

# CHEHALIS SCHOOL DISTRICT

## Meeting Minutes

Chehalis School District Board Room

May 16, 2017

### 1. Call to Order - Regular Session

President Bailey called the Regular Session to order at 6:00 p.m.

The Board convened into Executive Session at 6:01 p.m. to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public.

President Bailey adjourned the Executive Session at 6:41 p.m. No motions were entertained; no actions were taken.

President Bailey led the flag salute and welcomed guests. There were no comments from the public.

Public Hearing - President Bailey opened the Public Hearing at 6:45 p.m. The purpose of the hearing was to take public comment on the proposed sale of one parcel of real property. There were no comments or questions from the audience or board. The Public Hearing was closed at 6:50 p.m.

Meeting Attendees:

#### Board Members

Brennan Bailey, President

Joe Clark, Vice President - Excused

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

Heather Matheney, Food Service Director, Sodexo

Rene Remund, Legal Counsel (Executive Session only)

Greg Lund, Real Estate Agent (Executive Session only)

Kristen Jaudon, Communications and Public Engagement, Capital Region ESD 113

Don Rash, ESD Board Member, Capital Region ESD 113

### 2. Approve Minutes

Mrs. Daniels moved, Mrs. State seconded, to approve minutes of the April 18, 2017, Regular School Board Meeting.  
***Motion passed 3-0.***

### 3. Reports

#### Superintendent's Report

The topics included in Superintendent Rothlin's report included: End-of-the-year activities, Staff recognition, review of agenda items - change order, authorized signatures, paid lunch increase, WIAA, Career and College Readiness.

He also requested that the action item on the agenda related to the Verizon Cell Tower be tabled.

### Administrative Report

Mr. Elder, Assistant Principal at W.F. West High School, reported on the new Career and College Readiness program including metrics of success and what happens during a CCR block.

### Budget Status Report

Mrs. Pinkerton presented the Budget Status Report. She reviewed the fund balances as of April 30, 2017, for the General Fund, Capital Projects Fund, Debt Service Fund, Associated Student Body Fund, and Transportation Vehicle fund. Items of interest included paid lunch price increase, surplus vehicles, and Mrs. Pinkerton thanked the Board for allowing her and staff to attend this year's WASBO (Washington Association of School Business Officials) conference.

## **4. Approve Consent Agenda**

Dr. Roberts moved, Mrs. State seconded, to approve the Consent Agenda as listed. *Motion passed 3-0.*

### 1. Warrants

- o PR Checks - \$60,165.94
- o Electronic Deposits - \$1,111,128.55
- o PR Taxes - \$416,959.58
- o PR/AP Checks - \$854,017.88
- o PR/AP ACH Deposits - \$425.00
- o General Fund Warrants: 120677-120763, \$143,704.63; 120764-120783, \$106,712.50; 120784-120860, \$82,620.39; 120902-120923, \$49,223.38; 120924-120967, \$72,562.65
- o AP Compensating Tax: 201600031, \$1,272.34; 201600032, \$228.39
- o ASB Warrants: 403091-403118, \$19,787.63; 403119-403132, \$4,428.34; 403133-403138, \$2,951.62
- o Private Purpose Trust: 700187, \$708.86
- o Capital Projects: 200164-200170, \$120,024.95; 200171-200175, \$68,553.66; 200176-200183, \$2,882,693.89

### 2. Resolution No. 16-17-025 - Warrant Cancel

### 3. Student Travel

- o Overnight travel for five (5) 2017-2018 Chehalis Middle School ASB Student Officers (supervision provided by camp) to attend Cispus Leadership Camp, August 5-8, 2017, Randle, WA. (cost from ASB funds)
- o Out-of-state travel for 33 Chehalis Middle School Jazz Band members, and three chaperones, to attend Northwest Jazz Band Festival, May 6, 2017, in Gresham, OR. (cost from ASB and Music funds)
- o Overnight, out-of-state travel for 78 W.F. West High School Band, Choir, and Orchestra students, with four (4) teachers and four (4) parents as chaperones, to attend Music Performance Tour, Silverwood Amusement Park, Hayden, ID. (cost from Music booster and students funds)
- o Overnight, out-of-state travel for three (3) W.F. West High School Forensic students, and chaperone Janelle Williams, for national competition. (cost from ASB funds)
  - Aurora Biggers and Delani Buchanan, May 9-15, 2017, Kansas City, MO (accommodations at The Westin Kansas City At Crown Center)
  - Aurora Biggers, Delani Buchanan, Evan Ponyah, June 16-24, Birmingham, AL (accommodations at The Westin Birmingham)

### 3. Staff Travel

- o Out-of-state staff travel for Kerry Shafer to attend training for the new small engine classroom kit from Briggs and Stratton, June 5-8, 2017, Menomonee Falls, WI. (cost from CTE funds)
- o Out-of-state staff travel for Jill Peterson to attend the 2017 Western Regional Early Intervention Conference (WREIC), June 14-16, 2017, Phoenix, AZ. (cost from scholarship and Special Education funds)

## 5. New Business

### a. Resolution No. 16-17-024 Apportionment Redirection

Mrs. State moved, Mrs. Daniels seconded, to adopt Resolution Number 16-17-024, requesting apportionment redirection. *Motion passed 3-0.*

### b. PK-2 Chehalis Elementary School CO #5

Mrs. Daniels moved, Dr. Roberts seconded, to approve PK-2 Elementary School Construction Change Order #5. *Motion passed 3-0.*

### c. Authorized Signatures for 2017-2018

Mrs. Daniels moved, Mrs. State seconded, to approve the following district administrators as authorized signatures on all 2017-2018 State and Federal grant applications on behalf of the Chehalis School District: *Motion passed 3-0.*

- Ed Rothlin, Superintendent
- Mary Lou Bissett, Assistant Superintendent
- Heather C. Pinkerton, Director of Business and Operations

### d. Surplus

Mrs. State moved, Dr. Roberts seconded, to declare as surplus (outdated and/or beyond repair) the following, allowing for removal from district inventory. *Motion passed 3-0.*

- 179 books from W.F. West High School Library
- 1992 Chevrolet Caprice - License #61151C (Vehicle #152)
- 1969 Ford Pickup - License #C05130 (Vehicle #141A)

### e. Board Policy 3241

Mrs. Daniels moved, Mrs. State seconded, to approve the second reading/adoption of revisions to Board Policy 3241, Classroom Management, Discipline and Corrective Action. *Motion passed 3-0.*

### f. Paid Lunch Increase

Dr. Roberts moved, Mrs. Daniels seconded, to approve an increase to the prices charged for paid lunches, as listed, effective for the 2017-2018 school year: *Motion passed 3-0.*

- Cas/Ben /Oly - Current \$2.65, Proposed \$2.75
- CMS - Current \$2.80, Proposed \$2.90
- WFW/Alt - Current \$2.90, Proposed \$3.00

### g. Resolution No. 16-17-023 WIAA Enrollment

Mrs. Daniels moved, Mrs. State seconded, to adopt Resolution No. 16-17-023, Enrollment in WIAA (Washington Interscholastic Activities Association) for the 2017-2018 school year. (annual renewal) *Motion passed 3-0.*

### h. Verizon Cell Tower Agreement

Upon the request of the Superintendent, the Verizon cell tower lease agreement was tabled.

### i. Donation(s)

Mrs. Daniels moved, Dr. Roberts seconded, to approve the donations as listed. *Motion passed 3-0.*

#### i. Cascade Elementary School

- \$114.06 from Sahara Pizza for student rewards

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

- \$625.30 from Box Tops for Education for library books

iii. **Olympic Elementary School**

- \$106.85 from Sahara Pizza for Library

iv. **W.F. West High School**

- \$25,000 from May Liang and James Lintott Foundation for Forensics Team

v. **District Office**

\$36,000 from Chehalis Foundation for the following:

- \$30,000 W.F. West students taking college courses
- \$6,000 BERC to the CCR data dashboard, transcript review and college tracking

j. **Personnel Items**

Mrs. State moved, Mrs. Daniels seconded, to approve the personnel items as listed. Dr. Roberts abstained from voting (potential conflict of interest.) ***Motion passed 3-0***

i. **Hiring of Classified Staff**

- Marshall Peone as Assistant Track Coach, Chehalis Middle School, from April 17 to May 24, 2017, stipend of \$2,157.
- Jasper Ellingson for summer grounds worker, effective from June 22 to August 31, 2017, and Kyle Roberts, effective from May 15 to August 31, 2017.
- The following at W.F. West High School, Summer 2017 APEX, 3.5 hrs. a day, effective June 19 through July 28, 2017:
  - Cheryl Evans as temporary educational paraprofessional and Oscar Escalante as temporary educational paraprofessional ELL
- The following for Summer 2017 Reading Club, grades 1-3, T/W/Th, effective June 20-29, 2017, and July 11-20, 2017:
  - Alicia Hunt Aldrich, temporary educational paraprofessional ELL
  - Ashleigh Cox, Anna Foulke, Laci Merly, Sandra Papineau, Tammy Tibbits, Janice Martin, temporary educational paraprofessionals

ii. **Hiring of Certified Staff**

- Haley Overby as Special Education Teacher at Chehalis School District, on a 1.0 FTE provisional contract, effective for the 2017-2018 school year.
- Matt Klovdahl as Special Education Teacher at W.F. West High School, on a 1.0 FTE provisional contract, effective for the 2017-2018 school year.
- Kaylee Hartman as English Language Arts Teacher at Chehalis Middle School, on a 1.0 FTE provisional contract, effective for the 2017-2018 school year.
- Shannon Hohosh as Chehalis School District Teacher, TOSA/District-wide Substitute, on a 1.0 FTE provisional contract, effective for the 2017-2018 school year.
- Hannah Petersen as Elementary Music Teacher, on a 1.0 FTE provisional contract, effective for the 2017-2018 school year.
- Randall Smith as CTE/VOC Teacher at W.F. West, on a .50 FTE provisional contract, effective for the 2017-2018 school year.
- The following as 2017 Summer W.F. West High School APEX Teachers, 3.5 hrs. per day, from 8:15-11:45 am, June 19 to July 18, 2017:
  - Whitney Larimer and Dede Ramacher
- Lindsey Petersen as 2017 Summer Bridge-to-Algebra Teacher, 3.5 hrs. per day, July 10-13, July 17-20, July 24-27, and July 31 to August 3, 2017.
- The following as 2017 Summer Reading Club Teachers, grades 1-3, T/W/Th, from June 20-29, 2017, and July 11-20, 2017:

- Ellen Davis, Kimberly McVay, Helen Merly, Tracy Tak, Shannon Wolfe
- The following as 2017 Summer Math Camp Teachers, Olympic Elementary, 2.5 hrs. per day, 6 days per session:
  - Session 1 only: Teresa Blake; Session 2 only: Randi Gallagher; Session 1 and 2: Scott Ashmore, Corinne Duncan, Jennifer Rogerson, Sarah Veach

**iii. GHAS/LC Detention 2017 Summer Classified-Certificated Hires**

- Classified and certificated staff as listed for the 2017 Summer Green Hill Academic School and Lewis County Detention.

**6. Announcements**

May 25 Spring Choir Concert, grades 6-12, R.E. Bennett Elementary, 7-8:30 pm, Auditorium  
 May 26 Early Release - holiday makeup day  
**May 29 Memorial Day Holiday - No School**  
 May 30 Band Concert - W.F. West High School, 7-8 pm, Commons  
 Jun 1 Spring String Concert, Grades 6-12, W.F. West High School, 7-8:30 pm, Gym  
**Jun 10 Graduation, 6-8 pm, W.F. West High School Gym**  
**Jun 12 Alternative School Graduation, 1:00 pm, VR Lee Building**  
**Jun 16 Early Release - Last Day of School**  
**Jun 20 Regular School Board Meeting, 6:30 pm**

**END OF YEAR ACTIVITIES**

**Cascade Elementary**

Jun 6-9 Kindergarten Screening  
 Jun 9 Field Day  
 Jun 12 Movie Day  
 Jun 13 BBQ Lunch - Parents invited  
 Jun 16 Last Day of School, Early Release -11:05 am

**R.E. Bennett Elementary**

Jun 1 BBQ Lunch - 2nd Grade  
 Jun 6 BBQ Lunch - 3rd Grade  
 Field Day (weather dependent)  
 Jun 13 Penny Playground Field Trip - 2nd Grade  
 Jun 14 Swim Trip - 3rd Grade  
 Jun 16 Last Day of School, Early Release - 11:05 am

**Olympic Elementary**

May 25 4th Grade Pacific Science Center field trip  
 May 31 4th Grade Washington State History Museum field trip  
 May 31 Third Grade Orientation  
 Jun 6 Fifth Grade Orientation - Chehalis Middle School  
 Jun 9 BBQ Lunch  
 Jun 12 5th Grade Concert at Chehalis Middle School, 7:00 pm, Gym  
 Jun 13 Olympic Swim Day  
 Jun 15 Olympic Field Day at Chehalis Middle School  
 Jun 16 Last Day of School, Early Release - 11:35 am

**Chehalis Middle School**

Jun 2 8th Grade Celebration, 7-10 pm  
 Jun 14 8th Grade Field Trip, Wild Waves

Jun 14 6th & 7th Grade Field Day & BBQ  
Jun 15 ALLSTARS Reward  
Jun 16 Year End Assembly, 8:30-10:30 am, Gym  
Jun 16 Last Day of School, Early Release - 11:45 am

#### **W.F. West High School**

Jun 2 Academic Grammys, 10 am, Gym  
Jun 4 Baccalaureate, Bethel Church, 4 pm, Reception following  
Jun 5 BBQ Lunch  
  
Jun 7 Senior Assembly (parents welcome), 1:45 pm, Gym  
Jun 8 Commencement Practice: Mandatory, 8-8:30 am, Gym  
Jun 8 Senior Picnic  
Jun 8 Seniors Scholarship & Awards Night - 7 pm, Commons  
Jun 9 Senior Breakfast, 7:30 am  
Jun 9 Graduation Practice: Mandatory, 8:15-10:45 am, Gym  
Jun 9 Diploma Pictures, 10:45 am  
Jun 10 Graduation, 6 pm, Gym, Seniors Meet in Tech Center, 5 pm  
Jun 12 BBQ Lunch  
Jun 16 Last Day of School, Early Release - 11:15 am

#### **Visions**

Jun 12 Visions Graduation, Centralia College, 6 pm (Student Center)

### **7. Executive Session**

The Board convened into Executive Session at 7:40 a.m. (for approximately 5 minutes) for the purpose of reviewing the performance of a public employee - Superintendent's Annual Evaluation.

President Bailey adjourned the Executive Session at 7:44 p.m. No motions were entertained; no actions were taken.

### **8. Adjournment**

President Bailey adjourned the Regular Meeting at 7:45 p.m.

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Board President

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Board Secretary