

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

**Board Minutes of
Monday, November 25, 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 presented the financial numbers of all fund activity to the Board. Ending fund balance numbers were reviewed and shared. The General Fund balance is \$1,473,044.37; Capital Projects \$4,591.86; Debt Service \$624,765.67; ASB \$299,351.49, Transportation \$94.27, and PILT \$83,016.04. She indicated that it had been emailed out the previous week; however Chairman Cook clarified that the Board did not have access to their school email accounts. Mrs. Scott also clarified that there was a slight decrease of \$719.87 in the fund balance for yearend, different than what was previously reported. Director Raap asked about the PILT funds and she indicated the Board would see changes in that the months of October and April. Director Gray asked about the new bus and if it had arrived. Mrs. Scott indicated that it had. Director Gray also asked again about the ability to get air conditioning for buses; especially the Special Services bus. It was confirmed that it would be an additional cost and Superintendent Castilleja would have Maintenance and Operations Director Frost check into it.

PROPOSED CONSENT AGENDA

Minutes from October 14, October 28, November 6, and November 12, 2013

New Hires: Marty Martinez, Emergency Bilingual Kindergarten Teacher.

Resignation: Troy Cunningham, MS Wrestling Coach

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- \$1,053,879.63	Vouchers 5, 1018, 1019, 1020, 1021, Manual Warrant
AP ASB Fund - \$6,715.81	Vouchers 1018, 1019
AP Capital Fund - \$378.84	Voucher 1018
Warrants 105843, 105903-105992	

There was discussion as to why the minutes from previous meetings were on the agenda. It was confirmed that the only minutes that should be part of the consent agenda were November 12 and that all others have been previously approved. Director Johnson asked if the District had received her edits for the November 12 minutes and it was confirmed that only edits received were from Director Raap. Due to this, Director Johnson requested that the November 12 meeting minutes be pulled from the consent agenda.

A motion was made to approve the consent agenda (B-I), excluding the November 12, 2013 meeting minutes, by Director Gray and seconded by Director Raap.

There was further discussion to ensure the right minutes were being addressed. Chairman Cook indicated that it was embarrassing not having the agenda and packets complete. There was a discussion on the hiring of Marty Martinez. Director Elston and Johnson asked if we were okay with the union and if the District followed proper hiring practices. Superintendent Castilleja confirmed that the District was in compliance and there should be no issues. Director Elston then had some questions regarding bills which were clarified by Mrs. Scott.

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

UNFINISHED BUSINESS

Policies

There was Board discussion regarding Policy 3115; 4314P Procedures; Policy 3144; and Policy 6801. It was determined that these policies had been previously approved and there was no need for them to be readdressed or on the agenda.

Bullying/Harassment Policy

Superintendent Castilleja presented the Board with the bullying and harassment policy for second reading. Chairman Cook questioned the language regarding who was to be included in the policy and that it be consistent throughout and should reference all groups. Chairman Cook also asked about how students and staff would be trained. Superintendent Castilleja explained that the new policy would be provided to staff as part of training at the start of the year, and for students it would be a part of their handbook. It was asked if volunteers would be held to this policy and if so, would they have to sign something at the time of requesting to volunteer. Superintendent Castilleja stated that they could make sure that volunteers sign acknowledgement of the policy. Chairman Cook asked that Superintendent Castilleja have Mr. Nordlof review the policy and ensure that it is worded correctly so that it applies to everyone. Director Raap indicated that #8 listed in the policy defines what staff is (who is included) and he would like that to be moved to the beginning of the policy to better clarify. Superintendent Castilleja indicated that he would have Mr. Nordlof take a look at the draft policy and ensure that it is thorough and addresses all the concerns the Board has. Chairman Cook also asked about the inclusion of Facebook, and other social media as part of the cyberbullying language. Superintendent Castilleja explained that when it comes to school, some of what can be considered a problem at the school level is if it interrupts the educational process (Facebook activities during school hours). Director Johnson requested that the Superintendent also check on the form that is referenced as an attachment for Board review.

Servers

Troy Jamieson gave the Board an update on the servers and where we are at on getting them up and running. He indicated that some items were on backorder. The District currently has temporary servers in place and hopefully by Wednesday or the following Monday, the backorder items would be received. Mr. Jamieson also indicated that the data recovery company that he was working with confirmed that the District's hard drives were still in the clean room. He stated that it is a long process to reconstruct; however he believes this is a good sign as if there was nothing to recover the company would have told the District that by now. Chairman Cook asked about help with getting the servers up and running. Mr. Jamieson indicated that Data Pro out of Spokane, WA was scheduled to come and assist with the installation once all the items were received. He explained that help is good, but it took him 3-4 years to get the District to where they were at. Chairman Cook stated that if Mr. Jamieson were gone tomorrow, no one would be able to

come in and do this. Mr. Jamieson indicated that no, they would be starting from scratch; the same as he was. Mr. Jamieson did indicate that he would like to thank some staff members that have been assisting where they can. He shared that Jean Jones, Candice Kurth, Michelle King, and others have been really helping in getting some of the minor things done for him and assist other staff. Director Johnson asked about the hiring of a second person for technology. There was discussion about the feasibility and what skills would be needed for that person. Superintendent Castilleja indicated that they would report back to the Board about a job description for this proposed position. Mr. Jamieson indicated that he would need someone that had skills required as a Level 2 Help Desk and the pay scale could range from \$13 - \$19 per hour. Director Johnson stated that if there are people (untrained in IT) have been so beneficial in helping him, we should be able to hire an assistant for him at an entry level position. Troy was asked if he had submitted a job description. He indicated that he had submitted one to Superintendent Castilleja. Superintendent Castilleja was asked to prepare a job posting for an entry level IT Tech position. Chairman Cook indicated that once a job description was prepared, he would come in and take a look at it.

NEW BUSINESS

WSSDA Conference

The Board and Superintendent discussed items of interest from the WSSDA Conference. There was discussion regarding the 1080 Rule, which would require 7th – 12th grade students have 1080 hours of class time scheduled. This would conflict with the current CRT and early release schedule being followed by the District. There was Board discussion regarding the ramifications from this. Director Johnson shared that she appreciated being able to attend and the information she received would help her better serve the District. Incoming Director Wade Haun also gave thanks for being able to attend and Director Elston indicated that there were numerous items that the Board would like to share from what was learned. He indicated that he had a program that he would like to see implemented at the District regarding police presence. The Board also indicated that the issue with personal devices being used by the Board was of concern. Director Johnson indicated that there was currently a lawsuit in process regarding personal devices being confiscated for use in the lawsuit. The Board will be checking into separating devices completely and will only be using District devices hopefully before the end of December.

PRINCIPAL'S REPORTS

a. KB Elementary

Principal Bernardo Castillo - absent.

b. KB Middle School

Principal Chuck Feth shared that student led conferences went really well and that parents were very much in support. He indicated that there was 90-95 % participation, with some classes having 100% participation. Principal Feth also shared that MBA and RBA assessments were progressing, even with all the computer issues. The teachers will be meeting on December 10 for a non-supervisory review of the data. He indicated that there is a band and choir concert scheduled for December 19, and boy's basketball is doing well. Principal Feth indicated that the Middle School has a great group of people. With the electronic issues and lost years of files and information, they have really made it all work and are working hard.

c. KB High School

Principal Wayne Barrett shared that the Veterans Day assembly was a huge success and the kids were incredible. There were no behavior issues, especially with such a long assembly. He also invited the Board to participate in the Bikes for Tikes program on December 13. He indicated that he currently had 60 kids signed up to help and it is a great experience and the goal is to put together 1400 bikes this year, up from the 1200 from last year. Principal Barrett also indicated that the students would be starting Poetry Out Loud this next week and he would be getting concert dates out later. He indicated that winter sports participation had great numbers, and TPEP/evaluation training is going well.

SUPERINTENDENTS' REPORT

Superintendent Castilleja indicated that the Legislative conference was coming up in January and that once the new Board members were sworn in and a legislative representative for the Board was selected, that director will be registered for the conference.

PUBLIC COMMENTS

Dan Johnson asked about a junior and senior profiling exam. He indicated that children are being required to take the exam unless parents opt their children out of the testing, which his daughter did. He asked why the District participates in requiring this testing and asked about a letter/communication link with the parents about the test.

Wade Haun wanted to compliment Principal Barrett, and the choir and band for such an excellent Veterans assembly. He indicated that the speaker was very inspirational.

*Mrs. Scott asked the Board before adjourning if payroll could be processed by the Board later than the December 16 meeting, if needed. As it is the only meeting scheduled for the month and for an earlier date, there may be a need to extend. The Board agreed that they could have members meet to approve payroll at a later date if needed.

*Chairman Cook also announced that suggestion boxes were available in each buildings office and the District Office. Director Johnson indicated that they were locked and that Mr. Cook as Chairman would be collecting from the boxes for the Board to address. The Board requested that the Superintendent send an email and/or letter so staff is aware of the boxes and their locations.

CONVENED

At 8:06 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. Chairman Cook extended executive session for approximately 15 more minutes at 8:28 p.m.

ADJOURNMENT – Regular board meeting adjourned at 8:52 p.m.

Wayne Elston, Director

Leslie Johnson, Director

Dan Raap, Director

Charles T. Gray, Director

Tim Cook, Chairman

Rom Castilleja, Superintendent