

# CHEHALIS SCHOOL DISTRICT

## Meeting Minutes

Chehalis School District Board Room

February 21, 2017

### 1. Call to Order - Regular Session

President Bailey called the Executive Session to order at 6:15 p.m. There were no motions entertained, nor actions taken. Session was adjourned at 6:30 p.m.

President Bailey called the Regular Session to order at 6:35 p.m. He led the flag salute and welcomed guests. There were no comments from the audience or board.

#### **Meeting Attendees:**

##### Board Members

Brennan Bailey, President

Joe Clark, Vice President

Vicki Daniels, Board Member

Colleen State, Board Member

Dr. Brian Roberts, Board Member

##### Staff, Students, Public

Ed Rothlin, Superintendent

Mary Lou Bissett, Assistant Superintendent

Heather C. Pinkerton, Director, Business & Operations

Debby Gregory, Personnel/Communications Officer, Recording Secretary

Bob Hunt, Principal, Cascade Elementary School

Rachel Dorsey, Assistant Principal, R.E. Bennett Elementary, Olympic Elementary

Chris Simpson, Principal, Chehalis Middle School

Bob Walters, Principal, W.F. West High School

Tommy Elder, Assistant Principal, W.F. West High School

Tim Touhey, Principal, Green Hill Academic School/Lewis County Alternative School

Loretta Shade-Duncan, Director, Special Education

Heather Matheney, Food Service Director, Sodexo

Lynn Wakefield-Rickard, CEA President, Teacher, Olympic Elementary School

Lauri Kreutz, Teacher, R.E. Bennett School

Katelyn Walsh, Teacher, Math TOSA

Lindsey Petersen, Teacher, R.E. Bennett School

Elizabeth Coyle, Teacher, Olympic Elementary School

Erika Jeans, Teacher, Olympic Elementary School

Kelley Wilson, ESD 112, Construction Services Group

Thomas Johansen, ESD 112, Construction Services Group

Jessica Street, Student, W.F. West High School

Emma Moon, Student, W.F. West High School

Bern Berg, Student, W.F. West High School

Abbey Link, Student, W.F. West High School

## 2. Approve Minutes

- Dr. Roberts moved, Mrs. Daniels seconded, to approve the minutes of the January 17, 2017, Regular School Board Meeting. **Motion passed 4-0.**
- Mrs. State moved, Dr. Roberts seconded, to approve the minutes of the January 20, 2017, Special School Board Meeting. **Motion passed 4-0.**

## 3. Reports

### Superintendent's Report

Superintendent Rothlin's report included Mrs. Daniels sharing information she received at the annual Legislative Conference in Olympia on February 12 and 13; the Board's duties and responsibilities related to construction; a report on a soils issue on the new schools' construction site; Agenda items related to Capital projects - Board Policy 6957, Change Orders and Construction Change Directives, surplus property, and a recommend to award the WFW STEM Addition (Res. No. 16-17-018 - Alternate Bid AA-3); Emergency Closure Waiver Request; 2017-18 School Year Calendar; Century 21 Listing Agreement and first reading of Board policies as listed on the agenda. Other items: 9th grade course failure report from OSPI, groundbreaking ceremony, Transportation Cooperative Agreement, Wrestling - 4th place finish at state, and W.F. West Girls' Basketball Team - 2nd @ Districts.

### Budget Status Report

Mrs. Pinkerton presented the Budget Status Report. She reviewed the fund balances as of January 31, 2017, for the General Fund, Capital Projects Fund, Debt Service Fund, Associated Student Body Fund, and Transportation Vehicle fund. The annual State Audit was the only item of interest.

## 4. Approve Consent Agenda

Mr. Clark moved, Dr. Roberts seconded, to approve the Consent Agenda as listed. **Motion passed 4-0.**

### 1. Voucher Warrants

- Payroll Checks - 808465-808563, \$56,974.08
- Electronic Deposits - 900027683-900028146, \$1,076,747.91
- PR Taxes - \$404,371.99
- PR/AP Checks - 120028-120066, \$850,612.43
- General Fund Warrants: 119897-119943, \$94,738.87; 119944, \$2,500.00; 119945-120027, \$106,915.85; 120067-120107, \$57,175.02; 120108-120130, \$60,072.62; 120131-120189, \$84,096.47
- General AP Compensating Tax: 201600019, \$719.80
- ASB Compensating Tax: 201600020, \$46.21
- ASB Warrants: 402964-402974, \$3,474.38; 402975-402991, \$5,145.08; 402992-403002, \$2,460.81; 403003-403013, \$3,486.61
- Private Purpose Trust: 700186, \$100.00
- Capital Projects: 200130-200131, \$184.60; 200132-200136 \$255,831.84; 200137-200142, \$105,481.25

### 2. Staff Travel

- Out-of-state staff travel for Sandy Jones to attend a Bureau of Education and Research workshop in Portland, OR, February 2, 2017. (cost paid from SpedEd funds)
- Out-of-state staff travel for Tim Touhey and Bob Walters to attend the 2017 NASSP National Principals' Conference in Philadelphia, PA, July 8-11, 2017. (cost paid from Green Hill Funds and W.F. West/District Funds)
- Out-of-state staff travel for Casey Schmidt to attend the ACPE Conference, Welches, OR, May 3-5, 2017. (cost paid from Technology Funds)

### 3. Student Travel

- Overnight, out-of-state travel for 20 W.F. West High School Robotics students for competition, March 9-11, 2017, Wilsonville, OR; and overnight, March 31 through April 2, 2017, Auburn, WA. Chaperones Clifton White and Kerry Schafer. (cost paid from Robotics/Voc Ed funds)
- Overnight travel for 6 W.F. West High School Track and Field Athletes for the Pasco

Invitational, April 14-15, 2017. Chaperones Rob Sande and Autumn Ledgerwood. (cost paid from Athletics and Track Boosters)

- Overnight travel for 9 W.F. West High School Forensics students to attend Ridgefield High School tournament February 3-4, 2017. Chaperone Janelle Williams. (cost paid from ASB)
- Overnight travel for the following W.F. West students and coaches attending State Tournaments: (costs paid from Athletic budget)
  - Girls Basketball (12 students) in Yakima, March 1-4, 2017. Coaches Tom Kelly, Taj Brumfield, Kaylee Hartman and Fred Lofgren. Motel accommodations to be determined.
  - Girls Wrestling (3 students) in Tacoma, February 16-18, 2017. Coaches Tony Arredondo and George Dodd. Motel accommodations at Holiday Inn Express and Suites/Downtown.
  - Boys Wrestling (12 students) in Tacoma, February 16-18, 2017. Coaches Jamie Rakevich, John Taylor and Max Eklund. Motel accommodations at Holiday Inn Express and Suites/Downtown.

## 5. New Business

### a. Emergency Closure Waiver Request

Mrs. Daniels moved, Mr. Clark seconded, to approve an emergency closure waiver application to the Office of Superintendent of Public Instruction to excuse the closure of the Chehalis School District on January 11-12, 2017, due to a severe winter storm. ***Motion passed 4-0.***

### b. 2017-2018 Chehalis School District Calendar

Mrs. State moved, Mrs. Daniels seconded, to approve the 2017-2018 Chehalis School District school calendar draft. (annual approval) ***Motion passed 4-0.***

### c. Resolution No. 16-17-017 Surplus of Real Property

Dr. Roberts moved, Mrs. Daniels seconded, to adopt Resolution Number 16-17-017, relating to the surplus and sale of real property; authorizing the Secretary to the Board to commence action toward the sale of the maintenance shop building, located at 166 SW Williams Avenue, Chehalis, WA, parcel number 004185000000, and providing for other matters related to it.

***Motion passed 4-0.***

### d. Resolution No. 16-17-018 Recommend to Award WFW STEM Addition

Mr. Clark moved, Mr. Bailey seconded, to approve the removal of \$34,000 from Resolution Number 16-17-018 for W.F. West High School STEM addition from Schwiesow Construction Company's construction bid. ***Motion passed 4-0.***

Mrs. Daniels moved, Mrs. State seconded, to adopt Resolution Number 16-17-018 recommending to award construction bid for W.F. West High School STEM addition to Schwiesow Construction Company. ***Motion passed 4-0.***

### e. Construction Changes PK-2 Project

Dr. Roberts moved, Mrs. Daniels seconded, to Authorize the Superintendent to approve change orders or construction change directives (CCDs) in the maximum amount of \$200,000.00 concerning the pending soils issue on the PK-2 project. ***Motion passed 4-0.***

**f. Change Orders and Construction Change Directives**

Mr. Clark moved, Mrs. Daniels seconded, to approve the superintendent/designee authority to authorize change orders and/or CCDs if additional cost to the district does not exceed \$100,000 for each CCD. *Motion passed 4-0.*

**g. Century 21 Lund Realtors Listing Agreement**

Mrs. Daniels moved, Mrs. State seconded, to authorize the Superintendent or designee to sign the Exclusive Sale and Listing Agreements with Century 21 Lund Realtors for Cascade Elementary and R.E. Bennett Elementary Schools. *Motion passed 4-0.*

**h. Board Policies**

Mr. Clark moved, Dr. Roberts seconded, to hold a first reading for the following revisions to Board Policies: *Motion passed 4-0.*

- BP 3120, Enrollment
- BP 3210, Nondiscrimination (Students)
- BP 4210, Regulation of Dangerous Weapons on School Premises
- BP 5010, Nondiscrimination and Affirmative Action
- BP 5011, Sexual Harassment of District Staff Prohibited
- BP 6957, Change Orders And Construction Change Directives

**i. Donation(s)**

Mrs. State moved, Mr. Clark seconded, to approve the following donations as listed. *Motion passed 4-0.*

**i. Cascade Elementary School**

- \$6,000 from Chehalis PTA 4.6.5 for school activities.

**ii. R.E. Bennett Elementary School**

- \$976.70 from Box Tops for Education for library books.

**iii. Olympic Elementary School**

- \$2,500 from Chehalis PTA 4.6.5 for library.

**j. Personnel Items**

Dr. Roberts moved, Mrs. Daniels seconded, to approve the following personnel items. *Motion passed 4-0.*

**i. Hiring of Classified Staff**

- Marty Gibbons as Assistant Boys Basketball Coach, Chehalis Middle School, from January 3, 2017, to February 16, 2017, with a stipend of \$2,436.
- Nathan Avery, Matthew Avery and Elizabeth March for the position of W.F. West High School Math Center Student Peer Tutor, 1 to 2 hours per day, M-F, effective January 23, 2017.
- Katheryn Jahnsen as Assistant Track Coach, W.F. West High School, from February 27, 2017, to May 27, 2017, with a stipend of \$2,942.
- Thomas Grunenfelder as Assistant Baseball Coach, W.F. West High School, from February 27, 2017, to May 27, 2017, with a stipend of \$3,483.
- Michael Petrino as Custodian, W.F. West High School, 8 hours per day, M-F, effective February 1, 2017.
- Sara Miramontes as ParaProfessional, Cascade Elementary School, 5.75 hours per day, M-F, effective February 13, 2017.
- Michael McVay as Evening Shift Custodian, Cascade Elementary School, 8 hours per day, M-

F, effective February 21, 2017.

- Cliff Specht as Transportation Driver, Route 4, 3.25 hours per day, M-F, effective February 1, 2017.

## 6. Announcements

Feb. 23 4th Grade Musical #1, Olympic Elementary, 7-8 pm  
**Feb. 27-28 Early Release - Staff Inservice**  
Feb. 28 4th Grade Musical #2, Olympic Elementary, 7-8 pm  
**Mar. 1-3 Spring Conferences - Early Release**  
Mar. 6 Strings Concert, W.F. West High School Commons, 7-8 pm  
Mar. 7 W.F. West Band Concert, Commons, 7-8 pm  
Mar. 9-11 W.F. West Robotics Competition, Wilsonville, OR  
Mar. 9 Chehalis Middle School Choir Concert, Commons, 7-8 pm  
Mar. 13 W.F. West Choir Concert, Commons, 7-8 pm  
Mar. 16 Cascade Elementary Music Program #2, Gym, 7-9 pm  
Mar. 17 Regular School Day  
Mar. 21 Chehalis Middle School Band Concert, Gym, 7-8 pm  
**Mar. 21 Regular School Board Meeting, 6:30 pm**

## 7. Adjournment

President Bailey adjourned the Regular Meeting at 8:11 p.m.

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Board President

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Board Secretary