrition Services Worker, Jason Lee Elementary
Thomas, Sandy, Nutrition Services Worker, Jefferson Elementary
Willborn, Ann, Paraeducator, Jason Lee Elementary
Wollam, Jaclyn, Paraeducator, William Wiley Elementary

RESIGNATIONS:

Machinal, Mary, Nutrition Services Worker, Chief Joseph Middle School, effective 10/13/17

TERMINATIONS:

Johnson, Damon, Building Foreman, Leona Libby Middle School, effective 09/12/17

5.2 Cash Grant-Orchard PTO-Curriculum Programs

5.3 Cash Grant-Fred Meyer-School Needs

5.4 Payroll and Warrant Approval

General Fund Warrant Nos. 10055544 through 10055721 for \$3,022,225.65

Nos. 10055722 through 10055798 for \$598,379.97

Nos. 51000225 through 51000229 for \$189,304.14

Capital Projects Fund Warrant Nos. 20000961 through 20000967 for \$159,871.39

Nos. 20000968 through 20000975 for \$434,381.65

Nos. 52000057 through 52000060 for \$10,144.14

ASB Fund Warrant Nos. 40005245 through 40005262 for \$24,350.80

Nos. 40005263 through 40005274 for \$36,997.06

Nos. 54000179 through 54000180 for \$96,981.74

Debt Services Fund Warrant Nos. 30000120 through 30000121 for \$1,626.58

Payroll Warrant No. 10055254 for \$887.40

No. 10054957 for \$(887.40)

Nos. 10055390 through 10055480 for \$143,670.00

Nos. 1055481 through 10055543 for \$ 3,210,180.97

Electronic Fund Transfer for \$6,047,157.00

Total August Payroll approved in the amount of \$9,401,007.97

5.5 Richland Education Association (REA) Contract

6.0 FUTURE AGENDA ITEMS

The 2018 Levy will continue to be an agenda item in the coming months as priorities need to be set in the near future.

Board members asked to meet with Dr. Steven Webb on October 13, 2017 for a transition planning workshop. Dr. MacTavish will follow up with details.

Dr. Schulte advised a Community Tour of Leona Libby Middle School will be held on September 27, 2017 from 6:00-7:30 P.M. Mr. Jansons will invite the mayor of West Richland to speak as well as Dr. Schulte and himself.

7.0 BOARD AND SUPERINTENDENT REPORTS

Rick Schulte attended the Teacher of the Year awards ceremony in Seattle. Laurie Price, Hanford High School teacher, was the representative from the Richland School District and also ESD #123.

Brett Amidan attended several school open houses.

Rick Donahoe attended several school open houses.

Heather Cleary attended the PTA Council meeting.

Rick Jansons will be attending the WSSDA Legislative Assembly in Seattle this weekend. Mr. Jansons also said he received many positive emails regarding the decision to keep students indoors during the days with poor air quality. He also reported seeing a real estate sign with the District logo on it stating a future school would be built on certain property. He advised there is no school planned at this time for that property.

Mr. Jansons announced a recess at 8:37 P.M.

EXECUTIVE SESSION (Personnel)

The Board reconvened executive session at 8:50 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 45 minutes, with no action expected. The Executive session was extended 30 minutes at 9:35 P.M. Executive session ended at 10:20 P.M.

The Board returned to the regular meeting at 10:20 P.M.

ADJOURNMENT

The meeting adjourned at 10:20 P.M.

RICHLAND SCHOOL DISTRICT NO. 400

SECRETARY, BOARD OF DIRECTORS