

CHEHALIS SCHOOL DISTRICT

Meeting Minutes

Chehalis School District Board Room
December 12, 2017

1. Call to Order - Regular Session

President Bailey called the Special Session to order at 6:30 p.m. He led the flag salute and welcomed guests. There were no comments from the audience. Board Vice President Clark commented on the great crowds and performance of the W.F. West Theatre & Music presentation, "Shrek The Musical." Mrs. State commented on the informative WSSDA Conference in November and the Santa Parade Bus. Mrs. Daniels commended Mrs. Balmer and the high school staff on the Industry in Education event.

Meeting Attendees:

Board Members

Joe Clark, President
Vicki Daniels, Vice President
Colleen State, Board Member
Dr. Brian Roberts, Board Member
Brennan Bailey, Board Member

Staff, Students, Public

Ed Rothlin, Superintendent
Mary Lou Bissett, Assistant Superintendent
Heather C. Pinkerton, Director, Business and Operations
Debby Gregory, Personnel/Communications Officer, Recording Secretary
Trisha Smith, Director of Teaching and Learning
Bob Hunt, Principal, Cascade Elementary
Rick Goble, Assistant Principal, Chehalis Middle School
Wendla Balmer, Assistant Principal, CTE Director, W.F. West High School
Bob Walters, Principal, W.F. West High School
Tim Touhey, Principal, Green Hill Academic School/Lewis Co. Juvenile Detention/Lewis Co. Alternative School
Loretta Duncan, Director, Special Education
Derek McMillion, Facilities Supervisor
Lynn Wakefield-Rickard, CEA President, Teacher, Olympic Elementary School
Terysa Tripp, Teacher, Chehalis Middle School
Matthew Klov Dahl, Teacher, W.F. West High School

Oath of Office

Superintendent Rothlin administered the Oath of Office to Vicki Daniels and Colleen State who were re-elected to the Board in the November 2017 election.

Board Recognition

President Bailey called for a nomination for Board President for 2018. Mrs. Daniels moved, Dr. Roberts seconded, to nominate Mr. Clark as the 2018 Board President. Mr. Clark indicated his willingness to accept the position. *Motion passed 4-0.* President Clark called for a nomination for Board Vice President for 2018. Dr. Roberts moved, Mr. Bailey seconded, to nominate Mrs. Daniels to serve as Vice President. Mrs. Daniels willingly accepted the position. *Motion passed 4-0.* President Clark called for a volunteer to serve as Legislative Representative, a two-year commitment and Mrs. Daniels expressed her willingness to serve another two-year term as Legislative Representative. President Clark called for two volunteers to serve as West Scholarship Board Representatives. Dr. Roberts and Mrs. State expressed their willingness to continue to serve on that committee. Mr.

Bailey then indicated his willingness to continue to serve as the WIAA Board Representative for 2018.

Special Recognition

Superintendent Rothlin and the Board presented Mr. Bailey with a token of their appreciation and expressed to him their thanks for his outstanding service as Board President for years 2016 and 2017.

2. Approve Minutes

Mrs. State moved, Mrs. Daniels seconded, to approve the minutes of the November 14, 2017, Special School Board Meeting. *Motion passed 4-0.*

3. Reports

Superintendent's Report

The report given by Superintendent Rothlin included the following topics: National conference for P.E. teachers, change orders, STEM wing schedule, elementary schools construction update, meetings list and Santa Parade.

Administrative Report

Mrs. Duncan introduced special education teachers Mr. Klovdahl (W.F. West) and Mrs. Tripp (Chehalis Middle School) who shared information from the n2y curriculum website which demonstrated the types of lessons at various levels.

Budget Status Report

Mrs. Pinkerton presented the Budget Status Report for fund balances as of November 30, 2017, for the General Fund, Capital Projects Fund, Debt Service Fund, Associated Student Body Fund, and Transportation Vehicle Fund. Items of interest included enrollment and the State Audit to begin January 2, 2018.

Facilities Report

Mrs. Pinkerton and Mr. McMillion shared a PowerPoint presentation highlighting the maintenance projects for the 2016-2017 school year.

4. Approve Consent Agenda

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

1. Warrants

- o PR Checks - \$54,111.43
- o Electronic Deposits - \$1,216,886.80
- o PR Taxes - \$451,974.98
- o PR/AP Checks - \$887,433.40
- o PR/AP ACH - \$425.00
- o General Fund: 122591-122621, \$89,396.70; 122622-122646, \$74,811.19; 122647-122690, \$49,441.48; 122691-122720, \$88,768.85; 122762-122818, \$234,282.50
- o APACH Direct Deposits: 171800058-171800117, \$7,218.93
- o AP Compensating Tax: 201700010, \$1,652.48; 201700011-201700012, \$473.71
- o ASB Fund: 403377-403386, \$6,299.56; 403387-403401, \$20,865.20; 403402-403404, \$865.77; 403405-403435, \$39,349.33
- o Capital Projects: 200260-200263, \$1,552,839.90; 200264-200269, \$2,186,771.59
- o Private Purpose Trust: 700211, \$85.21

2. Resolution Number 17-18-005, Warrant Cancellation

3. Student Travel

- o Overnight travel for 16 WFW High School Wrestling students and three (3) coaches/chaperones to the

following events: (costs paid from Athletics and booster club)

- December 15-16, 2017, Hammerhead Invitational, Bremerton, WA. Hotel accommodations at Quality Inn & Suites
- December 29-30, 2017, Pac Coast Championship, Vancouver, WA. Hotel accommodations (if needed) at SpringHill Suites by Marriott, Portland, OR
- Overnight travel for 16 WFW High School Boys Basketball students and four (4) coaches/chaperones for competition December 28-29, 2017, Yakima, WA. Hotel accommodations will be at Oxford Suites. (cost paid from Athletics and booster club)
- Overnight travel for 20 WFW High School Girls Basketball students and four (4) coaches/chaperones for competition December 28-29, 2017, Anacortes, WA. Hotel accommodations will be in Skagit County (TBD) (cost paid from Athletics and booster club)
- Overnight travel for four (4) WFW High School Band and Choir students and Adam Campagna and Angela Gilbert to attend All-Northwest Honor Ensembles February 16-18, 2018, Yakima, WA. Hotel accommodations (TBD). (cost paid from Music booster and district music budget)

4. Staff Travel

- Out-of-state travel for the following teachers to attend Society of Health and Physical Educators National Convention, March 20-24, 2018, in Nashville, TN: Lynn Wakefield-Rickard, JoAnne Enbody and Melissa Varick (cost paid from professional development and district curricular funds)

5. New Business

a. Change Orders

Mrs. Daniels moved, Mrs. State seconded, to approve W.F. West High School STEM Addition Change Order #9 and PK-2 Elementary School Change Order #13. *Motion passed 4-0.*

b. Board Policy 1310 - Policy Adoption, Manuals and Administrative Procedures

Mrs. Daniels moved, Mr. Bailey seconded, to hold a second reading/adoption of Board Policy 1310, Policy Adoption, Manuals and Administrative Procedures. *Motion passed 4-0.*

c. Surplus

Dr. Roberts moved, Mr. Bailey seconded, to declare as surplus (outdated and/or beyond repair) the following, allowing for removal from district inventory: *Motion passed 4-0.*

- W.F. West - Library Materials
- Transportation - Van

d. Donation(s)

Mrs. Daniels moved, Dr. Roberts seconded, to approve the donations as listed. *Motion passed 4-0.*

i. Cascade Elementary School

- \$127.50 from United Way of Lewis County for ASB - Leslie Pagel.

ii. R.E. Bennett Elementary School

- \$5,100 from PTA for field trips, assembly fees
- \$1,400 from PTA for family activities, support and AR bead shop supplies

iii. Olympic Elementary School

- \$122.25 from Sahara Pizza for books

iv. W.F. West High School

- \$2,000 anonymous donation for Class of 2018 overnight party
- \$500 from Trisha Goldsby DDS for graduation cap and gowns

- \$100 from Chehalis Rotary Club for WFW Choir
- \$1,497 from students, faculty and community members for Secret Santa

v. **Chehalis School District**

- \$5,000 from the Crocker Group for teacher/administrator professional development
- \$400 approximate value (from Mike & Sue Austin) of gloves for needy children

e. **Personnel Items**

Mrs. Daniels moved, Mr. Bailey seconded, to approve the personnel items as listed. *Motion passed 4-0.*

i. **Hiring of Classified Staff**

- Valerie Denault as Custodian, Chehalis Middle School, M-F, 3-11:30 pm, effective November 20, 2017, through August 31, 2018.

ii. **Extra Duty Stipend**

- The following extra admin duty stipends: Rick Goble, \$2,100 and Ryan Robertson, \$4,200 from November 23, 2017, through January 26, 2018.

6. **Announcements**

Dec 12	Band & Strings Concert, Chehalis Middle School, Gym, 7-8:30 pm
Dec 15	Band/Strings/Choir Concert, W.F. West High School, Gym, 7-9 pm
Dec 15	Early Release for Winter Break - No Lunch Served
Dec 18- Jan 1	Winter Break
Jan 2	Back to School - Happy New Year!
Jan 15	Martin Luther King Day - Holiday
Jan 16	Regular School Board Meeting, 6:30 pm

7. **Adjournment**

President Clark adjourned the Special Meeting at 8:53 p.m.

Board President

Board Secretary