

# CHEHALIS SCHOOL DISTRICT

## Meeting Minutes

Chehalis School District Board Room

October 18, 2016

### 1. Call to Order - Regular Session

A work session was held from 6:00-6:30 p.m. with Kris Stamon, McGranahan Architects, who gave an update on the new schools.

President Bailey called the Regular Session to order at 6:30 p.m. and led flag salute. Community members and parents, Brian and Sarah Mittge, were present to discuss their experience with a modified lockdown, that happened at Olympic Elementary School and Chehalis Middle School, as school was letting out. They requested that the District continue to explore ways to communicate information to parents in the event of emergencies. Mrs. Daniels commented that she had read information that financial literacy was to now become part of school curriculum. Mrs. State commented that Senator Braun had offered to come talk to the School Boards of Chehalis and Centralia.

#### 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  
Trisha Smith, Principal, R.E. Bennett Elementary School  
Chris Simpson, Principal, Olympic Elementary School  
Bob Walters, Principal, W.F. West High School  
Tim Touhey, Principal, Green Hill Academic School/Lewis County Alternative School  
Loretta Duncan, Director, Special Education  
Jennifer Chrisman, Instructor, Cascade Elementary School  
Todd Thornburg, District Safety and Security Officer  
Brian and Sarah Mittge, Community Members/Parents

### 2. Approve Minutes

Dr. Roberts moved, Mrs. Daniels seconded, to approve the minutes of the September 20, 2016, Regular School Board Meeting. *Motion passed 4-0.*

### 3. Reports

#### Superintendent's Report

Superintendent Rothlin's report included the following topics: his attendance at the SIAW (Schools Insurance Association of Washington) Board Retreat in Spokane (10/19-10/21), information related to the Chehalis Flood Basin strategy proposals, the resolutions on the Board agenda, and other action items including: naming the new schools and campus, interdistrict agreements for special education, board policies and surplus of Olympic library books.

### Administrative Report

Mrs. Duncan presented an update on the Chehalis Special Education Program and the dissolution of the Chehalis/Centralia Student Support Cooperative.

### Budget Status Report

Mrs. Pinkerton presented the Budget Status Report as of September 30, 2016. She reviewed the General Fund, Capital Projects Fund, Debt Service Fund, Associated Student Body Fund, and Transportation Vehicle fund. Her item of interest was on year-end financials.

## 4. Approve Consent Agenda

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

### 1. Warrants

- Payroll Checks \$118,373.69
- Electronic Deposits: \$1,015,890.85
- Payroll Taxes: \$412,043.52
- PR/AP Checks: \$800,488.50
- General Fund Warrants: 118790-118826, \$228,287.03; 118827-118884, \$203,910.59; 118885-118897, \$23,055.95; 118940-118955, \$25,409.72; 118956-119020, \$112,394.60; 119021-119028, \$68,266.00; 119029-119072, \$47,759.56; 119073-119086, \$10,872.26; 119087-119089, \$2,586.92
- ASB Fund Warrants: 402771-402780, \$5,898.46; 402781-402792, \$19,308.73; 402793-402795, \$3,244.85; 402796-402801, \$2,077.69; 402802-402802, \$528.88; 402803-402813, \$6,868.42
- Capital Projects: 200096-200098, \$9,547.08; 200099, \$504.00; 200100-200102, \$64,529.88
- Private Purpose Trust: 700183, \$1,000.00; 700184, \$200.51

### 2. Warrant Cancellation - Resolution No. 16-17-006

### 3. Staff Travel

- Out-of-state travel for the following to attend the National Science Teachers Conference in Portland, Oregon, November 10 and 11, 2016: Krista Wilks, Clif White, Gena Dalan, Wendy Neal, Emily Damschen and Lynn Panther. (costs paid from STEM Professional Development)
- Out-of-state travel for Krista Wilks to attend ESD/EBSD User Training 2016, in Billerica, Maine, November 14-17, 2016. (costs paid from STEM Professional Development)
- Out-of-state travel for Jeff Johnson to attend the National Athletic Directors Conference in Nashville, Tennessee, December 9-14, 2016. (costs paid from District funds)

### 4. Student Travel

- Out-of-state travel for 18 W.F. West students, with chaperones Tommy Elder and Deede Young, to Jostens Renaissance Conference, November 21, 2016, in Springfield, Oregon. (costs paid from ASB)
- Out-of-state and overnight travel for 16 W.F. West Wrestling team members and four coaches to Rose City Championship, December 9-10, 2016, in Hillsboro, Oregon. Overnight accommodations at Hampton Inn & Suites, Portland/Hillsboro-Evergreen Park. (costs paid from Wrestling/Athletics)
- Overnight travel for 16 W.F. West Wrestling team members and four coaches to Hammerhead Invitational, December 16-17, 2016, in Bremerton, Washington. Overnight accommodations at Baymont Inn & Suites, Bremerton, Washington. (costs paid from Wrestling/Athletics)
- Overnight travel for up to nine (9) W.F. West Forensics students, with chaperone Janelle Williams, to attend the following Forensics Tournaments. (costs paid from ASB Forensics fund)
  - October 21-22, 2016, Redmond, Washington
  - October 28-29, 2016, Puyallup, Washington
  - November 4-5, 2016, Gig Harbor, Washington
  - November 10-13, 2016, Spokane, Washington
- Out-of-state travel for 15 Chehalis Middle School Hi-Cap students, with Marshall Peone and two parent volunteers, to Oregon Museum of Science and Industry, Portland, Oregon, October 28, 2016.

(costs paid from Hi-Cap funds)

## 5. New Business

### a. Naming New Elementary Schools and Campus

Mr. Clark moved, Dr. Roberts seconded, to approve the following: *Motion passed 4-0.*

- Naming the PK-2 Primary School after James Lintott
- Naming of the 3-5 Intermediate School after Orin Smith
- Naming the new campus after the Shaw family

### b. Educational Specifications for New 3-5 Elementary School

Mrs. State moved, Mrs. Daniels seconded, to approve the Educational Specifications for a new 3-5 elementary school for the Chehalis School District. *Motion passed 4-0.*

### c. Educational Specifications for (New K-2 Elementary School) the Renovation of Olympic Elementary School

Mr. Clark moved, Dr. Roberts seconded, to approve Educational Specifications for the Renovation of Olympic Elementary School for the Chehalis School District. *Motion passed 4-0.*

### d. Resolution No. 16-17-004

Mrs. Daniels moved, Mr. Clark seconded, to adopt Resolution No. 16-17-004 related to Unlimited Tax General Obligation Bonds, 2016, and authorize Edward J. Rothlin, Superintendent, and/or Heather C. Pinkerton, Director of Business and Operations, to sign all appropriate documents. *Motion passed 4-0.*

### e. Resolution No. 16-17-007 Authorized District Personnel K-2

Mr. Clark moved, Mrs. Daniels seconded, to adopt Resolution Number 16-17-007, authorizing district personnel who may sign documents on the Board's behalf for the K-2 Elementary School project. *Motion passed 4-0.*

### f. Resolution No. 16-17-008 3-5 Elementary School

Mrs. State moved, Mr. Clark seconded, to adopt Resolution Number 16-17-008, authorizing district personnel who may sign documents on the Board's behalf for the 3-5 Elementary School project. *Motion passed 4-0.*

### g. Resolution No. 16-17-009 Racial Balance 3-5 Elementary School

Mrs. Daniels moved, Dr. Roberts seconded, to adopt Resolution Number 16-17-009 certifying the 3-5 Elementary School (N/L) project will not create or aggravate racial imbalance. *Motion passed 4-0.*

### h. Resolution No. 16-17-010 Racial Balance K-2

Mrs. Daniels moved, Mr. Clark seconded, to adopt Resolution Number 16-17-010 certifying the K-2 Elementary School (N/L) project will not create or aggravate racial imbalance. *Motion passed 4-0.*

### i. Resolution No. 16-17-011 Surplus of Real Property

Dr. Roberts moved, Mrs. Daniels seconded, to adopt Resolution Number 16-17-011 relating to the surplus and sale of real property; authorizing the Secretary to the Board to commence action toward the sale of the real property; and providing for other matters related to it. *Motion passed 4-0.*

### j. Disabled Children Agreement - Birth-to-Three

Mr. Clark moved, Mrs. Daniels seconded, to approve an Interdistrict Cooperative Agreement between Centralia School District and Chehalis School District for Disabled Children Ages Birth To Three for the 2016-2017 school year. (New Agreement) *Motion passed 4-0.*

### k. Disabled Children Agreement-Centralia Preschool and Self-Management

Mr. Clark moved, Mrs. Daniels seconded, to approve an Interdistrict Cooperative Agreement between Centralia School District and Chehalis School District for Disabled Preschool Students Ages Three (3) to Five (5) and Self-Management Program for the 2016-2017 school year. (New Agreement) *Motion passed 4-0.*

**l. Disabled Children Agreement - Napavine**

Mr. Clark moved, Mrs. Daniels seconded, to approve an Interdistrict Cooperative Agreement between Chehalis School District and Napavine School District for Children With Disabilities for the 2016-2017 school year. (New Agreement) *Motion passed 4-0.*

**m. Children With Disabilities Agreement - Visions**

Mr. Clark moved, Mrs. Daniels seconded, to approve an Interdistrict Cooperative Agreement between Chehalis School District and Napavine School District for Children With Disabilities for the 2016-2017 school year. (New Agreement) *Motion passed 4-0.*

**n. Deaf/Hard of Hearing Agreement**

Mr. Clark moved, Mrs. Daniels seconded, to approve Interdistrict Cooperative Agreement between Centralia School District and Chehalis School District for Deaf/Hard of Hearing Disabilities in participating districts for the 2016-2017 school year. *Motion passed 4-0.*

**o. BP 5240 Personnel/Evaluation of Staff**

Mrs. State moved, Mr. Clark seconded, to hold a first reading of revisions to Board Policy 5240, Personnel, Evaluation of Staff. *Motion passed 4-0.*

**p. BP 6260 Management Resource**

Mrs. Daniels moved, Mrs. State seconded, to hold a second reading/adoption of new Board Policy 6260, Management Resources, Employee/Volunteer Recognition. *Motion passed 4-0*

**q. BP 2409 Instruction**

An initial motion was made by Dr. Roberts, seconded by Mr. Clark, to hold a second reading/adoption of new Board Policy 2409, Instruction, Credit for Competency/Proficiency. After discussion, Mrs. State moved, Mrs. Daniels seconded, to rescind the original motion and second. *Motion passed 4-0.* Mr. Clark then moved, Mrs. Daniels seconded, to table the second reading/adoption of new Board Policy 2409, Instruction, Credit for Competency/Proficiency. *Motion passed 4-0.*

**r. Surplus Items**

Mrs. Daniels moved, Mrs. State seconded, to declare as surplus (outdated and/or beyond repair) library books from Olympic Elementary School, allowing for removal from district inventory. *Motion passed 4-0.*

**s. Donation(s)**

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

**i. Cascade Elementary School**

- \$110.97 from Sahara Pizza/The Chehalis Pizza Company for student activities

**ii. Olympic Elementary School**

- \$500 approximate value for school supplies from Daysprings Baptist Church for students in need
- \$126.57 from Sahara Pizza for library

iii. Community Cares

- \$50 from David and Ann Vasilauskas for Community Cares

t. Personnel Items

Mr. Clark moved, Dr. Roberts seconded, to approve the following personnel items as listed. Mrs. State abstained from voting due to an appearance of conflict of interest. *Motion passed 3-0.*

i. Hiring of Classified Staff

- The following Temporary Student Worker-College Peer Mentors, 1-2 hours per day, as needed:
  - Hannah Schneider, W.F. West High School, effective October 10, 2016, and Jacob Pettit, Chehalis Middle School, effective October 17, 2016.
- Denise Whipple as Temporary Educational Paraprofessional, self-contained classroom (SLC), at Chehalis Middle School, 6 hours per day, M-F, effective October 3, 2016.
- Victoria Ostreim as Temporary Educational Paraprofessional, self-contained classroom (SLC), at R.E. Bennett Elementary, 6 hours per day, M-F, effective October 3, 2016.
- Madlyne Moeller as Temporary Educational Paraprofessional, self-contained classroom (SLC), at R.E. Bennett Elementary, 3 hours per day, M-F, effective October 4, 2016.
- Dawn Smith as Temporary Educational Paraprofessional, self-contained classroom (SLC), at Olympic Elementary, 6 hours per day, M-F, effective October 10, 2016.
- Brittany Tomes as Temporary Educational Paraprofessional at Visions I Program, 6 hours per day, M-F, effective October 13, 2016.
- Susan Mordick as Temporary Educational Paraprofessional at Visions II Program, 5 hours per day, M-F, effective October 3, 2016.
- Jennifer Thornburg as secretary at Chehalis Middle School, 7.5 hours per day, effective October 6, 2016.
- Laura Reynolds as Temporary Educational Paraprofessional, 1:1 student specific, at W.F. West High School, 6 hours per day, effective October 3, 2016.

ii. Hiring of Certified Staff

- Leadership Stipends for the certificated staff, as listed for 2016-2017, and Mentoring Stipends for 2015-2016, as listed.
- Sandra Jones as as Speech Language Pathologist on a .844 FTE provisional contact, effective for the remainder of the 2016-2017 school year.

iii. Issuance of Contracts 2016-2017

- Supplemental and extra-curricular contracts for the 2016-2017 year.

6. Announcements

- Oct 21 No School - Professional Development Day
- Oct. 27 R.E. Bennett's Fall Open House, 5:30-6:30 pm
- Nov. 4 Chehalis Middle School Social, 3:30-6 pm
- Nov. 6 Daylight Savings Time Ends
- Nov. 8 Election Day
- Nov. 8 Fine Dining Event, Olympic Elementary
- Nov. 8 ALICE Training, R.E. Bennett Elementary, 6:30 pm
- Nov. 11 Veteran's Day - No School
- Nov. 14-18 Conferences - Early Release Days
- Nov. 15 Regular School Board Meeting, 6:30 pm

Veteran's Day Assemblies

- Nov. 4 Cascade Elementary, 10 am, Gym
- Nov. 10 R.E. Bennett Elementary, 9 am

Nov. 10 Olympic Elementary School, 8:45 am  
Nov. 10 Clehalis Middle School, 8:25 am  
Nov. 10 W.F. West High School, 9:50 am

**7. Adjournment**

President Bailey adjourned the Regular Meeting at 7:54 p.m.

---

Board President

---

Board Secretary