

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

**Board Minutes of  
Monday, August 27, 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

Members Absent: Kimberly Scott, Executive Director of Financial Services (excused)

Visitors: See attached.

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

Pledge of Allegiance conducted.

**DELEGATIONS – None.**

**FINANCIAL REPORT**

In Kim Scott's absence, Superintendent Castilleja presented the financial numbers of all fund activity to the Board. Ending fund balance numbers were reviewed and shared. The General Fund balance is \$985,746.38, Capital Projects \$41,624.35, Debt Service \$223,577.04, ASB \$233,575.77, Transportation \$41,780.85, and PILT \$40,006.18. Superintendent Castilleja reviewed the Year Comparison graph and explained that General Fund is lower due to the completion of the Math Grant, etc... There was discussion regarding the current numbers for the Capital fund. Superintendent Castilleja indicated that the fund had been drawn down by approximately \$21,000, but would ask Mark Noyes for exact numbers.

**PROPOSED CONSENT AGENDA**

The Board Minutes from August 13, 2012

Leave of Absence: Darlie Keizer, Paraeducator; Sandra Mincey, Food Service

Resignation: Vikki Butler, Transportation

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.

Payroll \$879,608.10 Warrants total \$298,210.61, Direct Deposits total \$581,397.49. Warrants 103760-103813

|                                  |                                  |
|----------------------------------|----------------------------------|
| AP General Fund- \$279,684.91    | Vouchers 1002, 1077, 1079, 1082, |
| AP ASB Fund - \$3,787.31         | Vouchers 1077, 1079              |
| AP Capital Projects - \$5,431.58 | Vouchers 1079                    |

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

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

## **UNFINISHED BUSINESS**

### **Policy 4040 – Public Records Request; Procedures 4040P and Form 4040A Second Reading**

Superintendent Castilleja presented the Board with second reading of Policy 4040 Public Records Requests along with procedures for 4040 and Form 4040A for use to assist with policy procedures requirements. The Superintendent presented the Board with examples from other districts as requested to assist them determining the best practice for charges of time and supplies when processing a public records request. There was Board discussion regarding the amount to charge per hour of staff time, when to charge, and the practice of providing a quote of charges up front when completing the request. It was determined that the staff time charge will be \$18 per hour for research/copy time. If only copies, there will be a 15 minute allotted no charge period before staff time will be assessed. As well it was determined that a quote of services should be provided to the requestor prior to the process so the requestor is informed of the cost in advance. There was also discussion regarding the example policies, and Director Elston requested that the RCW's that applied be placed in each section of the policy for reference and not just at the end of the document.

**A motion was made to approve Policy 4040 – Public Records Request; Procedures 4040P and Form 4040A Second Reading with staff time set at \$18, established process for charging, and the formatting of the policy to include RCW's in each section of the documents by Director Cook and seconded by Director Raap.**

**Unanimous vote to approve Policy 4040 – Public Records Request; Procedures 4040P and Form 4040A Second Reading with staff time set at \$18, established process for charging, and the formatting of the policy to include RCW's in each section of the documents with a 5/0 vote.**

## **NEW BUSINESS**

### **Administrative Stipends**

Chairman Gray indicated that there was Board concern expressed regarding administrative stipends and the parameters of approval. Director Elston and Director Cook indicated that there should be Board approval of administrative stipends. There was discussion amongst the Board regarding approval, how many stipends were they discussing and for how much. Chairman Gray expressed concern that this was out of the scope of the Boards business.

**A motion was made to approve the process of Board approval of administrative stipends by Director Cook and seconded by Director Elston.**

**Vote to disapprove Board approval of administrative stipends with a 3/2 vote.**

### **Employee Transfers**

Chairman Gray again indicated that there was Board concern expressed regarding employee transfers within the District. Director Elston and Director Cook indicated that there should be Board approval of these transfers. There was discussion amongst the Board regarding approval and Chairman Gray again expressed that it is was job of the Board to micro-manage such matters.

**A motion was made to approve the process of Board approval of employee transfers within the District by Director Cook and seconded by Director Elston.**

**Vote to disapprove Board approval of employee transfers within the District with a 3/2 vote.**

## **PRINCIPAL REPORTS**

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

Principal Wayne Barrett shared again with the Board who the new staff were for the year and that they have been busy receiving training and preparing for the school year. He also shared that Holli Prior is implementing a new program called "Flip the Classroom" and is passionate about the change; believes in it. He indicated that sports were in full gear with the first football game of the year on Friday. Principal Barrett indicated that Clark Brown and Mike Neumann are now teaching a Biomedical class and they are looking at partnerships with Battelle. Also, Parson's donated \$70,000 to \$80,000 worth of metal to the District in addition to boxes of notebooks. He also shared MSP scores with the Board indicating that the math percentage was down; however it was due to only one student in Geometry not meeting standards bringing the percentage down from last year's 100%. They will be working on writing scores with challenges due to language, but science numbers are up.

### **b. KB Middle School**

Principal Chuck Feth shared with the Board that new teachers attended Make Your Day training today. He stated that staff/teachers are teaching to levels and there is more collaboration. There are plans to continue with common writing assessments. Principal Feth indicated that the EAC has met three (3) times and have good groundwork established. He also shared that a number of staff attended AVID training. They are working on a site team and he has a meeting scheduled with Becky Wilson on commitment to assist at the Middle School. Principal Feth also shared with the Board some testing results.

### **c. KB Elementary School**

Principal Jennifer Behrends shared that staff had attended summer training to include the Mid-Columbia Math Partnership Program, the CCSS training, and the third annual PLC/Rtl Conference in Richland, where herself, Jim Perry, Joe Lloyd, and Vance Wing presented about the Ki-Be Rtl Journey. Principal Behrends also presented to the Board a brief overview of the MSP scores that were just received. There were mixed results and she has plans for staff to review the data some more and will report more details at a future meeting. Principal Behrends also shared that kindergarten testing was scheduled for August 29-31, with kindergarten and new parent orientation scheduled for 9:00 a.m. in August 31. She also indicated that kindergarten's would start as in previous years with ½ starting on September 4 and the other ½ starting on September 5, with the PTO sponsoring a "BooHoo" breakfast each morning.

## **SUPERINTENDENTS' REPORT**

Superintendent Castilleja reported that he will be attending the 2<sup>nd</sup> WIAA workshop in September, and he and Joe Lloyd will have quarterly meetings regarding the online school and will report back. The Board had questions regarding the online program and Mr. Lloyd indicated that there were approximately 15-20 online students with a charge of \$150 per class this year, which is up from \$75 last year. There is no charge to the student if the online class is one of students' six (6) semester classes.

**PUBLIC COMMENTS** - *Chairman Gray requested that public comments be limited to 3 minutes, no names be used, and to not ask about personnel issues.*

Mr. Alvarado asked the Board about a community member that had previously had children enrolled in the District attending practices. He indicated that the individual was harassing the girls (players) and the coach. The Superintendent asked for complete details to address the situation and indicated that he would contact the coach.

Joni Ashley expressed to the Board that the 3<sup>rd</sup> & 4<sup>th</sup> grade students are now taking the MSP tests online. Keyboarding is an issue and the students are tired of typing after so long. She asked the Board to keep that in mind when considering test score levels.

Marie Hanson asked the Board about the transportation issue and young children being expected to walk to school without crosswalks. Superintendent Castilleja indicated that there were safe walk routes and to please provide specifics as to the locations she was concerned about so that they can be addressed. She also asked why the District waited until two (2) weeks before school started to notify parents. It was explained that the state had changed the mile radius and the District addressed it as soon as they knew. The Superintendent did indicate that he would talk with Mark Noyes and the City regarding the crosswalk issue.

Bill Adams asked the Board about a certified math teacher teaching athletics. He also indicated that he agreed that the Board should have more say in employee transfers and stipends. The money could be spent on transportation. Save taxpayers – put the money into education.

Jennifer Oliver addressed the Board and asked what she should be teaching. She had concerns about who was teaching family health. The District will only lose money and she is concerned as a taxpayer.

Dakota Renz expressed that there was one topic, better spending. We need to be proud of our schools. Students are performing; we do not need negativity but need to work together.

Connie Meredith asked again for a list of students and the reason they are leaving the District.

Ruby Davis asked the Board to please consider hiring another kindergarten teacher or assistance with classes. The numbers are up and not as many paraeducators scheduled. Director Renz-Whitman explained that unfortunately the Board has to wait until the numbers come in. They are waiting and can have a substitute in place until a teacher can be hired if needed.

Wayne Barrett thanked Troy Jamieson for everything he does as our technology person. He indicated that 9 time out of 10 he is doing it one his own time.

**CONVENED**

At 8:28 p.m., the Board convened for executive session pursuant to RCW 42.30.110, Section (g) personnel matters, for approximately 20 minutes. At 8:58 p.m., Chairman Gray announced that executive session would be extended approximately another 20 minutes.

**ADJOURNMENT** – Regular board meeting adjourned at 9:27 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**