

**105416KIONA-BENTON CITY SCHOOL DISTRICT NO. 52  
1107 GRACE AVENUE  
BENTON CITY, WASHINGTON 99320**

**Board Minutes of  
Monday, August 12, 2013**

Members Present: Tim Cook, Chairman  
Charles T. Gray, 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 Cook called the regular meeting to order at 7:00 p.m. at the District Office.

**PLEDGE OF ALLEGIANCE**

Pledge of Allegiance conducted.

**DELEGATIONS – None.**

**PROPOSED CONSENT AGENDA**

Minutes from July 29, 2013

New Hire: Jessica Gussenhoven, HS/MS ELL Teacher; Nicole DeRousie, .8 Elementary Intervention Teacher

Resignation: Joanna Reynolds, 4<sup>th</sup> Grade Teacher

Leave Request: Lauris Carlson, Bus Driver

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- \$67,197.54 Vouchers 1090, 1091, 1092

AP ASB Fund - \$21,688.04 Vouchers 1090, 1091, 1092

AP Capital Fund - \$207.50 Voucher 1090

Warrants 105416-105448

Director Gray asked that the Board Minutes from July 29, 2013 be moved to unfinished business for a separate vote as he was not present at that meeting.

**A motion was made to approve the consent agenda with the exception of the July 29, 2013 minutes by Director Gray and seconded by Director Elston.**

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

## **UNFINISHED BUSINESS**

### **July 29 Meeting Minutes**

**A motion was made to approve the July 29, 2013 minutes by Director Raap and seconded by Director Elston.**

**Unanimous vote to approve consent agenda with a 4/0 vote.**

#### **Access to District Areas Policy – Second Reading**

The Superintendent presented the Access to District Areas policy for second reading. There was Board discussion regarding the intent of the policy and why it was being created. Mrs. Kim Scott expressed that from what she was hearing, the intent for the policy should be for security and the safe guarding of assets. Director Raap asked if this would preclude a teacher from plugging his green car. There was further discussion and Director Gray asked if making the change as it pertained to the green car was grievable as other staff were allowed to have personal items such as refrigerators, etc...using electricity. Superintendent Castilleja addressed that it could be grievable and Director Raap expressed that he didn't want to have a policy that could be construed as segregation of staff. Superintendent Castilleja indicated that he was adjusting the policy to include the Board suggestions, including security and safe guarding District assets, and bring it back to the Board for review.

#### **Storage of Personal Property – Second Reading**

Superintendent Castilleja presented the Storage of Personal Property policy for second reading. He indicated where he had added the current collective bargaining agreement (CBA) language that had to be addressed regarding personal property. Director Raap asked about the personal items stored and if they had to be UL rated and if not, would they be covered under the Districts insurance. He thought they may be a problem if items were not rated and were in questionable working order. There was further Board discussion regarding the intent of the policy. Chairman Cook and Director Elston indicated they thought it was to address storage areas such as the fenced bus garage area and not teacher classrooms. Director Raap indicated that the Board should address all areas if creating a policy and just not select areas. Director Gray also indicated that he had concerns with the last line of the policy. Suggestions were made by the Board as to how the policy should be changed and Superintendent Castilleja will bring the policy back to the Board for review.

#### **Stipends Policy – Second Reading**

Superintendent Castilleja presented the Stipends policy for second reading. The Board reviewed and was in agreement that all issues had been addressed and the limit amount of \$500 and over was correct.

**A motion was made to approve the Stipend Policy by Director Raap and seconded by Director Gray.**

**Unanimous vote to approve the Stipend Policy with a 5/0 vote.**

## **NEW BUSINESS**

### **District Fees**

Mrs. Kim Scott addressed the Board regarding the current fee structure for the District. She reviewed many of the fees that the District currently has in place and asked if there were any changes that the Board felt would be needed. As well, she asked the Board about adopting a policy that would address some of the more informal processing going on regarding the payment of fines, how limitations of income could be addressed in assessing the fees, and the implementation of a new online payment module that would allow payments for fees and fines to be paid online through the Districts website. She further explained that this is a great point of payment access. In addition, she suggested that student's free and reduced status should be determining factor on how much of a fee is paid. As well, Joe Lloyd explained the process for online and summer school fees and indicated that the process suggested regarding the student's free or reduced status should be used in the same way with his program. The Board indicated that they did not feel the need to

increase any fees and asked that a draft policy regarding the entire process be presented for review and discussion.

## **DIRECTOR'S REPORTS**

### **a. Teaching & Learning/Athletics**

*Vance Wing was missed at the beginning of director's reports so reported after the Superintendent's Report.*

Vance Wing shared that he would be meeting with the Grading Committee on Wednesday. He asked to talk individually with the Board for their input prior to the meeting. He also did a website review showing the Board and public how to access the new sports schedule available for Middle School and High School. He indicated that the busing issue should be better this year as there is a new bus online for use.

### **b. Technology**

Troy Jamieson absent. Chairman Cook asked that the Superintendent ask Mr. Jamieson about the Briefcase issue the Board was having in regards to their online access to Board information.

### **c. Maintenance & Operations**

Superintendent Castilleja indicated that carpet was going in at the Middle School this week and the kitchen equipment and High School air were scheduled to be done Thursday and Friday. He also indicated that he received bids from Luke's and Cost Less Carpet for half the cost of what was previously submitted to replace the carpet for the new preschool area. The carpet, painting and fence will all be done before school starts. Superintendent Castilleja also updated the Board on the Field House project. He indicated they had received a bid for \$5,300 to complete the electrical work. Tim asked for more information on the cost and status of the project by the next meeting.

### **d. Special Services**

Heather Franklin shared with the Board that it looks like there will be an increase in Special Services student numbers. Director Gray asked how the numbers compared to last year and she indicated that she did not have numbers with her to know actually what the previous year numbers were, but knew that we were above. She also shared that the department was set with contractual services and that she was the recipient of student advocacy award from the ARC. Director Renz-Whitman asked if Roy Freedman was returning as the psychologist and Ms. Franklin confirmed that he was. She shared that staff participated in CIP training this past week. The Board had a question regarding the PT and OT positions for contractual services and whether they met requirements for providing service and Ms. Franklin confirmed that those positions have to meet specific certifications to do what they do.

### **e. Grants Manager**

Joe Lloyd updated the Board on the current status of grants and indicated that some entitlement grants were up, some were down. He indicated that there was \$100,000 in LAP funds available, but there were strings attached as how the funding was used. There was further discussion regarding the evaluation plan as part of the application process and Mr. Lloyd indicated that has gotten much better. He also shared the Title I (part A) reduction due to our last census and Title II (part A) for professional development was down. The District did receive word that although the legislature did not fund the WA Reading Corp that the District still did received 5 of the 31 volunteers available.

## **SUPERINTENDENTS' REPORT**

Superintendent Castilleja shared that the lease agreement had been approved for the old Benton City Clinic through Prosser Memorial Hospital. It is a seven (7) year lease and final cost will be very low. The current issue being addressed is network and telephone access to the rest of the District. The Superintendent indicated that the current telephone system is outdated so most effective plan could be upgrading the entire District at the same time. He indicated that Mr. Jamieson was working on the different options and costing

those options. Superintendent Castilleja updated the Board on the current staffing issues. He indicated that there may be a possible need for addition secretarial, they were scheduled to do interview the second round of Secondary Vice Principal candidates, and there were several Maintenance/Operations/Transportation applicants and he was hoping to complete those interviews at the end of the week. He mentioned that he was waiting for the woods and metal classes to return and see if they could work together on a sign project acknowledging the High School's award for achievement. Director Gray asked about buses and why they did not have air-conditioning. He indicated that he was unaware that the buses did not have air; especially the Special Services buses. The Board asked that the Superintendent look into the cost of adding it to at least those buses. The Board also asked about purchasing a larger mower and would that help lessen the time spent mowing; increase efficiency. It was mentioned by Director Renz-Whitman that Farmer's Exchange may be a good place to check on acquiring a use mower. Superintendent Castilleja indicated that if that was the Board's direction then he would research cost and availability.

**PUBLIC COMMENTS**

Barb Thomas stated regarding the storage of items at the District that if the items are in your classroom; okay. If outside, it shouldn't be allowed and past practice shouldn't be the issue.

Dan Johnson asked about the possibility of touring school facilities. Ivan Howard was in the audience and indicated he would be interested as well. Chairman Cook stated that the whole Board could be involved and something could be scheduled. Those wanting to participate indicated that afternoons and evenings would work best

**CONVENED**

At 8:17 p.m., the Board convened for executive session pursuant to RCW 42.30.110, Section (g) personnel matters for approximately 20 minutes.

**ADJOURNMENT** – Regular board meeting adjourned at 8:42 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