

# CHEHALIS SCHOOL DISTRICT

## Meeting Minutes

Chehalis School District Board Room

December 20, 2016

### 1. Call to Order - Regular Session

Mr. Bailey called the Regular Session to order at 6:30 p.m. and let the flag salute. He excused the absence of Mr. Clark and Mrs. Daniels. He welcomed guests and visitors. There were no comments from the audience, and Mrs. State said she had fun at the Christmas Parade with Mrs. Pinkerton and Transportation staff.

#### Meeting Attendees:

##### Board Members

Brennan Bailey, President  
Joe Clark, Vice President, Excused  
Vicki Daniels, Board Member, Excused  
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 Walters, Principal, W.F. West High School  
Derek McMillion, Facilities Supervisor  
James Hill, Architect, KMB Architects  
Kelli Roberts, W.F. West Student

**Board Reorganization** - Mr. Bailey called for a nomination for Board President for 2017. Mrs. State moved, Dr. Roberts seconded, to nominate Mr. Bailey to remain as the 2017 Board President. Mr. Bailey indicated his willingness to remain in the position. ***Motion passed 3-0.*** Mr. Bailey called for a nomination for Board Vice President for 2017. Dr. Roberts moved, Mrs. State seconded, to nominate Mr. Clark to remain and serve as the 2017 Board Vice President. ***Motion passed 3-0.*** President Bailey called for two (2) volunteers to serve as West/Coffman Scholarship Board Representatives and Mrs. State and Dr. Roberts expressed their willingness to continue to serve on that committee. Mrs. Daniels had left word that she would fulfill the second year of her two-year term of Legislative Representative. Mr. Bailey then indicated his willingness to continue to serve as the WIAA Board Representative for 2017.

### 2. Approve Minutes

Dr. Roberts moved, Mrs. State seconded, to approve the minutes of the November 15, 2016, Regular School Board Meeting, and the Special Meeting of December 2, 2016. ***Motion passed 3-0.***

### 3. Reports

#### Superintendent's Report

Superintendent Rothlin reported on the date of bid opening (Dec. 22) for phase 1 construction of the new elementary schools. He had James Hill, KMB Architects, give an update report on the W.F. West STEM Wing project, and shared that Mrs. Pinkerton and Mr. McMillion would be giving a District facilities update.

Mrs. Bissett shared information about the Consolidated Program Review that the District was selected for. She also shared information about Board Policy 3115 on the agenda for a first reading.

#### Facilities Report

Mrs. Pinkerton and Mr. McMillion shared a PowerPoint presentation on facilities/maintenance work that had been completed in the previous year. As part of Superintendent's evaluation process, she reviewed the list of budgeted projects and completions from 2015-2016 and proposed projects for the 2016-2017 school year.

#### Budget Status Report

Mrs. Pinkerton presented the Budget Status Report. She reviewed the fund balances as of November 30, 2016, for the General Fund, Capital Projects Fund, Debt Service Fund, Associated Student Body Fund, and Transportation Vehicle fund. The dates for this year's Audit was the only item of interest.

### 4. Approve Consent Agenda

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

#### 1. Voucher Warrants

- o Payroll Checks - 808198-808336, \$66,796.09
- o Electronic Transfers - 900026774-900027227, \$1,108,026.24
- o Payroll Taxes - \$418,664.89
- o PR/AP Checks - 119562-119600, \$852,984.41
- o General Fund Warrants: 119389-119472, \$91,114.72; 119473-119561, \$101,017.68; 119601-119604, \$6,267.52; 119605-119643, \$181,808.00; 119644-119668, \$69,071.49
- o General Fund AP Compensating Tax: 201600009, \$852.74; 201600010, \$246.42
- o ASB Fund Warrants: 402863-402896, \$19,716.81; 402897-402910, \$8,105.61; 402911-402932, \$28,154.99
- o Capital Projects: 200109-200112, \$337,846.47; 200113, \$2,400.00

#### 2. Staff Travel

- o Out-of-state travel for Robert Lucas, Cori Jo Duncan, Kelli Wolden, Paige Patten and Carmen Vermillion to attend the Northwest Council for Computer Education (NCCE) Conference, March 22-24, 2017, in Portland, OR. (cost paid by district)
- o Out-of-state travel for Tommy Elder, Robert Lucas, Matthew Bremgartner, Caty Lieseke, Andrea LeBoeuf, Jennifer Taylor and Meagan Corey to attend the 2017 EdTech Teacher Innovation Summit, February 6-8, 2017, in San Diego, CA. (cost paid by Chehalis Foundation STEM professional development funds, staff development and WFW building funds)

#### 3. Student Travel

- o Overnight travel for two W.F. High School band students and Adam Campagna to attend the 2017 Northwest National Association for Music Education's Honor Ensembles, February 17-19, 2017, in Bellevue, WA. Overnight accommodations at Embassy Suites, Bellevue, WA. (cost paid from Boosters and Music Dept.)
- o Overnight travel for 16 W.F. West High School wrestling students, and coaches Jamie

Rakevich and John Taylor, to attend Ellensburg Invitational, January 13-14, 2017, in Ellensburg, WA. Overnight accommodations at Ellensburg High School Gym. (cost paid from Athletics)

- o Out-of-state, overnight travel for W.F. West Boys Basketball team, and Chris White, Kyle Karnofski, Kevin Schultz and Kyle Aselton, to attend South Albany Holiday Tournament, December 22-23, 2016, in Albany, OR. Overnight accommodations at Comfort Inn, Albany, OR. (cost paid from Booster Club and Athletic Dept.)
- o Overnight travel for W.F. West Forensics Team, and Janelle Williams, to attend the following tournaments: (costs paid from ASB Forensics)
  - January 6-7, 2017, University of Puget Sound (up to 18 students)
  - January 13-14, 2017, Federal Way High School (up to 18 students)

## 5. New Business

### a. Board Policies

Dr. Roberts moved, Mrs. State seconded, to hold a first reading of revisions to the following Board Policies:

#### *Motion passed 3-0*

- BP 3115, Homeless Students - Enrollment Rights and Services
- BP 3120, Enrollment
- BP 3246, Restraint, Isolation and Other Uses of Reasonable Force

Mrs. State moved, Dr. Roberts seconded, to hold a second reading/adoption of Board Policy 5240, Personnel, Evaluation of Staff. *Motion passed 3-0.*

- BP 5240, Personnel, Evaluation of Staff

### b. Disabled Children Agreement - Adna

Dr. Roberts moved, Mrs. State seconded, to approve an Interdistrict Cooperative Agreement between Chehalis School District and Adna School District for Children With Disabilities for the 2016-2017 school year. *Motion passed 3-0.*

### c. Surplus

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

### d. Donation(s)

Mrs. State moved, Dr. Roberts seconded, to approve the following donations. *Motion passed 3-0.*

#### i. Cascade Elementary School

- \$104.90 from Sahara Pizza/The Chehalis Pizza Company for Family Night.
- \$130.02 from United Way of Lewis County for Mrs. Pagel's classroom.

#### ii. R.E. Bennett Elementary School

- \$116.46 from Sahara Pizza for miscellaneous purposes to enhance student learning.
- \$2,400 from Chehalis PTA 4.6.5 for family night activities, bead shop supplies, and family support.
- \$4,100 from Chehalis PTA 4.6.5 for assemblies, cultural performances, and field trips.

#### iii. Chehalis Middle School

- \$200 from Bethel Church for Steel Band.

iv. W.F. West High School

- \$200 from Wagner Orthodontics for Secret Santa.
- \$100 from Chehalis Rotary Club for Choir.
- \$100 from Alan Roe for SOLO Club.

e. Personnel Items

Dr. Roberts moved, Mrs. State seconded, to approve the following personnel items. *Motion passed 3-0.*

i. Hiring of Classified Staff

- John Taylor as W.F. West High School Assistant Boys Wrestling Coach from November 14, 2016, through February 18, 2017, with a stipend of \$4,160.
- George Dodd as W.F. West High School Assistant Girls Wrestling Coach from February 27, 2017, through May 27, 2017, with a stipend of \$3,803.
- Laurale Ferry as Temporary Nurse - RN, at Olympic Elementary School, 6 hours per day, 1:1 student specific, effective November 18, 2016, for the remainder of the 2016-2017 school year.

6. Announcements

Dec. 20

Early Release for Winter Break  
 Cascade @ 11:05 am  
 R.E. Bennett @ 11:05 am  
 Olympic @ 11:35 am  
 Chehalis Middle School @ 11:45 am  
 W.F. West High School @ 11:15 am

Dec. 20 Steel Band Performance, R.E. Bennett Auditorium, 9-10 am  
 Dec. 21 - Jan. 2 Winter Break  
 Jan. 3 Back to School  
 Jan. 1-31 School Board Recognition Month  
 Jan. 6-7 Pacific Lutheran University Honor Band  
 Jan. 12 Steel Band Concert, Chehalis Middle School Commons, 7-8 pm  
 Jan. 16 **Martin Luther King, Jr. Day - No School**  
 Jan. 17 Regular School Board Meeting, 6:30 p.m.

7. Adjournment

President Bailey adjourned the Regular Meeting at 7:35 p.m.

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Board President

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Board Secretary