



Board of Directors, Regular Meeting Minutes, Tuesday, May 12, 2020  
RICHLAND SCHOOL DISTRICT NO. 400  
BENTON COUNTY, RICHLAND, WASHINGTON

The Board of Directors of Richland School District No. 400 met for a regular zoom meeting Tuesday, May 12, 2020, at 6:30 P.M., 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 6:30 P.M. Mr. Jansons explained the state has limited Board meetings to only discussing COVID-19 plans and updates, as well as “necessary and routine” business such as consent agenda items. He reminded all there are several ways to leave feedback for the board including [boardfeedback@rsd.edu](mailto:boardfeedback@rsd.edu) or [info@rsd.edu](mailto:info@rsd.edu).

## **1.0 CALL TO ORDER**

### **1.1 Roll Call-All here**

### **1.3 Approval of Minutes (April 28, 2020)**

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

THE BOARD APPROVE MEETING MINUTES FROM APRIL 28, 2020.

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

## **2.0 BUSINESS**

### **2.1 COVID-19 Update**

Dr. Schulte shared topics to be discussed at tonight’s meeting including the continuous learning plan, resolutions needed, a student survey, and graduation plans. He stated the new WAC section 392-901-025 provides that OSPI will waive school days and instructional hours requirements that a district is unable to meet this year due to emergency closure if:

1. The District’s continuous learning plan meets defined minimum standards; and
2. The Board adopts a resolution by May 29, 2020 approving the continuous learning plan; and
3. The District extends the school year by a minimum of an additional five days; and
4. The Board supports the emergency waiver request; and
5. The District submits an application to OSPI requesting the waiver.

Dr. Schulte explained Washington State School Directors Association (WSSDA) drafted two model resolutions the Board could adopt by May 29, 2020. One requests a waiver of instructional hours only, while the second requests a waiver of both days and hours. Superintendent Schulte stated the Office of Superintendent of Public Instruction (OSPI) has determined that no district can demonstrate it has been able to meet the required 1,027 average annual hours of student instructional time while doing online learning instead of onsite learning. OSPI also believes districts will be unable to demonstrate that they have provided 180 days of student instruction given

the Governor's Emergency Proclamation closed schools beginning March 17, 2020 whereas the OSPI direction to begin Continuous Learning began effective March 30, 2020. Richland closed its schools beginning March 16, 2020 and started its At-Home Learning Plan as of March 30, 2020, ten days after onsite schools were closed. Superintendent Schulte advised for the ten weekdays from March 16 to March 27, 2020 teachers spent some noninstructional time helping distribute computers to students. District administration issued several memos to staff directing them not to report to work because school was closed and issued at least one memo encouraging, but not requiring, teachers to maintain contact with students online and, where possible, to offer some form of "supplemental" learning activities. The At-Home Learning Plan was formally initiated the week of March 30, 2020.

Dr. Schulte reported, in the absence of a formal Continuous Learning Plan and the opportunity to demonstrate that all students had equitable access to learning opportunities under the direction of school staff, he does not believe OSPI will count these ten days as student learning days meeting the requirement for 180 student school days. Dr. Schulte believes the District will need to adopt a resolution asking for a waiver of both hours and days and will need to extend the school year by five days, from June 9 to June 16, 2020. He also believes the District At-Home Learning Plan does meet the minimum standards defined by OSPI in the new WAC. He called on several administrators to describe how the District is meeting the required standards.

*Opportunity to Learn* - Mike Hansen, Deputy Superintendent, reported on the many guidance changes from OSPI before the final At-Home Learning plan was implemented. OSPI asked districts to include compassion, communication and common sense while focusing on equity when developing this plan. Mr. Hansen explained learning plans, lessons, and instructional materials have been prepared under the direction of District staff and are available to all students electronically or in paper packets distributed by school bus delivery. Teachers, paraprofessionals, principals, counselors, and others have also been reaching out to students by phone, email, Zoom, and other electronic or direct methods. He stated the importance of gathering data and explained teachers are reporting on Mondays to record participation for the previous week. There were some glitches the first week, but these will be corrected. He reminded all that weekly participation is a very low bar and is not to be confused with engagement.

*Learning Standards* - Nicki Blake, Executive Director of Teaching, Learning and Curriculum, stated all teachers have scope and sequence documents. District curriculum committees, school based Professional Learning Communities (PLCs), and departments have identified essential learning standards needed for success at the next level. Ms. Blake reminded all that this closure happened very abruptly with teachers at different points in their content areas. Committees will begin to meet this month to create more common essential standards for additional support and consistency next year.

*Record of Student Engagement* - Brian Moore, Assistant Superintendent of Elementary Education, explained there was no direction for tracking with the initial closure, then it was recommended that some form of tracking take place. We are now required to monitor student participation on a weekly basis. This will allow the District to disaggregate participation records by student groups including race or ethnicity, low income, IEP status, and other measures. Mr. Moore advised early

data shows good engagement from elementary (over 90%). Elementary staff members communicate regularly with students and parents. High school students are engaged because they are enrolled in credit-bearing classes. At the middle school level, this is more of a challenge since most classes are not credit bearing and students don't communicate to parents as well. This accountability piece will help, and staff members will be reaching out to families to offer support to engage these students.

*Academic Grading* - Todd Baddley, Assistant Superintendent of Secondary Education, advised following OSPI's guidance, the District's Learning Plan was changed to incorporate a grading system that complies with those requirements at all grades. Elementary report cards will remain essentially the same as before closure, and students will be promoted to the next grade unless there is a compelling reason to make an alternative placement. Secondary grades will use a letter grade system, A, B, C, or D, but no F, and Incomplete. No secondary grade will be less than the grade as of March 17, 2020 and the grade can be improved, but an Incomplete is possible based on teacher judgment if the student is not sufficiently engaging or making progress. Mr. Baddley stated students will have a variety of opportunities to convert the Incomplete to a letter grade and earn credit.

*All Student Groups* - Tracy Blankenship, Executive Director of Special Education, explained the District has implemented strategies to provide learning opportunities for all students, regardless of status or condition. District staff members are reaching out to homeless students, English Language Learners (ELL), students on Individual Education Plans (IEPs), as well as highly capable students. Community in Schools (CIS) staff members are connecting with homeless families, differentiated instruction is being provided for highly capable students, and appropriate modifications to IEP goals are being created to ensure all are engaged. Recent participation tracking will allow access to see whether these students are participating in an equitable manner.

Dr. Schulte stated a variety of surveys are being sent out to parents, teachers, principals and students. The intention is to rotate surveys and repeat them several times. Mr. Baddley shared results from the recent high school student survey from which he received 1,500 responses. Highlights include:

- Students were using multiple devices including chromebooks, phones, home computers.
- Favorite online courses were English Language Arts (ELA), Math and Science. These were also reported to be the most difficult online.
- Only 20% of students said they would like online school next year.
- Students said they missed socializing, athletics and activities the most.
- Online learning - students enjoyed setting their own schedules.

Mr. Jansons advised the Board will be voting at the meeting on May 26, 2020 on the resolution to request a waiver for school days and instructional hours in order to receive apportionment from the state. The school year would then be extended until June 16, 2020. Mr. Jansons asked for Board questions.

Mr. Donahoe asked if parents fully understand the level of engagement as compared to an IEP? Ms. Blankenship shared communication has been sent to explain the process and the department is in

direct communication with families. Staff members are meeting next week to discuss plans for extended summer school.

Ms. Oldson had questions regarding essential learning standards. Ms. Blake explained teachers have scope and sequence documents for subject areas and PLCs are working to prioritize these learnings for their student needs. Committees are being formed to facilitate this need with more consistency by August in the event of closures in the future. Mr. Baddley explained the difference between participation and engagement with participation being attending a zoom meeting or making weekly contact. Participation data is a requirement from OSPI. Engagement is a teacher's judgement of whether a student is making an effort to be involved in learning. This could be done in a variety of ways including completing assignments or project work. This effort will be graded, no lower than the student's grade on March 17, 2020, unless students have not continued to be engaged. Mr. Hansen advised Robocalls will only be sent if a student has not participated in the previous week.

Ms. Williams was impressed by the surveys being sent to many different groups and asked to receive survey results before Board meetings. Ms. Blake shared a "best of the best" lesson library is being created to share lessons that are highly engaging with access for all teachers.

Ms. Cleary thanked administrators for their quick work on the At-Home Learning Plan. Mr. Jansons reminded all that the state has changed directions three times and thanked teachers and leadership for their grace dealing with these changes.

Dr. Schulte stated teachers were not all in the same place when the closure began. This has caused some decentralization. He also understands parents' frustration with the variety of platforms being used. The District, as well as OSPI, is working to narrow the platforms being used to provide more consistency throughout the District and state. Having consistency, even beyond individual districts, would provide more clarity. He also shared the compassion piece is so important at this time, not only for students, but for teachers, administrators and families.

Dr. Schulte reported graduation ceremonies have generated lots of strong feelings. There was a strong interest in having an in-person ceremony, but state regulations prohibit any type of large gathering. Students were surveyed and wanted to keep the June 5, 2020 ceremony date. Priorities have been to involve as many people as possible including students, staff and parents in the decision-making process, and to produce a memorable ceremony that assures safety for all.

Mr. Baddley asked high school principals to share their graduation plans. Tim Praino, Richland High School, stated committee meetings have been held over the last month to share ideas. A virtual ceremony will be produced that will be similar to a traditional ceremony. Pictures of students in their cap and gown, pictures with their families, a prominent guest speaker, a senior choir presentation, class officers welcome, valedictorian speeches, and presentation of the class of 2020 will all be included.

Nicole Anderson, River's Edge High School shared details of their graduation ceremony on May 14, 2020. Since the group is much smaller, students will park their cars, receive their diplomas, have photos taken, all while observing social distancing requirements. Students from Hanford High School will be videotaping the ceremony.

Tyler Reeser, Three River's HomeLink, reported they also have a much smaller group and will be starting tomorrow with cap and gown photos. Staff are assisting and participating in the ceremony with several surprises planned for graduates. The ceremony will be broadcast in the coming weeks.

Tori Christensen, Hanford High School, advised Hanford's virtual ceremony will be similar to Richland High School's. Students picked up their caps and gowns last week and posed for pictures. They have also planned several surprises for students.

Ty Beaver, Communications Director, reported videos will be released on You Tube and also on the District website. He will check with the City of Richland for other options. Richland and Hanford High Schools will be shown at the normal ceremony times (HHS-4:30 P.M./RHS-7:30 P.M.).

Mr. Donahoe stated he is pleased with the focus on the safety of our students, protecting families, and adhering to state requirements. The plans are outstanding and included students on the planning committees. Other Board members agreed and were glad to hear the details of the ceremonies.

Dr. Schulte advised District leaders are already beginning to plan for whatever scenario we are faced with to start the school year this fall, or if other closures are required during the next year. Staff members reviewed websites for re-opening guidelines and have selected one to use as a starting point. Important issues will be learning loss and student and staff safety.

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

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

THAT THE BOARD OF DIRECTORS APPROVE CONSENT AGENDA ITEMS (3.1) THROUGH (3.2).

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

Motion was approved.

**3.1 Personnel Actions**

CLASSIFIED PERSONNEL:

NEW HIRES

Farris, Tristen, Information Technology Technician 1, Information Technology, effective 5/11/20

LEAVE OF ABSENCE FOR THE 2020-21 SCHOOL YEAR

Brannon, Heather, Paraeducator, Tapteal Elementary

RESIGNATIONS FOR THE 2019-20 SCHOOL YEAR

Passage, Rita, Paraeducator/Nutrition Services, effective 5/18/2020 (has been on Leave of Absence)

Sylejmani, Besa, Custodian, effective 6/30/2020 (has been on Leave of Absence)

RETIREMENTS FOR THE 2019-20 SCHOOL YEAR

Conley, Carrie, Secretary, effective 8/31/2020 (has been on Leave of Absence)

Heller, Loris, Bus Driver, Transportation (correction to Oct. 8, 2019 Personnel Actions), eff. 6/19/2020

Heller, Paula, Paraeducator, Hanford High (correction to Oct. 8, 2019 Personnel Actions), eff. 6/19/2020

CERTIFICATED PERSONNEL:

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**RESIGNATIONS FOR THE 2019-20 SCHOOL YEAR**

Corning, Lisa, 1FTE, LA Teacher, Enterprise Middle School  
Lindseth, Brenna, SPED Teacher, Badger Mountain (on 2<sup>nd</sup> year leave)  
Vanmeigham, Alexa, SPED Teacher, Orchard Elementary

**RETIREMENTS FOR THE 2019-20 SCHOOL YEAR**

Gerken, Anne, 1FTE, Health Teacher, Richland High School

**LEAVE OF ABSENCE FOR THE 2020-21 SCHOOL YEAR**

Swisher, Kevin, Rescind 2<sup>nd</sup> Year Leave of Absence Request, Music Chief Jo MS

**3.2 Payroll and Warrant Approval**

ASB Fund Warrant Nos. 40006628 through 40006631 for \$6,629.25

Nos. 40006632 through 40006634 for \$4,775.85

No. 54000268 for \$253.33

No. 74000104 for \$7,620.31

Capital Projects Fund Warrant Nos. 20001452 through 20001456 for \$249,635.26

Nos. 20001457 through 20001461 for \$275,034.78

Nos. 52000154 through 52000155 for \$10,296.22

General Fund Warrant Nos. 10072933 through 10072954 for \$122,215.94

Nos. 51000864 through 51000869 for \$36,281.53

Nos. 71001639 through 71001646 for \$7,415.88

Nos. 10072956 through 10072983 for \$165,377.43

Nos. 51000870 through 51000875 for \$272,484.77

Nos. 71001647 through 71001662 for \$28,470.24

Self-Insurance Fund No. 70000161 for \$69,396.74

No. 70000162 for \$13,023.86

No. 57000003 for \$19,806.46

Payroll Warrant Nos. 1072609 through 10072617 for \$8,689.13

Nos. 10072653 through 10072655 for \$454.28

Nos. 10072712 through 10072846 for \$172,655.76

Nos. 10072886 through 10072932 for \$4,221,909.86

Electronic Fund Transfer for \$8,434,785.59

Total April Payroll approved in the amount of \$12,838,494.62

**Board reports:**

Rick Donahoe reported he is attending graduate school at Gonzaga University and shared his dislike for the blackboard platform.

Kari William and Jill Oldson attended the virtual AVID college signing event. Students earned \$1.9M in scholarships.

**ADJOURNMENT**

The meeting adjourned at 8:21 P.M.

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RICHLAND SCHOOL DISTRICT NO. 400

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SECRETARY, BOARD OF DIRECTORS