

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

**Board Minutes of
Tuesday, November 12, 2013**

Members Present: Tim Cook, Chairman
Charles T. Gray, Director
Wayne Elston, Director
Leslie Johnson, Director
Dan Raap, Director
Rom Castilleja, Secretary to the Board

Members Absent: Kimberly Scott, Executive Director of Financial Services

Visitors: See attached.

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Pledge of Allegiance conducted.

DELEGATIONS – None.

Superintendent Castilleja indicated that Vance Wing was not listed under Director Reports. Chairman Cook indicated that he would be placed as e) in the report section.

PROPOSED CONSENT AGENDA

Minutes from October 14, October 28, and November 6, 2013
Hire: Norma Mendoza, Temporary Transitional Bilingual Paraeducator

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- \$156,078.51	Vouchers 1016, 1017, Manual Warrant
AP ASB Fund - \$11,210.03	Vouchers 1016, 1017
AP Capital Fund - \$1,584.73	Vouchers 1016, 1017
Warrants 105842, 105844-105902	

A motion was made to approve the consent agenda by Director Johnson and seconded by Director Gray.

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

UNFINISHED BUSINESS

Energy Grant

Superintendent Castilleja presented the Board with the latest draft proposal from Apollo Energy Systems and indicated that the changes were highlighted in yellow. In this draft, it was proposed that the District would only be responsible for 50% of the report cost if the grant was not approved. As well, the total number of issues was dropped down from 16, reducing the report cost for the District to approximately \$26,000. Superintendent Castilleja asked the Board if it was a significant enough change to move forward. There was further discussion regarding cost savings and the how the most important issue of HVAC units being addressed. The Board also asked Mr. Frost about the water heater issue at the High School that day and is that something that should be considered during this proposal process. Mr. Frost indicated that commercial water heaters should last 15 – 20 years. This water heater did have an issue with one of two gaskets for the access ports. Repairs were made and the water heater should be fine and school will be open on time tomorrow. The Board agreed there was not enough of a price change to mitigate the risk. Director Raap asked if Apollo would be interested in doing it with no cost to the District and Superintendent Castilleja indicated that he did not get that impression.

Policies

Mr. Lloyd presented the Board with five (5) policies for second reading in preparation of the consolidated program review scheduled for February 2014. He mentioned that he thought that Policy 4130 should have also been listed; however it was not needed. The policies presented for second reading are Policy 3115; 4314P Procedures; Policy 3144; Policy 6801; and the Bullying Harassment Policy. Chairman Cook asked about whether this bullying policy included the issue of cyber bullying. Mr. Lloyd indicated that it did not, but there could be additional language added.

A motion was made to approve Policy 3115; 4314P Procedures; Policy 3144; Policy 6801; and the Bullying Harassment Policy by Director Johnson and seconded by Director Gray.

Unanimous vote to approve Policy 3115; 4314P Procedures; Policy 3144; Policy 6801; and the Bullying Harassment Policy with a 5/0 vote.

(Mr. Lloyd presented his Director's Report at this time – see below)

NEW BUSINESS

Cameras

Mr. Frost shared with the Board that he was obtaining quotes from two (2) security companies to address placing security cameras in office areas. He indicated that he was still waiting on quotes. The Board asked about the location of the cameras, cost and what were we doing with addressing the old District Office. Superintendent Castilleja indicated that extra precautions were being taking; especially due to the vandalism but he was leaving information out as to specifics on purpose. Mr. Frost and Mr. Jamieson explained that upon researching, they found that high resolution cameras were approximately \$2,000 apiece. They explained that the cost to add to the system at the high school could run \$6,000-\$8,000 and \$10,000-\$12,000 for the middle and elementary schools. Chairperson Cook stated that the original idea for these was proposed to be much less expensive. Mr. Jamieson indicated that the ones available for purchase through Costco were not effective. Mr. Frost indicated that he would bring the proposals to the Board for review once received. There was discussion about system expansion and Mr. Jamieson confirmed that the District could start with one and add up to possibly 250 cameras as needed.

Stenographer Costs

Superintendent Castilleja shared with the Board that he was following up on the Board's request to see what the cost would be to have a stenographer complete the meeting minutes so they were verbatim; a written recording of the minutes. The Superintendent indicated that he was waiting on pricing for services and would let the Board know what he finds out. Director Raap indicated that at some point the Board recorded the

meeting minutes and then sent them off to be transcribed. He thought that it would be good to check in to as it may be a lot cheaper than having someone actually coming out for meetings.

DIRECTOR'S REPORTS

a. Maintenance & Operations

Robin Frost again shared the High School hot water heater was fixed and should be good for ten more years. He indicated that the High School and Middle School were doing pretty good; however during winter break Maintenance would be working on plumbing problems and water leaks in the Elementary and the ongoing HVAC issues. Mr. Frost also shared with the Board his proposal for the location/reconfiguration of the new playground equipment to keep from taking away from the existing ball field as well as meet all ADA compliance requirements.

b. Technology

Troy Jamieson shared that he is in the process of rebuilding the entire network; starting from scratch. He confirmed today that the email server was not recoverable and that he should hear something about the file server tomorrow and he is optimistic about its recovery. Mr. Jamieson also indicated that he sent out the hard drives from the backup server. He should know about the viability of data being retrieved by the end of the week. He is pretty sure that the email server is unrecoverable. He also indicated that he would be in contact with vendors tomorrow to order replacement servers and needed items, and he would be including labor for installation. He indicated that these were not your off the shelf servers and he was hoping that they could start setting up by the end of the week. Mr. Jamieson indicated that students can now log in and save work and email is backed up, but there is an issue where the server needs to be rebooted every three (3) days. He shared that six (6) individuals volunteered over the weekend to help touch each computer and they have been working on mopping up issues today. Chairman Cook asked how long it would take to get things up and running, and was told that other than the order of servers with installation, it will take time to get the District functional. He verified that the costs related to this would be turned in to our insurance company. Superintendent Castilleja stated that it should be noted that Mr. Jamieson should be commended for his efforts in getting phones up so quickly the first day, and alarms by the next day. Mr. Jamieson explained that it was Mr. Frost that handled the alarm issue for the most part.

c. Special Services

Heather Franklin shared a letter that was received by Special Services indicating they have met state requirements for annual compliance for 2012-13. She also wanted to ensure that the Board was aware that the District was obligated to provide services for children birth to three (3) years and that these services were through the Children's Developmental Center. She indicated that the District normally had 6-7 of these children enrolled each year. Ms. Franklin indicated that meetings were held quarterly and they have round table discussions about how to better serve these students and how to make early contact with the parents to let them know what is available for their child. She also indicated that they were also working to assist those that are 18 or older, who need our services until age 21. She indicated that the District currently has three (3) students at Columbia Industries in this age bracket and that there is another student that is being served by the Arc of Tri-Cities. Director Raap asked about the normal process for when these students turn 21. Ms. Franklin indicated that they make sure that the students have the resources to transition, especially with needed services such as housing, work, etc... Director Johnson asked how we work with the parents to train them for care after they are out of our school system. Ms. Franklin indicated that they work with the parents as well; they are part of the process and Donna Fluharty is taking classes to assist with that. Ms. Franklin also wanted the Board to be aware that their ECOM system was down so it has been very hard to keep up with all the forms and paperwork needed for special services students and that it will be a lot of work to rebuild the information. Director Johnson asked if we can use the system from another school district to at least enter information into the forms and Ms. Franklin stated that the systems are not the same. She indicated that they have been keeping up with State reporting. Director Gray asked if they received any reprieve due to the vandalism and loss of data and Ms.

Franklin indicated that the state is aware of our issues, but that all reports are being submitted on time.

d. Grants Manager

Joe Lloyd shared that there was nothing new in the grants area. He indicated that had met regarding with a concerned parent about the repair of fencing and security issues at the Elementary. He indicated that there was a possibility of getting a grant to assist with the cost of fixing these issues. Mr. Frost shared that one of the fence issue being referred to had already been taken care of. Mr. Lloyd also shared that he was still waiting on word regarding a federal grant. This is the same grant as referred to during previous meetings, but was placed on hold during the government shutdown. He is hoping to hear from them soon.

e. Teaching & Learning/Athletics

Vance Wing shared with the Board that the elementary was working on the reading curriculum and should be able to purchase at the conclusion of this year. He also indicated that Mr. Harris and Mr. Edwards were continuing the 6th grade math pilot and that the high school would be starting the new psychology curriculum this next semester. He also indicated that the grading committee are in the process of tying things up and will submit their final proposal at the next meeting. Mr. Wing did indicate that assessments were still moving forward and that K-2 were completing paper and pencil assessments and that retakes for high school assessments were being scheduled for January. He submitted a list of upcoming events and information related to extra-curricular activities for Board review and introduced Mr. Allen who was present to give a short presentation on a new program he was piloting called Mastery Connect. Mr. Allen shared information about the program and how it assists with the tracking of Common Core strands. He showed the many different facets of the program including the ability to share assessments with other users, send messages to students and parents, parent activities and resources. Mr. Allen indicated that he has already shared this program with the high school staff and he was hoping to schedule time to share with the middle school and elementary. There was a question regarding program security and who can access. Mr. Allen indicated that the only reason those present could see names was because he was logged on as himself; but unless someone had your logon information there would be no way to access otherwise. He indicated that the cost would be approximately \$6 per student. Mrs. Ashley, an elementary teacher, asked about the Next Gen science standards and Mr. Allen indicated that his company seemed to be on top of it and that he was confident that as soon as those standards were available they would be added to the program. Director Elston asked about the input back from the staff he shared this with and Mr. Allen indicated that no negative responses were noted.

SUPERINTENDENTS' REPORT

Superintendent Castilleja shared with the Board the District response to the State Auditor's Office report. He indicated that there were four (4) areas being addressed to include internal controls and the tracking of small/attractive items and putting a reporting mechanism in place; cash receipting will have reports reviewed weekly and better internal audit controls; the tracking and receipting of class fees/registration will be now monitored through the ASB by reviewing of class rosters; and the use of consumable inventory will have a specific tracking document where the student completes, teacher verifies, and then sends to the ASB office. As well, there will be tracking of materials used for demonstrations. Superintendent Castilleja indicated this will be an ongoing review; the District does not have the best way yet but with continual review, at least annually, they will strive at getting better. There was discussion regarding fees and fines protocol and whether there was a way to have check points along the way and not have a senior with hundreds of dollars of fees and fines to pay prior to being able to walk at graduation; especially if those fees and fines are being incurred throughout elementary and middle school.

PUBLIC COMMENTS

Ruby Davis thanked the District for the paraeducators that have been assigned to the kindergarten classrooms. She also thanked the Superintendent for helping with a missing book order, but asked about the possibility of having such things delivered directly to the buildings, as this appears to happen too much

Donna Baumgartner addressed the Board about the consumable supplies process that Superintendent Castilleja spoke of and indicated that it was first that she had heard of it. She also indicated that the fees for her fusion art class were also going to the general fund and not her class budget. She stated that she purchases these items and it should be returned to her class budget specifically rather than the general fund. She expressed concerns that, as she personally purchases art supplies, it would be nice if she was made aware of budget cuts prior to them happening. She was told that her budget was cut by Mrs. Scott at the District Office after she had made purchases. She indicated that cutting \$300 caused her to revise her supply order and come up with something different for the students to do. She also stated that some of these supplies are required due to state assessment requiring such things as art pieces using colored pencils.

Colleen Isley presented the Board with meeting minutes from April 13, 2009 and went on to explain how a former board member, Director Raap, Director Gray, and Superintendent Castilleja were all part of the Board when the former board member's husband was hired. She indicated that, according to the minutes, the former board member did not excuse herself from the vote. She then affirmed that Director Raap stated that it was in the Districts best interest to report the current issue of a board member's wife working as a substitute so why did he not feel compelled to report the situation with the previous Board member. Director Raap explained that the situations were different, but the right thing to do would be to report both situations and that is what he stated during that meeting she referred to. Mrs. Isley then asked the Superintendent who had directed him to look into the law now, during the current situation and he confirmed that it was Chairman Cook that asked him. There was further conversation regarding policy clarification and information on what the timelines were.

Linda Herrington indicated that as a teacher in the Business Education department that Monday (first day of no computer/phone access) was devastating. By Tuesday her students were able to access online, and by Wednesday her apps class was up and going. She thanked Troy for all of his time and effort and stated he needs more help.

Joni Ashley stated that it was nice that the high school got to leave early due to no hot water. She stated that the elementary hasn't had it for seven (7) years.

Summer Smith indicated she was glad to hear about the fence repair. She did express she has extreme concern regarding the elementary and middle school area, and lack of lighting. She stated that a teacher told her that she was scared for her life due to this. She also addressed the Board about the lice issue and how it is handled at the elementary. Ruby Davis who was present explained that she checks all of her students. Mrs. Smith indicated that there were some disgruntled parents and they felt that their children were being picked on. She suggested to the Board that there be a letter sent to every parent with scheduled times for lice checks inviting them to participate. She explained that this might take away some of the insensitivity they are feeling. Superintendent Castilleja asked Mrs. Smith if she has spoken to the school nurse and she stated that she hadn't. He suggested that she do that and if that doesn't help to let him know. He did want it to be understood that head lice does not develop on a schedule so how the District is completing checks is working and addressing the problem. Chairman Johnson stated that if a schedule is set up, this may result in children being absent on the day that the checks are scheduled.

Vic Englehart indicated that he has a granddaughter in the elementary and he appreciates that there are checks and if there are repeats that they be checked as other parents are trying hard to keep their kids clean. It makes sense to nip it in the bud.

Donna Johnson also asked about the former board member's husband being hired. She specifically asked Superintendent Castilleja and Director Raap if they had been asked about this issue within the last two (2) years. The Superintendent indicated yes and Director Raap explained that other information was known, but part of executive session.

CONVENED

At 8:40 p.m., the Board convened for executive session pursuant to RCW 42.30.110, Section (g) personnel matters, for approximately 40 minutes with no business to follow.

ADJOURNMENT – Regular board meeting adjourned at 9:20 p.m.

Wayne Elston, Director

Leslie Johnson, Director

Dan Raap, Director

Charles T. Gray, Director

Tim Cook, Chairman

Rom Castilleja, Superintendent