

**KIONA-BENTON CITY SCHOOL DISTRICT NO. 52  
1107 GRACE AVENUE  
BENTON CITY, WASHINGTON 99320**

**Board Minutes of  
Monday, January 23, 2012**

Members Present: Charles T. Gray, Chairman  
Tim Cook, Director  
Wayne Elston, Director  
Dan Raap, Director  
Jill Renz-Whitman, Director  
Rom Castilleja, Secretary to the Board  
Kimberly Scott, Executive Director of Financial Services

Members Absent: None

Visitors: See attached.

**CALL TO ORDER**

Chairman Gray called the regular meeting to order at 7:05 p.m. at the District Office.

**PLEDGE OF ALLEGIANCE**

Pledge of Allegiance conducted.

**DELEGATIONS**

Superintendent Castilleja reminded the Board of the Proclamation for Board Member Month and in recognition of that, he presented the Board with lapel pins stating "Leading by Example", certificates of appreciation from WASBO, and volunteer recognition t-shirts stating "KB Hero".

**FINANCIAL REPORT**

The financial numbers of all fund activity were presented to the Board. Ending fund balance numbers were reviewed and shared. The General Fund balance is \$814,132.66, Capital Projects \$64,298.45, Debt Service \$43,631.90, ASB \$275,123.09, Transportation \$41,749.00, and PILT \$29,707.51. Kim Scott indicated that the balance was slightly below the last couple of years; however a grant had been accepted today which should bring the balance up.

**PROPOSED CONSENT AGENDA**

The Board Minutes from January 9, 2012

Chandra Markel-Counselor – Leave of Absence

Payroll \$913,708.44 Warrants total \$305,245.88 Direct Deposits total \$608,462.56. Warrants 102640-102672

AP General Fund- \$132,048.17 Inclusive in Warrants 102673-102725

AP ASB Fund - \$8,828.90 Inclusive in Warrants 102673-102725

AP Debt Services Fund - \$172.22 Inclusive in Warrants 102673-102725

**Motion was made to approve the consent agenda by Director Raap and seconded by Director Renz-Whitman.**

**It was noted that a leave of absence request needed to be added to the proposed consent agenda. There were questions regarding the P-Card, WSSDA, and Prosser School District accounts payable amounts. Kim Scott clarified the questions for the Board, indicating the P-Card amounts were a total of all P-Card accounts for the District, the WSSDA were annual dues and subscriptions, and the Prosser School District was a Math Grant payment as we are the administrators of the grant consortium. As well there were questions regarding the streamlining of the state retirement and how it is paid.**

**The first motion was withdrawn. The second motion was made to approve the consent agenda with additions by Director Raap and seconded by Director Renz-Whitman.**

**Unanimous vote to approve consent agenda with a 5/0 vote.**

## **UNFINISHED BUSINESS**

### **High School – Field House**

Superintendent Castilleja indicated that the District has received a six-month extension on the permit. There was further discussion regarding the footage needed for the set-back. A meeting was held with the city inspector and it was found that the set-back must be at least 5 feet, which we do have. The Superintendent also indicated that he had a meeting with Tom Houghton, Steve McGhan and Mark Noyes regarding the phases of the project, materials needed and who were the volunteers and information on how they would be contributing to the project. The project is moving forward and they will be looking to hire someone to erect the building itself, staying within budget. Director Cook requested a list of the volunteers and Director Elston asked to see the project blue prints. Director Renz-Whitman asked about tracking volunteer hours for the purpose of recognizing those people as well as logging hours for grant-based purposes.

### **High School Graduation Policy**

Superintendent Castilleja reported that Representative Klippert was one of a group that would be meeting on credit requirements. There is a Bill that is in process that will not allow the State to implement requirements that they do not fund. Doing so places the burden on the Districts. The Superintendent indicated that he would not be attending this meeting, but would be attending meetings on Saturday. There was also a question about annual review of requirements. It was clarified that there is an annual requirement to notify students, not to annually review.

**NEW BUSINESS –** Chairman Gray requested that Work Orders be added to New Business.

### **Strategic Plan Update**

Superintendent Castilleja indicated that at least 20 people attended the Strategic Planning Summit on Saturday. More people were expected; however the weather and driving conditions were an issue. The Superintendent indicated that there was good input and that he would compile the results of the summit and report to the Board about goals for the upcoming year.

### **Board Workshop**

Superintendent Castilleja asked the Board for verbal or written feedback in regards to past Wednesday's Board workshop. He asked the Board what they would like to see at future workshops and to please submit their feedback by the next Board meeting. There was discussion regarding Operating Principles and Superintendent Castilleja indicated he would work with Chairman Gray regarding this.

### **Work Orders**

There were questions proposed by Board members regarding the Maintenance Work Order process. It was stated that there is no book for work orders and work orders are not being completed. There was also the question of how they are prioritized. As Mark Noyes, Maintenance and Operations Director was not available, Superintendent Castilleja indicated he would talk with Mark to share his process with the Board. Troy Jamieson indicated that there was a program available for work order requests and they were in the process of getting that set up for use in the District.

## **PRINCIPAL REPORTS**

### **a. KB High School**

Principal Wayne Barrett requested to have student, Dakota Renz, present to the Board information regarding the High School Leadership club. He shared that the club is made up of 20-25 students and Mrs. Prior has been their advisor for the past three (3) years. Dakota indicated the club was involved in many events at the High School, including Home Coming week activities, the Winter

Wishes project where they earned funds through a Dodge Ball tournament and a semi-formal dance which raised over \$1,500. The funds were spent on granting every student a wish. He also indicated that the club would be assisting Deputy Klippert with the Every 15 Minutes program and they assisted by hosting the State House & Representative dinner at the school. Dakota indicated they also participate in many other things behind the scenes.

**b. KB Middle School**

Principal Vance Wing asked teacher, Wysteria Edwards, to present to the Board information regarding the latest writing prompt. She shared with the Board the writing prompt process, an example of a student's writing prompt, how they are reviewed, as well as an overview of the whole class(es) performance in each area of the prompt. She explained how this helps her know what area's need to be readdressed with the students.

**c. KB Elementary School**

Principal Jennifer Behrends shared with the Board the elementary highlights for January. She indicated that 15 elementary and middle school staff attended GLAD meeting in January to review strategies and share ideas. The writing committee met several times to review standards and such so all staff are on the same page using the Step to Writing curriculum. They also discussed improvements about how the writing prompt is given. Another prompt is scheduled for the Spring. Principal Behrends indicated that the Leadership Team was working on the School Improvement Plan for reading, math and writing and she shared upcoming events with the Board to include January 31, Honor Roll Assembly.

**SUPERINTENDENTS' REPORT**

Superintendent Castilleja reported to the Board that he and Director Raap, and Director Renz-Whitman attended legislative conference in regards to K-12 education.

**PUBLIC COMMENTS** - *Chairman Gray requested that public comments be limited to 3 minutes.* – None.

Tim Cook Sr. asked the Board about the cost of the Field House project, who was the project manager for construction. He requested copies of the blue prints and a cost listing. The Superintendent suggested he meet with Tom Houghton and Steve McGhan for information.

Jennifer Oliver extended an invitation to the Board to attend a potluck the next day at 12:10 at the High School.

**CONVENED**

At 8:14 p.m., the Board convened for executive session pursuant to RCW 42.30.110, Section (g) personnel matters, for approximately 20 minutes. Mr. Gray extended the meeting for an additional 20 minutes at 8:35. No matters were addressed after executive session.

**ADJOURNMENT** – Regular board meeting adjourned 9:05 p.m.

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Wayne Elston, Director

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Jill Renz-Whitman, Director

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Dan Raap, Director

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Tim Cook, Director

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Charles T. Gray, Chairman

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Rom Castilleja, Superintendent