



Board of Directors, Regular Meeting Minutes, Tuesday, May 27, 2025
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, May 27, 2025, at 5:00 P.M. via Zoom and in person, 6972 Keene Road, West Richland, Washington. School Board President Katrina Waters presided. Board members participating: Jill Oldson, Bonnie Mitchell, Chelsie Beck, and Rick Jansons. Administrators present: Superintendent Dr. Shelley Redinger, Assistant Superintendent of Elementary Education Dr. Bryan Jones, Assistant Superintendent of Human Capital and Operations Ken Gosney, Assistant Superintendent of Secondary Education Tory Christensen, Chief Financial Officer Travis Belisle, Executive Director of Teaching and Learning Jennifer Klauss, Executive Director of State and Federal Programs Derek O’Konek, Executive Director of Behavioral Health Robert Sorensen, Executive Director of Special Education Pre-K-12 Zac Carpenter, and Director of Information Technology Glenn Whitcomb.

The Board meeting was called to order at 5:00 P.M.

EXECUTIVE SESSION (Personnel-Superintendent Evaluation)

The Board adjourned to executive session at 5:00 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 ninety minutes, with no action expected. Executive session ended at 6:28 P.M.

The Board returned to the regular meeting at 6:30 P.M.

1.0 CALL TO ORDER

1.1 Pledge of Allegiance

1.2 Roll Call-All Here

2.0 COMMUNICATIONS

2.1 RECOGNITIONS-Advancement via Individual Determination (AVID)

Jen Klauss, Executive Director of Teaching and Learning, introduced Richland High and Hanford High School staff who shared information regarding AVID. This 4-year program targets students in the academic middle and was started in 2012. AVID has grown to over 20 classes between both schools. Students are focused on creating a post high school plan. Staff members reported students had completed 437 college applications, 2000 hours of community service, and were offered \$6,260,860 in grants and scholarships. Several students shared their experiences.

2.2 Student Advisory Report

Millie Gillette and Mason Rose, both Delta High School Students, reported on recent topics at the Student Advisory meeting including Teen Mental Health Certification and ways for students to

advocate to Legislators. Senior students also shared their post high school plans. Juniors will continue to serve on the committee this fall.

2.3 Requests and Comments by Visitors (2 minutes per individual)

Ryan Kelsey, Richland/Parent, shared concern regarding a bus route being cancelled for next year. Mr. Gosney, Assistant Superintendent of Human Capital and Operations, will follow up with Mr. Kelsey.

Ron Higgins, Richland, shared concern regarding gender identification and students' lack of knowledge regarding the Pledge of Allegiance.

2.5 Board/Student Representatives/Superintendent Reports

Shelley Redinger reported graduation ceremonies will take place next week. Tomorrow night Lamb Weston will be honored as *Community Partner of the Year* for supporting Field Day each year. She attended a Community in Schools event where Richland students were honored, and was a substitute Nutrition Services staff member at Desert Sky Elementary for a day.

Student Representatives:

Tiffany Qian shared events at Hanford High School including an Associated Student Body (ASB) banquet, orchestra and band concerts, a recent math competition, and softball and tennis state awards.

Abby Koech shared several events at Richland High School including Field Day, a multicultural lunch, Elite Fleet awards, and Spirit Week. Delta High School hosted awards for seniors, CTE Awards, and a STEM event.

Rick Jansons attended an electrical program at Tri Tech where there were 300 applicants for 115 places. Mr. Jansons would like to look into a consortium for this type of program involving neighboring districts.

Chelsie Beck visited a Hanford High School AVID class.

3.0 BUSINESS

3.1 Performance Audit Update

Dr. Redinger reported twice a year bus inspections are completed including braking efficiency, suspension and steering, exhaust system, tires, and lights. Winter and summer emergency exits and equipment are also checked. She reported very good results with all in compliance.

3.2 Middle School Chromebook Distribution Pilot

Superintendent Redinger shared there has been discussion regarding limiting Chromebook usage from principals and parents. A possible pilot where students are not issued individual Chromebooks, but rather have Chromebooks available in classrooms, could begin with sixth graders at Carmichael Middle School. This is just the beginning of discussion with many pros and cons to be considered. Board discussion included:

- curriculum issues/need consistency/equity
- expense to purchase equipment (computer on wheels stations-COWS-in classrooms)
- Parent/Guardian Advisory group-concerned regarding time on Chromebooks
- Libby Middle School-strong reliance on Chromebooks

- considerable damage to Chromebooks, especially at the middle school level
 - repair costs-stricter fine enforcement needed

Dr. Redinger will follow up with Mr. Christensen and staff members for further research. Discussion followed regarding blocking YouTube and parental controls on devices.

3.3 District Goals-Human Resources

Ken Gosney, Assistant Superintendent of Human Capital and Operations, stated the Human Resources department will be conducting a comprehensive audit of job descriptions across all employee groups. The purpose of this audit is to determine whether current job descriptions accurately reflect the duties being performed by staff and to identify any that may be outdated, incomplete, or misaligned with actual responsibilities. This process will begin after school is out and be completed by the end of 2026. The audit will include the following steps:

- Collection and review of all existing job descriptions
- Input from supervisors to validate the relevance and accuracy of roles
- Employee self-assessments to document actual job duties
- Gap analysis comparing current duties with documented expectations
- Development of updated job descriptions, as needed
- Recommendations for ongoing review and maintenance cycles

Board members suggested a staffing model is needed to ensure consistency throughout the District.

3.4 Fiscal Update

Travis Belisle, Chief Financial Officer, reported the District's May actual enrollment increased by 15 full time equivalent (FTE). The annual average decreased by 5 FTE. By the end of the school year this will amount to a \$50K decrease in apportionment from the State. Mr. Belise provided a *District Budget Quick Facts* document including financial indicators, where funding comes from, and where funding goes. May and June are the lowest revenue earning months. He stated 25% of revenues are received in July and August. Mr. Belisle also shared costs of Materials, Supplies and Operations (MSOC) continue to increase. He also thanked staff for their effort to meet the needs of students without overspending and stated the District is doing good work towards rebuilding a fund balance. Board discussion followed.

3.5 Policy No. 6112-Rental or Lease of District Real Property

Mr. Belisle reported changes include renaming the title of the policy from "District Entering into Rental or Lease Agreements" to "Rental or Lease of District Real Property", Section B "Capitalization Threshold..." is being removed and will be included in NEW Policy 6550 – Capitalization Threshold for Leases and Subscription-Based Information Technology Arrangements (SBITAS). Board discussion followed and additional clarification will be provided for the June 10, 2025 meeting.

It was moved by Rick Jansons and seconded by Jill Oldson –

THAT THE BOARD OF DIRECTORS APPROVE POLICY NO. 6112-RENTAL OR LEASE OF DISTRICT REAL PROPERTY FOR FIRST READING.

Advisory Vote-Student Representatives: Koech, yes; Qian, yes

Vote: Waters, yes; Mitchell, yes; Beck, yes; Oldson, yes; Jansons, yes
Motion was approved.

3.6 Policy No. 6550-Capitalization Threshold for Leases and Subscription-Based Information Technology Arrangements (SBITAS)

Mr. Belisle stated Policy No. 6550-Capitalization Threshold for Leases and Subscription-Based Information Technology Arrangements (SBITAS) is a new policy being brought to the Board for first reading. This policy is to address statements of the Governmental Accounting Standards Board (GASB) regarding lease and subscription-based information technology arrangements. The District's previous threshold for capitalization purposes was set at \$2.15M. This has been reduced to \$250,000.

It was moved by Rick Jansons and seconded by Bonnie Mitchell –

THAT THE BOARD OF DIRECTORS APPROVE POLICY NO. 6550-CAPITALIZATION THRESHOLD FOR LEASES AND SUBSCRIPTION-BASED INFORMATION TECHNOLOGY ARRANGEMENTS (SBITAS) FOR FIRST READING.

Advisory Vote-Student Representatives: Koech, yes; Qian, yes

Vote: Waters, yes; Mitchell, yes; Beck, yes; Oldson, yes; Jansons, yes
Motion was approved.

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

Mr. Jansons asked to pull Item No. 4.1-Personnel Actions.

It was moved by Jill Oldson and seconded by Rick Jansons –

THAT THE BOARD OF DIRECTORS APPROVE CONSENT AGENDA ITEMS (4.2) THROUGH (4.6).

Advisory Vote-Student Representatives: Koech, yes; Qian, yes

Vote: Waters, yes; Mitchell, yes; Beck, yes; Oldson, yes; Jansons, yes
Motion was approved.

Board discussion followed. Ms. Waters called for an Executive Session, per RCW42.30.110 (1) (g), at 8:28 P.M. to last ten minutes with possible action to follow.

EXECUTIVE SESSION (Personnel)

The Board adjourned to executive session at 8:28 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 ten minutes, with action expected. Executive session ended at 6:38 P.M.

The Board returned to the regular meeting at 6:38 P.M.

Tim Praino, Executive Director of Human Resources, recommended a change to the Personnel Action-Claire Dann to stay at Hanford High School as a 1.0 teacher. Mr. Praino will make the change pending Board approval and it will be captured in the minutes.

It was moved by Rick Jansons and seconded by Jill Oldson –

THAT THE BOARD OF DIRECTORS APPROVE CONSENT AGENDA ITEM 4.1.

Vote: Waters, yes; Mitchell, yes; Beck, yes; Oldson, yes; Jansons, yes
Motion was approved.

4.1 Personnel Actions

ADMINISTRATIVE PERSONNEL

RESIGNATIONS FOR THE 2025-26 SCHOOL YEAR

Martinez, Eduardo, Assistant Principal, Leona Libby Middle School, effective 6/30/2025

CERTIFICATED PERSONNEL

RESIGNATIONS FOR THE 2024-25 SCHOOL YEAR

Adams, Sarah, 1.0 FTE, School Psychologist, Special Programs, effective 8/31/25

Munn, McKenzie, 1.0 FTE, 4th Grade, William Wiley Elementary School, effective 8/31/25

Thoi, Mariah, 1.0 FTE, Assistive Technology Specialist, Special Programs, effective 8/31/2025
(correction)

ADMINISTRATIVE REASSIGNMENTS FOR THE 2025-26 SCHOOL YEAR

Dann, Claire, Social Studies, Hanford High School, to WSLP, Pacific Crest Online Academy

Drexler, Leah, Language Arts, Richland High School, to 6th Grade, Leona Libby Middle School

Fairfield, Randy, Social Studies/ELA, Homelink, to History/Social Studies, Enterprise MS

Musick, Cade, Social Studies, Richland High School, to Social Studies, Three Rivers Homelink

INCREASE IN FTE FOR THE 2025-26 SCHOOL YEAR

Musick, Cade, 0.4 FTE (Now 1.0 FTE), Teacher, Three Rivers Homelink (continuing)

CHANGE OF ASSIGNMENT FOR THE 2025-26 SCHOOL YEAR

Anderson, Sheena, Nurse, Special Programs, to 1:1 Nurse, Hanford High School (Call Back from Reduction of Force)

Brown, Megan, Preschool, Early Learning Center, to Developmental Preschool, ELC

Jasper, Adair, Developmental Preschool, Early Learning Center, to Resource Room, Badger Mountain Elementary

Rhoden, Charles, Supplemental Support, Tapteal Elementary, to Structured, Marcus Whitman

Rittenhouse, Krystal, Language Arts, Richland High School, to Ceramics, Richland High School

Stark, Kayla, 5th Grade Non-Continuing, to 5th Grade Continuing, White Bluffs Elementary

CLASSIFIED PERSONNEL

NEW HIRES FOR THE 2024-25 SCHOOL YEAR

De Bode, Joyce, Nutrition Services Team Member, Hanford High School, effective 5/19/2025

RESIGNATIONS FOR THE 2024-25 SCHOOL YEAR

Booker, Chess, Paraeducator, Hanford High School, effective 5/13/2025

Johnson, Laura, Paraeducator, William Wiley Elementary School, effective 6/10/2025

McCleary, Christian, Nutrition Services Kitchen Manager Backup, Carmichael MS, eff. 6/11/2025

Pospical, Laci, Print Shop Assistant, Support Services, effective 6/30/2025

4.2 Approval of Minutes (May 13, 2025)

4.3 Budget Status Reports

4.4 Policy No. 6101-Federal Cash and Financial Management

4.5 Policy No. 6106-Allowable Costs for Federal Programs

4.6 Payroll and Warrant Information

ASB Fund Warrant Nos. 40008276 through 40008281 for \$33,827.83

No. 54000827 for \$116,595.80

Nos. 40008282 through 40008300 for \$45,216.03

Nos. 54000828 through 54000830 for \$3,225.70

Capital Projects Fund Warrant Nos. 20002357 through 20002359 for \$64,714.40

No. 52000460 for \$8,985.28

Nos. 20002360 through 20002364 for \$116,348.15

No. 52000461 for \$143,986.19

General Fund Warrant Nos. 10092308 through 10092320 for \$30,426.56

Nos. 51004954 through 51004976 for \$543,444.44

Nos. 10092321 through 10092360 for \$184,230.33

Nos. 51004977 through 51004999 for \$334,458.12

5.0 AGENDAS

5.1 Future Agenda Items

- School Growth Profiles-move to August

ADJOURNMENT

The meeting adjourned at 8:44 P.M.

RICHLAND SCHOOL DISTRICT NO. 400

SECRETARY, BOARD OF DIRECTORS