



Board of Directors, Regular Meeting Minutes, Tuesday, January 14, 2020
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, January 14, 2020, at 5:30 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, Kari Williams and Jill Oldson. Administrators present: Superintendent Rick Schulte, Deputy Superintendent Mike Hansen, Executive Director of Financial Services Clinton Sherman, 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 5:30 P.M.

EXECUTIVE SESSION (Personnel, Legal)

The Board adjourned to executive session at 5:30 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 sixty minutes, with no action expected. Executive session ended at 6:28 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-Heather Cleary participated via conference call.

1.3 Approval of Minutes (December 10, 2019)

It was moved by Heather Cleary and seconded by Jill Oldson that –

THE BOARD APPROVE MEETING MINUTES FROM DECEMBER 10, 2019 AS AMMENDED.

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

1.4 Board Longevity Recognition

Dr. Schulte recognized Rick Donahoe for his ten years of service on the Board of Directors.

1.5 Oath of Office-Donahoe

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

Mr. Jansons explained the yearly Board election process and asked for volunteers for the office of President.

Cleary, no; Donahoe, no; Oldson, no; Williams, no; and Jansons, yes.

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

THE BOARD APPROVE RICK JANSONS BY CONSENSUS AS PRESIDENT OF THE RICHLAND SCHOOL DISTRICT BOARD OF DIRECTORS.

Vote: Cleary, yes; Donahoe, yes; Oldson, yes; Williams, yes; and Jansons, yes.

Motion was approved.

Mr. Jansons asked for volunteers for the office of Vice President.

Cleary, no; Donahoe, no; Oldson, yes; Williams, no; and Jansons, no.

It was moved by Rick Jansons and seconded by Kari Williams that –

THE BOARD APPROVE JILL OLDSON BY CONSENSUS AS VICE PRESIDENT OF THE RICHLAND SCHOOL DISTRICT BOARD OF DIRECTORS.

Vote: Cleary, yes; Donahoe, yes; Oldson, yes; Williams, yes; and Jansons, yes.

Motion was approved.

Mr. Jansons asked for volunteers for the office of Legislative Representative.

Cleary, no; Donahoe, no; Oldson, no; Williams, yes; and Jansons, no.

It was moved by Jill Oldson and seconded by Rick Donahoe that –

THE BOARD APPROVE KARI WILLIAMS BY CONSENSUS AS LEGISLATIVE REPRESENTATIVE OF THE RICHLAND SCHOOL DISTRICT BOARD OF DIRECTORS.

Vote: Cleary, yes; Donahoe, yes; Oldson, yes; Williams, yes; and Jansons, yes.

Motion was approved.

2.0 COMMUNICATIONS

2.1 Student Representative Report

Richland High School Students Scott Almond, Amelia Walker, and Jenna Kreutz reported on topics discussed at the December Student Advisory meeting including: career choice assistance, student's view of teaching as a career, superintendent search details, snow day decision making process, and a third high school planning process.

2.2 Presentations/Recognitions-River's Edge High School

Nicole Anderson, Principal, introduced Jordan Jech, Student. Ms. Anderson shared Jordan's success story from his start through his senior year. She stated Jordan has thrived at River's Edge

High School to become a shining star on campus. Jordan stated he was ready to drop out of school, but staff members encouraged him to continue and helped him be successful.

2.3 Requests and Comments by Visitors (20 minute time limit)

Alexa David, 450 Carver Court West, shared her concern regarding student behavior issues and the need for a district wide system response. She asked for more guidance counselors and drug and alcohol counselors.

Julia Leitner, 1984 Greenbrook Blvd., shared the same concern as Ms. David. She suggested there may be a need for an alternative middle school.

3.0 BUSINESS

3.1 Enrollment-Badger Mountain

Dr. Schulte stated in the spring of 2019 he advised that due to a slowdown in enrollment growth, we are now unlikely to meet eligibility requirements for the School Construction Assistance Program (SCAP) or state match for the Badger Mountain Elementary replacement or for Elementary No. 12 at this time. An enrollment estimate by HOVEE received today estimates that it may be many years before K-5 enrollment reaches the numbers needed for the availability of state money. Dr. Schulte explained the square footage requirements have not been adjusted to account for full day kindergarten, K-3 class size reduction, additional special education classroom needs, or for separate gyms and cafeterias. Superintendent Schulte met with Badger Mountain Elementary staff and parents last week to share information and stated, in the absence of state matching funds, there are still options for funding this project. The District can use a combination of local funds to replace missing state funds. Dr. Schulte shared some options for this funding and recommended the Board move forward with this project.

If the Board approves the current timeline, bids will be advertised in March and opened in April. Badger Mountain students will attend school at the new elementary on Belmont in West Richland during the 2020-2021 school year, with the new Badger to open in August 2021. Board discussion followed and all were in favor of moving ahead with the construction plan as previously discussed. Dr. Schulte and Board members will also continue to advocate for legislators to increase the square footage requirement to accommodate the increased amount of footage needed. Mr. Jansons reported the Board will take action on the Badger Mountain Elementary construction project at the January 28, 2020 Board meeting.

Public Comment:

Brian Sites, 5317 West Dradie Street, stated he is for equity throughout the District including safety issues addressed in the new buildings.

3.2 Promise K

Nicki Blake, Executive Director of Teaching, Learning and Curriculum, advised the new Promise K program will begin January 22, 2020. This program is geared to assist students who have not previously been able to connect with a community-based preschool program. This program is basically a twenty week extension to kindergarten for students who would normally qualify for kindergarten this fall. One classroom each will be located at Lewis and Clark and Badger Mountain Elementaries. There will be 16 students per classroom. Cynthia Wheeler and Belen Lopez, Promise K Teachers, were introduced and have been meeting with parents for several weeks. There was

discussion to grow this program to other schools for next year, as space is available. Challenges regarding transportation were discussed.

3.3 Communities in Schools Update

Ms. Blake introduced Lupe Mares, Executive Director of Communities in Schools of Benton-Franklin (CISBF), who recognized Dr. Schulte for his encouragement to start this program in the District beginning with nine schools in 2014. She explained CISBF is an affiliate of the Washington State Association and the largest affiliate in the state. CIS provides a wraparound approach targeting student's academic and non-academic barriers to learning while aligning supports to the needs of the schools. The model empowers students and their families to work collaboratively with their school and community, increasing achievement while reducing gaps. Site Coordinators are not District employees but partner with staff and principals at each building to help students and families make connections to community resource providers that go beyond the classroom. Services include but aren't limited to, medical and mental health services, weekend/holiday food programs, a local firefighter reading program (Fired Up to Read), student volunteers, and donations from community and faith based organizations. All services provide students with a community of support. Shana Borms, Badger Mountain Principal, shared the value of this program as the needs of students far exceed what staff can do at school.

3.4 Facility Planning Committee Members

Superintendent Schulte reported NAC has been selected as the architectural firm assisting with facility planning. A number of applications from citizens asking to participate on the Facility Planning Committee have been received. Rick Jansons and Rick Donahoe reviewed applications considering their expertise and ability to contribute to the planning process and recommended the following volunteers to the committee:

Sarah Whitish-Smith	Laila Krowiak	Janice Waters	Greg Page
Jason Green	Brittany Babb	Scott McDonald	Devan Clements
Brian Ace	Rich French	Fred Brink	Rich Buel
Connie Andrews			

There was consensus from Board members to approve the committee members selected. Approximately 15 staff members, including administrators and teachers, will also participate on the committee. The first meeting is scheduled for Thursday, January 23, 2020, at 6:30 p.m. Six meetings will be held from February through May at a variety of locations. The first several meetings will focus on high school vision and programming for all of our high schools. The later meetings will focus more on facility upgrades or construction to meet the program needs. A workshop will be planned for later this spring to review the work of the committee and receive Board comments.

3.5 Individual Education Program (IEP) Monitoring

Mandy Cathey, Executive Director of Special Education, advised a new monitoring system was implemented to help with IEP compliance. This system transition began this summer and is designed to limit a user's ability to make errors that create non-compliant IEPs. The system includes checklists, timelines, and self-monitoring tools. Missing goal pages due to user error were the major cause of the IEP's found to be non-compliant. Both IEP case managers and building administrators have been trained on utilizing self-monitoring tools and require that IEP compliance checklists be utilized by each IEP case manager, then verified by a building administrator before

the IEP is sent to the special education office. Field coaches continue monthly trainings and are available anytime needed. Board discussion followed.

Public Comment:

Susan Barber, Speech Therapist at Orchard Elementary, shared the online IEP system checklist works well to show what is needed and directs users to the correct location.

Scott McDonald, 404 Abbot, shared there is a difference in formatting that caused some parents to be anxious. He requested more direction for parents with the new system.

3.6 Outline Budget Prep and Adoption Process

Clinton Sherman, Executive Director of Finance, stated last year we began a more collaborative budget process, pulling departments together to outline their intent for the upcoming year. Budget work began and ended two months earlier than in past years. Collaborative work will continue with the budget expected to be presented to the Board for adoption in early June 2020. He stated there are fewer unknowns this year with no major changes in legislation expected and no teacher negotiations. Board discussion followed.

3.7 Superintendent Search

The Board received a report on attendance at recent meetings conducted by the search consultant to gather input on qualities desired for the District's new superintendent. More than 600 staff, students and community members have completed the online survey. Ty Beaver, Communications Director, reported the survey will close on Friday, January 17, 2020.

3.8 Tri-Cities Community Health Center (TCCH)

Dr. Schulte advised for the past several years, the District has been communicating with Tri-Cities Community Health Center about adding a Center at the Early Learning Center (ELC) / Jefferson Elementary campus. Locations adjacent to schools are preferred since Health Center staff can support school nurses and since the convenience of the location solves problems some families have getting transportation to health services. While upgrading the parking lot at the Early Learning Center, the District worked with TCCH to stub utilities for a possible future Health Center. Both Pasco and Kennewick School Districts report positive results and benefits to students and families by having these health centers on the school sites, without problems or concerns. TCCH has recently acquired funding to build and operate a Health Center and their governing board has approved proceeding with construction and opening a Health Center near the ELC location. The center will operate independently of the District, with no cost to the District. The Health Center could open as early as August 2020. Dr. Schulte shared the contracts used by local districts, after review by our District Counsel. Board discussion followed including questions regarding liability, services provided, and availability to all. This topic will be added to the January 28, 2020 meeting agenda for Board action.

Public Comment:

Scott McDonald questioned what services would be provided.

3.9 WSSDA Board Self-Assessment (Washington State School Directors Association)

Board members have received the WSSDA Board Assessment online survey and were asked to complete the survey by the end of January. WSSDA will send results and the Board can request a facilitator to work with members on Board Operating Principles if desired.

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

It was moved by Rick Donahoe and seconded by Rick Jansons –

THAT THE BOARD OF DIRECTORS APPROVE CONSENT AGENDA ITEMS (4.1) THROUGH (4.2).

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

4.1 Personnel Actions

ADMINISTRATIVE PERSONNEL:

NEW HIRES FOR THE 2019-2020 SCHOOL YEAR:

Carpenter, Zachery, Special Education Coordinator, 1.0 FTE, effective 1/07/2020

RETIREMENTS

Schulte, Richard, Superintendent, Administration, effective 6/30/2020

CLASSIFIED PERSONNEL:

NEW HIRES: FOR 2019-20 SCHOOL YEAR

Bakhazi, Jacques, Bus Driver, Transportation, effective 1/06/2020

McCain, Michelle, Paraeducator (Rehire), Marcus Whitman Elementary, effective 1/06/2020

Saueressig, Kendall, Paraeducator (Temporary), Lewis & Clark Elementary, effective 12/13/2019

RETURN FROM LEAVE OF ABSENCE

Stacy, Toni, Paraeducator, Marcus Whitman Elem., effective 1/06/2020

RESIGNATIONS

Erickson, Ramie, Nutrition Services, Richland High, effective 1/03/2020

McCain, Michelle, Paraeducator, Jefferson Elementary, effective 10/10/2019

Oehmen, Ann, Paraeducator, Hanford High, effective 1/14/2020

Scott, Shelby, Paraeducator, Lewis & Clark Elementary, effective 1/03/2020

Stauffer, Lesley, Paraeducator, Carmichael Middle, effective 1/17/2020

CLASSIFIED PERSONNEL:

RETIREMENTS

Reisenauer, Judy, Paraeducator, Early Learning Center, effective 6/09/2020

CERTIFICATED PERSONNEL:

CHANGE OF ASSIGNMENT

Noren, Megan, 1:1 BESST Teacher Secondary, 1FTE, effective 1/6/2020

NEW HIRES FOR 2019-20 SCHOOL YEAR

Johnson, Amber, Occupational Therapist .60FTE, effective 1/6/2020

Vanmeighem, Alexa, Life Skills Teacher, Orchard, 1FTE, effective 1/6/2020

Matthiessen, Amanda, Science Teacher, RHS .60FTE, Non-Continuing effective 1/22/2020

RESIGNATIONS

Noren, Keith, LA Teacher, Chief Joseph MS, effective 1/17/2020

4.2 Payroll and Warrant Approval

ASB Fund Warrant Nos. 40006464 through 40006477 for \$25,768.74
 No. 54000254 for \$104,409.11
 Nos. 74000093 through 74000094 for \$4,346.73
 Nos. 40006478 through 40006484 for \$7,171.50
 Nos. 40006485 through 40006495 for \$30,887.17
 Nos. 54000255 through 54000256 for \$481.35
 Nos. 74000095 through 74000096 for \$6,791.56
Capital Projects Fund Warrant Nos. 20001360 through 20001363 for \$8,193,095.30
 Nos. 52000135 through 52000137 for \$900,859.96
 No. 7200014 for \$1,238.04
 Nos. 20001364 through 20001369 for \$210,352.76
 Nos. 52000138 through 52000139 for \$61,304.24
 No. 72000015 for \$875.00
 Nos. 20001370 through 20001378 for \$3,601,684.94
General Fund Warrant Nos. 10070702 through 10070842 for \$337,104.68
 Nos. 51000753 through 51000757 for \$442,800.35
 Nos. 71001346 through 71001364 for \$14,701.95
 Nos. 10070993 through 10071043 for \$253,931.85
 Nos. 51000758 through 51000763 for \$35,335.52
 Nos. 71001365 through 71001381 for \$50,979.99
 Nos. 10071088 through 10071209 for \$704,261.69
 Nos. 51000765 through 51000773 for \$47,183.75
 Nos. 71001382 through 71001399 for \$23,208.09
Self-Insurance Fund Nos. 70000125 through 70000128 for \$6,018.12
 Nos. 70000129 through 70000132 for \$63,668.03
 Nos. 70000133 through 70000135 for \$47,129.43
Payroll Warrant No. 10070611 for \$4,519.73
 Nos. 10070700 through 10070701 for \$759.72
 No. 10070503 for \$112.19
 Nos. 10070844 through 10070992 for \$210,832.71
 Nos. 10071044 through 10071086 for \$2,470,379.72
 Void Check \$112.19
Electronic Fund Transfer for \$8,788,268.90
Total December Payroll approved in the amount of \$11,474,760.78

5.0 FUTURE AGENDA ITEMS

5.1 Board Operating Procedures

Dr. Schulte advised Board workshops are needed on a variety of topics. Nancy Mayer will check availability and schedule workshops. Possible topics include:

- Budget
- School Improvement Plans
- Facility Planning Progress
- Facility Planning Report
- Special Ed Task Force Report
- Board Self-Assessment De-brief
- Board Operating Procedures

Mr. Jansons stated, at the last meeting, a decision was postponed to allow superintendent candidates to speak with Board members if they would like information about the District before applying. Board members agree to have candidates contact either Heather Cleary or Rick Jansons for information.

6.0 BOARD AND SUPERINTENDENT REPORTS

Jill Oldson visited Badger Mountain Elementary, attended a Character Strong training, and attended a WSSDA Legislative event.

Rick Donahoe stated the Boys/Girls Club Task Force will meet tomorrow. He is also attending inclusionary practices training with a leadership team later this week.

Kari Williams visited Jefferson Elementary, River’s Edge High School and Three Rivers HomeLink. She also spoke regarding a policy on dyslexia.

Mr. Jansons asked for a short recess at 9:40 P.M. The Board reconvened at 9:50 P.M.

EXECUTIVE SESSION (Personnel, Legal)

The Board adjourned to executive session at 9:50 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), 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 fifteen minutes, with no action expected. Executive session ended at 10:02 P.M.

The Board returned to the regular meeting at 10:02 P.M.

ADJOURNMENT

The meeting adjourned at 10:02 P.M.

RICHLAND SCHOOL DISTRICT NO. 400

SECRETARY, BOARD OF DIRECTORS