



Board of Directors, Regular Meeting Minutes, Monday, March 23, 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 Monday, March 23, 2020, at 3:00 P.M. at the Administrative Service Center, 615 Snow Avenue, Richland, Washington. School Board President Rick Jansons presided. Board members participating: Heather Cleary, Rick Donahoe, Kari Williams and Jill Oldson.

The Board meeting was called to order at 3:00 P.M.

EXECUTIVE SESSION (Personnel-Superintendent Search)

The Board adjourned to executive session at 3:00 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). The executive session was projected to last two hours, with no action expected. Executive session ended 4:58 P.M.

The Board returned to the regular meeting at 5:33 P.M.

1.0 CALL TO ORDER

1.1 Roll Call-All five Board members participated, the meeting was open to the public.

2.0 COMMUNICATIONS

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

3.0 BUSINESS

3.1 COVID-19 Impact and Update

Dr. Schulte reported having daily meetings with Cabinet members regarding Instruction, Operations, and Human Resources. Chromebooks have been distributed to students in second through fifth grades. Students are being provided robust supplemental learning following recommendations from the Office of Superintendent of Public Instruction (OSPI). Questions regarding seniors and graduation status are still unknown at this time. It is possible to waive two credit requirements, but this currently does not include core class credits.

Dr. Schulte advised the Governor may soon issue a stay at home order, but which staff members will be considered essential workers is unknown at this time. Buildings were closed to the public as of noon today. All mail will be delivered to the warehouse. Meal distribution has been going well with 10,400 meals provided last week and will continue during spring. Letters have been provided to some special education families to allow parents to pick up meals without students being present.

One staff member in the District has tested positive for COVID 19. The Department of Health will contact those in contact with the staff member and our custodial staff will do sanitizing. With few

tests available, the Department of Health is saying everyone should assume they have come in contact with the virus. If not in severe need, people should stay home and quarantine.

Superintendent Schulte stated District staff members are working on a long-term plan with a systematic structure. Staff is looking to other districts such as Walla Walla, Northshore and Bellevue, to find good examples that are working well for online learning. Teachers are eager to keep students engaged using multiple platforms for instruction, but we need consistency as well. Board discussion followed.

Mr. Jansons thanked all staff for their hard work and dedication to the needs of our students.

3.2 Construction Projects

Superintendent Schulte stated at the last meeting it was discussed and decided to postpone the facilities planning committee work as meeting via zoom conference would not be practical. He has asked NAC to provide a summary of what has been accomplished to this point. Dr. Schulte shared an advantage to waiting to continue this work will allow a new superintendent to be involved early in this process. Enrollment predictions are also unsure for the upcoming school year as some families may choose to keep their students at home. Running a bond election in 2021 is bad timing as a campaign committee would need more time to fully complete their work. Without other direction, Dr. Schulte stated he will postpone this work at least until schools are opened.

Bids for the Richland High School Auditorium project will be opened as scheduled on March 31, 2020. There will be some small impact on the schedule if school is extended until June 19, 2020. The Teaching, Learning and Administration Center (TLAC) building is somewhat ahead of schedule. The contractor is being proactive and ordering needed materials well in advance of when they will be used to avoid delay. Options are also being prepared in case some workers are forced to stay home. If there is a statewide "shelter in place" requirement, that will stop construction. We anticipate occupying TLAC during October 2020, with the first board meeting there on October 27. A walk-through of the current District Office by hazardous materials consultants was completed to help determine what we will need to complete before demolition.

A letter of intent has been provided to the Department of Natural Resources advising them the District would like to purchase some DNR land at both Tapteal Elementary and at the orchard behind Target that is planned for future development. In order to maintain our place in the purchase process, we have been asked to supply a check demonstrating good faith, in the amount of \$12,000 for each piece of land. Board Discussion followed.

3.3 Hovee Enrollment Report

Dr. Schulte reviewed the latest enrollment study from E. D. Hovee & Company which we received in February 2020. This is a demographic report projecting enrollment through 2040. This report is a requirement as part of the state-mandated Study and Survey needed in order to qualify for state construction match. Dr. Schulte shared he has little confidence in this report as it shows an unrealistic amount of growth in 2020 and has not taken into consideration the building of homes in West Richland and Badger Mountain South areas.

Superintendent Schulte explained, while the District has used these demographic forecasts of enrollment for planning purposes, the state will use its own mathematical formula to project

enrollment six years in the future as the basis for calculating unhoused students for purposes of eligible school square footage at each grade level band. Observations from the report are:

- School district population growth has been faster than county population growth.
- The District has had a significant population boom over the past 25 years.
- The proportion of the population younger than 20 continues to shrink, from 41% to 26%.
- Birth rates have been declining.
- The forecast assumes a softer housing market.

This forecast is suspect since it shows an increase of 822 students from 2019 to 2020. We are confident this will not happen and are basing our budget on flat enrollment for next year. With this flat enrollment, all subsequent years will be notably lower at every grade band. On the other hand, the report assumes softer housing development based on local comprehensive planning and major planned developments. We are aware that the developments at Badger Mountain South expect to begin several new phases of residential construction totaling almost 500 homes, starting in summer and fall of 2020. We are also aware of development plans in the West Richland area where there are many acres within the Urban Growth Area. It's reasonable to believe the District will continue to have enrollment growth, largely in the south and west sides, but the pace of development is unknown. The effects on housing of the economic slowdown currently underway associated with the COVID situation are unknown.

3.4 Budget Preparation 2020 – 2021

Superintendent Schulte advised due to the COVID-related school closure, our budget preparation work has been delayed while the District is working on other necessary activities. The COVID situation also injects several other variables with unknown consequences including:

- It is likely that state revenue will suffer due to the lack of sales tax receipts, which account for most of the state's annual revenue. This could in turn result in state actions affecting local school district allocations.
- It is possible school will be interrupted during the 2020 – 2021 school year by COVID-related closures. This would affect expenditures and possibly revenue.
- Since COVID infections are expected to continue indefinitely and likely well into next school year, it's possible some parents will keep students home. This would reduce our enrollment and therefore our state revenue.

Given the uncertainty surrounding these variables budget development will continue with several additional guidelines:

1. Implement a "soft freeze" on new hires and MSOC expenditures now in order to augment Ending Fund Balance by \$5 million to \$6 million.
2. Postpone curriculum adoptions planned for this spring and summer into next year and postpone next year's planned adoptions to the following year. This will reduce current year expenses both for materials and for some professional development.
3. Use "round number," conservative estimates of revenue and expenses, with an opportunity to revise budget allocations during next year when the variables are better defined.
4. Seek to maintain as much flexibility as possible in order to allow for changing circumstances.

3.5 Superintendent Search

Mr. Jansons reported the Board is continuing with the search for a new superintendent. Candidates will be meeting via zoom conference with several staff groups as well as a public forum each evening which will be broadcast on Charter Cable channel 192, the City of Richland's You Tube channel, and the District website. He encouraged all to email questions through the website. Mr. Harris, HYA, will be facilitating each forum and will use these questions for the candidates. After each forum the public will have an opportunity to complete a survey online. Board members will review each survey to help with the decision-making process.

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

Kari Williams asked to pull Item No. 4.5-Resolution No. 902-Interlocal Agreements.

It was moved by Rick Donahoe and seconded by Kari Williams –

THAT THE BOARD OF DIRECTORS APPROVE CONSENT AGENDA ITEMS (4.1; 4.2; 4.3; 4.4; & 4.6) INCLUDING A REVISED PERSONNEL ACTION.

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

Mr. Jansons explained the interlocal agreement resolution allows the District to purchase materials above a certain level in order to receive competitive bids. These contracts are reviewed annually.

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

THAT THE BOARD OF DIRECTORS APPROVE CONSENT AGENDA ITEM 4.5-RESOLUTION NO 902-INTERLOCAL AGREEMENTS.

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

4.1 Personnel Actions

CLASSIFIED PERSONNEL:

NEW HIRES: FOR 2019-20 SCHOOL YEAR

Greer, Emelita, Nutrition Services, Hanford High School, effective 3/12/2020

CERTIFICATED PERSONNEL:

RESIGNATIONS FOR THE 2019-20 SCHOOL YEAR

Minson, Molly, 1FTE, Teacher, Early Learning Center

CHANGE OF ASSIGNMENT FOR THE SCHOOL YEAR 2020-21

Anderson, Sari, 1 FTE, School Psychologist, Special Programs

Benedict, Ashley, 1 FTE, School Psychologist, Special Programs

Riordan, Joseph, 1 FTE, SPED Teacher, location to be determined

Hamilton, Tessa, 1 FTE, SPED Teacher, location to be determined

NEW HIRES FOR THE SCHOOL YEAR 2020-21

Johnson, Skylar, 1 FTE, SPED Teacher, location to be determined

OTHER CHANGES:

Shively, Teresa, Returning to 1 FTE from partial leave, Hanford High School

Blake, Spencer, Increase to 1 FTE, Music, Jefferson Elementary, Non-continuing

McComb, Alisa, Returning to 1 FTE from partial leave, Enterprise Middle School

CERTIFICATED PERSONNEL:

TEACHERS WITH CONDITIONAL/LIMITED CERTIFICATES FOR THE 2019-20 SCHOOL YEAR

- Evans, Chelsea, .4 FTE, CTE Teacher, Hanford High School
- Grey, Matthew, .8 FTE, CTE Teacher, Hanford High School
- Holmberg, David, .5 FTE, CTE Teacher, Leona Libby Middle School
- Klug, Steven, .5 FTE, CTE Teacher, Hanford High School
- Koch, Dawn, 1 FTE, CTE Teacher, Hanford High School
- LaViolette, Cheyenne, .1 FTE, CTE Teacher, Hanford High School
- Leggett, Matthew, .7 FTE, CTE Teacher, Hanford High School
- Lynch, David, 1 FTE, CTE Teacher, Hanford High School
- Richmond, Wendy, .15 FTE, CTE Teacher, Chief Joseph Middle School
- Spaur, Randall, .2 FTE, CTE Teacher, Chief Joseph Middle School
- Varland, Amber, 1 FTE, CTE Teacher, Richland High School
- Dyer, Stephen, .2 FTE, CTE Teacher, Hanford High School
- McKinnis, Forrest, .2 FTE, CTE Teacher, Rivers Edge High School
- Ochoa, Adrian, 1.0 FTE, CTE Teacher, Richland High School
- Robinson, Jeremiah, .8 FTE, CTE Teacher, Enterprise Middle School

4.2 Budget Monthly Report

4.3 Career and Technical Education Graduation Pathways

4.4 Resolution No. 897 – Update to Imprest Fund

4.5 Resolution No. 902 – Interlocal Agreements

4.6 Warrants

- ASB Fund Warrant Nos. 40006606 through 40006611 for \$6,512.39
 - Nos. 40006612 through 40006620 for \$10,250.25
 - No. 74000102 through 74000102 for \$350.00
- Capital Projects Fund Warrant Nos. 20001421 through 20001424 for \$185,405.73
 - Nos. 52000146 through 52000148 for \$205,775.81
 - Nos. 72000016 for \$1,750.00
 - Nos. 20001425 through 20001427 for \$35,120.63
 - No. 72000017 for \$3,699.42
- General Fund Warrant Nos. 10072189 through 10072251 for \$132,361.13
 - Nos. 51000826 through 51000830 for \$255,044.49
 - No. 71001534 through 71001553 for \$56,372.86
 - Nos. 10072253 through 10072342 for \$470,937.57
 - Nos. 51000831 through 71001570 for \$55,917.16
- Self-Insurance Warrant No. 70000152 for \$11,209.94
 - No. 70000153 through 70000155 for \$22,945.30

5.0 FUTURE AGENDA ITEMS

5.1 Workshops: Board Operating Principles, School Improvement Plans, Special Education Task Force, Budget

It was decided to put a hold on these workshops for now considering the COVID closure. Future Board meetings will only contain COVID 19 updates and consent agenda items. Discussion followed regarding how Board meetings will take place in the future. More guidance will be received from WSSDA and OSPI in the near future.

6.0 BOARD AND SUPERINTENDENT REPORTS-None

Mr. Jansons asked for a short recess at 6:40 P.M. The Board reconvened at 6:47 P.M.

EXECUTIVE SESSION (Personnel)

The Board adjourned to executive session at 6:47 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 thirty minutes, with no action expected. Executive session ended at 7:20 P.M.

The Board returned to the regular meeting at 7:20 P.M.

ADJOURNMENT

The meeting adjourned at 7:20 P.M.

RICHLAND SCHOOL DISTRICT NO. 400

SECRETARY, BOARD OF DIRECTORS