

**Tumwater School District  
School Board Meeting Minutes**  
District Office  
621 Linwood Avenue SW  
Tumwater, WA 98512  
July 11, 2019

Board Members Present: Melissa Beard, Khalia Davis, Rita Luce, Kim Reykdal, Sean Dotson (Secretary)

President Melissa Beard called the meeting to order at 7:00pm.

**Agenda Discussion/Approval**

- Agenda Changes: Sean Dotson shared that additional surplus items and a donation were added to the Consent Agenda and the times were adjusted to reflect more accurate time-frames. **Rita Luce/Kim Reykdal, M/S (moved/seconded) to approve the agenda as presented. The motion passed unanimously.**

President Melissa Beard reminded the public they must sign up if they wish to address the board during the Public Comment portion of the meeting.

**Approval of Minutes**

- **Andrea McGhee/Khalia Davis, M/S to approve the minutes from the June 13, 2019 Regular Board Meeting. The motion passed unanimously.**

**Public Comment**

- Agenda and Non-Agenda Items: Tami Collins stated that no one signed up to address the Board.

**Business/Financial:**

- 2018/2019 Budget Update: Jim Brittain presented on this topic.
- 2019/2020 Preliminary Budget Development: Jim Brittain presented on this topic. Budget was submitted to the ESD on the due date of July 10<sup>th</sup>. It was sent right back because it needs more work but the deadline for submission has been met. There will be a work session in August to dig a little deeper with the Board on this topic and then a budget hearing and adoption at the regularly scheduled August board meeting. After Andrea McGhee asked for clarification, Jim and Sean explained that she is correct that “scrubbing MSOCs” means, with money being moved from areas where it isn’t being spent to areas where we need it in addition to holding off on spending in other areas such as curriculum, building budgets, etc.

Melissa Beard asked what we do if our conservative estimates for enrollment are too low and the kids show up and we don't have enough teachers! There is constant communication with principals and office staff, who are processing registrations that are submitted over the summer so that adjustments can be made.

### Consent Agenda

- **Kim Reykdal/Andrea McGhee, M.S., to approve the Consent Agenda as presented. The motion passed unanimously. The Consent Agenda was approved as follows:**

- Employment:

Chanda Luce	SPED Transitional/Resource Teacher	MTS	Continuing (2019-2020)	TEA
Jody Halterman	Assistant Principal	THS	Continuing (2019-2020)	Admin
Cheryl Smaciaz	Teacher	EOE	One Year Only (2019-2020)	TEA
Laurie Sproul	Teacher	EOE	Continuing (2019-2020)	TEA
Jennifer Schneider	Teacher	LRE	Continuing (2019-2020)	TEA
Katy Gallagher	Teacher	PGS	Continuing (2019-2020)	TEA
Hayley Pearce	Teacher	PGS	Continuing (2019-2020)	TEA
Chad Hargrove	Teacher	PGS	Continuing (2019-2020)	TEA
Dan Casler	Teacher	PGS	Continuing (2019-2020)	TEA
Jordan Owens	Teacher	BMS	Continuing (2019-2020)	TEA
Jennifer Mettler	Teacher	EOE	Continuing (2019-2020)	TEA
Casey Rouse	Teacher	LRE	Continuing (2019-2020)	TEA
Julie Zimmermann	Teacher	BMS	Continuing (2019-2020)	TEA
Jonathon Ashby	Substitute Custodian	B & G	Substitute	PSE

- Adjusted:

Rob Davis	Skilled Grounds	B & G	From Custodian/Grounds at NMSC to Grounds at B&G	PSE
Stephanie Farwell	Office Professional 3	LRE	From OP6 to OP3 Secretary at LRE	TOPA
David Parascand	Math TOSA	THS	From Math TOSA at DO to Math Support at THS	TEA
Heather Siminski	Teacher	PGS	Continuing 2019/20	TEA
Michelle Paul	Teacher	BMS	Continuing 2019/20	TEA
Sarah Nelson	Office Professional 3	TMS	From Human Resources Specialist II at DO to OP 3 at TMS	TOPA
Karen Rich	Office Professional 4	BMS	From OP5 to OP4 Registrar at BMS	TOPA
Cassi Sutherland	Office Professional 3	TWEC	From OP3 Special Services to OP3 Tumwater West	TOPA

Louise Schmidt	Substitute Custodian	NMSC	From Substitute Custodian to Permanent Custodian at NMSC	PSE
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➤ Resignation:

Caylin Pomella	Teacher	EOE	Effective the end of the 2018-19 school year	TEA
Nicholas Holmes	SpEd ParaPro	Special Services	Effective the end of the 2018-19 school year	TAP
Tanya Greenfield	SpEd ParaPro	BHHS	Effective August 31, 2019	TAP
Nicole Boucher	Teacher	BMS	Effective June 24, 2019	TEA
Debbie Daniels	Teacher	SS/BHHS	Effective July 2, 2019, Pending replacement with a qualified candidate	TEA
Scott Morrison	Teacher	SO	Effective June 28, 2019	TEA

➤ Leaves:

Fernando Morales	Bus Driver	Transportation	Personal leave of absence for the 2019-2020 school year	PSE
Dale Munn, Sr.	Custodian	Black Lake	FMLA leave starting May 23, 2019, returning approximately August 23, 2019, pending doctor's release	PSE
Linda Webb	Registrar	NMHS/SC	Intermittent FMLA leave starting May 31, 2019, returning pending doctor's release	NMSC
Joshua Alnes	Custodian	MTS	FMLA leave starting June 3, 2019, returning July 31, 2019	PSE
Tanya Guarino	Teacher	MTS	0.4 FTE unpaid leave for 2019-20 school year	TEA
Dave Myers	Principal	BHHS	Medical leave starting June 3, 2019, returning June 12, 2019	ADMIN
Jody Giuntoli	ParaPro	Special Services	Paid and unpaid family medical leave starting June 10, 2019 through the end of the 2018-19 school year	TAP

➤ Co-Curricular:

Christian Redmond	Summer School Instructor	THS		None
Emma-Kate Schaake	Summer School Instructor	THS		TEA
Alyson Joyce	Summer School Instructor	THS		TEA
Tim Graham	Secondary Summer School Coordinator	THS		TEA
Cindy McNeely	Summer School Instructor	THS		TEA
Sharilyn Gibson	Summer School Instructor	THS		TEA

➤ Recommended Approval:

Recommend approval of extending the paid Driver Training Program through October

➤ Payroll and Voucher Totals: The following vouchers as audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursement claims certified, as required by RCW 42.24.090, are approved for payment as follows:

➤ General Fund:

Payroll					
Payroll Taxes				\$	1,083,045.79
Direct Deposit				\$	3,170,992.27
Payroll Benefit Wire Transfer				\$	994,049.26
Accounts Payable - Payroll	72805175	to	72805205	\$	37,806.46
Accounts Payable	72215455	to	72215456	\$	1,698.54
Accounts Payable	72215457	to	72215500	\$	90,506.36
Accounts Payable	72215501	to	72215567	\$	185,159.12
Accounts Payable	72215568	to	72215618	\$	23,393.10
Accounts Payable	72215619	to	72215647	\$	888,128.61
Accounts Payable	72215648	to	72215713	\$	295,660.96
Accounts Payable		to			
Accounts Payable ACH				\$	144,330.96
Accounts Payable ACH				\$	204,574.75
Accounts Payable ACH				\$	116,900.25
Accounts Payable ACH				\$	33,553.81
Accounts Payable ACH				\$	41,956.33
Accounts Payable ACH				\$	217,151.32
Accounts Payable - COMP TAX				\$	1,139.70
<b>TOTAL GENERAL FUND:</b>				<b>\$</b>	<b>7,530,047.59</b>

➤ Capital Projects Fund:

Accounts Payable	72012131	to	72012139	\$	22,975.75
Accounts Payable	72012140	to	72012140	\$	15,509.01
Accounts Payable	72012141	to	72012153	\$	473,271.11
Accounts Payable		to			
Accounts Payable		to			
Accounts Payable		to			
Accounts Payable ACH				\$	1,669.84
Accounts Payable ACH				\$	2,016.97
Accounts Payable ACH				\$	2,000.00
Accounts Payable ACH				\$	1,051,210.93
Accounts Payable - COMP TAX				\$	-
<b>TOTAL CAPITAL PROJECTS FUND:</b>				<b>\$</b>	<b>1,568,653.61</b>

➤ Associated Student Body Fund:

Accounts Payable	72441486	to	72441494	\$	10,520.54
Accounts Payable	72441495	to	72441502	\$	12,046.98
Accounts Payable	72441503	to	72441506	\$	5,047.63
Accounts Payable	72441507	to	72441514	\$	11,894.50
Accounts Payable ACH					

Accounts Payable ACH			\$	8,564.43
Accounts Payable ACH			\$	7,676.02
Accounts Payable ACH			\$	224.89
Accounts Payable ACH			\$	3,411.78
Accounts Payable ACH			\$	20,605.55
Accounts Payable - COMP TAX			\$	237.30
<b>TOTAL ASSOCIATED STUDENT BODY FUND:</b>			<b>\$</b>	<b>80,229.62</b>
➤ <u>Private Purpose Fund:</u>				
Accounts Payable	7270531	to	72700531	\$ 42.50
Accounts Payable ACH				\$ 1,172.00
Accounts Payable - COMP TAX				
<b>TOTAL PRIVATE PURPOSE FUND:</b>			<b>\$</b>	<b>1,214.50</b>
➤ <u>Capital Projects Acceptance Contract As Complete:</u>	EOE Modernization Alarm System, NMSC Security Cameras, OSPI Minor Works Grant, MTS Projector Installations.			
➤ <u>Capital Projects Change Orders:</u>	#6 for THE			
➤ <u>Contracts:</u>	South Sound Reading Foundation, TOGETHER!, Tacoma School District			
➤ <u>Fines/Fee Schedule</u>				
➤ <u>Donation Acceptance:</u>	THS ASB, Surface Pro to Computer Science Class at BHHS			
➤ <u>Surplus:</u>	BHHS Yearbooks, BHHS PAC Lights, BMS Kiln			

**Action Items**

- Oath of Office: Melissa Beard issued the Oath to Superintendent Dr. Sean Dotson.
- Certification of Manual Signature: Melissa Beard presented this item.
- Resolution 06-18-19, Authorization of Facsimile Signature: **Rita Luce/Khalia Davis, M.S., to approve Resolution 06-18-19, Authorization of Facsimile Signature as presented. The motion passed unanimously.**
- Resolution 07-18-19, Authorization of Warrant Signature: **Rita Luce/Khalia Davis, M.S., to approve Resolution 07-18-19, Authorization of Warrant Signature as presented. The motion passed unanimously.**
- Resolution 08-18-19, Authorization to Invest Funds: **Rita Luce/Khalia Davis, M.S., to approve Resolution 08-18-19, Authorization to Invest Funds as presented. The motion passed unanimously.**
- Resolution 09-18-19, Designation of District Agent: **Rita Luce/Khalia Davis, M.S., to approve Resolution 09-18-19, Designation of District Agent as presented. The motion passed unanimously.**
- Resolution 10-18-19, Designation of Auditing Officer: **Rita Luce/Khalia Davis, M.S., to approve Resolution 10-18-19, Designation of Auditing Officer as presented. The motion passed unanimously.**

## **Superintendent's Report**

- Superintendent's Remarks: Sean Dotson began by saying how excited he is to finally be here in the district, into his second week and finally into his new home.

He thanked Jim Brittain and Beth Scouller for all their work to get us here and providing all the information that is presented to the Board at each meeting. He mentioned how great it is that even though it was a very tough year and we have more work to do, we didn't have to lay off any employees! While we did lose three positions at the District, those people have been moved back to classrooms.

He talked about his pre-entry activities that have been happening since April. He has been reaching out to get connected with district leaders, Board members and community members. He has many more meetings already scheduled and others will be scheduled soon.

He shared his entry plan and asked the Board to give him feedback. Part of his work is to be visible, in schools and sitting in classrooms as well as participating in community events.

## **Board Member Comments**

- Rita Luce: She welcomed all the new people. She went to the Littlerock parade, which is small but so much fun.
- Andrea McGhee: She met with Jeff Gregory at Transportation, who shared a lot of information with her, which was enlightening! She did not realize how difficult it is to be a bus driver. Training, testing and the unusual hours make it hard to attract and keep people. She appreciated the board retreat and how much she learned about everyone. She is excited about the new people!
- Khalia Davis: She enjoyed the retreat as well and excited about the new beginnings and new possibilities and changes.
- Kim Reykdal: She appreciated having Scott and Casey at the retreat. The TOGETHER! piece is weighing on her...the kiddos who don't have supports at home. She feels what we get back from TOGETHER! far exceeds the investment. Our kids and families need them and counselors more than ever.
- Melissa Beard: She and Sean were in the Tumwater 4<sup>th</sup> of the July parade, which was fun. She enjoyed introducing him to everyone. She also enjoyed the retreat and she enjoyed learning about her fellow board members so she can learn to communicate better with people. She mentioned that instead of the first board meeting in August, perhaps it could be a work session where there could be a focused conversation about budget.

With no further business coming before the Board, the regular meeting adjourned at 8:09pm.

Recorded by:  
Tami L. Collins

Signed this 25<sup>th</sup> day of July, 2019.

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Board Member

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Board Secretary