



Board of Directors, Regular Meeting Minutes, Tuesday, November 28, 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, November 28, 2017, 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, 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 Teaching, Learning and Curriculum Nicki Blake, 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-All Here**

### **1.3 Approval of Minutes (November 14, 2017)**

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

THE BOARD APPROVE MEETING MINUTES FROM NOVEMBER 14, 2017.

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

Motion was approved.

## **2.0 COMMUNICATIONS**

### **2.1 Presentations/Recognitions**

#### **2.1.1 Orchard Elementary**

Alysia Arsanto, Principal, introduced Kathy Keenan and Janet Flohr, Secretaries, and Darrell McCullough, Building Foreman. Ms. Arsanto shared, as a first year principal, she appreciated their help to start the year off smoothly. All are friendly, welcoming, and willing to lend a helping hand to make the school run efficiently.

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

Kristin Rudell-1200 Plateau Drive, Yichien Cooper and Katherine Cooper-2510 Alledneny Court, Brandon Bunnage-831 Rand Drive, Sylvie, Lily, and Trisha Snow-4148 Jasper Street, Sonya Karanjia-1790 Citrus Avenue, Yvonne Boyd-1721 Maui Drive, Eric and Alissa Fuhriman-147 Keene Drive, Leslie Wolff-1787 Silver Court, all shared positive stories of their students at Libby Middle School using the standards based grading system including:

- Focus on growth mindsets
- Students receive feedback, not just grades
- Access to advanced learning
- Students can work at their own pace
- Students appreciate social interaction with peers
- Project based learning-students take responsibility for their actions
- Good interaction with staff and principal
- Students like block schedule-time for collaboration
- Core team planning during summer months-members felt valued
- Communication an issue at start of school, but improving as the year continues
- Not for all students, but students have options

Brandi Bracy, 3551 Kristin Drive, shared concerns and felt her student would do better in a traditional school.

Mary Ann Michaelis, 2351 Royal Palm Avenue, requested student and parent training be provided before the next rollout of Chromebooks.

### **3.0 UNFINISHED BUSINESS**

#### **3.1 School Improvement Plans**

##### **\*William Wiley Elementary; White Bluffs Elementary; Orchard Elementary**

Dr. MacTavish, Deputy Superintendent, reported the Board of Directors set a goal of reducing the poverty based achievement gap for students in the District. To measure success toward achieving this goal, the Board directed baseline data be established. Then, five indicators of success will be followed from the 2016-2017 school year to the 2019-2020 school year. These five indicators are Smarter Balanced Assessment (SBA) scores in English Language Arts, SBA scores in mathematics, discipline, attendance, and graduation rates. These goals are documented in each school's School Improvement Plan (SIP). Development of a SIP is a site based decision and asks the staff and the principal to develop shared goals and to work collaboratively to meet those goals. Each school has established building-based goals which are documented in each school's plan. Dr. MacTavish introduced Marc' Nelson-William Wiley Principal, Paul Chartrand-White Bluffs Principal, and Alysia Arsanto-Orchard Elementary Principal, who shared their School Improvement Plans. Topics discussed included:

- Staff members growing meaningful, positive relationships with students
- Students connected with a particular staff member
- Administrator group is very collaborative
- Integrating and blending curriculum areas
- Growth mindset
- Alternatives to suspensions-keep students in school
- Professional Learning Communities (PLCs)-value

Board discussion followed including systems for accountability, tracking, PLC observations, and clear tier two and tier three entry and exit plans.

Michelle Melville, Instructional Specialist-William Wiley Elementary, shared information regarding tier three students and some reasons for being in the program including disabilities or absenteeism.

### **3.2 Policy No. 6030-Annual End of Year Budget Review**

Rich Puryear, Executive Director of Finance, reported the District enrollment continues to increase each year. The increase from 2015-2016 to 2016-2017 was 441 FTE (3.49%). Mr. Puryear advised the ending fund balance as of August 31, 2017 was \$13,934,603 as compared to the prior year of \$19,891,087. The actual percentage decrease from 2015-16 to 2016-17 was 29.95%. The unassigned fund balance is \$5,965,881 which is 4.02% of expenditures. This is less than the Board goal of 5%, but was not unexpected.

*The detail breakdown of the ending fund balances are:*

- Program Carryover balance of \$510,685
- Inventory and Prepaid Expenses balance of \$3,171,818
- Self-Insurance balance of \$2,000,000

*Assigned to other purposes:*

- TRHL balance of \$126,117
- Transfer to CPF/TVF of \$711,076
- New Schools of \$90,000
- Sick Leave and Vacation Buy Out of \$225,000
- Dental balance of \$842,552
- Med Match balance of \$291,474

Dr. Schulte thanked Mr. Puryear and Clinton Sherman, Assistant Director of Finance, for the streamlined format and reported this is the first step of building next year's budget. Superintendent Schulte also explained the legislature put a new salary mix factor in place which will not benefit Richland School District, as our staff is more experienced than many other districts. Board questions and discussion followed.

## **4.0 NEW BUSINESS**

### **4.1 Legislators-Topics for Discussion-December 12, 2017-5:00 P.M.**

Dr. Schulte suggested identifying a limited number of topics to share with local legislators before the December 12, 2017 meeting. Legislators have been helpful in the last few years with the addition of All Day Kindergarten, additional Materials, Supplies and Operating Costs (MSOC) funds, and Urban Growth Area (UGA) assistance.

Topics discussed:

- Fully funding special education
- Legislative Changes to levy
- Salary mix factor and regionalization
- Capital funding, budget delay, adjust formula to account for actual square footage cost
- Standardized testing-PSAT-de-linking high stakes testing for graduation
- 24 credit requirement

Dr. Schulte will prepare a one page information sheet of priorities to discuss on December 12, 2017.

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**4.2 Washington State School Director Association Annual Conference Review**

Heather Cleary reported the poverty workshop was well done. Rick Jansons shared information regarding Portland Public School's "Equity Lens" for Board decision making, several ideas shared by the Vancouver School District, a study by Dr. Blodgett, several books on board coherence governance development, a poverty simulation, and a presentation on advertising district successes.

Dr. Schulte reported Nicki Blake is seeking information from Bellingham School District regarding transitional Kindergarten and basic education funding. He also shared a periodic calendar used by another district to plan board meeting agendas. Dr. Schulte suggested using something similar to plan Richland School District agendas.

Gordon Comfort suggested a book study and/or visit to several districts to see their successes.

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

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

THAT THE BOARD OF DIRECTORS APPROVE CONSENT AGENDA ITEMS (5.1) THROUGH (5.8) INCLUDING REVISED PERSONNEL ACTION.

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

**5.1 Personnel Actions**

CERTIFICATED PERSONNEL:

RESIGNATIONS FOR THE 2017-2018 SCHOOL YEAR:

Hale, Laurie, 1.0 FTE Science Teacher, Leona Libby Middle School, effective 12/22/17

TEACHERS WITH LIMITED CERTIFICATES FOR THE 2017-2018 SCHOOL YEAR:

Aichele, Tamra, 1.0 FTE, Science Teacher, Three Rivers HomeLink, Emergency Teacher

Arnold, Arienne, .4 FTE, French Teacher, Carmichael MS and Richland HS, Conditional Teacher

Brightman, Lynette, 1.0 FTE, Structured Teacher, Richland High School, Conditional Teacher

Frisbee, Celeste, 1.0 FTE, Spanish Teacher, Delta High School, Conditional Teacher

Gosney, Megan, 1.0 FTE, Language Arts Teacher, Hanford High School, Emergency Teacher

Grow, Jesse, 1.0 FTE, Resource Room Teacher, Hanford High School, Conditional Teacher

Hogarty, Maggie, 1.0 FTE, Mathematics Teacher, Carmichael Middle School, Conditional Teacher

Nelson, Amanda, 1.0 FTE, Resource Toom Teacher, Jason Lee Elementary, Conditional Teacher

Saddler, Shanita, 1.0 FTE, Mathematics Teacher, Hanford High School, Conditional Teacher

Scrabeck, Allison, 1.0 FTE, Science Teacher, Richland HS, Emergency Substitute Teacher

Taylor, Faith, 1.0 FTE, Speech Language Pathologist, Special Programs, Conditional ESA

LEAVE OF ABSENCE FOR THE 2017-2018 SCHOOL YEAR:

Clayton, Rachael, .2 FTE, Music Teacher, Tapteal Elementary (effective 11/01/17)

INCREASE IN FTE FOR THE 2017-2018 SCHOOL YEAR:

Blake, Spencer, .2 FTE Music Teacher, Tapteal Elementary (effective 11/01/17)

CLASSIFIED PERSONNEL:

NEW HIRES:

Beaver, Danette, Paraeducator, Chief Joseph Middle School, effective 11/20/17

Feser, Meseret, Paraeducator, Sacajawea Elementary, effective 12/04/17

Iedema, Collin, Paraeducator, Chief Joseph Middle School, 12/01/17

Maib, Elizabeth, Paraeducator, Lewis & Clark Elementary, effective 12/04/17

Tycksen, Amy, Secretary, Payroll Department, effective 11/20/17

**RESIGNATIONS:**

Pedersen, Michael, Custodian, Enterprise Middle School, effective 11/30/17

Yu, Doreen, Paraeducator, Orchard Elementary, effective 12/01/17

**5.2 Perkins Grant**

**5.3 Cash Grant-Columbus Foundation-Libby Middle School**

**5.4 Cash Grant-PTSA-Libby Middle School**

**5.5 Enrollment Monthly Report**

**5.6 Budget Monthly Report**

**5.7 Regulation 2160-504 of the Rehabilitation Act**

**5.8 Warrant Approval**

General Fund Warrant Nos. 10057216 through 10057388 for \$1,741,689.81

Nos. 51000235 through 51000236 for \$2,409.57

Capital Projects Fund Warrant Nos. 20001013 through 20001017 for \$2,568,628.70

ASB Fund Warrant Nos. 40005396 through 40005414 for \$25,911.79

EPAY No. 00000002 through 00000003 for \$8,128.97

Transportation Vehicle Fund No. 90000118 for \$246,541.56

**6.0 FUTURE AGENDA ITEMS**

Dr. Schulte shared Todd Baddley, Executive Director of Secondary Education, Andre Hargunani, Leona Libby Middle School Principal, and Dr. Nicole MacTavish, Deputy Superintendent, will be the key participants at the workshop next week. Members of the core planning team have also been invited.

Mike Hansen, Assistant Superintendent of Elementary Education, reported standards based grading is used in all elementary schools and now in Libby Middle School. A video has been produced by students as a communication tool for students and parents.

December 5, 2017-5:30 P.M. – Standards Based Grading-Board Workshop (Special Meeting)

December 12, 2017-5:00-6:00 P.M. – Meet with Local Legislators

**7.0 BOARD AND SUPERINTENDENT REPORTS**

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

Rick Donahoe advised the upcoming curriculum audit is deficit based and touches on all departments. The results will come back as a five year recommendation. Dr. MacTavish reported over 1,000 survey responses have been completed.

**ADJOURNMENT**

The meeting adjourned at 9:07 P.M.

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RICHLAND SCHOOL DISTRICT NO. 400

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SECRETARY, BOARD OF DIRECTORS