



Board of Directors, Regular Meeting Minutes, Tuesday, August 13, 2019  
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, August 13, 2019, 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, Jill Oldson, and Brett Amidan. Administrators present: Superintendent Rick Schulte, Deputy Superintendent Mike Hansen, Executive Director of Financial Services Rich Puryear, Assistant Superintendent of Instruction and Secondary Education Todd Baddley, Assistant Superintendent K-5 and Assessment Brian Moore, Assistant Superintendent of Human Resources Tony Howard, Executive Director of Support Services Richard Krasner, Public Information Officer Ty Beaver, Executive Director of Information Technology Mike Leseberg, Executive Director of Teaching, Learning and Curriculum Nicki Blake, Executive Director of Special Education Mandy Cathey, 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 (July 23, 2019)**

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

THE BOARD APPROVE MEETING MINUTES FROM JULY 23, 2019.

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

## **2.0 COMMUNICATIONS**

### **2.1 Requests and Comments by Visitors (20 minute time limit)**

Mr. Donahoe advised Board meetings are the only time Board members can discuss District business. He explained Board meetings are actually not public meetings so there are no requirements to take comments from the public. However, Richland School District Board members have always welcomed input from the public at their meetings.

Mr. Donahoe went on to share some of the challenges of the upcoming year including: preparing for a bond election in 2021, developing a citizens' bond committee, a search process for a new superintendent, continuing work on the strategic plan, development of a special education task force, continued focus on the achievement gap, improving communication and work on updating policies. There will also be at least one new Board member since Brett Amidan is moving. Board training will be needed. He advised the need for several more meetings or workshops throughout the year.

*Comments:*

Mike Stevens, 605 Panorama Court, shared his concern regarding a special education complaint he filed with the Office of Superintendent of Public Instruction (OSPI).

### **3.0 BUSINESS**

#### **3.1 Career and Technical Education (CTE) Update**

Nicki Blake, Executive Director of Teaching, Learning and Curriculum, introduced Ryan Beard, new CTE Director. Mr. Beard stated he has met with many staff members, as well as industry leaders in the area, and is enthusiastic about the future of the CTE program in the District.

Ms. Blake advised the District went through a Consolidated Program Review (CPR), an activity conducted every five years by OSPI. In preparing documents for review, we discovered that several documents were missing. District administrators created a plan of action to correct the areas out of compliance. Since the District uncovered the problems on its own and initiated strong corrective action, the District had a successful CPR. Board discussion followed.

*Comments: None*

#### **3.2 Process for Board Selection of Parent Members of the Special Education Task Force (SETF)**

Mike Hansen, Deputy Superintendent, advised the committee charge for the SETF was presented and approved by the Board at the July meeting. Applications for the 32 positions closed on July 26, 2019. As per the committee charge, recommendations for all positions, other than parent positions, have been completed. Mr. Hansen stated 19 parent applicants have applied for the 12 parent positions (9 voting members plus 3 alternates). Board members were provided with all parent applications to review. He asked for final parent selections to be completed at the August 27, 2019 Board meeting. A rubric was shared to help facilitate the process. Mr. Jansons also advised, even if parents are not chosen, there will be public meetings regularly throughout the year to allow others to share input.

Mr. Hanson also shared information regarding a local independent facilitator, Dr. Sara Peterson. Mr. Donahoe shared background information and recommended her highly. He stated the goal is to have a community base and do what's best for students. There was consensus from Board members that Dr. Peterson would be a good choice to facilitate the SETF. Board discussion followed.

Mr. Jansons reported speaking at the administrator training focusing on the need for better customer service (students, staff, parents), collaboration (all stakeholders), and communication (students, staff, parents).

*Comments: None*

#### **3.3 Construction Projects**

##### **3.3.1 Value Engineering (VE) Approval-Richland High School Auditorium**

Caren Johnson, Director of Capital Projects, explained Value Engineering is an approach to optimize both cost and performance in a facility and to identify items that add cost without contributing value and function to the facility. The report identified 35 specific items with a potential cost savings of \$627,000. The total savings amount cannot be achieved by simply taking

all the options as some accepted options may defer other options. Additionally, some proposed items add cost to the project but possibly add value to the owner/user. The OSPI funding process requires the VE process and has specific language regarding the approval. Board discussion followed.

*Comments:*

Scott Sintay, 368 Temple Meadow Lane, is involved in a non-profit and stated the extra lighting might be a good addition.

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

THE BOARD OF DIRECTORS APPROVE THE RICHLAND HIGH SCHOOL AUDITORIUM REMODEL PROJECT VALUE ENGINEERING REPORT AND IMPLEMENTATION PLAN.

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

**3.6 Risk Management**

Clinton Sherman, Executive Director of Finance, advised Risk Management has many moving parts that are interwoven and is a team approach. It is broken out into four main areas: student safety, emergency preparedness, staff safety, and District-wide insurance coverage. Mr. Sherman shared several reports including Worker’s Compensation reports and claim summaries and student and emergency preparedness drill schedules. The team meets monthly with a set agenda.

Mr. Sherman also reported our insurance company has a “non-recommended activity list” and bouncy houses and toys are on the non-recommended list. Starting in September, bouncy houses and toys will not be allowed in the District because of concerns about student safety. Mr. Jansons asked that this be well communicated to all schools and PTA/PTO leaders.

Comments: *None*

**3.7 Policy/RR No. 6214-Food and Beverages**

Rich Puryear, Executive Director of Finance, stated the District had duplicate policies regarding food and beverages. Policy/RR No. 6214 has been rewritten and check lists have been added. Mr. Puryear stated Policy No. 7325 is now outdated and needs to be deleted.

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

THE BOARD APPROVE POLICY/RR No. 6214 AND DELTE POLICY No. 7325.

Vote: Amidan, yes; Cleary, abstained; Donahoe, yes; Oldson, abstained; 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 –

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THAT THE BOARD OF DIRECTORS APPROVE CONSENT AGENDA ITEMS (4.1) THROUGH (4.3) INCLUDING A REVISED PERSONNEL REPORT.

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

#### **4.1 Personnel Actions**

##### ADMINISTRATIVE PERSONNEL:

###### REASSIGNMENTS FOR THE 2019-2020 SCHOOL YEAR:

O’Konek, Derek, 1.0 FTE, Principal, Jefferson Elementary  
Salinas, Amy, 1.0 FTE, Assistant Principal, Carmichael Middle School

##### CERTIFICATED PERSONNEL:

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

Gates, Lisa, 1.0 FTE, ECEAP Teacher, Early Learning Center  
Hawkins, Peter, 1.0 FTE, Language Arts Teacher, Hanford High School  
Morales, Jazmin, 1.0 FTE, Third Grade Teacher, Badger Mountain Elementary

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

Warwick-Robertson, Laura, 1.0 FTE, Science Teacher, Chief Joseph Middle School

###### NEW HIRES FOR THE 2019-2020 SCHOOL YEAR:

Akers, Rachel, 1.0 FTE, Second Grade Teacher, Jason Lee Elementary (non-continuing)  
Autrey, Eric, 1.0 FTE, Science Teacher, Hanford High School  
Boyer, Nicole, 1.0 FTE, Special Education Teacher, Badger Mountain Elementary  
Cleveland, Kaitlyn, 1.0 FTE, Fifth Grade Teacher, White Bluffs Elementary  
Grant, Sydnee, 1.0 FTE, Science Teacher, Chief Joseph Middle School  
Harrison, Nina, 1.0 FTE, Counselor, Carmichael Middle School  
Holom, Cynthia, 1.0 FTE, Art Teacher, Tapteal Elementary  
Kruschke, Evan, 1.0 FTE, Counselor, Lewis and Clark Elementary  
Ochoa, Adrian, 1.0 FTE, CTE Marketing Teacher, Richland High School  
Sijgers, Julie, 1.0 FTE, Fifth Grade Teacher, Badger Mountain Elementary  
Simmelink, Ryan, .8 FTE, German/History Teacher, Richland High School (non-continuing)  
.2 FTE, German Teacher, Carmichael Middle School (non-continuing)  
Tocco, Kathryn, 1.0 FTE, Counselor, Jason Lee Elementary  
Wang, Carolyn, 1.0 FTE, Instructional Specialist, Lewis and Clark Elementary  
Williams, Molly, 1.0 FTE, Language Arts/Social Studies Teacher, Carmichael Middle School  
Zylinski, Jessica, 1.0 FTE, Language Arts/Social Studies Teacher, Leona Libby Middle School

###### RETIRE-REHIRE FOR THE 2019-2020 SCHOOL YEAR:

Painter, Peggy, .4 FTE, Art Teacher, Enterprise Middle School (non-continuing)

##### CLASSIFIED PERSONNEL:

###### NEW HIRES:

Benjamin, David, Paraeducator, William Wiley Elementary, effective 08/26/19  
Olivares, Maricela, Paraeducator, Jefferson Elementary, effective 08/26/19 (Correction)  
Clark, Roberta, Paraeducator, Chief Joseph Middle School, effective 08/26/19  
Dearman, Kathleen, Paraeducator, Badger Mountain Elementary, effective 08/26/19  
Farr-Spring, Tressa, Paraeducator, Sacajawea Elementary, effective 08/26/19  
Galloway, Jessica, Paraeducator, Hanford High School, effective 08/26/19  
Hines, Shondra, Paraeducator, White Bluffs Elementary, effective 08/26/19  
Knight, Alison, Secretary, Teaching and Learning, effective 08/05/19

Maine, Alaina, Nutrition Services, River's Edge High School, effective 08/26/19  
Mathews, Katrina, Paraeducator, William Wiley Elementary, effective 08/26/19 (Correction)  
Rau, Elizabeth, Nutrition Services, Three River's HomeLink, effective 09/03/19  
Scott, Larry, Paraeducator, Chief Joseph School Middle School, effective 08/26/19  
Sprueill, Stephanie, Paraeducator, Sacajawea Elementary, effective 08/26/19 (Correction)  
Taylor, Janice, Paraeducator, Badger Mountain Elementary, effective 08/26/19  
Toth, Kaitlyn, Paraeducator, Sacajawea Elementary, effective 08/26/19  
Weddle, Janis, Secretary, Leona Libby Middle School, effective 08/08/19 (Correction)

**RESIGNATIONS THE END OF THE 2018-19 SCHOOL YEAR:**

Damstedt, Carrie, Paraeducator, Early Learning Center  
Gilmour, Lori, Nutrition Services, Richland High School  
Neidhold, Sam, Paraeducator, Richland High School  
Seiler, Gloria, Paraeducator, William Wiley Elementary  
Waring, Anne, Paraeducator, Hanford High School

**LEAVE OF ABSENCE FOR THE 2019-20 SCHOOL YEAR:**

Mitchell, Davina, Paraeducator, Sacajawea Elementary  
Nipper, Alison, Paraeducator, Hanford High School

**4.2 Policy No. 6114-Gifts**

**4.3 Payroll and Warrants**

General Fund Warrant Nos. 10068659 through 10068701 for \$184,217.62  
Nos. 51000637 through 51000641 for \$1,066,986.24  
Nos. 71001017 through 71001023 for \$84,635.03  
Nos. 10068628 through 10068658 for \$276,646.05  
Nos. 51000634 through 51000636 for \$5,456.95  
Nos. 71001007 through 71001016 for \$16,354.55  
Nos. 10068767 through 10068801 for \$187,996.65  
Nos. 51000642 through 51000650 through 318,058.50  
Nos. 71001024 through 71001035 for \$131,566.83  
Capital Projects Fund Warrant Nos. 20001281 through 20001287 for \$570,331.36  
Nos. 20001279 through 20001280 for \$386,170.11  
No. 72000010 for \$5,945.86  
Nos. 20001288 through 20001291 for \$1,164,767.25  
Nos. 52000114 through 52000115 for \$551,412.67  
ASB Fund Warrant Nos. 40006289 through 40006290 for \$1,478.31  
No. 54000240 for \$69.52  
No. 74000079 for \$253.48  
Nos. 40006284 for 40006288 \$21,984.07  
No. 40006291 for \$451.57  
Nos. 54000241 through 54000242 for \$41,614.44  
Debt Services Fund Warrant No. 30000126 for \$550.00  
Self-Insurance Fund Warrant No. 70000095 for \$21,500.91  
Nos. 70000092 through 70000094 for \$5,000.00  
Transportation Fund Warrant No. 00000002 for \$98.37  
Payroll Warrant Nos. 10068279 through 10068283 for \$4,407.52  
Nos. 10068369 through 10068370 for \$2,151.15  
Nos. 10068423 through 10068566 for \$183,681.34  
No. 10068567 for \$9,548.62

Nos. 10068568 through 10068627 for \$3,922,725.61  
Void Check for \$9,982.30  
Electronic Fund Transfer for \$9,103,363.09  
Total July Payroll approved in the amount of \$13,215,895.03

Mr. Jansons announced this is the last Board meeting for Brett Amidan since he is moving from the area. Mr. Amidan has been on the Board for almost four years and Mr. Jansons thanked him for his years of service. The Director's seat will be left open until the November election.

## **5.0 FUTURE AGENDA ITEMS-None**

## **6.0 BOARD AND SUPERINTENDENT REPORTS**

Rick Schulte reported on several trainings including the administrator training, K-5 math curriculum roll out, and the Professional Learning Communities (PLC) training. He reported meeting with the City of Richland and West Richland Police Chiefs.

Jill Oldson attended Leadership WSSDA (Washington State School Directors' Association), a training for Board members with six weekend meetings throughout the year. She said many different topics are covered and she feels the meetings are very valuable.

Brett Amidan stated he spoke with Dr. Schulte about doing some student based research in the future.

Rick Donahoe stated he is on the Boys and Girls Club Task Force and they are looking for possible locations.

Rick Jansons reported he is the WSSDA President Elect. This is a three-year commitment. He feels the organization is now doing an excellent job of training Board members on legal issues. Mr. Jansons also completed special education classes and will perform his student teaching next fall.

Mr. Jansons adjourned the regular portion of the meeting at 7:48 and called for a short recess to allow the audience to leave. The Board reconvened at 8:05 P.M.

## **EXECUTIVE SESSION (Superintendent Evaluation)**

The Board adjourned to executive session at 8:05 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 sixty minutes, with no action expected. Mr. Jansons extended the session at 9:05 P.M. for thirty minutes. Executive session ended at 9:35 P.M.

The Board returned to the regular meeting at 9:35 P.M.

**ADJOURNMENT**

The meeting adjourned at 9:35 P.M.

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RICHLAND SCHOOL DISTRICT NO. 400

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SECRETARY, BOARD OF DIRECTORS