



Board of Directors, Regular Meeting Minutes, Tuesday, December 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, December 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: Rick Donahoe, Gordon Comfort, 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 6:30 P.M.

#### **1.0 CALL TO ORDER**

##### **1.1 Pledge of Allegiance**

**1.2 Roll Call**-Heather Cleary was excused.

##### **1.3 Approval of Minutes (November 28, 2017; December 5, 2017)**

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

THE BOARD APPROVE MEETING MINUTES FROM NOVEMBER 28, 2017 AND DECEMBER 5, 2017.

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

Motion was approved.

##### **1.4 Board Oath of Office**

Dr. Schulte administered the Oath of Office to Rick Jansons.

##### **1.5 Board Elections**

Mr. Jansons announced the election of Board officers will be delayed until after Heather Cleary has taken the Oath of Office at the first meeting in January, 2018.

#### **2.0 COMMUNICATIONS**

##### **2.1 Presentations/Recognitions**

###### **2.2.1 Carmichael Middle School**

Brian Stadelman, Principal, introduced Jennifer Warren and Pairin Andrew, longtime kitchen staff members. Mr. Stadelman reported nutrition services has expanded to include a morning breakfast program as well as an afternoon snack program. He appreciates all their help with keeping students aware of account balances and their care and dedication to students.

### **2.2.2 Nutrition Services**

Dawn Trumbull, Nutrition Services Director, and Cathy Albertson, Assistant Director of Nutrition Services, introduced Julie Soderquist and Linda Dabling, Secretaries. Both are long time employees and have led the department through many staff and procedure changes.

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

## **3.0 UNFINISHED BUSINESS**

### **3.1 Construction Projects**

#### **3.1.1 Teaching, Learning and Administration Center (TLAC) Location**

The District is looking at three possible sites for the new TLAC as approved in the February 2017 bond election. Richard Krasner, Executive Director of Support Services, and Terry Blankenship, Eastside Real Estate, shared information from several documents including population growth by decade, future land use from City of Richland, and Urban Growth Area (UGA) maps of both Richland and West Richland.

Three sites include:

- A 5-acre site on Keene near the Bombing Range roundabout-Dr. Schulte reported purchase of this site has been made possible by a corresponding sale of two acres the District has owned for some time on Williams Street in Richland and for which the District has no future use. The closing date is December 15, 2017. This is the smallest of the sites, not adjacent to any other schools and limits of traffic modifications and a Homeowners Association.
- A 10-acre site on Shockley near Queensgate-This includes several features that impose some risk and add costs including an irrigation pond, site flooding, and need for fill and extensive drainage features. Cost of purchase plus site work may be over \$1,500,000, and property not adjacent to any other schools.
- A portion of the site next to Libby Middle School and a future high school-No additional purchase cost, within an educational campus including Libby Middle School, a future high school and near Elementary No. 11. Most growth is expected over the life of a district office to occur to the north and west, making this site easily accessible and design work could begin quickly.

After much Board discussion, those present felt the property adjacent to Libby Middle School would be the best choice for the TLAC site but wanted to wait until the first meeting in January to take action since not all members were in attendance. More information regarding the siting of the building was also requested.

#### **3.1.2 Site Selection Options for Elementary No. 12**

Dr. Schulte advised the Board reviewed a site for Elementary No. 12 at a previous meeting. In order to maintain our planning and design schedules, the Board needs to continue progress on its location. Property in Horn Rapids was discussed where 107 elementary students reside and are now attending Sacajawea Elementary. There is a narrow triangle of land right beside the highway that was designated as a potential future school site, but the District does not own this land and it is not clear that the location and geometry of the site are suitable for an elementary school. Dr. Schulte

explained, while it is worth pursuing potential sites for future school development, it does not appear that this area will meet our timeline and needs for Elementary No. 12.

Mr. Krasner reported the district owns approximately 52 acres at the Badger Mountain South development adjacent to about 40 acres owned by the City of Richland as a site for a future park. The area is being developed, with over 100 homes now, new roads under construction, and many lots already sold. Multiple home builders own lots here and are actively marketing them. It's 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.

Mr. Krasner explained there has been 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. This would facilitate optimal design of the site and offer the potential for cost savings. The Badger Mountain South property owned by the District is well situated for continuing growth, the topography and utility access are favorable, and the immediate availability make it most suited to Elementary No. 12. Board discussion followed including: reviewing the construction project timeline to maximize state match, the building site location, and cooperation with City of Richland on infrastructure.

### **3.2 School Improvement Plans (SIPs) \*Carmichael Middle School; Chief Joseph Middle School**

Dr. MacTavish, Deputy Superintendent, advised 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 Brian Stadelman-Carmichael Middle School Principal, and Kevin Norris, Chief Joseph Middle School Principal, who shared their SIPs. Mr. Stadelman commented on the high level of collaboration from his staff and lower anxiety toward the Interim Assessment Block (IBA). He reported a difference in instructional conversations crossing all areas of instruction. Mr. Norris thanked the Board for setting a detailed plan to strive towards and shared how staff members are holding each other accountable. Since SIPs are living documents, when a goal is met, staff can readjust and set the goal higher. Both thanked the Teaching, Learning and Curriculum Department for the training provided. After discussion, a Board Workshop will be scheduled after the first of the year to review Interim Assessment Blocks.

### **3.3 Bond Sale Update**

Dr. Schulte advised on December 7, 2017, the District completed the sale of the final \$29.5 million in bonds approved in the February, 2017 bond election. The interest rates and total interest cost were better than our goal amounts. True Interest Cost on these bonds average 2.805% (compared to the goal of 3.02%), and total interest over the life of the bonds is \$11,695,278 (compared to the goal of \$13,050,000). The bond sale has been structured so that more bonds are paid off in a shorter

term, over the first four years. This allowed the District to save over \$8,000,000 compared to the typical 15-year bond term. This also produces a decrease in bond tax rates of about 33 cents in 2022. The District has contemplated a new bond election and sale in 2022, anticipating the need for a third high school and other facility improvements. A reduction in the 2017 bond tax rate as of 2022 will allow for a smaller bond tax rate for other facility projects at that time.

### **3.4 Executive Search Process**

The School Board and the Superintendent recently agreed to extend Dr. Schulte's contract through June 30, 2019. Dr. MacTavish was hired as Deputy Superintendent for 2017-2019 and as the next Superintendent, effective July 1, 2019. Selecting a successor superintendent well in advance of a departing superintendent allows for a smooth, well-planned transition.

The District also anticipates a number of other retirements of key district administrators over the next few years. To prepare for these staff changes, the District conducted a review of its administrative organization chart with the assistance of Dr. Brian Benzel. Among the recommendations from that review was a proposal to unite all District instructional program administrators under the leadership of a certificated Deputy Superintendent, and to unite all operational program administrators under the leadership of a comparable classified Deputy Superintendent. Both Deputies will report directly to the Superintendent, along with Human Resources, District Counsel, and Communications.

Dr. MacTavish now holds the position of Deputy Superintendent for instructional programs. She and Dr. Schulte are preparing a transition plan leading to her assumption of the Superintendent responsibilities over the next 18 months.

In order to further facilitate leadership transitions, the District has begun the process of selecting a successor Deputy Superintendent to follow Dr. MacTavish as she transitions to the role of Superintendent. Since the District wants only the best person for that position and since there may be few qualified candidates, the District has retained the services of the same executive search consultant used to select Dr. MacTavish. This consultant will also assist with recruitment and selection of a new Executive Director of Special Education, another position that can be difficult to fill with a highly qualified and experienced leader. Mr. Harris, the search consultant for the District, has begun developing a profile of characteristics and qualifications desired for Deputy Superintendent and for Executive Director of Special Education. The initial job posting for these two positions is expected by mid-December. Final selection and hiring of the two positions is expected by March 30, with starting dates of July 1, 2018

#### *Public Comment:*

Julie Robertson, Richland, reported there was discussion about evaluating positions several years ago and asked if this was part of the organization plan at that time. Dr. Schulte advised this was the recommendation from the consultant.

## **4.0 NEW BUSINESS**

### **4.1 High School and Beyond Plan (HSBP)**

Todd Baddley, Assistant Superintendent of Secondary Education, reported in approaching the implementation of the new state 24 credit graduation requirements in the fall of 2017, staff

members are addressing the increase in graduation credit requirements through a variety of projects including:

- dual credit opportunities/middle school credit options
- summer school options
- additional credit retrieval options
- after school tutoring

Administrators, counselors, and career specialists discussed the importance of understanding the Personal Pathway Requirement (PPR) process and its influence on career and course planning options for students from eighth grade through high school graduation. Josh Jelinek (Richland HS) and Karen Richardson (Hanford HS), Career Specialists, developed the High School and Beyond Planning tool to provide students with an interactive planning tool tied to career interests, registration for high school courses, and a plan to assist with post-graduation planning. The focus of the program is to meet all of the standards set forth by the Washington State Board of Education and HB 2224. Students and parents will be able to access this tool and make purposeful decisions on courses related to their future career, while still fulfilling high school graduation requirements. The tool is fully adjustable and assessable to set up a primary plan and alternate plans with safeguards to ensure graduation requirements are met.

Mr. Jelinek shared a brief demonstration of the tool. He reported by February, career specialists and middle school counselors will be able to guide the first groups of students to complete their initial interest assessments in the eighth grade and introduce the 4-Year Planning Tool. By March, the middle school counselors will proceed with planning sessions to help students finalize their initial 4-Year Planning data. Throughout the process, career specialists will be assisting and troubleshooting as needed to ensure the system works seamlessly.

#### **4.2 K-5 Elementary Math Curriculum Renewal Process**

Nicki Blake, Executive Director of Teaching, Learning and Curriculum (TLC), reported an effort to have curriculum to teachers before school gets out in June, instead of the usual summer delivery, to give more time for staff members to review material and attend trainings. With this in mind, the department will bring the committee's recommendation to the Board in April for approval.

Erika Doyle, Assistant Director of TLC, reported on committee participation and the renewal process. Ms. Doyle explained in the spring of 2017, all interested elementary teachers and administrators were invited to attend a series of four meetings to develop foundational knowledge around elementary mathematics. This resulted in a group of 66 elementary teachers, instructional specialists, and administrators to identify best practices. 34 teachers worked over the summer and a smaller committee was formed in September to continue the renewal process. Community and staff are invited to follow the work of the committee through the [Elementary Adoption Committee](#) webpage. She advised a link to this page can be found on the district website under Teaching, Learning, and Curriculum and will be provided through district social media and email communication to families. During elementary conferences in the spring, material recommended for adoption will be available in all buildings for parents to review and provide feedback.

#### **4.3 Policy No. 4222-Citizen Gold Card**

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Galt Pettett, District Counsel, reported Policy 4222 allows the District to issue Gold Cards to senior citizens who are Richland School District residents, aged 65 and over, “fully retired,” and “low income.” The Gold Card entitles the senior citizen to attend school events in the district where they reside, free of charge. The Richland Gold Card is printed in blue and contains the wording, “This card admits holder to all student body sponsored plays, concerts, and athletic contests provided that the event is not already sold out. Not valid for tournaments and playoffs. Not transferable.” He advised Pasco and Kennewick have similar policies. Our districts have occasionally had senior citizens who are residents of one of the districts but have grandchildren in a different district who would like to use the Gold Card to obtain free admission to school events in their grandchildren’s district. The three superintendents support a reciprocal Gold Card allowing a senior citizen residing in any of the three districts free admission to school events in any of the three districts. Pasco and Kennewick school boards will be considering a similar policy at their upcoming board meetings.

Some concern was expressed specifically about access to the Hanford musical performances which are always sold out. Gold Card holders from any of the three districts could use those cards for tickets to the Hanford musicals, but only if there are tickets still available, on a first-come, first-served basis. The proposed policy change also deletes the requirements that the senior citizen must be “fully retired” and “low income” since those requirements have never been defined. Mr. Pettett will work with Pasco and Kennewick to prepare common procedures for implementing the new cards if approved by all districts.

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

THE BOARD APPROVE POLICY No. 4222-CITIZEN GOLD CARD FOR FIRST READING.

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

**5.0 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 (5.1) THROUGH (5.5) WITH THE ADDITION OF REVISED PERSONNEL ACTION.

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

**5.1 Personnel Actions**

ADMINISTRATIVE PERSONNEL:

Bradley, Sharon, 1.0 FTE, Assistant Director, Special Programs (effective 06/30/18)

CERTIFICATED PERSONNEL:

NEW HIRES FOR THE 2017-2018 SCHOOL YEAR:

Atwood, Rebecca, 1.0 FTE, Third Grade Teacher, Jefferson Elementary, non-cont. (eff. 11/21/17)

LEAVE OF ABSENCE FOR THE 2017-2018 SCHOOL YEAR:

Von Rotz, Julie, 1.0 FTE, Third Grade Teacher, Jefferson Elementary (effective 11/21/17)

RETIREMENTS FOR THE 2017-2018 SCHOOL YEAR:

Walker, Amy, 1.0 FTE, Special Education Teacher, Marcus Whitman (effective 06/12/18)  
**TEACHERS ASSIGNED TO SUBJECT AREAS OUTSIDE THEIR ENDORSEMENTS FOR  
THE 2017-2018 SCHOOL YEAR:**

Allen, Stuart, US History, Richland High School  
Anderson, Mark, Physics, Hanford High School  
Barr, Benjamin, Physical Science, Enterprise Middle School  
Britton, Shari, English/Language Arts, Composition, US History, Rivers Edge High School  
Campbell, Luisa, Visual Art-Independent Study, Three Rivers HomeLink  
Caton, McKenzie, US History, Richland High School  
Colclasure, Erin, US History, Richland High School  
Coleman, Lori, Art, White Bluffs Elementary  
Dennison, Kristen, Special Education, Jefferson Elementary  
Dickey, Erin, Introduction to Theatre, Hanford High School  
Edward, Christina, Mathematics, US History, Richland High School  
Erickson, Linda, English/Language Arts, Psychology, Health Education, Rivers Edge High School  
Franklin, Heather, Mathematics, Richland High School  
Galliher, Nancy, Integrated Science, Art Appreciation, Rivers Edge High School  
Goodgame, Scott, Earth Science, Rivers Edge High School  
Hammerberg, Gail, Mathematics, Richland High School  
Klug, Steven, Health Education, Hanford High School  
Kopf, Chad, Language Arts, US History, Richland High School  
Lomax, Deanna, Geometry, Chief Joseph Middle School  
Manka, Richard, US History, Hanford High School  
Neidhold, Michael, English/Language Arts, Composition, Literature, Richland High School  
Nilsen, Monica, Elementary Curriculum, William Wiley Elementary  
Peck, Noel, English/Language Arts (9<sup>th</sup> and 10<sup>th</sup> Grade), Three Rivers HomeLink  
Reddick, Melinda, Drama (6<sup>th</sup> grade), Enterprise Middle School  
Rosenblum, Denise, American Literature, Composition, Rivers Edge High School  
Rumsey, Donald, Physical Science, Enterprise Middle School  
Shively, Teresa, Health Education, Hanford High School  
Sites, Brian, Geometry, Rivers Edge High School  
Tatman, Christina, Health Education, Enterprise Middle School

**CLASSIFIED PERSONNEL:**

**NEW HIRES:**

Cline, Stacey, Nutrition Services, Chief Joseph Middle School, effective 11/21/17  
Hosler, Jeffery, Warehouse Manager, Steven's Support Center, effective 12/11/17  
Munguia, Nayomi, Secretary, Financial Services, effective 12/04/17  
Packwood, Sascha, Paraeducator, Sacajawea Elementary, effective 12/12/17

**RESIGNATIONS:**

Davis, Kelsey, Paraeducator, Chief Joseph Middle School, effective 12/13/17  
Harden, Krista, Paraeducator, Lewis & Clark Elementary, effective 12/06/17  
Hedlund, Sara, Paraeducator, Chief Joseph Middle School, effective 12/12/17  
Jones, Rebecca, Paraeducator, White Bluffs Elementary, effective 11/30/17  
Sanders, Chelsea, Paraeducator, Sacajawea Elementary, effective 11/27/17  
Stinson, Kimberly, Paraeducator, Tapteal Elementary, effective 12/13/17  
Sullivan, Tina, Paraeducator, Sacajawea Elementary, effective 11/20/17  
Yu, Doreen, Paraeducator, Orchard Elementary, effective 11/30/17

**RETIREMENTS:**

Coodey, Marilyn, Paraeducator, Tapteal Elementary, effective 12/15/17  
Hedquist, Kathleen, Paraeducator, Richland High School, effective 11/17/17

**LAYOFF STATUS:**

Gass, Shaw, Paraeducator, Jefferson Elementary, effective

**5.2 Cash Grant-William Wiley PTA-AR/STAR Materials**

**5.3 Cash Grant-Enterprise Music Boosters-Libby Middle School**

**5.4 Cash Grant-Fidelity Charitable Gift Fund-Hanford High School Cheer-A-Thon**

**5.5 Payroll and Warrant Approval**

General Fund Warrant Nos. 10057670 through 10057844 for \$572,083.79

Nos. 51000237 through 51000240 for \$309,428.06

Capital Projects Fund Warrant Nos. 20001018 through 20001020 for \$880,939.44

Nos. 52000065 through 52000066 for \$535.74

ASB Fund Warrant Nos. 40005415 through 40005446 for \$80,347.84

Nos. 54000185 through 54000186 for \$154,406.65

EPAY Warrant Nos. 00000004 through 00000005 for \$3,278.40

Payroll Warrant Nos. 10057071 through 10057073 for \$3,704.00

Nos. 10057389 through 10057602 for \$297,362.44

Nos. 10057604 through 10057666 for \$ 3,507,063.43

Electronic Fund Transfer for \$7,076,873.24

Total November Payroll approved in the amount of \$10,885,003.11

**6.0 FUTURE AGENDA ITEMS**

Mr. Jansons stated the Board Election of Officers will be held on January 9, 2018 as well as further discussion and voting on the TLAC and Elementary No. 12 site locations. Board members also discussed a possible workshop for further information on Interim Assessment Blocks (IBAs).

**7.0 BOARD AND SUPERINTENDENT REPORTS**

Rick Schulte attended the Tri Tech luncheon with local legislators, several levy meetings, the student advisory group, and the leadership class at Richland High School

Rick Donahoe reported the curriculum audit team would like to meet with Board members in early February.

Rick Jansons attended the PLC training at Jefferson.

**ADJOURNMENT**

The meeting adjourned at 9:26 P.M.

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RICHLAND SCHOOL DISTRICT NO. 400

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SECRETARY, BOARD OF DIRECTORS