



Board of Directors, Regular Meeting Minutes, Tuesday, December 9, 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, December 9, 2025, at 5:30 P.M. via Zoom and in person, 6972 Keene Road, West Richland, Washington. School Board President Katrina Waters presided. Board members participating: Jill Oldson, Rick Jansons, and Dan Evans. Administrators present: Superintendent Dr. Shelley Redinger, Assistant Superintendent of Educational Services Dr. Bryan Jones, Assistant Superintendent of Human Capital and Operations Ken Gosney, Executive Director of Instructional Services Tory Christensen, Executive Director of Finance Travis Belisle, Executive Director of Teaching and Learning Jennifer Klauss, Executive Director of State and Federal Programs Derek O'Konek, Director of Communications Robert Sorensen, and Director of Information Technology Glenn Whitcomb.

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

**EXECUTIVE SESSION** (Personnel, Legal, Real Estate)

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); discussion with legal counsel, of enforcement actions, litigation or potential litigation, if public discussion might result in an adverse legal or financial consequence. (Does not permit an executive session solely because attorney is present.) 42.30.110 (1) (i); qualifications of a candidate for appointment to elective office (interviews and final appointment must be in public) 42.30.110 (1) (h) and acquisition of real estate, if public knowledge might increase the price 42.30.110 (1) (b).

The executive session was projected to last sixty minutes, with no action expected. Executive Session ended at 6:32 P.M.

The Board returned to the regular meeting at 6:34 P.M.

**1.0 CALL TO ORDER**

**1.1 Pledge of Allegiance**

1.2 **Roll Call**-Jill Oldson participated via Zoom. Bonnie Mitchell was excused.

**2.0 COMMUNICATIONS**

**2.1 RECOGNITIONS-Community Based Transition Classroom (CBTC) 3<sup>rd</sup> Annual Turkey Drive**

Amy Deshane and Lynette Brinkman, CBTC Teachers, reported 180 families were supported by the Turkey Drive. Scott Pippo worked to organize this project with middle schools and high schools in competition. Mike and Betty Sims, Grocery Outlet owners, donated turkeys, hams, and pies. CBTC students sorted all the donations which provided hands-on experience for the students.

## **2.2 Student Advisory Report**

Tiffany Qian and Sinan Farawila shared topics discussed at the recent Student Advisory meeting including: an informational Levy video, Highly Capable (HiCap) classes and program review, and shared new ideas from the Washington State School Directors' Association (WSSDA) Conference.

## **2.3 Parent/Guardian Advisory Report**

Kayla Bean, Parent, reported on the latest Parent/Guardian Advisory meeting where discipline was the meeting topic. A repeated concern was inconsistency in discipline when working with different schools and staff members. Ms. Bean shared recommendations from the committee. There will be no meeting in December. The next meeting will be held on January 26, 2026, with Multilingual Learners as the topic.

## **2.4 Requests and Comments by Visitors (2 minutes per individual)**

Brian Palmer, Hanford High School Science Teacher, stated the District already has many options for students to earn credits and shared concern regarding the addition of an asynchronous Physical Education (PE) class at semester.

Janet Schuster, PE Department Head at Richland High School, shared concern that the addition of an asynchronous PE class will jeopardize the Physical Education program at the comprehensive high schools. Ms. Schuster had several questions regarding this addition.

Sara Flores Anderson, Hanford High School Science Teacher, shared concern reading the addition of an asynchronous PE class and feels this removes the human element of building relationships. Ms. Flores Anderson feels this is disrespectful to District teachers.

## **2.5 Board/Student Representatives/Superintendent Reports**

Shelley Redinger announced RISE (Recognizing Innovation, Service and Excellence) Award winners, Brian Sites, Hanford High School Career Center, and Emily Jaime, Jason Lee Elementary Special Education Teacher. Both work tirelessly to find innovative ways to help students succeed.

### *Student Representatives:*

Tiffany Qian and Sinan Farawila reported on events at all high schools including: Spirit Week activities, Winter Wishes assemblies, Holiday Bazaars, music concerts, and a winter semi-formal.

Rick Jansons reiterated that if the two-minute limit for public input is not enough time, please feel free to leave notes or call Board members.

Dan Evans attended the music concert at Libby Middle School and reported on the first Town Hall on December 2, 2025. He stated more information on the Technology Levy is needed.

Jill Oldson thanked those who shared during the public input portion of the meeting. Ms. Oldson suggested planning a Town Hall via zoom.

Katrina Waters stated there was good discussion after the presentation at the first Town Hall and four more are planned for January. Dates and locations will be publicized soon with information on the District website as well.

### **3.0 BUSINESS**

#### **3.1 Performance Audit Update**

Dr. Redinger introduced Travis Belisle, Executive Director of Finance, who recently earned the designation of Certified School Business Official through the Washington Association of School Business Officials (WASBO). Superintendent Redinger congratulated him on this certification and thanked him for his work with the District budget.

#### **3.2 Academic Goals Update**

Bryan Jones, Assistant Superintendent of Educational Services, Jen Klauss, Executive Director of Teaching and Learning, and Enid Flynn, Instructional Technology Director, shared updates on three key areas including Multi-Tiered System of Supports (MTSS), Highly Capable (HiCap) Program Updates, and 9-12 Asynchronous Learning Pilot.

##### **9-12 Asynchronous Learning:**

After hearing concerns from staff during the public input portion of the meeting, Dr. Jones apologized for not involving the PE staff in the planning. He also reported hearing some labor concerns from the Richland Education Association (REA) and advised the District wants to work collaboratively with staff members. Dr. Jones advised nothing presented tonight is set in stone and the District wants to continue to work collaboratively on these decisions.

MTSS summarizes districtwide implementation efforts connected to improving Tier 1 instruction, refining intervention systems, and supporting student engagement. The update highlighted the cross department work underway to build a coherent MTSS framework across all schools. Staff training has focused on academic, as well as Social Emotional Learning (SEL). Work ahead requires defining areas around Tier 2 and Tier 3. Board discussion followed.

Ms. Flynn reported a group from Whitworth University is conducting a program audit of the HiCap program, gathering input from staff, students and parents. A survey was sent out but participation was low. From findings this fall, the team will provide a report to the District and include a recommendation plan for review. Discussion followed with Board members requesting the recommendation be brought back the second meeting in February for Board review and staff collaboration..

The asynchronous learning pilot was discussed. Dr. Jones stated the intent was to try something on a small scale for students who were credit deficient for graduation. This would focus on expanding flexible credit bearing options for high school students, especially those needing pathways to stay on track for graduation. A team met to create draft ideas with a very aggressive timeline. Board discussion included: lack of teacher involvement, online classes already offered by Pacific Crest Online Academy (PCOA), Alternative Learning Experience (ALE), and APEX classes, expanding student options for those taking Advance Placement (AP) classes/music or world languages, and District teachers to teach these classes. This is not meant to replace existing classes, rather a way to provide more options for students.

#### **3.3 Multilingual Learners (ML)**

Dr. Jones explained the Transitional Bilingual Instruction Program (TBIP) funds in Washington State are specifically allocated to support Multilingual Learners (ML) who need assistance in

becoming proficient in English while maintaining their home language skills. He explained this presentation serves as the annual notification to the Board of Directors to approve the TBIP and Title III budgets as presented.

It was moved by Rick Jansons and seconded by Dan Evans –

THAT THE BOARD OF DIRECTORS APPROVE THE TRANSITIONAL BILINGUAL INSTRUCTION PROGRAM (TBIP) PLAN AND TITLE III BUDGET.

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

Vote: Oldson, yes; Jansons, yes; Evans, yes; Waters, yes

Motion was approved.

### **3.4 Fiscal Update**

Travis Belisle, Executive Director of Finance, stated August is the end of fiscal year 2024-2025. The presentation shared accurate data to complete the fiscal year. Mr. Belisle reported the start of year “days cash on hand” was 2.08, with the ending balance growing to 4.82 “days cash on hand”. He advised a healthy minimum would be thirty days. The District’s ending fund balance is \$3,137,077, which is 99.21% expenditure to revenue percentage. Mr. Belisle explained 85.41% of funding goes towards salaries and benefits. Fund updates included Capital Projects, Debt service, Associated Student Body (ASB), and Transportation.

### **3.5 Policy No. 6220-Bid or Request for Proposal Requirements**

Mr. Belisle stated the updates to this policy include changes in the Conflict of Interest Section regarding Non-Federal Funds, adjusting the amount from \$10,000 to \$15,000 under Procurement Using Federal Funds for Goods and Services, incorporating changes to bid laws pertaining to small works rosters based on changes in SSB 526 Public Works Procurements-Various Provisions, as well as updates to the Interlocal Cooperation Act. Board members requested several minor changes.

It was moved by Rick Jansons and seconded by Dan Evans –

THAT THE BOARD OF DIRECTORS APPROVE POLICY NO. 6220-BID OR REQUEST FOR PROPOSAL REQUIREMENTS FIRST READING WITH THE REQUESTED CHANGES.

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

Vote: Oldson, yes; Jansons, yes; Evans, yes; Waters, yes

Motion was approved.

### **3.6 Resolution No. 996-Declaring an Emergency, Waiving Requirements of RCW 28A.335.190 and RCW 39.04 in Response to the Emergency**

Ken Gosney, Assistant Superintendent of Human Capital and Operations, reported a car crashed into Jefferson Elementary on November 27, 2025, causing damage to the Life Skills classroom. Mr. Gosney asked for approval for an Emergency Declaration which allows the District to bypass the bidding process for a speedier repair due to the special needs of Life Skill students.

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

Board members questioned the difference between this and the accident at Lewis and Clark Elementary a year ago. Mr. Gosney stated the need to have repairs completed quickly is due to the special needs of Life Skill classrooms. Students have been displaced until the work can be completed.

THAT THE BOARD OF DIRECTORS APPROVE RESOLUTION NO. 996-DECLARING AN EMERGENCY, WAIVING REQUIREMENTS OF RCW 28A.335.190 AND RCW 39.04 IN RESPONSE TO THE EMERGENCY.

Advisory Vote-Student Representatives: Qian, yes; Farawila, yes  
Vote: Oldson, yes; Jansons, yes; Evans, yes; Waters, yes  
Motion was approved.

### **3.7 Policy No. 2413-Equivalency Credit Opportunities**

Tory Christensen, Executive Director of Instructional Services, stated this policy is equivalency credit for only Career and Technical Education (CTE) classes, and the proposed policy is equivalency credit for all. The policy is going through a total overhaul to bring the policy to current practice. Board members requested to change “passing” to a “C” grade.

It was moved by Dan Evans and seconded by Rick Jansons –

THAT THE BOARD OF DIRECTORS APPROVE POLICY NO. 2413-EQUIVALENCY CREDIT OPPORTUNITIES FOR FIRST READING

Advisory Vote-Student Representatives: Qian, yes; Farawila, yes  
Vote: Oldson, yes; Jansons, yes; Evans, yes; Waters, yes  
Motion was approved.

### **3.8 Board Discussion**

Board discussion included:

- asynchronous learning (implementation planning to reach larger stakeholder groups),
- time of year for goal setting (publicize)
- Parent/Guardian Advisory, committees-expectations from Board
- Tech Levy-clarification of fund usage

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

It was moved by Rick Jansons and seconded by Dan Evans –

THAT THE BOARD OF DIRECTORS APPROVE CONSENT AGENDA ITEMS (4.1) THROUGH (4.7) INCLUDING AN UPDATED PERSONNEL ACTION.

Advisory Vote-Student Representatives: Qian, yes; Farawila, yes  
Vote: Oldson, yes; Jansons, yes; Evans, yes; Waters, yes  
Motion was approved.

### **4.1 Personnel Actions**

#### **CERTIFICATED PERSONNEL**

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**RESIGNATIONS FOR THE 2025-26 SCHOOL YEAR**

Finch, Penny, Counselor, Three Rivers Homelink, effective 1/02/26

**CLASSIFIED PERSONNEL**

**NEW HIRES FOR THE 2025-26 SCHOOL YEAR**

Coleman, Jessica, Paraeducator, Supplemental Supports 1:1, Sacajawea Elementary, effective 12/3/25 (from sub)

Cuello, Elias, Security, Rivers Edge High School, effective 12/1/25, temporary for 25/26 SY only (from sub)

McCraken, Keith, Bus Driver, Transportation, effective 12/1/25 (from sub)

Robertshaw, Isaac, Paraeducator, Resource Room, Jefferson Elementary, effective 12/9/25

Stewart, Anne, Paraeducator, Resource Room, Hanford High School, effective 12/1/25 (from sub)

Sulbaran-Meneses, Carmen, Custodian, Support Services, effective 11/1/25 (from sub)

Valdez, Santiago Jr, Security, Leona Libby Middle School, effective 12/10/25

Williams, Dawn, Bus Driver, Transportation, effective 12/1/2025 (from sub)

Yule, Susan, Paraeducator, American Sign Language 1:1, Badger Mtn Elementary, effective 12/8/25 (rehire)

**RESIGNATIONS FOR THE 2025-26 SCHOOL YEAR**

Conover, Avery, Paraeducator, Supplemental Supports, Badger Mtn Elementary, effective 12/19/25

Meeker, Carisa, Paraeducator, Basic Education, Three Rivers Homelink, effective 1/5/2026

Valdivia Sanchez, Jaqueline Paraeducator, English Language Learner, Enterprise Middle School, effective 12/4/25

**TERMINATION FOR THE 2025-26 SCHOOL YEAR**

Rodriguez, Angel, Grounds Applicator, Support Services, effective 10/31/25

**4.2 Approval of Minutes (November 25, 2025)**

**4.3 Resolution No. 995 – Cancellation of Warrants**

**4.4 Policy No. 2418-Waiver of High School Graduation Credits-(old 2412)**

**4.5 Policy No. 4215-Use of Tobacco, Nicotine Products and Delivery Devices-(old 4350)**

**4.6 Association of Richland Administrators Approval**

**4.7 Payroll and Warrant Information**

ASB Fund Warrant Nos. 40008520 through 40008529 for \$8,581.47

Nos. 54000884 through 54000888 for \$6,486.99

Capital Projects Fund Warrant Nos. 20002473 through 20002474 for \$1,492.95

Nos. 52000496 through 52000497 for \$44.99

General Fund Warrant Nos. 10093812 through 10093866 for \$754,861.85

Nos. 51005704 through 51005752 for \$509,551.96

Payroll Warrant No. 10093608 for \$1,850

Nos. 10093610 through 10093611 for \$2,214.56

Nos. 10093649 through 10093650 for \$411.43

No. 10093685 for \$2,200

Nos. 10093730 through 10093768 for \$67,569.63

Nos. 10093769 through 10093810 for \$4,840,488.10

No. 10093811 for \$57.61

Electronic Fund Transfer for \$11,699,306.36

Total November Payroll approved in the amount of \$16,614,057.69

**5.0 AGENDAS**

**5.1 Future Agenda Items**

- January 13, 2026:
  - remove Parent/Guardian Advisory report
- January 27, 2026:
  - add Parent/Guardian Advisory report
  - Social Emotional Learning (SEL)/Attendance/Cell Phones/Discipline

### **ADJOURNMENT**

The meeting adjourned at 9:20 P.M.

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RICHLAND SCHOOL DISTRICT NO. 400

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SECRETARY, BOARD OF DIRECTORS