

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

**Board Minutes of
Monday, August 13, 2012**

Members Present: Charles T. Gray, Chairman
Dan Raap, Vice Chairman
Tim Cook, Director
Jill Renz-Whitman, Director
Wayne Elston, 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 7:00 p.m. at the High School.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance conducted.

DELEGATIONS – None.

FINANCIAL REPORT – None.

PROPOSED CONSENT AGENDA

The Board Minutes from July 23, 2012

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- \$186,138.32 Voucher 1074, 1075, 1076, 1078
AP ASB Fund - \$11,068.93 Voucher 1074, 1078

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

There was discussion regarding various questions about vouchers submitted for payment.

Vote to approve consent agenda with a 3/2 vote.

UNFINISHED BUSINESS

Field House

Superintendent Castilleja and Mark Noyes, Director of Maintenance, Operations & Transportation updated the Board on the status of the Field House project. Mr. Noyes indicated that the doors that were set to be donated to the project were sold. Due to this, doors to replace the donated ones had to be purchased for the project at a cost of approximately \$6,000. There are three (3) more 8' roll-up doors that are needed as well and will be more expensive. The doors do meet E2 occupancy/handicap accessibility requirements. The Board asked about the pricing and where the doors were purchased from. Mr. Noyes confirmed that they researched pricing for the needed doors and found the best price from a company in the valley, and he stated that he would be more than happy to get the name of the company for the Board.

Policy #4040 – Public Records Request Second Reading

Superintendent Castilleja presented the Board with the second reading of Policy #4040 which updated the policy if Public Records Request, second reading of Procedures P4040, and second reading of Form F4040. The Superintendent indicated that some minor changes were addressed as requested by the Board during the first meeting, and as well some research had been done regarding the proposed charge for staff time to process a public records request, what the charge should be, and at what point the charge would be assessed. The Board discussed the time range and felt that anything after 1/4 hour of staff time should be considered for assessing a charge and should the charge be one set rate. There were also questions regarding the time frame in which a request should receive response, and how long would it take to complete a request. Many suggestions were made and the Board asked Superintendent Castilleja to do more research and obtain information from other districts about their processes and what charges if any are assessed and bring it to the Board for further discussion.

NEW BUSINESS

2012-13 Lunch Prices

Jennifer Long, Director of Food Service was unable to attend the meeting, had provided the Board with information regarding the 2012-13 school year lunch pricing adjustments that were needed due to the calculations based on this past years numbers. The prices for elementary children would be raised by \$.05, middle school children would be raised by \$.10, high school prices would remain the same at \$2.60, and adults would increase to \$3.75. Kim Scott, Executive Director of Financial Services explained the calculations used to update the prices and also indicated that the state was mandating as well that schools provide healthier options.

A motion was made to accept the proposed lunch prices for the 2012-13 school year by Director Raap and was seconded by Director Renz-Whitman.

Vote to accept the proposed lunch prices for the 2012-13 school year with a 4/1 vote.

Spokane Public Schools Interlocal Agreement

Kim Scott, in Jennifer Long's absence, presented the Board with a service agreement from Spokane Public Schools. It had been brought to the Boards attention that the Pasco School District dissolved their coop, leaving most of the eastside of the state without services. After checking, it was found that most Districts affected planned on going with Spokane Public Schools so as to lock in the best prices possible. There was a question about outsourcing the food service itself, and it explained that the idea had been reviewed, but not a benefit to a smaller district such as the Kiona-Benton City School District. The Board wanted verification that bid law compliance was followed and requested that Spokane District provide this information.

A motion was made to accept the Spokane Service Agreement by Director Raap and was seconded by Director Cook.

Vote to accept the Spokane Service Agreement with a 5/0 vote.

DIRECTOR'S REPORTS

a. Teaching & Learning/Athletics

Superintendent Castilleja presented for Vance Wing who was participating in the Sports Clearance night for the High School. The Superintendent indicated that Mr. Wing has been working on a committee for grading and attendance issues. He indicated that policy is different in each building where they should be the same. He also indicated that there was work being done on the TPEP process as well as the Math & Reading Benchmark assessments for this next year. Superintendent Castilleja also indicated that numerous staff would be attending RTI training August 21-22 in Richland. Vance Wing arrived during this section and continued by reiterating what the Superintendent shared. He indicated that the employee and coach handbooks were being reviewed, the handbook is addressing the standardizing of field trips, ordering, advanced travel, etc... Mr. Wing also indicated they would be addressing email and phone use in the classroom due to policy change. He thanked Chuck Feth for all his assistance in the transition to his new position.

b. Grants Manager

Joe Lloyd shared with the Board updates on the Grants in process. He indicated that Title I Part A was down almost \$35,000; a substantial reduction. He did indicate that the Washington Reading Core Grant had increased, allowing us to move from three (3) tutors to five (5) tutors. He indicated that the NSF grant was still out there and is hoping for good news.

c. Technology

Troy Jamieson indicated most all computers were prepped for the school year. He indicated that it was COE student, Loren Dever's last day on Friday. He also indicated that the last of the XP machines were gone, but keeping busy with new equipment coming in. Director Raap asked about letters of reference for the COE students, and Mr. Jamieson indicated that he does provide letters as the experience working at the District gives them better opportunities at other jobs.

d. Special Services

Heather Franklin shared with the Board that Special Services was down on funding. She indicated that there was \$150,000 less funding, but all the same programs would be provided. Ms. Franklin also indicated that they were busy making the move from the portables back to the buildings.

e. Maintenance & Operations

Mark Noyes shared with the Board that the middle school carpet project was almost complete. He indicated that there were 14-15 office/classroom moves coming up and spraying was scheduled depending on conditions. The Board asked about the spray schedule, as well as if there was opportunity for Maintenance to procure a larger mower to assist in getting the mowing done faster.

SUPERINTENDENTS' REPORT

Superintendent Castilleja indicated that staff had attended the Common Core Standards workshop. The Superintendent indicated that he was able to attend the AVID training along with the two (2) new staff members that would be working with the AVID program in the High School this year. He also indicated that there would be an AVID site team in the Middle School and there is conversation with Jennifer Behrends, Elementary Principal, regarding implementation of AVID as well. Superintendent Castilleja also shared with the Board information regarding the portable issue. He indicated that there were six (6) classrooms with moisture issues. After review, it looked like it would cost approximately \$10,000 per each classroom to make them useable, which did not include subfloor repair if needed. The Superintendent also indicated that after checking with the insurance company, that only the classroom with the initial water damage would be covered. Due to this problem, the District office staff and Board would be relocating to the new and lieu area of the high school for the time being, to allow for the childcare,

preschool, and some staff to move from the elementary portables to the District Office. Superintendent Castilleja indicated that this is a temporary fix as the building at this time is only coded as E2, and would have to be upgraded to E3 before long-term use could be considered. He and Mr. Noyes also indicated that other testing was being completed in the portables next to the Maintenance shop. The Superintendent also indicated that the city was working on the broken pipe issue that was causing the moisture problem in that area. He indicated that there was also conversation with the Prosser Memorial Hospital Board about the allocation of the unused clinic in Benton City. He indicated that were checking into the possibility of a state interlocal agreement and hoped to have more information by this coming Friday.

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

Mr. Adams asked the Board about the change to the public records policy. He indicated that if it was new procedures, then why he was charged for copies. He was told that is was past business practice. Mr. Adams also asked why he could not bring in his own scanner to get copies of documents instead of paying for copies. He also asked why parents were not notified of the mold issue in the portables. The Board indicated that they were still in the process of compiling the information.

Mr. Alvarado asked about the ULP's and arbitrations going on. He stated that when all is said and done, the losers were the public and tax payer's. He indicated that the money should be better spent. As a District we have lost, and he stated that the teachers have lost confidence in Administration. Director Raap agreed that we all need to work together and Director Elston stated that he could see faults on both sides.

Stephanie Adamson asked the Board about the status of the teachers' contract. She had heard that had changed since the last meeting that she attended. She asked the Board to address why the contract was not completed. She indicated that a simple statement as to the status of the contract was all she was asking for.

Virginia Pace asked about the removal of the swings at the elementary school and the reasoning behind the removal. She indicated leveling was not the problem as indicated in the paper. Bark would have to be provided and if a staffing issue, she indicated that volunteers could do the leveling. It was explained that it was a risk management issue and it also effected the licensing of the childcare due to regulations. The swings never met the fall zones to begin with. Mrs. Pace asked that new swings be considered as they are beneficial to autistic children and Superintendent Castilleja indicated that Principal Behrends would be working with the PTO regarding new playground equipment.

CONVENED

At 8:54 p.m., the Board convened for executive session pursuant to RCW 42.30.110, Section (g) personnel matters, for approximately 40 minutes. 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