

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

**Board Minutes of
Monday, June 11, 2012**

Members Present: Dan Raap, Vice Chairman
Tim Cook, Director
Jill Renz-Whitman, Director
Wayne Elston, Director
Rom Castilleja, Secretary to the Board

Members Absent: Charles T. Gray, Chairman; Kimberly Scott, Executive Director of Financial Services

Visitors: See Attached.

CALL TO ORDER

Vice Chairman Raap called the regular meeting to order at 7:00 p.m. at the District Office.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance conducted.

DELEGATIONS

Jennifer Gilliland, High School Year Book Advisor, presented the Board with this year's annual. She explained all of the hard work that went into the annual and as well it was the first year that the students designed their own cover with the assistance of a graphics designer. She indicated that there are approximately 50 books left for purchase along with the supplement. She also indicated that there was a group of students that would be attending the Annual Camp at Gonzaga August 1-3.

Superintendent Castilleja told the Board that he and Principal Wayne Barrett attended the awards ceremony for the students that received awards for their photos entered into the Postcards from the Reach contest. He indicated that these postcards featuring the winning photos will be available for purchase at the Richland Farmers Market.

Superintendent Castilleja shared an invitation with the Board from the Benton City Chamber asking the Board, administration and teachers to join the 4th of July events starting at 9:00 a.m.

Superintendent Castilleja shared with the Board that there was an anonymous donation of \$1,000 to the school for student program needs.

FINANCIAL REPORT – None.

PROPOSED CONSENT AGENDA

The Board Minutes from June 11, 2012
Judy Reid, Elementary Office Manager (Reduction in Contract to .6)

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.

AP General Fund- \$34,033.01 Voucher 1059
AP ASB Fund - \$6,436.54 Voucher 1059

There was discussion regarding the request for reduction in contract for the elementary office manager position. The Superintendent indicated that he has talked with Principal Jennifer Behrends regarding the request and she indicated that she did approve of it and it shouldn't be a problem. The Board had some concerns regarding the length of the reduction. It was determined that the request would be approved for one year only and then reviewed again if requested to continue.

Motion was made to approve the consent agenda with the condition that the reduction in contract for Judy Reid would be for one year only by Director Cook and seconded by Director Elston.

Unanimous vote to approve consent agenda with the condition that the reduction in contract for Judy Reid would be for one year only with a 4/0 vote.

UNFINISHED BUSINESS – *Superintendent Castilleja requested to move Science Adoption section to after Field House Update.*

Field House Update

Steve McGhan and Tom Haughton presented the Board with an update of the progress being made on the new field house. Steve indicated that of the \$25,000 allocated to complete the foundation, \$9,000 and change was remaining due to all the volunteers and donations. He indicated that there was approximately 360 volunteer hours to date. He also indicated that bids were received for the erection of the building with the lowest being \$18,500. They are still working on donations for interior materials, doors, and the electrical work will be completed by the Mark Noyes, Maintenance Director as he is a certified electrician. There was discussion with the Board, Mr. McGhan and Mr. Haughton regarding specific costs of various levels of construction and materials needed. It was determined that they are hoping to get the entire project done for around \$40,000. The Board indicated that if there was approximately \$9,000 already allocated, then an additional \$24,000 allocation should bring the building portion of the project close to completion. It was also determined that the other capital projects needing completion such as the paving of the high school parking lot would require much more than the \$24,000 of capital funds remaining. There was further discussion regarding the step floor, which will be storage only. There was a question regarding estimated value of the building upon completion and it was estimated to be \$160,000-\$170,000. Also there was discussion regarding insulating and Mr. Haughton and Mr. McGhan indicated that it was included with the erection costs. Connie Meredith requested an itemized list of money spent.

Motion was made to authorize an additional \$24,000 for the Field House by Director Cook and seconded by Vice Chairman Raap.

Unanimous vote to authorize an additional \$24,000 for the Field House with a 4/0 vote.

Science Curriculum Adoption

Chuck Feth, along with the middle school science teachers, Doug Gustafson, Amber Farley and Beth Kalinga presented the Board with the new curriculum that they have reviewed and selected due to the programs coherence and key program elements. They indicated that the classroom materials are of high quality, the books are in line with common core standards, and the technology is more advanced and electronic versions of the textbooks are available, which the students can access from home if needed. Mr. Feth indicated that there are training opportunities available and training available upon request. Mr. Feth explained that the quote provided to the Board for review was low and that 10 books per grade level

would need to be added, which would increase the total cost by approximately \$3,000. This increase was needed to address the future student enrollment numbers and would bring the total approximate cost for the new curriculum to \$42,000.

Motion was made to formally adopt the new Middle School science curriculum by Director Renz-Whitman and seconded by Director Cook.

Unanimous vote to formally adopt the new Middle School science curriculum with a 4/0 vote

Policy 1620 / Procedures - Operating Principles Second Reading

Superintendent Castilleja presented the Board the same draft of the Operating Principles as procedure. He indicated that he had communicated with Bruce Hawkins as well as Jerry Moberg, and they were in agreement that the section regarding board communication with staff was workable. Again, there were concerns expressed with some of the wording of the language and the need to follow the grievance process and not violate contracts. Lincoln Hammond spoke as the student representative and questioned the communication process being addressed and Superintendent Castilleja explained that per contracts, there was a particular process to follow. As there were only four (4) Board Members present and it was perceived to be a split vote, the item was tabled until the next Board meeting.

2012-13 School Calendar

Superintendent Castilleja presented the Board with the proposed school calendar for 2012-13. He explained to the Board that there was only one area of concern which affected the Tri-Tech students as there was a day that the Kennewick School District / Tri-Tech was in session and we had it marked as a professional day. The Superintendent suggested that we adjust the calendar by changing October 12 from a professional day, which is no longer used as such by staff for state level training and exchange it for January 2, to be more in line with Kennewick's schedule. This would ensure that our students would not miss any Tri-Tech classes.

Motion was made to approve the 2012-13 school calendar with the recommended change of October 12 no school to January 2 by Director Cook and seconded by Director Renz-Whitman.

Vote taken to approve the 2012-13 school calendar with the recommended change of October 12 no school to January 2 with a 4/0 vote.

NEW BUSINESS

Out of State Travel

Superintendent Castilleja presented the Board with out of state travel requests. He indicated that a teacher was travel to Chicago, Ill for a conference and implementation of B.Y.O.D. and flipping the classroom. As well, there will be some workshops in August that staff will be attending in San Diego, CA for AVID. The Superintendent requested Board direction and the out of state travel requests were approved.

Policy 3210 – Non-Discrimination First Reading

Superintendent Castilleja presented the Board with Policy 3210 Non-Discrimination for first reading. Minor changes were made to bring the policy current. The Board agreed to move forward to a second reading.

Policy 3250 – Release of Student Information First Reading

Superintendent Castilleja presented the Board with new Policy 3250 – Release of Student Information for first reading. The policy and applicable form were created to address FERPA requirements. The Superintendent indicated that these requirements are being followed, but wanted a policy in placed indicating such. The Board agreed to move forward to a second reading.

Policy 5010 – Non-Discrimination & Affirmative Action First Reading

Superintendent Castilleja presented the Board with Policy 5010 Non-Discrimination and Affirmative Action for first reading. Minor changes were made to bring the policy current. The Board agreed to move forward to a second reading.

DIRECTOR'S REPORTS

a. Teaching & Learning/Athletics

Chuck Feth shared that six (6) staff attended the Core Curriculum Standards workshop in Spokane, WA. He also indicated that the District would continue participation with the Math Benchmark Assessments as well as participate in the new Reading Benchmark Assessments program for the 2012-13 school year. There was a question regarding summer school and he indicated that the funding was not there for the school to provide summer school, however Gear-Up was holding sessions for high school and middle school students.

b. Grants Manager

Joe Lloyd provided the Board with an update regarding grants. He indicated he was submitting a grant for the Highly Capable again and would need a copy of the Board minutes showing Board approval if participation in the grant. He also indicated that with some of the grant funds, that they would be scheduling a field trip to view the King Tut exhibit in Seattle, WA. He also shared that the 5.5 million Grant through WSU for science was available. There will be eight (8) other districts participating in the grant. With the grant there will be some ability to expand the technology infrastructure.

Motion was made to approve the application for the Highly Capable Grant by Director Cook and seconded by Director Elston.

Vote taken to approve the application for the Highly Capable Grant with a 4/0 vote.

c. Technology

Troy Jamieson indicated that the department was gearing up for summer. He would be working with his current CEO student as well as next year's CEO student in completing inventory and updates. He also indicated that he would be provided a surplus sale list at a future Board meeting.

d. Special Services

Heather Franklin indicated that the programs are currently using more technology at the student level as well. This includes the use of I Pads and that workshops are available for staff to learn how to implement more technology in the classroom. There are autistic students that benefit from certain applications as well as there are IEP's that specify use of laptops. Ms. Franklin also shared that there are no new programs projected and they are in the process of updating procedures and protocols. She is also scheduling to have outside agencies to come in and speak and share what they have available to assist Special Services staff and students. There was a question regarding the classroom move to a portable and Ms. Franklin indicated that it was still being discussed; however they had reviewed Badger Mt. schools setup for structured learning in a portable and saw that it was workable.

e. Maintenance & Operations

Superintendent Castilleja stated that Mark Noyes was excused from the meeting, but he would provide the update in his absence. The Superintendent indicated that major work was being completed in the middle school. The cost of the carpet replacement was being covered by the

contractor due to the installation problem. Also the abatement work would be starting and would cost approximately \$96,000 to complete. The Superintendent also indicated that there were some teacher moves going on in the elementary. There was a question regarding Mr. Noyes absence and the spraying of the weeds. The Superintendent indicated that his absence was medical related and that the reason for the spraying not being completed was due to the winds. The spraying is always dependent on weather conditions and it would be completed when possible.

SUPERINTENDENTS' REPORT

Superintendent Castilleja reiterated that there will be some AVID training coming up in August that he plans to attend along with other staff.

PUBLIC COMMENTS – *Vice Chairman Raap requested that public comments be limited to 3 minutes, no names be used, and to not ask about personnel issues (keep within policy).*

Donna Baumgartner asked the Board how many lawyers worked for the Board and asked if the District planned on hiring a bargaining lawyer. The Superintendent indicated that at this time the District had worked with four (4) different lawyers throughout the year. She also addressed the Board about her concerns that the visual arts classes were being cut at the high school. She feels the students will have fewer options. She indicated that she on average had 27 students per class. She indicated that she was told there would be no pottery class next year and supplies had already been ordered. Ms. Baumgartner also indicated that she is expected to generate entries for art contests and needs classes and student participation to do that. The Superintendent indicated he would check into the change.

Vic Englehart thanked Chuck Feth and the science staff for their work on the new science curriculum. He also indicated that instead of making the calendar adjustment, the District could possibly run a bus for that day instead and not past practice to have a two day school week.

Connie Meredith asked the Board about the 3% cost of living increase for the Superintendent, which the Superintendent indicated that he has never accepted. She also asked about the Superintendents contract. She then asked if there was any administration being cut. She asked for information regarding the reason students are transferring and asked for copies of those transfer papers. It was explained that per FERPA, those forms cannot be provided.

Mr. Alvarado addressed the Board about the 8th grade promotion ceremony and his daughter's name missing in the program. They would like a program with her name in it as a keepsake. The Superintendent indicated that he would check into that for the family.

CONVENED

At 8:53 p.m., the Board convened for executive session pursuant to RCW 42.30.110, Section (g) personnel matters, for approximately 20 minutes. Vice Chairman Raap extended the meeting for an additional 10 minutes at 9:12 p.m. No matters were addressed after executive session.

ADJOURNMENT – Regular board meeting adjourned at 9:27 p.m.

Wayne Elston, Director

Jill Renz-Whitman, Director

Dan Raap, Vice Chairman

Tim Cook, Director

Charles T. Gray, Chairman

Rom Castilleja, Superintendent