



# HOCKINSON SCHOOL DISTRICT

*Preparing all students for lifelong success*

Hockinson School District Board of Directors

Regular School Board Meeting

September 25, 2023

6:00 p.m

LOCATION: HSD Community Center & Zoom

“News & Events” Calendar for a link to join the Zoom meeting

## MINUTES

### I. Board Meeting/Call To Order

#### A. Establish Quorum

*Gordon Smith, Vice Chair called the meeting to order at 6:00 p.m. Gordon asked for a motion to approve Greg Gospe’s approved absence. Patrick Carter made a motion to approve Greg Gospe’s absence and was seconded by Anne-Elissa Carter. All members present voted in favor of the motion. Motion carried.*

#### B. Land Acknowledgement

*Patrick Carter read: Honoring those who came before us and served as traditional stewards of the land is vital to acknowledging the long-standing history of Southwest Washington. This area is home to the Cowlitz Indian Tribe and has been for thousands of years. The land enabled the Cowlitz People to flourish with its rich resources and today we must appreciate the persistence of the Cowlitz People and the important role they play in our region.*

#### C. Pledge of Allegiance

### II. Approval Of The Agenda

*Gordon Smith asked if there were any changes on the Agenda. No changes. Gordon asked for a motion to approve the Agenda. Teresa VanNatta made a motion to approve the agenda and was seconded by Anne-Elissa Carter. All members present voted in favor of the motion. Motion carried.*

### III. Communications

#### A. Welcome Community Members

*Gordon Smith welcomed all those present in person and via Zoom.*

#### B. Excuse Any Absent Board Members

*Gordon Smith acknowledged that this already took place.*

#### C. HSD Recognition: check Steve’s notes:

##### 1. AAA Boosters and HHS Concessions Booth

*Julie Atchley is present at tonight’s meeting. Superintendent Marshall reported: AAA Boosters: The HSD enjoys a high level of parent involvement and support. There are two parent organizations, in particular, that benefit our schools and extracurricular programs: PWT and AAA Boosters. While the focus of the*

*latter is primarily around athletics and activities, the Boosters do an incredible job of creating community identity and opportunities for our families to gather and connect. Five examples are the annual Fun Days carnival and Holiday Bazaar, the Haunted Hustle fun run (registration is now open), its line of HHS and Hockinson wear and spirit items, and the school's new concessions stand that enlivens our home stadium games.*

*Julie Atchley thanked the Board for the recognition and shared about how the concession stand came to be. It was about seven or eight years ago when the Boosters first noticed the existing building. It became a bigger project than they could have ever imagined. Julie mentioned that it was very heartwarming to see all the people who came forward to help. Heather Porter became the general manager of sorts and was amazing. Julie especially wanted to thank Nick Giese and Konrad Stenersen who stepped up and helped with materials and their time; they were truly amazing. The Boosters were able to open the stand for the first football game and it was so worth it! The Boosters will be putting up a permanent sign with the names of the people/companies that helped on the project. There will also be a formal ribbon cutting ceremony in the near future. Superintendent Marshall presented Julie with a certificate. The Board thanked Julie for the hard work; it's great to see the amazing things that happen in our district because of people like Julie Atchley.*

## 2. Bill Hibbs & Dave Wilson

*Bill Hibbs was not at tonight's meeting. Dave Wilson was in attendance. Superintendent Marshall reported: Bill Hibbs and Clark Public Utilities: Bill Hibbs, who works as a Key Accounts Manager for Clark Public Utilities, has been an integral part of our energy management program. Our district's Strategic Plan places a high emphasis on efficiency, namely:*

- *Seek efficiencies and look within to maximize existing HSD resources.*
- *Apply a frugal approach to achieve every identified priority.*
- *Pursue grants and partnerships to reduce maintenance costs with an eye on sustainability*

*We have saluted Bill before, but he deserves another round of recognition as his partnership has been instrumental in securing grants and realizing energy savings. Bill has directed us to a \$40,000 exterior lighting grant, a \$470,000 Department of Commerce energy efficiency grant, and involvement in the utility's Strategic Energy Management program. In total, these programs have assisted the HSD in reducing its electricity usage by 19% over the past four years.*

## D. Reports

### 1. Board Share Out

*Gordon Smith asked the Board if they had anything to share. Patrick Carter commented that he went to the first football game; his boys enjoyed the concession stand very much! Patrick also attended the WSSDA General Legislative conference on Friday and Saturday; changes should be coming out from WSSDA within the next few weeks. The Board thanked Patrick for attending.*

### 2. Superintendent, Steve Marshall

***HSD's Teachers Align and Learn to Improve Student Learning:*** *Last Tuesday, the first groups of HSD teachers spent a half-day training that focused on aligning learning standards. Common grade-level and content standards are the basis for a coordinated learning program. After all, "a guaranteed curriculum" is essential to every student receiving the same critical knowledge and skills, it provides direction to teachers who are new to the course, grade level, or district, and they aid in designing assessments that help teachers and students identify strengths and areas of ongoing focus. These sessions are facilitated by HSD's Teaching & Learning Coordinator, Jennifer Sawyer.*

**Steven Marshall, Superintendent**

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*Like last year, all HSD teachers will attend two half-day trainings made possible by a combination of Title and levy dollars. Teachers can also attend a variety of professional development opportunities such as the Oct. 13 State Inservice Day, after school tech training, and new teacher and National Board Teacher certification cohorts.*

**'Facility Fridays' to Highlight HSD's Maintenance Efforts:** *The HSD pursues a number of priorities and we make it a point to stick close to the Big Three of our district's strategic plan: Academics, Buildings & School Culture, and Community & Communications. Regarding our buildings, our Operations Director Dave Wilson coordinated the completion of a number of important facility maintenance projects this summer. We will be highlighting these improvements on social media through our Facilities Friday posts. The first project featured was a new retaining wall along the HMS track. Next up: The parking lot repairs at the Hockinson Community Center.*

**HSD Focus on Learning Tour Slated for Oct. 18:** *The HSD is extending an invitation to our community to take an inside look at a day in the life of our students and teachers on Wednesday, October 18. This special "Focus on Learning" School Tour is an opportunity to experience first-hand what school is like in our three Hockinson schools.*

*Participants will learn about each school's improvement plan, get better acquainted with campus, and join a class or program in progress and see firsthand what and how our students are learning. They will also meet School Board members Patrick Carter and Teresa VanNatta, Superintendent Steve Marshall, and Principals Meredith Gannon, Bess Colpron, and Tim Fox.*

**Community Engagement:** *The first Citizens Advisory Committee (CAC) Meeting will be held at 6 pm on Monday, Oct. 5. This is a public meeting that our community can sit in on via Zoom, if interested. Also, the HSD will soon announce a date for its first Facilities Planning Committee meeting of the year. Once finalized (we anticipate the first meeting will be in mid- to late-October), we will be inviting community members to apply for a limited number of seats. As with the CAC, these meetings will be held on Zoom so our families can sit in.*

### 3. Student Reps

*Student reps will join the board meetings next month. We are currently looking for a junior and a senior rep.*

### E. Community Input On Agenda Or Comments

*There is an added column on the sign in to speak form so those signing up can add an email or phone number, the best way for the board to get in touch with them.*

Public comment is welcome. So that the planned business of the Board may proceed in a timely manner, a total of 30 minutes maximum is allocated to public comment, with each speaker expected to limit their remarks to 2 minutes. Zoom software will be used to receive public comment. Please review Policy 1400 Meeting Conduct, Order of Business & Quorum. The Board also reminds participants to treat each other with courtesy, honesty and respect. Listen willingly to each other, even when opinions differ. Share accurate information. Honor the District's policies to promote consistency and safety. respect each other's time by adhering to the time limit. Thank you.

*Noone signed up to speak at tonight's meeting.*

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#### IV. Approval Of The Consent Agenda

*Gordon Smith asked for a motion to approve the Consent Agenda. Teresa VanNatta made a motion to approve the Consent Agenda and was seconded by Patrick Carter. All members present voted in favor of the motion. Motion carried.*

##### A. September 2023 Vouchers

1. General Fund Accrual ACH Checks	232400002-232400010	\$3,571.35
2. General Fund Ach Checks	232400011-232400018	\$10,778.04
3. ASB Ach Checks	232400019-232400020	\$173.55
4. General Fund Accrual Checks	100331-100348	\$21,843.58
5. General Fund Checks	100349-100355	\$10,227.62
6. ASB Checks	11658-11659	\$3,003.33
7. General Fund Accrual ACH Checks	232400022-232400023	\$499.75
8. General Fund ACH Checks	232400024-232400044	\$25,454.10
9. ASB ACH Checks	232400045-232400045	\$153.00
10. General Fund Accrual Checks	100373-100404	\$172,410.31
11. General Fund Checks	1000405-100452	\$104,995.79
12. Capital Projects Checks	5059-5060	\$12,805.62
13. ASB Accrual Checks	11660-11660	\$200.00
14. ASB Checks	11661-11673	\$19,403.27
15. Wire Transfers	202300001-202300002	\$955.88
Estimated September Payroll	\$2,000,000.00	

##### B. Budget

1. August 2023 Budget Status Report
2. September 2023 Enrollment Report

##### C. Contract Approvals

1. Special Education Dept, TLC Behavior Consulting 23-24 SY, RBT & RBT Supervision
2. 23-24 SY for legal services, Vandenberg Johnson & Gandara, PS, Attorneys at Law

##### D. Approval of Previous Months Board Minutes

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1. August 28, 2023
2. September 11, 2023

**E. Boundary and Homeschool Reports**

1. Boundary Report
2. Homeschool Report

**F. WSSDA Non-Substantive Revisions**

*Note: in regards to all policies below except 1440 - verbiage changes were made in regards to House Bill 1207. WSSDA says: this change of verbiage is statutorily mandated and is not a matter of board discretion. Making these corrections can be considered non-substantive revisions. Your time and work as a school board is valuable. The board does not need to approve non-substantive revisions. WSSDA recommends putting them in the Consent Agenda, to maintain a record that revisions occurred.*

1. Policy 2162 - Education of Students with Disabilities under 504
2. Policy 3122 - Excused and Unexcused Absences
3. Policy 3225 - School-Based Threat Assessment
4. Policy 3241 - Student Discipline
  
5. Policy 1440 - Minutes

*NOTE: legal citations were made in this policy to reflect that RCW.42.32.030 was recodified to RCW 42.30.035. Board approval is not necessary to update legal references.*

**G. Personnel**

1. Certified New Hires
  - a) Stephanie Evans, Eff. 8/30/23, ELA/Theatre, 1.0 HS
  - b) Kelly Crawshaw, Eff. 8/30/23, 1st Grade Teacher, 1.0 ES
2. Classified New Hires
  - a) Carly Hamilton, Eff. 8/31/23, Special Programs Paraeducator - Sped, ES
  - b) Jennifer Hanson, Eff. 9/18/23, Special Programs Paraeducator - Sped, ES
  - c) Gracie Abraham, Eff. 9/18/23, Special Programs Paraeducator - Sped, ES
3. Leave Of Absence (LOA)
  - a) Tom Royce will be on a temporary LOA for approximately six weeks beginning October 17, 2023
  - b) Dennis Combs will be on a temporary LOA effective 9/4/23 through approximately October 13, 2023
  - c) John Samson will be on a LOA effective 9/18/23 through approximately October 31, 2023
4. New Extracurricular Assignments
  - a) William Bradley, Eff. Fall Season, HS Swim, Girls, Asst Coach
  - b) Christine Parker, Eff. Spring Season, MS Flag Team Coach
5. Extracurricular Resignations/Non-Renewal
  - a) Jennifer Ritenburgh, Eff. immediately, MS Flag Team Coach

**Steven Marshall, Superintendent**

## **V. Discussion Items**

### **A. Budget Status Update**

*Aaron Villanueva presented the budget and gave an enrollment update.*

### **B. Strategic Plan Review**

*Superintendent Marshall mentioned that the Strategic Plan Review is on the board's Calendar at a Glance. The school's School Improvement Plans are constructed around the Strategic Plan. Superintendent Marshall asked the Board if they have any questions. Patrick Carter commented that it is nice to see the buildings focus on the plan. Gordon Smith asked if there is a reason the plan was for only four years. Superintendent Marshall said no, it can be longer and this summer during July's retreat and the plan is updated the Board can choose to make it a 5 year plan. He mentioned that it is nice if the plan is long enough to see things through completion but short enough the Board can make changes if needed.*

### **C. Public Records Request Update**

*Superintendent Marshall informed the Board that James Packer, HSD's Public Records Officer has been working hard on our current public records requests. Julie Paso helps with the communication. Julie informed the Board that there are currently ten open public records requests. 4-6 of them should be closing within a few weeks. Superintendent Marshall said public records take a while to fulfill as other duties also need to be fulfilled. There have been some technical and legal difficulties with a few of the requests, making it more difficult to fulfill them in a timely manner.*

### **D. WSSDA Training**

*Each board member is required to complete training within two years of becoming a board member. Julie Paso put WSSDA training opportunities in the Board's folder for them to review. There will also be an opportunity at the upcoming WSSDA conference to fulfill some training.*

### **E. WSSDA Policy Updates - 1st Reading**

1. Policy 2190 - Highly Capable Programs - Essential - Revised based on SB 5072.
2. Policy 1611 - Conflicts of Interests (Districts with fewer than 2,000 students) - Encouraged - Revision based on HB 1577 (Municipal Officers - Beneficial Interest in Contracts)
3. Policy 3520 - Student Fees, Fines, or Charges - Essential - Revised based on HB 1536 (High School Diplomas - Withholding for Property Damage)
4. Policy 2121 - Substance Abuse Program - Discretionary - Revised to reflect HB 1230 (Schools-Public Health Information)
5. Policy 3231 - Student Records - Essential - Revised based on SB 5127 (Student Personal Information - Public Records Act Exemption)
6. Policy 1400 - Meeting Conduct, Order of Business, and Quorum - Essential - Revised based on HB 1210 (Recording School Board Meetings)

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- 7. Policy 2230 - Transition to Kindergarten Program - New - Essential (for districts that offer transitional kindergarten) - Based on HB 1550 (Transition to Kindergarten Program)

**F. Calendar at a Glance**

*Superintendent Marshall reviewed the Calendar at a Glance with the Board.*

**VI. Action Items**

**A. Approval of WSSDA Policy - 2nd Reading**

- 1. Policy 6700 - Nutrition, Health, and Physical Education  
 Additions to Legal References to reflect Laws of 2023 & more. Adding or designee after the Superintendent. Some language clean-up, removes the line in Physical Activity, after Recess (*which will not be used or withheld as punishment for any reason*) and adding *that aims to be safe, inclusive, and high quality*. Also in Physical Activity adding *Access to in front of school districts and added language for physical activity, fitness, sports and recreation programs*.

*Gordon Smith asked if anyone had any questions in regards to approving Policy 6700. There are not too many changes as listed above. Gordon asked for a motion to approve Policy 6700. Patrick Carter made a motion to approve Policy 6700 and was seconded by Anne-Elissa Carter. All members present voted in favor of the motion. Motion carried.*

**VII. Adjournment**

**A. Next School Board Meeting**

- 1. October 9, 2023 - Work Session

**B. Items for Next Agenda**

*Superintendent Marshall mentioned a few items that the Board will review at October's Work Session; SIP plans will be reviewed, review of the parent perception survey and they will review board protocols.*

**C. Docusign Documents**

**D. Close of Meeting**

*Gordon Smith adjourned the meeting at 7:07 p.m.*

*Steve Marshall*

11/8/2023

Superintendent, Steve Marshall      Date

*Gordon Smith*

10/31/2023

Vice Chair, Gordon Smith      Date