



Board of Directors, Regular Meeting Minutes, Tuesday, August 11, 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, August 11, 2020, at 5:30 P.M. via Zoom, Richland, Washington. School Board President Rick Jansons presided. Board members present: Heather Cleary, Rick Donahoe, Kari Williams and Jill Oldson.

The Board meeting was called to order at 5:30 P.M.

**EXECUTIVE SESSION (Personnel)**

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). 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 6:39 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. This order was recently extended until September 1, 2020.

**1.0 CALL TO ORDER**

**1.1 Oath of Office**-Rick Jansons administered the Oath of Office to Dr. Shelley Redinger and welcomed her to the District.

**1.1 Roll Call**-All Here (Ms. Oldson will be joining the meeting shortly.)

**1.2 Approval of Minutes (July 28, 2020)**

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

THE BOARD APPROVE MEETING MINUTES FROM JULY 28, 2020.

Vote: Cleary, yes; Donahoe, yes; Oldson, not yet in attendance; Williams, yes; and Jansons, yes. Motion was approved.

**2.0 COMMUNICATIONS**

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

Mr. Jansons explained the public comments procedures.

Pat stated the District is trying to follow the Governor’s guidelines but would like to see more choices, for example: some schools opening without masks, some opening with masks.

Mindy Thomas thanked all Board members for doing what is best for staff and students. As a staff member, she appreciates their concern for safety.

Gene Nemeth asked to see the statistics of students attending the Spokane Virtual Academy before he makes a decision on the Richland Virtual School (RVS).

### **3.0 BUSINESS – COVID 19 Update and Impact**

#### **3.1 Return to School Options and Continuous Learning 2.0 Approval**

#### **3.2 Return to School Template and Action Plan-Resolution No. 914**

Mr. Jansons stated a resolution needs to be passed by August 17, 2020. He would like to take tonight to listen, and if needed, a special meeting could be scheduled later this week if Board members don't feel comfortable voting tonight.

Dr. Redinger introduced Mike Hansen, Deputy Superintendent, who shared we are evolving from options to stages, Stage One being all online. This stage will always be in play throughout the year if the District needs to move back to online instruction due to worsening COVID conditions. Stages move from most restrictive-Stage One (fully online) to least restrictive-Stage Four (fully in school). Dr. Redinger asked for Board input.

Mr. Jansons stated the Board decided to start the school year online at the last meeting. The District also received a letter from the Department of Health (DOH) with their recommendations. Other insurance company communications have suggested the District, or Board members individually, may or may not be covered by insurance if recommendations are not followed. Mr. Jansons advised we cannot disregard DOH guidelines. Next, the Office of Superintendent of Public Instruction (OSPI) came out with guidelines needing clarification whether they were referring to the number of cases in the community or county. Based on current information, our county is behind other counties in the state. Mr. Jansons would like to wait to learn from successes and challenges of other districts on how best to open our schools. He spent several days with groups from the Washington State School Directors Association (WSSDA) reviewing options being discussed around the state. He would like to keep options open for Stage Three choices at this time and concentrate on opening the District well fully online. Other Board members agreed to wait on the Stage Three decision at this time. This topic will be discussed at each meeting as we move forward.

Mr. Jansons also reviewed several questions from parents and staff regarding safety procedures that are needed before students can begin returning to the classrooms. Specific details need to be communicated before any in-person reopening can take place. Dr. Redinger shared she is in meetings with DOH officials several times weekly and will work closely with Dr. Person, DOH, to assure that protocols are being followed.

Mr. Hansen reported the online survey (template) is in lockstep with OSPI guidance and the Back to School Roadmap reviewed in June. The District is in the process of posting simplified, one-page safety precautions for staff members entering the buildings. The Continuous Learning Plan 2.0 (CL 2.0) has been upgraded from spring (CL 1.0) for teachers to outline new expectations of the online setting with changes to the grading system, attendance guidelines, narrowed essential standards, structured days for students and teachers and social emotional learning pieces. CL 2.0 has specific scheduled times for grade levels K-2, 3-5, 6-8, and 9-12 with input from the last meeting including moving elementary instruction to mornings. These scheduled times will help families with internet

bandwidth issues in homes. Teacher planning and prep for asynchronistic learning is built into CL 2.0. He thanked Brenda Russie, Executive Assistant, for her formatting skills, as well as those administrators leading the different areas of the plan.

Mr. Jansons stated it seems the resolution is only required to state how the District is starting the school year on September 1, 2020. Dr. Redinger agreed and advised we can resubmit when the District changes stages. Board members agreed to go ahead with the resolution vote at tonight's meeting and then continue to modify CL 2.0.

Ms. Williams thanked administrators for the teacher prep time included in the plan and asked when Individual Education Plan (IEP) meetings are scheduled to take place. Tracy Blankenship, Executive Director of Special Education, explained some have already started and the timeline will probably be expanding to the end of September, giving time to meet with all families. The expectation is that we are going to continue with IEPs as they were stated, but in an online environment, modifications may be needed. Also, support services feel they will have all safety protocols in place by August 17, 2020 for teachers to have access to their classrooms.

Ms. Oldson shared the importance of social emotional learning for students and wants consistency and guidance for all. Jesse Buchholz, Director of Online Learning, stated video trainings are ready to go. We are just waiting for some negotiations to be finalized. Todd Baddley, Assistant Superintendent of Secondary Education, shared several routes to recovering incomplete grades from last spring. Brian Moore, Assistant Superintendent of Elementary Education, shared internet access is less of an issue than broadband width at some homes when several users need access at one time. That is the reasoning behind scheduling different age levels at different times of the day in CL 2.0.

Ms. Williams asked that professional development be available to teachers as soon as possible. She asked if administrators have looked into student placement in classrooms by academic performance. Discussion followed regarding the pros and cons of this type of placement.

Mr. Jansons likes the CL 2.0 plan and feels that starting elementary students with daily meetings is a good idea to help with the relationship piece of social emotional learning. He feels we need to communicate the District options (Richland Virtual School or Continuous Learning 2.0) in a variety of ways. Text support and professional development for parents is also an important part of both programs.

Superintendent Redinger shared the District will be communicating updates to staff at least once a week. Families will also receive weekly information. She advised the date to register for RVS has been extended to August 19, 2020. The approval asked for from the Board tonight is only approving the CL 2.0 plan for online instruction. Updates to the plan will continue to be made. Mr. Hansen will be completing the OSPI survey/template by August 17, 2020.

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

Ms. Oldson questioned if there was still a need to meet before the August 17, 2020 date. Dr. Redinger stated the document was confusing at first, but it was later clarified by OSPI that the Board is only approving the online start of start of school at this time.

THAT THE BOARD OF DIRECTORS APPROVE RESOLUTION NO. 914 – RETURN TO SCHOOL ONLINE ONLY AND OSPI TEMPLATE.

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

### **3.3 Richland Virtual School (RVS) Update**

Jesse Buchholz, Director of Online Learning, shared parents will have three different options to start the school year: traditional (which is online to start the year), Three Rivers HomeLink (parent directed homeschool) and Richland Virtual School (teacher directed online school). Canvas will be the platform used in RVS. Several added features include a lock down browser to ensure security during assessments, grammar and plagiarism software, and added tracking for teachers to check students' progress. He explained the cutoff date for registration has been changed to August 19, 2020. Currently 236 students have turned in transfer applications, mostly at the elementary level. Parent and student training will be available on the website. Dr. Redinger advised we originally asked for a one-year commitment, but we will allow some flexibility.

Mr. Donahoe stated flexibility will create some issues with master schedules at the high school level and staffing, but hopefully these can be worked out as the program continues. He praised Dr. Buchholz for getting the program up and running in such a short period of time. Ms. Cleary stated she understands the difficulty with a shorter commitment, but feels parents need flexibility at this time.

Dr. Buchholz reported all staff will receive the same training since all will be starting the school year online. Then, when traditional school pivots to a hybrid model, this will minimize the impact of in-person school.

Mr. Jansons shared questions he has heard from parents. Ty Beaver, Communications Director, and Dr. Buchholz are working to add more information to the FAQ on the District website as more questions are received. High school students will connect to their home school for music, arts, activities, to provide some consistency. Those connections need to be fostered. Classes are being scheduled as students transfer in with the schedules they developed in the spring.

Ms. Williams asked for more communication regarding Richland Virtual School vs. Continuous Learning 2.0 with information on the differences of each in a simple format to help parents understand. She would also like to see information on Three Rivers HomeLink on a future agenda.

### **3.4 Washington Interscholastic Activities Association (WIAA) Update**

Todd Baddley, Assistant Superintendent of Secondary Education, stated at the last meeting cross country was the only sport scheduled to start this fall. Currently, that has also been delayed. The WIAA guidelines follow the state's phases with no sports/activities beginning until Phases 3 and 4. Our District will not have any sports starting before December 28, 2020. Each sport will have a seven-week season and will only occur if Benton County is in the minimum required "phase" for each sport.

Mr. Jansons stated the data for the Spokane Virtual Academy requested has been posted in the chat area of the zoom meeting.

### **3.5 Budget Overview**

A budget hearing will be held during the August 25, 2020 meeting, before the Board is asked to approve the 2020-2021 budget. Dr. Redinger stated Clinton Sherman, Executive Director of Finance, will be meeting with several Board members to review details in the document. Mr. Sherman reported the budget process began in December, with the hope of approval in June 2020. With the onset of COVID, the budget was delayed. Enrollment is the main factor that drives the District's revenue. For the 2020-2021 school year we are planning for static enrollment of 13,650 Full Time Equivalent (FTE) students, which is a reduction of 50 FTE from the current budgeted enrollment of 13,700. This is the first time in many years that we have budgeted for a lower enrollment than the previous year. This enrollment forecast was made before the COVID emergency and we do not know how continuing COVID concerns will affect next year's enrollment. Mr. Sherman stated he is unsure what the CARES Act funding looks like, but is expecting approximately \$1.5 million. The costs involved with COVID related expenses will certainly exceed that amount. He is most concerned when the legislature goes back into session in January with a huge deficit. Many decisions will be more difficult next year.

Mr. Donahoe advised the way the budget was reported was very helpful. Mr. Sherman asked Board members to contact him with any questions/concerns they might have. The next step is the budget hearing and then approval process at the next meeting.

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

Rick Jansons stated Jill Oldson asked to pull Item No. 4.9-Communities in Schools of Benton Franklin (CISBF) 2020-2021.

Ms. Williams asked if the many resolutions listed were approved yearly or just when a new superintendent was hired. Mr. Jansons stated most are only done with a change in superintendents.

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

THAT THE BOARD OF DIRECTORS APPROVE CONSENT AGENDA ITEMS (4.1) THROUGH (4.10), EXCLUDING ITEM (4.9).

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

Ms. Oldson stated she will be abstaining as she is on the CISBF Board of Directors and feels it would be a conflict of interest.

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

THAT THE BOARD OF DIRECTORS APPROVE CONSENT AGENDA ITEM (4.9).

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

### **4.1 Personnel Actions**

ADMINISTRATIVE PERSONNEL  
CHANGE OF ASSIGNMENT FOR THE 2020-21 SCHOOL YEAR

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DeJong, Shyla, 1 FTE, SPED Coordinator (from Teacher on Special Assignment)

**CERTIFICATED PERSONNEL**

**NEW HIRES FOR THE 2020-21 SCHOOL YEAR**

Harlow, Mary Beth, 1FTE, 1<sup>st</sup> Grade, Jason Lee Elementary

**INCREASE IN FTE FOR 2020-21 SCHOOL YEAR**

Lavolette, Cheyenne, 1FTE, CTE Comp Sci/TV, Hanford HS (increase of .20FTE)

Filipy, Kyndra, 1FTE, Health, Richland HS (increase of .40FTE)

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

Wingert, Hilary, 1FTE, Classroom Support Teacher

**RETURN FROM PERSONAL LEAVE OF ABSENCE FOR 2020-21 SCHOOL YEAR**

Deniston, Rhonda, Rescind .20FTE second year leave, Librarian, William Wiley Elementary

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

Stevens, Jana, 1FTE, 1<sup>st</sup> Grade, Sacajawea Elementary

**CLASSIFIED PERSONNEL**

**NEW HIRES FOR THE 2020-21 SCHOOL YEAR**

Parsons, Ashley, Paraeducator, Badger Mountain Elementary, effective 8/31/2020

Peterson, Krissa, Paraeducator, Hanford High School, effective 8/31/2020

Schulz Antonissen, Katharina Paraeducator, Carmichael High School, effective 8/31/2020

**CLASSIFIED PERSONNEL**

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

Hammitt, Melisa, Support Services, effective 6/15/2020

Solnicka, Karen, Nutrition Services, 2<sup>nd</sup> year LOA

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

Benjamin, David, Paraeducator, William Wiley Elementary, effective 8/10/2020

Bryan, Kelly, Bus Driver, Transportation, effective 8/31/2020

Salim, Yunus, Kitchen Manager, Richland High School, effective 8/13/2020

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

Williams, Steve, Building Foreman, Maintenance & Operations, effective 8/31/2020

**4.2 Resolution No. 907-Appointment of Agent**

**4.3 Resolution No. 908-Authorized Signatures for Bank Accounts**

**4.4 Resolution No. 909-Authorized Federal Program Representative**

**4.5 Resolution No. 910-Authorized Representative**

**4.6 Resolution No. 911-Superintendent-Dr. Shelley Redinger**

**4.7 Resolution No. 912-WAC 180-29-120 School District Authorized Agents**

**4.8 Resolution No. 913-Authorization for Impact Aid Program**

**4.9 Communities in School of Benton Franklin-2020-2021**

**4.10 Payroll and Warrant Approval**

ASB Fund Warrant Nos. 40006658 through 40006660 for \$2,134.20

Nos. 54000283 through 54000284 for \$21,830.40

No. 74000108 for \$24,413.13

No. 40006661 for \$800.00

Nos. 54000285 through 54000286 for \$7,096.54

Capital Projects Fund Warrant Nos. 20001513 through 20001514 for \$49,609.44

Nos. 52000169 through 52000171 for \$338,486.20

No. 20001515 for \$28,737.40

No. 52000172 for \$243.29

No. 72000021 for \$11,060.91

General Fund Warrant Nos. 10073645 through 10073666 for \$413,075.10  
Nos. 51000936 through 51000939 for \$94,230.31  
Nos. 71001817 through 71001829 for \$25,718.51  
Nos. 10073668 through 10073699 for \$378,518.99  
Nos. 51000940 through 51000946 for \$218,220.89  
Nos. 71001830 through 71001837 for \$170,689.01  
Self-Insurance Warrant Nos. 57000010 through 57000011 for \$31,953.64  
Nos. 57000012 for \$12,347.19  
Payroll Warrant Nos. 10073504 through 10073560 for \$124,448.59  
Nos. 10073601 through 10073643 for \$4,494,020.81  
Nos. 10073644 for \$938.33  
Electronic Fund Transfer for \$9,437,996.98  
Total July Payroll approved in the amount of \$14,057,404.71

## **5.0 FUTURE WORKSHOPS**

**5.1 Special Education Task Force Update – August 13, 2020 – 6:30 P.M.**

## **6.0 FUTURE AGENDA ITEMS**

Board members requested the following future agenda items:

- Budget/Hearing
- CL 2.0 Updates
- Three Rivers HomeLink Update
- Meal Distribution for Students

## **7.0 BOARD AND SUPERINTENDENT REPORTS**

Shelley Redinger attended the first All Administrators zoom meeting of the year. She reported it was great to see faces and is looking forward to all the professional development trainings.

Jill Oldson reminded all of the District 11 Caucus meeting tomorrow to develop proposals to present to legislators going forward.

Rick Jansons also mentioned the District 11 Caucus stating the Board members can vote the way the District wants to vote.

## **ADJOURNMENT**

The meeting adjourned at 8:57 P.M.

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RICHLAND SCHOOL DISTRICT NO. 400

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SECRETARY, BOARD OF DIRECTORS