



Board of Directors, Regular Meeting Minutes, Tuesday, November 14, 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, 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, and District Counsel Galt Pettett.

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

**EXECUTIVE SESSION** (Negotiations)

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), and discussion with legal counsel, of enforcement actions, litigation or potential litigation, if public discussion might result in an adverse legal or financial consequence. (Does not permit an executive session solely because attorney is present.) 42.30.110 (1) (i). The executive session was projected to last thirty minutes, with no action expected. Executive session ended at 6:31 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**-Gordon Comfort was excused

**1.3 Approval of Minutes (October 24, 2017; October 30, 2017)**

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

THE BOARD APPROVE MEETING MINUTES FROM OCTOBER 24, 2017 AND OCTOBER 30, 2017.

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

**2.0 COMMUNICATIONS**

**2.1 Student Representative Report**

Basheer Dillsi, Richland High School student, reported on topics discussed at the recent Superintendent/Student Advisory meeting including internet filtering, cyber bullying, racism and discrimination.

## **2.2 Presentations/Recognitions-Jefferson Elementary**

Bobbi Buttars, Principal, honored kitchen staff members, Anne Merrill and Lisa Dequise, (Jinju Mak and Jaime Green were not in attendance). Ms. Buttars congratulated them on the successful “Breakfast after the Bell” program and their dedication serving the students of Jefferson Elementary.

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

Katrina Waters, 737 Clermont Drive; Gina Doncaster, 432 Liberty Lane; Kristen Rowe, 4512 Valdez Court; Lauren Caslin, 1634 Eaton Court; Jennie Booker, 4921 Milky Way; Madhu Sethi, 1831 Valmore Place; Salia Tandon, 667 Summit Street; Kelli Coughanow, 1294 Country Ridge Drive; Yuxia Wu, 2313 Whitetail Drive; Kathryn Black, 69014 East PRNE shared concerns regarding standards based grading, lack of communication to parents, and high achieving students not being challenged at Libby Middle School.

Nicole Pratt had questions regarding Destination Imagination. Mr. Hansen reported registrations are being paid by the District.

Laura Brady, 5111 Hershey Lane, shared her concerns regarding internet filtering and stated parents do want to work with the District on this issue.

Dr. Schulte will discuss these issues with administrators, then designate an individual to be responsible to follow up with staff and parents.

Rick Jansons noted concerns as well and explained a Board workshop will be set for discussing these issues, preferably before the December 12, 2017 meeting.

## **3.0 UNFINISHED BUSINESS**

### **3.1 Construction Projects**

#### **3.1.1 Jason Lee Elementary Portables**

Dr. Schulte reported the addition of four classrooms will allow the District to reduce class size at Jason Lee Elementary in 2018 – 2019 to an average of 17.73 students in grades K – 3. Two portable buildings with two classrooms each are available due to new construction at other elementary school sites in the District. When designed and as built, the school had utilities installed at the east end of the building for portable classrooms. Dr. Schulte explained the District began the process of preparing the site for portables but heard concerns from nearby residents. Several other possible locations have been examined and a more desirable location for these portables has been located at the south end of the building.

Dr. Schulte also shared, since pavement has already been placed, the option for a Big Toy or four square court could be considered. He asked staff to work with students and parents to receive input on next steps for the paved areas.

Mr. Jansons asked for an amendment to Policy No. 9225-Facilities Planning, to include timely communication and involvement of the school community when facility changes occur.

*Public Comment:*

Jodi Archibald, 1610 Woodbury, was pleased with the new location option for the portables.

Sacha O Hara, 161 Woodbury Street, thanked the Board for listening to concerns and considering a new location.

Nicole Pratt, 1823 Marshall Court, shared her concern regarding the portables and stated the student drop off areas should be improved.

Becky Pospical, 1833 Alder Avenue, thanked the Board for hearing their concerns, but would like the asphalt pads removed and replaced with grass.

Alex Pospical, 1833 Alder Avenue, suggested the students be asked their preference of removing asphalt or adding a Big Toy. Mr. Jisa will work with staff to increase the grass areas students are allowed to play in.

There was consensus from Board members to move portables to an area at the south end of the building as presented.

### **3.1.2 Site Selection for the Teaching, Learning, and Administration Center (TLAC)**

Dr. Schulte stated the District is currently looking at three sites, including one the District recently purchased and two the District has options to purchase as listed below:

- 5-acre site on Keene near the Bombing Range roundabout
- 10-acre site on Shockley near Queensgate
- portion of the site next to Libby Middle School and a future high school

Dr. Schulte described positives and negatives of each location. He reported the District has been researching locations for years and in order to continue with planning and design for a new TLAC as approved with the February 2017 bond election, a decision needs to be made soon. Board discussion followed. This topic will be brought back to the meeting on December 12, 2017 for more input, with a decision expected in January, 2018.

### **3.1.3 Elementary No. 12-Site Selection**

Dr. Schulte explained, to continue making progress with planning for Elementary No. 12, the Board must consider options for locating the new school. The District currently owns two sites, one at Badger Mountain South and one on Bermuda, that will be suitable at some time in the future for schools. Near the Badger Mountain South site it is reasonable to believe there will be many more homes in the area in the next several years, and up to several thousand homes in the next ten years. This property is also adjacent to about 40 acres owned by the City of Richland as a site for a future park. There is discussion with the City of Richland and the developer to see whether site grading of the school, park, and home sites could be done cooperatively. If so, this would facilitate optimal design of the site and offer the potential for cost savings. Board discussion followed and Richard Krasner, Executive Director of Support Services, was asked to research growth projections in the Horn Rapids.

### **3.2 School Improvement Plans-Richland High School, Hanford High School**

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 Tory Christensen, Hanford High School Principal and Tim Praino, Richland High School Principal, who shared their School Improvement Plans. Topics discussed included:

- Changing the culture of school
- Boosting Career and Technical Education (CTE) and Advanced Placement (AP) participation
- Staff commitment to the whole child-Early warning system
- Use of PLCs
- Mental health counselors needed
- Change in daily schedule-after school tutoring
- Graduation rates
- Testing options/PSAT

### **3.3 Middle School to High School Transition**

Todd Baddley, Assistant Superintendent of Secondary Education, reported high schools and middle schools continue to focus on increasing graduation rates and ensuring students are college and career ready. Staff members are working to enhance educational opportunities, strengthen relationships with students and families, increase student connections to school, seek student career interest explorations, increase opportunities to earn high school credit prior to ninth grade, improve attendance by reducing suspensions, and tying the importance of attendance to school success. Mr. Baddley advised early intervention with students who struggled in middle school is key to a smooth transition to high school.

Families of incoming ninth graders are invited to a parent night in an effort to welcome families, converse about the registration process, and share how students are able to become engaged in school activities. During the summer administrators, counselors, advisors, AVID students, and student mentors visit identified students in their homes to distribute school gear and other incentives. Students are encouraged to get involved in a school sport, club, or activity.

### **3.4 Levy Resolutions**

#### **3.4.1 Resolution No. 850-Educational Programs and Operations (EPO) Levy**

Dr. Schulte reported the Board has discussed this levy at previous meetings and he presented a draft of the Educational Programs and Operations (EPO) Levy with key features listed below:

- A constant property tax rate of \$1.50 per \$1,000 Assessed Valuation
- A dependable \$1,500 per student levy collection including state match
- A 4-year levy (2019 – 2022), allowing longer-range planning

Superintendent Schulte explained this levy plus state match will result in about \$13 million less revenue than the current levy authorization allows. Use of these levy dollars is limited to “enrichment” activities not included in basic education. These must be demonstrated and documented for review by a state auditor.

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

THE BOARD APPROVE RESOLUTION No. 850-EDUCATIONAL PROGRAMS AND OPERATIONS (EPO) LEVY.

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

### **3.4.2 Resolution No. 851-Technology Levy**

Dr. Schulte advised the Board has discussed this new levy as a method for making up some of the revenue lost due to changes in levy authorization, and in order to enhance effective use of instructional technology. Key features of this levy include collection of about \$4 million per year over four years at a levy rate of about 50 cents per year. The levy will purchase hardware, software, infrastructure, and staff training for the benefit of staff and students. Superintendent Schulte reported there are a number of other districts in our area that have long used technology levies to support technology programs. Additional school districts are doing like Richland will do, adding a tech levy to offset the effects of lower levy authority for the replacement EPO levy. There is no state match for a tech levy. Unlike the EPO levy, no changes were made by the legislature that will affect a tech levy.

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

THE BOARD APPROVE RESOLUTION 851-CAPITAL PROJECTS TECHNOLOGY LEVY.

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

Dr. Schulte reported a series of forums at different sites in the District have been scheduled to distribute information about the February 2018 levy election.

## **4.0 NEW BUSINESS**

### **4.1 Health Science Academy (HSA)**

Todd Baddley, Assistant Superintendent of Secondary, stated last fall Jon Lobdell was chosen to lead the District’s new Health Sciences Academy (HSA). Mr. Lobdell is tasked with the planning and implementation of the District’s vision of bringing opportunities in health science careers within reach of students graduating from high school. One of the main efforts is to develop the offerings in the high school course catalog by identifying additional classes earning dual credit, and support pathways designed for students to earn certificates, degrees or other credentials while attending high school. Mr. Lobdell reported having multiple meetings with the Columbia Basin College (CBC) leadership, as well as leadership from WSU Tri-Cities, Everett Community College, Eastern Washington University, and Walla Walla Community College. Mr. Lobdell also connected with members of the STEM community in the state and participated in a number of seminars and

workshops focused on expanding the role of STEM in schools and options for student placements in work sites.

Jon Lobdell proposed the development of a STEM Summer Camp that would include opportunities for students to explore various STEM careers while learning valuable skills. In anticipation of informing the community and recruiting students to the program, a draft brochure has been developed to give basic information about the HSA and promote the goals of exposure, exploration, education and employment. Student identification is ongoing through the use of High School and Beyond Plan (HSBP) tool being implemented this year. HSBP will allow staff to sort by student interest including Health Science and Health Services as early as eighth grade. Mr. Lobdell will keep the Board updated on HSA progress.

#### **4.2 Policy/RR No. 2160-504 Guidelines**

Galt Pettett, District Counsel, reported Section 504 of the Rehabilitation Act is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education. Section 504 regulations require a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability. In order for school aged children to be eligible under Section 504 they must have an impairment that substantially impacts a major life activity.

Mr. Pettett advised the District has revised the existing Regulation 2160 and created an easy to use handbook. The new handbook requires parental consent prior to evaluation and before placement. The revised process includes an internal referral team to determine if a student should be evaluated. Under the new handbook the Building Coordinator would be the school counselor for academic accommodations and the school nurse for health related matters. The District has already trained all principals, counselors, and nurses. The handbook is slated to go into effect on January 1, 2018. The District currently has 205 students on 504 plans.

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

THE BOARD APPROVE POLICY/RR No. 2161-504 GUIDELINES FOR FIRST READING.

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

#### **5.0 CONSENT AGENDA** (approval by a single vote of the Board) Mr. Jansons asked to pull Item 5.8.

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

THAT THE BOARD OF DIRECTORS APPROVE CONSENT AGENDA ITEMS (5.1-5.7; 5.9-5.10).

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

**5.1 Personnel Actions**

CERTIFICATED PERSONNEL:

**NEW HIRES FOR THE 2017-2018 SCHOOL YEAR:**

Crihfield, Danielle, .2 FTE, Spanish Teacher, Richland High School (effective 11/13/17)

Ober, Christina, 1.0 FTE, Art Teacher, Lewis and Clark Elementary (effective 11/20/17)

CLASSIFIED PERSONNEL:

**NEW HIRES:**

Bellofatto, Lindsay, Bus Aide, Transportation, effective 11/02/17

Croyle, Katie, Paraeducator, Tapteal Elementary, effective 11/06/17

Damstedt, Bonnie, Paraeducator, Jason Lee Elementary, effective 11/13/17

Franz, Kara, Paraeducator, Orchard Elementary, effective 11/06/17

Goodenough, John, Print shop Assistant, Print Shop, effective 11/15/17

Munguia, Nayomi, Secretary, Financial Services, effective 11/27/17

Torres, Elsa, Bus Driver, Transportation, effective 11/08/17

**RESIGNATIONS:**

Dunford, Linda, Secretary, Badger Mountain Elementary, effective 12/15/17

Stahman, Jeffrey, Grounds, Stevens Center, effective 11/16/17

Sullivan, Tina, Paraeducator, Sacajawea Elementary, effective 11/20/17

**RETIREMENTS:**

Hedquist, Kathleen, Paraeducator, Richland High School, effective 11/18/17

Winston, Patricia, Paraeducator, Hanford High School, effective 12/01/17

**RESCIND EMPLOYMENT:**

Mehlenbacker, Stephanie, Paraeducator, Chief Joseph Middle School

**5.2 Highly Capable Annual Report**

**5.3 Resolution No. 848-New in Lieu-Badger Mountain Elementary**

**5.4 Resolution No. 849-New in Lieu-Tapteal Elementary**

**5.5 Policy No. 2162-Transitional Bilingual Instruction**

**5.6 Equipment Grant-Family Eye Care-Shadowman Tackling Apparatus**

**5.7 Policy No. 6750-Meal Charge**

**5.8 Resolution No. 847-Redirect Apportionment to Capital Projects**

**5.9 Superintendent Contract**

**5.10 Payroll and Warrant Approval**

General Fund Warrant Nos. 10056894 through 10057069 for \$1,416,626.85

Nos. 10057070 through 10057215 for \$460,602.29

Nos. 51000233 through 51000234 for \$ 304,406.20

Capital Projects Fund Warrant Nos. 20001004 through 20001011 for \$579,235.45

Nos. 20001012 for \$31,482.20

Nos. 52000062 through 52000063 for \$3,102.46

ASB Fund Warrant Nos. 40005355 through 40005377 for \$74,396.40

Nos. 40005378 through 4005395 for \$26,907.50

Nos. 54000183 through 54000184 for \$ 118,230.57

Payroll Warrant Nos. 10056283 for \$3,223.19

Nos. 10056284 through 10056288 for \$13,655.54

Nos. 10056608 through 10056831 for \$308,525.58

Nos. 10056832 through 10056893 for \$3,532,018.23

Electronic Fund Transfer for \$7,142,161.41

Total October Payroll approved in the amount of \$10,999,583.95

Mr. Jansons questioned Resolution No. 847- Redirect Apportionment to Capital Projects. Dr. Schulte reported parents and staff at HomeLink are in favor of this use of fund, but the project has not been approved by the City of Richland. No action was taken.

## **6.0 FUTURE AGENDA ITEMS**

### **6.1 Transition/Dr. Webb**

Board members agreed Dr. Webb provided a good start to transition planning, but further work could be accomplished by the board members with a possible workshop in the future.

### **6.2 Libby Middle School-Standard-Based Grading**

A Board Workshop will be planned for December 5, 2017 at 5:30 to review standards based grading.

## **7.0 BOARD AND SUPERINTENDENT REPORTS**

Rick Schulte reported visiting classrooms with Dr. MacTavish.

Brett Amidan attended a play at Chief Joseph Middle School.

Heather Cleary attended the PTA Council meeting where Dr. MacTavish was the guest speaker.

Rick Jansons reported some school districts are bringing in kids as early age four and receiving funding. Nicki Blake will seek more information on this program.

## **ADJOURNMENT**

The meeting adjourned at 9:44 P.M.

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RICHLAND SCHOOL DISTRICT NO. 400

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SECRETARY, BOARD OF DIRECTORS