

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

**Board Minutes of
Monday, October 28, 2013**

Members Present: Tim Cook, Chairman
Charles T. Gray, Director
Wayne Elston, Director
Dan Raap, Director
Leslie Johnson, 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.

FINANCIAL REPORT

Mrs. Kim Scott shared with the Board that the District ended the previous year \$10,000 under the projected budget and that the current fund balance as of September 2013 was \$1,445,658.66.

Mrs. Scott also requested that Resolution 8-2013 be added to the agenda. The Board agreed to add it to New Business under f).

PROPOSED CONSENT AGENDA

Minutes from October 14, 2013

New Hires: Jerad Groth, HS Assistant Boys Basketball Coach; Kate Nobilio, HS Office Manager.

Resignation: Susan McTavish, HS Math

Leave Request: Debbie McCollum, HS Food Service

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- \$1,033,321.88	Vouchers 4, 1012, 1013, 1014, 1015
AP ASB Fund - \$1,880.31	Vouchers 1012, 1013
Warrants 105762-105841	

Director Gray requested that the Board minutes be approved separately as he was absent from the previous meeting. There was Board discussion that the minutes should be pulled from the Consent Agenda entirely due to the server damage issues and the lack of ability for members to review and print the meeting minutes.

A motion was made to approve the consent agenda excluding the October 14, 2013 meeting minutes by Director Raap and seconded by Director Gray.

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

UNFINISHED BUSINESS

Apollo Grant Proposal

Joe Hojnacki with Apollo Solutions Group was present to submit a proposal for the Investment Grade Audit phase of an Energy Services Performance Contract for the District. He presented a Power Point to the Board (see Board Minutes file). He provided them with project process information as well as preliminary facility improvement measures, including exterior lighting district wide, MS/EL kitchen HVAC upgrade, kitchen hood controls, and walk-in cooler/freezer defrost control. Director Raap asked about the control system if the District were to complete a remodel/rebuild of the elementary and middle school buildings and Mr. Hojnacki confirmed that the system can be left intact. He stated that the project had reached Step II and which is Board approval to move forward. He indicated that the improvement measures were to make the District energy efficient until it was time for remodel/rebuild. There was further Board discussion regarding the Districts and Apollo's financial obligations and the timeline for getting the proposal approved. Mr. Hojnacki indicated that there were a little over 90 days to complete the grant paperwork and that they were hoping to have everything in before February 15, 2014. Director Elston indicated that he would like the Board to be able to sit down with Mr. Frost, Mr. Lloyd, and engineers prior to any approval. The Board agreed that they would like to meet prior to making a decision and it will be addressed at the next Board meeting. Director Raap did want to confirm that waiting two (2) weeks would still provide enough time for processing and not put the District in a bad place. Mr. Hojnacki indicated that it would be fine.

OPMA – Quorum

Chairman Cook indicated he wanted to address the Open Public Meetings Act that was of concern during the previous Board meeting. He shared that there was a handout available regarding this. He stated that he wanted to clarify that the Board members have not done anything wrong. Director Johnson pointed out that the handout does explain this.

1620P

Chairman Cook indicated that he did not want to suspend 1620 procedures, but that the Board does need to review and make needed changes. Superintendent Castilleja suggested setting up a workshop in January to review the procedures as there would be at least one (1) new member on the Board in December. The Board agreed to that suggestion.

Superintendent's Contract

Chairman Cook indicated that he wanted to address the rumors regarding the Superintendent's contract. He explained that everyone needs to be held accountable; the Board, all the way down. Chairman Cook stated that the Board was not trying to buy out the contract, not trying to fire him and there would be no further comments regarding the matter.

Conflicts of Interest

Director Johnson addressed the concerns regarding conflict of interest and Mrs. Cook. She explained that due to a bit of an oversight, Mrs. Cook was hired as a substitute through the District and only worked 18 days. She stated that there was no conflict of interest. There was Board discussion regarding the rewriting of the policy to be clearer. Director Raap indicated that the Board should self-report to the State and show that the issue was fixed before the State Auditor gets here. Director Johnson stated that fixing policy and procedure is a good way to handle it. It was clarified by Director Johnson that Chairman Cook had no part in the substitute (non-contractual) hiring; that this was done by the Superintendent. Director Raap stated that he agreed, but the Board should still self-report. Director Johnson stated that the Board should then self-report on all issues; there needs to be clarification and the policy needs to be cleaned up. Director Gray posed the question of a spouse hired before a Board member took a position and them retaining that job.

Director Johnson said that absolutely, if they were hired before their spouse ran for office. Director Raap indicated that this is the case we had. Director Johnson responded that one was committed by the Board; one wasn't. She stated that the issue should not be investigated any further and that it is costing the District time and money. Chairman Cook asked for clarification from the Board about self-reporting. Director Raap stated that the Board needs to lay out a plan, update policy and procedure, and make sure everyone is trained. Mrs. Scott shared that the State Auditor's office was already aware of the issue.

NEW BUSINESS

Policies

Joe Lloyd presented the Board with policies for review to ensure that the District was in compliance with State and Federal funding requirements. There was discussion regarding the policies listed on the agenda and those that were in the packet. It was found that three (3) policies were not listed. Of those on the agenda listed were Policy 3115 – Homeless Students; 4314P Threats Notification; Policy 6220 Bid Requirements; and Policy 2022 Electronic Resources. The Board agreed that the three (3) policies would be added to the agenda as g) Policy 4130 Title I Parental Involvement; h) 3144 Release of Information Concerning Student Sexual and Kidnapping Offenders; and i) Policy 6801 Capital Assets/Theft-Sensitive Assets. It was confirmed that all policies as listed were presented to the Board for first reading.

Bullying/Harassment Policy

Superintendent Castilleja presented the Board with the bullying and harassment policy for first reading and was drafted using language received from Richland School Districts policy.

Resolution 8-2013

Mrs. Kim Scott presented the Board with Resolution 8-2013 declaring an emergency for the purpose of waiving competitive bid process. She clarified that this would allow the District to bypass bidding requirements. The Board asked that the Superintendent share that status regarding the server damage over the weekend. Superintendent Castilleja explained that someone had broken into the old District Office on Sunday, damaging some items in locked offices but mostly in the server room. Wires were cut, plugs completely pulled out of the wall, servers destroyed. He indicated that phones were back up around 1:00 p.m. Monday and the alarm company will be coming in. The fire marshal and city were contacted, and it has already been arranged to have staff in all buildings during the night for fire watch. Director Johnson asked where the cops were with this. Superintendent indicated that there are no cameras in the building and they are in the process of investigating. He indicated that the District is without email and online access for the next couple of days at least. It was confirmed that servers were being shipped and Mr. Jamieson would be the installer. It was suggested that the District try and find him experienced help and it was mentioned that PNNL had called offering assistance. It was confirmed that the SchoolMaster backup server was separate so all information was retained in that area; but overall there was approximately \$100,000 in damages. Director Elston stated that security is needed. Mrs. Joni Ashley was in the audience and stated as a teacher that grade lists were provided as a backup method for attendance and that all phone numbers were shared so parents could contact the teachers directly if needed.

A motion was made to approve Resolution 8-2013 by Director Gray and seconded by Director Raap.

Unanimous vote to approve Resolution 8-2013 with a 5/0 vote.

PRINCIPAL'S REPORTS

a. KB Elementary

Principal Bernardo Castillo was absent, but provided an update which was shared by Superintendent Castilleja. He shared the elementary priority leadership team would be meeting tomorrow and that the Elementary/PTO Halloween carnival last week was a huge success.

b. KB Middle School

Principal Chuck Feth shared that the cookie dough fundraiser brought in approximately \$20,000 in sales, the 7th and 8th grade held a dance last Thursday, Fall sports were done with Sports Awards scheduled for this coming Wednesday, and that basketball started today. He also shared that staff have been working on Common Core, with RBA-MBA helping with the transition. Staff have also been working on the Danielson Model and he hoped that TPEP would start soon. Principal Feth indicated that conferences for the middle school would all be student led but there would be time available for parents to meeting with teachers. He also indicated that the band and choir had concerts scheduled for December 10.

c. KB High School

Principal Wayne Barrett shared that there was a choir concert scheduled for tomorrow night; also volleyball and soccer games. He indicated that cross country was competing well and football was abruptly ending. Principal Barrett invited the Board to the Veteran's event scheduled at the high school. He is very excited about the quest speaker; he has a very powerful message to share. He shared conference times, and that CRT has been dedicated to TPEP and Common Core. Principal Barrett indicated that Clark Brown and Mike Neumann are doing well with the Bio-Med class and he hoped to have them come to a future meeting. He also shared that he and Shawnta DiFalco attended the Special Education Law Conference and TPEP training. He indicated that some post observation conferences had been completed and for the most part his notes and the teachers notes lined up great. Principal Barrett indicated that the high school play had just wrapped up and was wonderful. Director Raap asked Principal about a project and he explained that his teachers have been extremely busy so nothing has been completed.

SUPERINTENDENTS' REPORT

Superintendent Castilleja shared that he and Mr. Vance Wing attended the Washington Educators Conference this past week where items such as TPEP and Common Core were covered. He indicated they were able to bring back good information. Director Elston asked if the playground equipment had been ordered yet. Superintendent Castilleja indicated that he would have Mr. Frost check with Mr. Lloyd to see what the status was on this and to make sure it gets ordered on time.

PUBLIC COMMENTS – None.

CONVENED

At 8:25 p.m., the Board convened for executive session pursuant to RCW 42.30.110, Section (g) personnel matters for approximately 20 minutes with no business to follow.


ADJOURNMENT – Regular board meeting adjourned at 8:47 p.m.

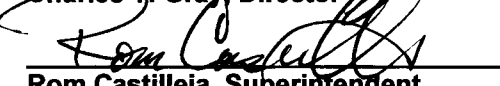

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