

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

**Board Minutes of
Monday, December 16, 2013**

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

Members Absent: Dan Raap, Director ; 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.

PROPOSED CONSENT AGENDA

Minutes from November 12, and November 25, 2013

Hire: Christy Petty, HS Locker Room Temporary Paraeducator; Heather Roos, 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.

Payroll General Fund - \$968,683.80	Vouchers 6, 1025, 1026
AP General Fund- \$210,679.76	Vouchers 1022, 1023, 1024, Manual Warrant
AP ASB Fund - \$17,721.02	Vouchers 1022, 1023, 1024
Warrants 105993-106090	

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

Director Elston had questions regarding purchases that had a description of capital outlay. It was clarified that this funding code was being used to track expenditures related to the server damage incident.

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

DELEGATIONS – Superintendent Castilleja presented Director Gray with a clock in appreciation for his time and dedication over the years as a Board Member. As Director Raap was unable to attend, the Superintendent will present his clock on a later date.

OATH OF OFFICE

New Board Members Leslie Johnson, Ivan Howard, and Wade Haun were sworn into office by Superintendent Castilleja.

BOARD ELECTIONS

Director Haun nominated and Director Johnson seconded Chairman Cook to continue as Chairman of the Board.

With a 5/0 vote, Chairman Cook was re-elected Chairman of the Board.

Director Haun nominated and Director Howard seconded Director Johnson for Vice Chairwoman of the Board.

With a 5/0 vote, Director Johnson was elected Vice Chairwoman of the Board.

Chairman Cook nominated and Director Haun seconded Director Elston to continue as WIAA Representative of the Board.

With a 5/0 vote, Director Elston was re-elected WIAA Representative of the Board.

Director Johnson nominated and Chairman Cook seconded Director Howard for Legislative Representative of the Board.

With a 5/0 vote, Director Howard was elected Legislative Representative of the Board.

UNFINISHED BUSINESS

Review of Leave of Absence

Superintendent Castilleja indicated that after talking with Chairman Cook, there was concern expressed regarding the leave of absence (LOA) that was granted to Debbie McCollum for the 2013-14 school year. Chairman Cook indicated that at the time the request was approved, the Board was not aware that the leave was for Mrs. McCollum to start her own business. Superintendent Castilleja explained that the PSE Collective Bargaining Agreement (CBA) does not preclude such leave; however he did confirm that the Board historically did not grant leave for an employee to take other employment. There was further discussion regarding the need to have the reason for the leave included in the request. Superintendent Castilleja wanted to confirm what the Board was suggesting and Chairman Cook indicated that the District needs to require a reason to be stated on all future requests. Superintendent Castilleja stated that he believed requiring this would be okay.

A motion was made to rescind Debbie McCollum's LOA for the 2013-14 school year by Director Johnson and seconded by Director Elston.

Vote to rescind Debbie McCollum's LOA for the 2013-14 school year with a 4/0 vote.

Chairman Cook directed Superintendent Castilleja to draft a letter from the Board to Mrs. McCollum regarding the status of her request.

**Later in the meeting, Chairman Cook wanted to clarify that Director Howard recused himself from this vote due to PSE conflicts of interest.*

Servers

Troy Jamieson updated the Board regarding the server damage issue. He indicated that the equipment he was hoping to get right after the last Board meeting had yet to arrive, but he was hoping to have it by Wednesday as it had been shipped out this past Friday. He explained that the item(s) have been on backorder, which has hindered the process. Mr. Jamieson did indicate that the wireless system is functioning and that the phone switch is scheduled for the second week of winter break. He indicated that the storage units are what are needed to finish restoration of services. Chairman Cook asked about the current email and why it is taking so long to get back to our regular email system. Mr. Jamieson explained that some email would not be recoverable and as for using the web application, a lot of staff already use that application

anyway. He indicated that staff and volunteers backed up what they could, and once ready, these backups would be restored one by one. Chairman Cook asked why Wayne Barrett lost everything and still had no access. Mr. Jamieson explained that files of at least one year worth of emails should have been saved to his desktop; however with having to set up a completely new network domain some system rights no longer exist. Once storage units are available the backup files can be restored. Mr. Jamieson indicated that he has a company out of Spokane that will be assisting with this over the break. He indicated this would work out best as he has been trying to work around District need and this will be less of an impact when bringing down the system. Superintendent Castilleja clarified for the Board by confirming what Mr. Jamieson stated; email information was there, but not viewable at this time. Chairman Cook asked if this was all do to the servers being smashed and Mr. Jamieson indicated yes. He stated that he does understand the concern about what is not accessible and staff worried about what was lost; all of us have learned that technology is not infallible and using thumb drives to save files is a good practice. The Board asked if this was shared with staff and if thumb drives are available. Mr. Jamieson and Superintendent Castilleja both confirmed that staff are aware and storage devices are available.

Field House

Superintendent Castilleja reported to the Board the current status of the Field House. He indicated that he had talked with Steve McGhan and confirmed that the Field House was getting close to being done; it is down to the walls that still need to be taped, mudded, sanded and painted. He indicated that once that was done that the electrician could come in and finish. The Superintendent shared that Mr. McGhan's biggest concern is getting skilled volunteers to come in to complete this work and that the electrician has not been paid and is waiting on this work to complete his job. Superintendent Castilleja suggested that the electrician submit a partial bill for the work that has been completed, with an understanding that the electrician includes a clause outlining what work would still need to be completed. Superintendent Castilleja also indicated that they have researched the cost of metal dividers for the bathroom area, which will be approximately \$2,800. With the cost of the dividers and \$3,000 total for electrical work, there is roughly \$5,800 of expenses left. Superintendent Castilleja indicated that they plan to be finished before spring sports and are planning an opening kick-off event. He also indicated that there will also be a sign identifying all the volunteers that helped with the Field House project.

Maintenance & Operation Position

Chairman Cook indicated that there were some concerns with the new maintenance position that the Board had authorized. Superintendent Castilleja explained the process and clarifying language of the PSE CBA. Per the CBA, open positions are posted internally first and would not be paid at entry level (probationary) rate if hiring from within. He explained that the new position was posted per the CBA and an existing employee with seniority rights requested to move to this position, creating another opening. Superintendent Castilleja asked the Board what they would like to do as this position was still open and needed to be filled. Chairman Cook indicated that clarification was needed as the Board only authorized a grounds position. Director Elston indicated that the position should be pulled back and put back to the way it was. Superintendent Castilleja advised the Board not to pull back the position, and that doing so would be grievable and cost the District money. He also referred to the email sent to the Board by Mr. Nordlof, advising the Board to hire the position and move forward. Chairman Cook stated to Superintendent Castilleja that it would be his fault for not representing the position correctly.

A motion was made to rescind the new maintenance/grounds position and return that staff member to his original position by Director Elston and seconded by Director Johnson.

There was further Board discussion. Director Elston stated that the District needed more grounds help; another grounds person but instead the District hired another maintenance position, creating another position at full pay. He indicated that the Board gave authorization for an entry level position for grounds. He stated there was no need to hire someone that was vested, had skills or was trained. Director Elston stated that the District needed to hire an entry level person at the probationary rate that could be trained how we needed them. Chairman Cook and Director Elston both indicated that the Superintendent should have explained at that time that there was no entry level position where a new person could be hired at a probationary rate.

Superintendent Castilleja again explained that at no time this would be allowed by the current CBA and that it would have to be something that would have to be addressed with the union. He also clarified with the Board that they asked for another grounds person, and that is what they received. The position that was created did create another grounds person. Superintendent Castilleja had Mr. Frost (in the audience) confirm that the District had gone from two (2) grounds positions to three (3). The Board again indicated that it never intended for the District to hire within and pay at the highest rate for the position. Superintendent Castilleja asked if the Board needed clarification on what was allowed by the CBA. Director Elston again claimed it was the Superintendents responsibility to inform the Board and that he put a bunch of stuff in this posting that was not discussed; the Board now needs to pull back the position.

Vote to rescind the new maintenance/grounds position and return that staff member to his original position with a 4/0 vote.

Teacher Negotiations

Superintendent Castilleja shared with the Board that they had items in their packet related to negotiations with the KBEA. Those items included the TPEP MOU, Insurance MOU, and the Perpetual Calendar; the three (3) components that they went back and forth on for months. He indicated that the challenge with the perpetual calendar document was the language regarding state testing and not being able to guarantee the one (1) week between state testing and Spring Break and the extra language. Superintendent Castilleja explained that the extra language went outside the CBA, which is up in 2015; and that the union felt the need for the language as it was helpful to staff to see what is happening in succeeding years. He also explained that the District's concern was that it makes every effort to follow the Tri-Tech calendar for student benefit and there was some language related to that in the document. Superintendent Castilleja indicated that the TPEP MOU is critical as there are tight timelines and comprehensive evaluations need to get done. Chairman Cook asked if there were any other issues to be concerned about. Connie Meredith (in the audience) indicated that there was the issue regarding Special Services. Superintendent Castilleja apologized that this was not mentioned and thanked Mrs. Meredith for the clarification. He explained to the Board that this also was part of negotiations. Ms. Van Hollebeke clarified that the security cameras concern was also addressed on the same document as the Special Services. Mrs. Baumgartner (in the audience) asked the Board if they had all the negotiated documents and the Board confirmed that they did. Superintendent Castilleja explained that the Board would need to vote to approve these items for the current contract that expires in 2015.

A motion was made to approve the TPEP MOU, Insurance MOU, Perpetual Calendar, and Special Services and Security Camera Agreement by Director Johnson and seconded by Director Elston.

Unanimous vote to approve the TPEP MOU, Insurance MOU, Perpetual Calendar, and Special Services and Security Camera Agreement with a 5/0 vote.

NEW BUSINESS

WIAA Membership Form

Superintendent Castilleja reminded the Board that this was previously addressed by the Board; however the forms needed Board signature. No other action was needed.

Study & Survey

Superintendent Castilleja briefed the Board about the study and survey that was being completed. He explained that this process was started as part of the Energy Grant process and is being completed. Chairman Cook asked about the need to complete and the Superintendent explained that it would be needed for any future replacement consideration of the Elementary/Middle School building. He indicated that part of that process was to contact bordering districts regarding space availability and the District has received two (2) responses out of three (3).

Board Calendar

Superintendent Castilleja indicated that a proposed 2014 Board meeting calendar had been prepared for consideration. He explained that it was scheduled as it has been in the past, but wanted the Board to be aware that changes could be made, including the day or time of the meetings and how many meetings they would like to have each month. There was Board discussion and the consensus was to leave the calendar as is and possibly add a December workshop at if needed.

A motion was made to approve the 2014 Board meeting calendar by Director Haun and seconded by Director Howard.

Director Elston asked if the Board wanted to consider changing the meeting time from 7:00 p.m. to 6:00 p.m. due to some of the meeting going so late. The majority of the Board indicated that they preferred 7:00 p.m.

Unanimous vote to approve the 2014 Board meeting calendar with a 5/0 vote.

Technology Position

Superintendent Castilleja asked for Board input regarding the technology position posting that they requested be prepared. Again, the Board expressed concern regarding the level of pay. Superintendent Castilleja indicated that part of the debate was shouldn't the District hire someone with a higher skill level to assist Mr. Jamieson. The Board asked what the rate of pay would be and Mr. Jamieson indicated that it would be \$17 to \$21 per hour and this was considerably lower than what was paid four (4) years ago. Chairman Cook asked about that position and Mr. Jamieson explained that the person that held this position was being paid considerably more than what was being proposed. The Board asked what the hourly rate would be for someone like Mr. Jamieson. He indicated that it would be in the \$30-\$40 per hour range, a network engineer would be around \$28-\$32 per hour, and range he was requesting was for help desk level. There was further discussion regarding the need for the position and the length of the position, whether it should be temporary or permanent. The Board agreed to hold off making a decision on approving the position for posting.

Stipends

Superintendent Castilleja asked to add an item to the agenda regarding previously discussed stipends. It was brought to the Districts attention that the Board had discussed approving stipends for the Project GLAD Trainer and Washington Reading Corp Supervisor; however no formal vote took place. Chairman Cook indicated that he had spoken with Mrs. Scott and they both thought that the stipends had been approved but not reflected in the minutes. Ms. Van Hollebeke clarified that yes the Board discussed the stipends, but one (1) of the members requested that it discussed more during executive session and when the Board reconvened after executive session to address a personnel issue, the stipends were not addressed. Superintendent Castilleja indicated that all the Board needed to do was to vote to approve the stipends for processing. Chairman Cook asked to clarify the amounts and it was indicated that one (1) stipend was for \$3,000 and the other was for \$2,000, and both were being paid out of grant funds.

A motion was made to approve the Project GLAD Trainer and Washington Reading Corps Supervisor stipends by Director Howard and seconded by Director Johnson.

Unanimous vote to approve the Project GLAD Trainer and Washington Reading Corps Supervisor stipends with a 5/0 vote.

SUPERINTENDENTS' REPORT

Superintendent Castilleja shared with the Board that the ERNN and Legislative Conference were coming up and as the Board had just elected Director Howard as the new Legislative Representative, he wanted to provide Director Howard the opportunity to register for both the events. Director Howard asked about the dates and Superintendent Castilleja confirmed that it would be January 24-27, 2014 and explained a little

about what the conferences entailed. Director Howard indicated that he would have to check about another conference date that might be a conflict and let the Superintendent know.

PUBLIC COMMENTS

Tim Cook Sr. referenced our computer issues and asked the Board how the District was going to protect it from happening again. He indicated that he worked for a larger company that has technology staff and if needed, they bring in outside help and get things up and going quickly.

Donna Baumgartner, visual arts teacher for the District shared with the Board that the items on display in the Board Room were glass art projects from her 1st period class. She explained that she asked the students to let her keep them long enough to share at the Board meeting, but would have them back so they could be taken home. She explained that most of them were going to be someone's Christmas present. Director Elston asked when the art show was scheduled for and Mrs. Baumgartner indicated sometime at the end of February 2014 and that she would email the Board when she had a date. Superintendent Castilleja mentioned that it normally was scheduled along with the Crystal Apple Awards, but Mrs. Baumgartner indicated that she heard they were planning it differently this year.




Comment from an audience member about the podium being in the way during the meeting.

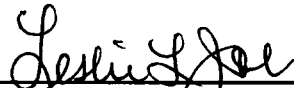
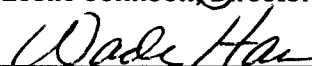

Steve Lindholm, SE WEA Uniserve Representative, addressed the new Board and stated that it was a long time coming. He welcomed the new Board members to their positions and indicated that he was looking forward to having a good, working relationship and help build a solid foundation. He stated that this is what we are here for; public education.

CONVENED

At 8:04 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. A brief break was taken and executive session did not officially start until 8:22 p.m. Chairman Cook requested an additional extension of executive session at 8:46 p.m. for 10 approximately 10 more minutes and another extension at 9:37 for three (3) more minutes.

ADJOURNMENT – Regular board meeting adjourned at 10:11 p.m.


Wayne Elston, Director

Ivan Howard, Director

Tim Cook, Chairman


Leslie Johnson, Director

Wade Haun, Director

Rom Castilleja, Superintendent