

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

**Board Minutes of
Monday, December 17, 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 7:00 p.m. at the District Office.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance conducted.

DELEGATIONS – None.

FINANCIAL REPORT

Kimberly Scott presented the financial numbers of all fund activity to the Board. Ending fund balance numbers were reviewed and shared. The General Fund balance is \$1,031,211.57, Capital Projects \$26,746.23, Debt Service \$526,368.26, ASB \$288,435.55, Transportation \$41,822.91, and PILT \$59,146.08.

PROPOSED CONSENT AGENDA

Minutes from November 26, 2012

Katie Storm, Para – Retirement (*Director Elston requested this be moved to New Business*)

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.

There were minimal questions regarding invoices and these were clarified.

Payroll \$937,008.90 Warrants total \$296,000.66, Direct Deposits total \$641,008.24. Warrants 104381-104389-104425; 104516-104517. Vouchers 15, 1036, 1037, 1040, 1041
AP General Fund- \$159,356.74 Vouchers 1038, 1039, 1042, 1043
AP Capital Fund - \$2,782.72 Voucher 1039
AP ASB Fund - \$14,735.01 Vouchers 1039, 1042, 1043
AP Debt Service Fund - \$326.30 Voucher 1039

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

Field House

Steve McGhan updated the Board on the progress of the Field House project. He indicated that it was 99% framed inside and that they have been under budget on everything up to this point. He indicated that it would take approximately \$15,000 or a little more to complete the project, including a heat pump. There was also discussion regarding security for the building. Director Cook suggested camera's if there were funds available at the end of the project. Mr. McGhan welcomed the Board to come and take a tour of the building.

A motion was made to allocate an additional \$16,000 to complete the Field House by Director Cook and seconded by Director Elston.

There was further discussion on the total cost of the project, which is in the range of \$65,000. The Board also asked that the Superintendent have Mark Noyes work with Mr. McGhan on the security camera set-up.

Unanimous vote to allocate an additional \$16,000 to complete the Field House with a 5/0 vote.

Items added to New Business – "D" Substitute Petition; "E" Katie Storm Retirement; "F" Resolution 11-2012.

NEW BUSINESS

Katie Storm Retirement

A motion was made to approve Katie Storm's retirement request by Director Raap and seconded by Director Cook.

Unanimous vote to approve Katie Storm's retirement with a 5/0 vote.

Board Elections

Board elections were held. Charles Gray was nominated by Director Raap for Board Chairman and Director Renz-Whitman seconded the nomination.

A roll call vote was taken with a 4/1 vote to re-elect Charles Gray as Chairman of the Board.

Director Cook was nominated by Director Elston for Vice Chairman and Director Cook seconded the nomination.

A roll call vote was taken with a 3/2 vote to elect Director Cook as Vice Chairman of the Board.

Director Raap was nominated by Chairman Gray for Legislative Representative of the Board and Director Renz-Whitman seconded the nomination.

With a unanimous vote of 5/0, Director Raap was elected as Legislative Representative of the Board.

Director Elston was nominated by Chairman Raap for WIAA Representative of the Board and Director Cook seconded the nomination.

With a unanimous vote of 5/0, Director Elston was elected as WIAA Representative of the Board.

Board elections were then closed.

Board Calendar

Superintendent Castilleja presented the Board with the proposed meeting calendar for 2013. There was some discussion regarding the calendar and possible changes if needed. The Board did indicate that the dates for April and July 2013 could be adjusted by a week, making the new meeting dates to fall on April 15th & 19th and July 15th & 19th.

A motion was made to approve the 2013 Board meeting calendar as amended by Director Raap and seconded by Director Cook.

Unanimous vote to the 2013 Board meeting calendar as amended with a 5/0 vote.

Evaluation Models

Superintendent Castilleja shared with the Board the new evaluation models that were selected by certified and administrative staff. The Superintendent explained that the Administration would like to use the AWSP Model that better aligns with the Danielson Model, which Kiona-Benton certified staff members were currently implementing. The Board requested additional information before approving the use of the AWSP Model and the Superintendent indicated that he would provide them with information to review prior to the next meeting.

Substitute Petition

The Board was presented with a petition regarding two (2) substitutes that were currently not being used by the District. There was discussion regarding the issue and where it was in the grievance process. The Board accepted the petition and indicated that they would like to meet with Eric Nordlof as soon as possible to address the status of the issue.

Resolution 11-2012

Kim Scott presented the Board with Resolution 11-2012 Unclaimed Warrants. She explained to the Board that these were warrants issued that were unclaimed and attempts have been made to notify the recipients. The unclaimed total for General Fund was \$7,163.55, for ASB \$9.74, and for Imprest \$217.95. The Board had some questions regarding the amounts and process, which Mrs. Scott clarified.

A motion was made to approve Resolution 11-2012 Unclaimed Warrants by Director Raap and seconded by Director Renz-Whitman.

Unanimous vote to approve Resolution 11-2012 Unclaimed Warrants with a 5/0 vote.

PRINCIPAL REPORTS – None.

SUPERINTENDENTS' REPORT

Superintendent Castilleja addressed the Board regarding concerns expressed during the previous Board Meeting. He clarified that it was not illegal to exclude public comments during a meeting. He did indicate that for the most part it was tradition to allow and is appropriate for the most part, but not a legal issue. The Superintendent also clarified the process of creating the meeting agenda's, which is compiled and reviewed for inclusion with the Chairman of the Board. There is policy in place for this process and for the Board, a motion can be made to add an item if needed. The Board also indicated that it would be beneficial that besides the Chairman and Superintendent receiving requests to be added to the agenda, that one (1) other Board member should receive the request. Superintendent Castilleja then addressed the open public meeting guide. As well, he clarified that it was not illegal to sign vouchers and such during executive session. Signing during the meeting was not per RCW and not a requirement. Director Raap indicated that they signed while in executive so as to not extend the regular meeting time and have the audience sit and wait while they signed. Director Elston explained that his goal was for them to be a more transparent Board. The Superintendent also indicated that he could schedule a time to meet with WASDA to talk about issues and best practices.

PUBLIC COMMENTS

Vic Engelhart addressed the Board and asked to read a letter from Avone Williamson regarding her concerns about the process that led to her not substituting at Kiona-Benton City School District. He expressed that it was an unfair process.

Joni Ashley expressed to the Board that there were some safety issues. She indicated that there are currently two (2) classrooms that do not have a working PA system. She indicated that countless work orders have been submitted regarding this and it is still not functioning. As well she indicated there were concerns with having locks on the inside of doors. Currently a teacher would have to leave their room to lock the door during a lockdown situation. In addition, having to place Red Cards at the outside doors places staff in danger, especially during an actual situation.

CONVENED

At 8:30 p.m., the Board convened for executive session pursuant to RCW 42.30.110, Section (g) personnel matters, for approximately 30 minutes. At 9:08 p.m., Chairman Gray extended executive session for approximately an additional 30 minutes.

ADJOURNMENT – Regular board meeting adjourned at 9:48 p.m.

Wayne Elston, Director

Jill Renz-Whitman, Director

Dan Raap, Director

Tim Cook, Director

Charles T. Gray, Chairman

Rom Castilleja, Superintendent