

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

**Board Minutes of
Monday, August 26, 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

Superintendent Castilleja shared that the annual staff welcome back breakfast was scheduled for the next morning. He invited the Board to join staff at the MS/Elementary multipurpose room at 7:00 a.m.

FINANCIAL REPORT

Mrs. Kim 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 \$1,015,269.03 Capital Projects \$11,645.29, Debt Service \$340,490.33, ASB \$271,485.66, Transportation \$41,938.02, and PILT \$62,307.18. She also provided the Board with budget reports for the 2013-14 FY. There was discussion as to what has yet to be applied to Capital funding. Mrs. Scott indicated that the bear sculpture payment had been processed yet wouldn't reflect until the next months report.

PROPOSED CONSENT AGENDA

Minutes from August 12, 2013

New Hires: Shawnta DiFalco, Secondary Principal; Theresa Utecht, 4th Grade Teacher; Robin Frost, Maintenance/Operations/Transportation Director.

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 – Total \$939,589.11; Direct Deposit \$592,004.99; Warrants \$287,180.48; Vouchers 26, 1095, 1096, 1099, 1100. Warrants 105480-105514
AP General Fund- \$159,722.57 Vouchers 1097, 1098
AP Capital Fund - \$667.68 Voucher 1097
AP ASB Fund - \$100.00 Voucher 1097
AP Transportation Fund - \$129,218.42 Voucher 1098 (Manual Warrant/Date Correction)
Warrants 105515-105543

Director Gray asked as to why newly hired employees were no longer coming to Board meetings as they previously had done. Superintendent Castilleja indicated that if the Board would like that to continue, he would be more than happy to have them attend. He did introduce Shawnta DiFalco, who was present, to the Board. Director Gray indicated it would be nice as it puts a face to the name.

A motion was made to approve the consent agenda by Director Elston and seconded by Director Raap.

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

UNFINISHED BUSINESS

TPEP Implementation Plan

Superintendent Castilleja shared with the Board that there were current negotiations going on with the KBEA regarding the implementation plan. He hoped to have a plan to the Board no later than the last meeting scheduled for September. He explained that Alan Burke viewed that the intent of the law was to have the plan in place at the start of the school year. Superintendent Castilleja explained that the law was not specific, but indicated that it did specify that provisional and needs improvement teachers were required to be completed the first year. As the District did not have any needs improvement teachers, it will start the evaluation process with the provisional teachers and address all other staff once the implementation plan was in place. As the first observation for the provisional teachers has to be within the first 90 days by law, the Board was in agreement to start their evaluations and wait for the completion of negotiations to address the remaining staff.

All Day Kindergarten

Superintendent Castilleja indicated that the kindergarten numbers were over 120 when last reported with the possibility of more movement. With the kindergarten ratio requirement of 21 students to one (1) teacher. He also indicated that 1st grade numbers could also be an issue with current numbers looking like 28-30 per class. Superintendent Castilleja indicated that numbers have been changing from year to year, and normally the District can get a good idea of what the class size will truly be after the Labor Day holiday. The numbers may require additional staff, which will drive additional funding. There was a question about grades 4 & 5, and the Superintendent explained that there was a different ratio for those grades. He indicated that they will most likely be okay on classroom space at this time; however it may be an issue if a 6th kindergarten class is needed. The Board asked about space availability. Superintendent Castilleja indicated that one (1) classroom was available in the elementary, but others could be made available by using the portables. Director Elston questioned the air quality as these were the portables that were no longer in use due to mold being found in one of the classrooms. Superintendent Castilleja indicated that the portables could be made usable; however he asked the Board to recall that the reason they had not was because of the cost associated to doing that; especially doing so on portables that are 50 years old. The Board asked about having the portables being rechecked as well as to what the availability of little portables. It was shared that the last time the District researched portables, the cost was in the range of \$80,000-\$100,000 depending on whether it was a dry or wet unit. Superintendent Castilleja indicated he would research numbers on portables if needed. Director Raap then asked if the District was possibly picking up more kindergartners due to the fact they had the facilities and the full day program as other Districts may have a facility space issue restricting the implementation of the full day program. The Superintendent indicated he could check on that and would keep the Board apprised of student numbers.

KBPA Agreement

Superintendent Castilleja presented the Board with the KBPA 2013-14 agreement with the slight revision that was requested by the Board. The Board asked if the KBPA was in agreement with the change and the Superintendent confirmed they were and in fact the agreement had already been signed by the KBPA.

A motion was made to approve the signing of the KBPA 2013-14 agreement by Director Raap and seconded by Director Gray.

Unanimous vote to approve the signing of the KBPA 2013-14 agreement with a 5/0 vote.

School Fees

Mrs. Scott shared with the Board that there was further fee information to address, including the increase of elementary lunch price by \$.10. She indicated that Food Service received late information regarding the projected cost and that the high/middle school costs would remain the same. Director Elston asked if this was driven by the decrease in hot lunches. Mrs. Scott indicated that it was due to federal funding and new food guidelines. She indicated that changes have been made and more to come, including by next year having no vending machines available before and after school, and not only during lunch as it currently was. Director Gray asked if there was a lot of lunch being thrown out. Superintendent Castilleja suggested that the Board come in, try lunch, and see for themselves. He indicated that the District currently had a local orchard providing fresh produce and tried to provide the students options. Mrs. Scott then explained that the ASB fees listed were the existing numbers which would need ASB approval. She indicated that if there were any changes that the fees would be represented to the Board. Mrs. Scott also shared that the computer system set up for online payment of fees and such was not set up just yet and that there were FERPA concerns with the idea of using a students free and reduced status in apply a waiver for reduced fees. She indicated that until an acceptable process could be implemented, that the District Administration would continue with the process in place. Mrs. Scott continued by sharing that the childcare program was running at a loss due to summer programs low enrollment. She indicated that they were proposing to increase the rates. The Board asked about the loss amount and Brandy Reed, the Director of the program and Mrs. Scott indicated that it was \$10,000, which is after the donation of \$5,000 to the program from the Benton City Car Show. Mrs. Reed went on to share the many positive advantages of having the summer program, but numbers were down. She also explained that the comparison of services provided shows that the Ki-Be kids summer program was better than most, including weekly field trips. There was further discussion regarding the viability of having the summer program addressing the fact that numbers were back up for this school year and that this past summer could have been due to many different reasons.

A motion was made to approve the school fees list for 2013-14 by Director Raap and seconded by Director Gray.

Unanimous vote to approve the school fees list for 2013-14 with a 5/0 vote.

Field House Update

Steve McGhan was present to update the Board as to the status of the field house project. He indicated that they were currently waiting to complete inspections and then would be working on hanging sheetrock. With the current bills, he indicated that the project has cost \$52,500 so far with the final project estimated to be right at \$64,000. Mr. McGhan indicated that he had someone to paint the large roll up door with a bear paw on it by the end of the week. He also shared that he was able to get the electrical work done for \$3,100 plus tax which was less than what they expected. He indicated that they would hopefully have it turn-key ready by Saturday. Mr. McGhan indicated that they were requesting volunteers for installing sheetrock, then taping and texturing. He also shared that concrete had been poured to bring the building ADA compliant, and they are going to build a new gate for ambulance access as the old access created issues. It was suggested that they involve the vocational students and ask them to build the gate as a project. He also indicated that he neighbor would be doing the painting and the rough estimate for completing was \$1,500 - \$2,000.

Plan for District Office

Superintendent Castilleja stated that the after checking he found that the windows are at code, and he has asked the hospital about the removal of the main wall but has yet to hear back. There was discussion about setting to meet with a Ms. Peterson regarding the new building. The Board asked that the Superintendent try and schedule to meet with her when they met for their workshop to address test scores.

Access to District Areas – Second Reading

Superintendent Castilleja presented the Board with the Access to District Areas policy. It was confirmed that for special situations that authorization must be received from the District language read correctly. Director Gray indicated that he was fine with it as he requested the clarification on the language from the first reading.

A motion was made to approve the Access to District Areas policy by Director Gray and seconded by Director Elston.

Unanimous vote to approve the Access to District Areas policy with a 5/0 vote.

Storage of Personal Property – Second Reading

Superintendent Castilleja indicated that he followed up with the Boards request and contacted Canfield regarding the Districts personal property issue. They did not recommend that the District allow any household items; however commercial grade appliances would be okay. They suggested that all items be UL listed and be inspected by the MOT director prior to use at the District. Director Raap suggested this be the District process. He indicated that heaters can clearly be an issue. It was suggested that the night custodial staff watch for items accidentally left on. Director Elston indicated that he had problems with the wording. It was suggested to add wording similar to that used in the Access to District Areas policy regarding authorization by District. The Board agreed to the policy as amended to include the suggest language.

A motion was made to approve the Storage of Personal Property policy as amended by Director Gray and seconded by Director Elston.

Unanimous vote to approve the Storage of Personal Property policy as amended with a 5/0 vote.

Electrical Usage by Employees

Chairman Cook indicated that he asked to have this added to the agenda to address his concerns regarding the usage of electricity by staff, specifically the plugging in of an electric car. He indicated that when he talked with the State Auditor's office that the recommended that it not be allowed as it was a bad business practice. Director Raap indicated that it was it has been discussed in meetings and during executive session; he suggested that the Board needs to move forward. There was further Board discussion regarding the concerns expressed. Mrs. Kim Scott indicated that we currently allow staff to have personal refrigerators and such as these items could be used by others could use. Director Gray indicated that he didn't feel that plugging in a car as it is a nominal charge. Chairman Cook felt it was a concern as it only benefitted that one employee. Mrs. Scott indicated that there was a change in auditors and they have their own opinions. Director Elston stated that the PUD charged their employees a fee for plugging in their cars. Director Raap asked that we get a recommendation from Mr. Nordlof regarding the issue and setting a cost could be a reasonable option and it was stated that it was up to the Board. It was suggested that a \$20-\$25 per month charge for a car would work. Superintendent Castilleja indicated that he could compile information from other Districts and what they are doing. He will also research what fees are reasonable. Director Raap agreed as it is something that the District may see more of in time. There was also discussion on how the District would facilitate/accommodate the need. The Board asked that Mr. Frost check into an energy audit. It was stated that it was petty; a group of people going after one teacher. She asked how many it took before it became okay; one or ten. Director Elston indicated that comments should be held until public comment.

Preschool

Chairman Cook asked about what was decided at a Board meeting regarding the preschool. Director Raap indicated that the work being discussed was not approved. Chairman Cook stated that he recalled the Board agreeing to do whatever it takes to get it done. There was further discussion regarding the work that Chairman Cook indicated shouldn't be an issue while at the preschool. Superintendent Castilleja indicated that is actually was a problem due to code requirements. It was stated that individual Board permission was an issue. Director Renz-Whitman indicated she was one of the first to tour and see the area, and understood that work needed to be done according to code. Director Renz-Whitman suggested that Chairman Cook

have the Superintendent along during these visits. Superintendent Castilleja indicated that the original intent of the office with the window in question was intended to be a private area, not intended as a viewing area and was left as it was for privacy issue. It was suggested that the teacher be asked.

Stipends

Mr. Joe Lloyd wanted to address the Board as there was new policy related to stipends. He wanted to present the request to add two stipends for areas of need where duties were outside the contract and go beyond the school day/year. He would like to establish a \$2,000 stipend for a GLAD certified trainer. He also wanted to add a stipend of \$3,000 stipend for a staff member that will take on the supervisor role for the Washington Reading Corp volunteers. Mr. Lloyd indicated that due to budget cuts the District was lucky to get five (5) volunteers and ESD 105 no longer provided the supervision. Director Raap asked about the funding and what would happen next year. Mr. Lloyd indicated there was professional development funding unspent that can apply to the stipends. Superintendent Castilleja indicated that the District would work with the union and follow the contract. The Board indicated they would discuss it further during executive session.

NEW BUSINESS

Minutes

Chairman Cook indicated that he was concerned after receiving information regarding school laws and other Districts are in trouble as minutes are legal binding documents. Superintendent Castilleja indicated that the District makes sure to keep as accurate as possible. He explained that the Board receives the minutes to review and if there is ever any issue with them, it can be addressed and changed as needed prior to signing. The Superintendent stated that all Board members have the right and opportunity to address concerns. He did remind the Board that minutes are not verbatim and if there is any question, the meetings are recorded and can be checked if needed. Superintendent Castilleja also asked that the Board members speak one at a time, follow rules of decorum so the District can get the best record possible, and really spend some time in reviewing the minutes.

Labor Relations Contract

Superintendent Castilleja asked the Board to review the contract presented by Eric Nordlof. He indicated that Mr. Nordlof is flexible with a yearlong contract, but if the District chooses the three (3) month contract, he will still insist on a two (2) month notice clause. Rates were based on a full year contract and for a shorter contract, would not be discounted. The Board had discussion regarding the possibility of bringing on someone to work for the District. Director Renz-Whitman indicated she would like to see the breakdown on past legal costs. The Superintendent stated that the last case that the District used an outside lawyer cost more than Mr. Nordlof's entire year contract. He also indicated that for the cost, Mr. Nordlof puts in a lot of time and also comes with extensive labor relations knowledge. Director Raap indicated that he would like to know a little bit more. The Board agreed that there should be more discussion and talk with Mr. Nordlof as well. Director Elston and Gray did express that the expectation is to be that the District look at all options including legal services with another District. Superintendent Castilleja indicated that he would do some checking with other Districts regarding the Boards ideas on sharing or hiring someone. Director Elston also asked about Jeanne Tolcacher's costs.

A motion was made to approve the three (3) month contract with Mr. Nordlof for services by Director Elston and seconded by Director Gray.

Unanimous vote to approve the three (3) month contract with Mr. Nordlof for services with a 5/0 vote.

PRINCIPAL'S REPORTS

a. KB Elementary

Principal Bernardo Castillo indicated that the elementary was welcoming Theresa Utecht as the new 4th grade teacher. He indicated that the staff attending both training days the past week working on Common Core Standards. He indicated he was proud of staff for the successful

training and hard work during kindergarten testing. Principal Castillo shared that 112 were tested and placed in classes and the untested have not been included in the counts. Director Raap indicated that he heard positive feedback from parents regarding the testing this year and hopefully the elementary will continue with that.

b. KB Middle School

Principal Chuck Feth indicated it was a mad dash to cover 6th grade orientation and sports clearance. The middle school is fully staffed and ready to go. He shared that the staff participated in training with high school staff on August 22 & 23. The Danielson Model was covered, but did not address TPEP. On August 23, department and grading items were addressed and the buildings improvement plan. Director Gray asked about middle school numbers, and Principal Feth indicated they would have a better idea on Thursday.

c. KB High School

Principal Wayne Barrett shared with the Board that the fair students did a great job. He indicated that the Danielson training with middle school staff went really well. They also completed a one (1) hour gang awareness training, and Common Core Standards and department meetings. Principal Barrett indicated that numbers were high in language arts, with 36-37 students on some classes. He indicated there could be some movement with the honor classes. He also indicated that everything is full; hasn't been this full this early that he could recall.

SUPERINTENDENTS' REPORT

Superintendent Castilleja shared with the Board that the surplus sale did not have many items sold. What technology items were left were sent to recycling and all unpurchased items will be donated or sent to the dump.

PUBLIC COMMENTS

Mr. Alvarado asked if it was possible to find out about an additional 1st grade teacher ahead of time. He indicated that it would be nice to know and less disruption for the students. He asked the Board to possibly come up with a better way. He then expressed that his wife has a refrigerator and microwave for lunches, but she also shares with her students. Director Gray indicated that hiring earlier would require a yearlong contract and if it was found there were no students to serve; it would not be feasible for the District to do that. Mr. Alvarado then stated that the District was spending money on lawyers, why not on a 1st grade teacher and bring the classroom numbers down. Director Gray indicated the issue is also where do we put them.

CONVENED

At 7:53 p.m., the Board convened for executive session pursuant to RCW 42.30.110, Section (g) personnel matters, for approximately 40 minutes. Chairman Cook indicated that there would be business to follow. Chairman Cook extended executive session for 15 more minutes at 9:36 p.m. and again for 10 more minutes at 9:50 p.m.

At 10:03 p.m. the Board reconvened the meeting to address a personnel matter. The Board agreed that Mrs. Sandra Mincey's leave of absence would be terminated at the end of her medical leave absence request and she would have to provide medical clearance to continue employment with the District.

A motion was made to end Mrs. Sandra Mincey's leave at the end of her request and provide medical clearance to return to work by Director Raap and seconded by Director Gray.

Individual member votes were taken and all five (5) members voted yes to the motion, making it a unanimous decision to end Mrs. Sandra Mincey's leave at the end of her request and provide medical clearance to return to work.

ADJOURNMENT – Regular board meeting adjourned at 10:04 p.m.

Wayne Elston, Director

Dan Raap, Director

Tim Cook, Chairman

Jill Renz-Whitman, Director

Charles T. Gray, Director

Rom Castilleja, Superintendent