CHEHALIS SCHOOL DISTRICT

Meeting Minutes
Chehalis School District Board Room
May 21, 2019

1. Call to Order - Regular Session

Board President Daniels called the Regular Session to order at 6:30 p.m. and led the flag salute. There were no comments from the audience. President Daniels and Mrs. State attended the Top Ten Dinner at W.F. West High School to honor the top ten students from both Centralia and Chehalis School Districts. They commended the Chehalis Food Service staff for a nicely prepared dinner. President Daniels also attended the Top 25 luncheon sponsored by The Chamber. They commented how nice it was to listen to students talk about their future plans. Mr. Clark shared that this year's Activators Golf Tournament brought in more than $8,000 to benefit our middle school athletes.

Meeting Attendees:
Board Members
Vicki Daniels, President
Colleen State, Vice President
Dr. Brian Roberts, Board Member, excused
Brennan Bailey, Board Member
Joe Clark, 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, James W. Lintott Elementary School
Brett Ellingson, Principal, Orin C. Smith Elementary School
Chris Simpson, Principal, Chehalis Middle School
Tommy Elder, Assistant Principal, W.F. West High School
Wendie Balmer, Assistant Principal, W.F. West High School
Loretta Duncan, Director, Special Education
Jill Peterson, Instructor, Special Education
Melissa Chan, School Psychologist, Special Education
Lynn Wakefield-Rickard, CEA President, Instructor, Orin C. Smith Elementary School
Steve Staden, Instructor, Green Hill Academic School
Adam Campagna, Instructor, W.F. West High School
Isabelle Santiago, Student, W.F. West High School
Wade Rominos, Student, W.F. West High School
Larry Petersen, Chehalis
2. Approve Minutes

Mr. Bailey moved, Mrs. State seconded, to approve minutes of the April 23, 2019, Executive Session, Work Session and Special School Board Meeting. **Motion passed 3-0.**

3. Reports

**Superintendent's Report**
Superintendent Rothlin reviewed agenda items including: Administrative Report (AVID - Advancement Via Individual Determination), student travel (Skills USA National Conference), changes in paid lunch and breakfast prices, surplus, annual signature authorizations (agreements/contracts/grants), summer sports activities, annual WIAA membership resolution, Smith change order #14, board policies (new and 2nd reading/adoptions), and facilities update (vacant buildings - utilities and maintenance).

**Administrative Report**
Mrs. Smith introduced Mr. Elder who gave a presentation on AVID, which stands for Advancement Via Individual Determination. He shared that AVID is a direct and purpose driven support structure for students’ academic and career success. The program places special emphasis on developing writing, critical thinking, teamwork, organization and reading skills. Mr. Elder introduced W.F. West AVID students Isabelle Santiago and Wade Romine who shared examples of skills they have learned that specifically helped them with their organization, communication and note-taking skills. The students indicated their appreciation to participate in a career and college readiness program.

**Budget Status Report**

4. Approve Consent Agenda

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

1. Warrants
   - PR Checks, 48810645-48810705, $18,367.10
   - Electronic Deposits, 900040955-900041492, $1,420,765.51
   - PR Taxes, $486,588.57
   - PR Retirement, $456,329.70
   - PR Child Support, $3,402.09
   - PR/AP Checks, 48126238-48126273, $545,716.66
   - PR/AP-ACH, $425.00
   - General: 48126274-48126319, $55,580.88; 48126320-48126322, $4,357.27; 48126323-48126382, $118,175.56; 48126383, $37,100.04
   - APACH Direct Deposits: 181900336-181900383, $6,074.97
   - ASB: 48403973-48403991, $11,653.69; 48403992-48404001, $13,729.82; 48404002, $12,209.75
   - Capital Projects: 48200527-4822530, $58,596.98; 48200531-48200533, $1,325,006.87; 48200534, $7,160.00
   - Private Purpose Trust: 48700243 $500.00; 48700244-48700245, $1,050.00

2. Resolution No. 18-19-011 and Resolution No. 18-19-013, warrant cancel

3. Student Travel
   - Out-of-state, overnight travel for seven (7) W.F. West High School SkillsUSA team members and two (2) advisors, Alison Clinton and Deede Young, to attend SkillsUSA National
5. New Business

a. Food Service Increases

Mr. Bailey moved, Mr. Clark seconded, to approve the following effective for the 2019-2020 school year: student lunch price increases, student/adult breakfast price increases and adult barbecue price increases as listed on the attached memo. **Motion passed 3-0.**

b. Surplus

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

- W.F. West High School - Zamboni Floor Cleaning Machine as listed
- Maintenance/Grounds Department - as listed
- Olympic Elementary - as listed

c. Authorized Signatures for Agreements/Contracts 2019-2020

Mr. Clark moved, Mrs. State seconded, to approve the following district administrators as authorized signatures on all 2019-2020 Agreements and Contracts on behalf of the Chehalis School District: **Motion passed 3-0.**

- Ed Rothlin, Superintendent
- Heather C. Pinkerton, Director of Business & Operations

d. Authorized Signatures for State/Federal Grants 2019-2020

Mr. Bailey moved, Mr. Clark seconded, to approve the following district administrators as authorized signatures on all 2019-2020 State and Federal grant applications on behalf of the Chehalis School District: **Motion passed 3-0.**

- Ed Rothlin, Superintendent
- Heather C. Pinkerton, Director of Business and Operations
- Trisha Smith, Director of Teaching and Learning

e. 2019 Summer Sports Activities

Mr. Clark moved, Mrs. State seconded, to approve the 2019 summer sports activities required by district risk management company, Clear Risk Solutions. **Motion passed 3-0.**

f. Resolution No. 18-19-012 WIAA Enrollment

Mr. Bailey moved, Mr. Clark seconded, to adopt Resolution No. 18-19-012, Enrollment in WIAA (Washington Interscholastic Activities Association) for the 2019-2020 school year. (annual renewal) **Motion passed 3-0.**

g. Orin C. Smith Change Order #14

Mr. Clark moved, Mrs. State seconded, to approve Orin C. Smith Elementary School CO #14. **Motion passed 3-0.**

h. Board Policies

Mr. Clark moved, Mr. Bailey seconded, to approve the first and second reading/adoptions of the following policies. **Motion passed 3-0.**

- Request to hold a first reading of replacement policy:
  - 3241 - Student Discipline
- Request to hold a second reading/adoptions of the following policies:
  - 3410 - Student Health
  - 3412 - Automated External Defibrillators
  - 3413 - Student Immunization And Life Threatening Health Conditions
  - 3416 - Medication at School
  - 3417 - Catheterization
• 3418 - Response to Student Injury or Illness
• 3419 - Self-Administration of Asthma and Anaphylaxis Medications
• 3420 - Anaphylaxis Prevention and Response

i. Donation(s)

Mrs. State moved, Mr. Bailey seconded, to approve the donations as listed. \textit{Motion passed 3-0}.

i. James W. Lintott Elementary School

• $268.10 from Box Tops for Education
• $500.00 from Rebecca Welker for lunch accounts
• $1,000.00 from Rebecca Welker for students in need

ii. Orin C. Smith Elementary School

• $128.14 from Sahara Pizza
• $130.00 from TwinStar Community Foundation for Tacoma Art Museum field trip

iii. Chehalis Middle School

• $500.00 from L & E Bottling

iv. W.F. West High School

• $250.00 from Mr. and Mrs. Enbody for Leadership Program
• $200.00 from Gretchen and Chris Moore for Cap and Gown fund
• $400.00 from Robin Kcehr to FFA
• $10,000.00 from Kids Connect Charitable Fund, c/o Sterling Foundation Management for CRISPR Technology

v. Chehalis School District

$98,000.00 from Chehalis Foundation

• $6,000 for BERC (transcript eval, KPIs)
• $82,000 for Elementary Math Intervention Specialist
• $10,000 for CRISPR technology WFW

j. Personnel Items

Mr. Clark moved, Mr. Bailey seconded, to approve the personnel items as listed. \textit{Motion passed 3-0}.

i. Hiring of Certified Staff

• 2019 Summer Certificated staff at Green Hill Academic School and Lewis County Juvenile Detention Center.
• Dede Ramacher as instructor, W.F. West High School APEX Summer 2019 program, 3.5 hrs/day, M-Th, June 17 through July 18 (excluding Fourth of July.)

ii. Hiring of Classified Staff

• Sonja Lorenzo as Food Service Helper, 2019 Summer Food Program, July 8-25, 2019, M-Th, 10:00 am to 1:00 pm.
• Kyle Karnofski, W.F. West High School Girls Head Basketball Coach, effective for the 2019-2020 Winter Season, November 18, 2019 through March 7, 2020. Stipend, Step 1, $6,155.
• 2019 Summer Classified staff at Green Hill Academic School.
• Alexander Eades as Student Worker, Technology Department, one hour per day after school, M-F and temporary 2019 summer student worker, hours to vary.
• Cheryl Evans as Temporary Summer Educational Paraprofessional, and Beatrice Mendez ELL/EA, W.F. West High School, 2019 Summer APEX program, 3.5 hrs/day, M-Th, June 17 through July 18 (excluding Fourth of July.)
• Temporary 2019 Summer Grounds/Multipurpose Workers, 8 hrs/day, M-F: Jordan Waring
(5/6/19 - 8/1/19), Jasper Ellingson (6/17/19 - 8/9/19), Trevor Thornburg (5/14/19 - 9/8/19), Bryce Dobyns (6/17/19 - 9/16/19), Matthew Zylstra (6/17/19 - 9/19/19), Joshua Wilks (5/20/19 - 8/1/19), Megan Wilks (5/6/19 - 8/14/19.)

6. Announcements

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 20-26</td>
<td>National Educational Bosses' Week</td>
</tr>
<tr>
<td>May 23</td>
<td>Jazz Concert, Chehalis Middle School Commons, 7-8:30 p.m.</td>
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<tr>
<td><strong>May 24</strong></td>
<td><strong>No School</strong></td>
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<tr>
<td><strong>May 27</strong></td>
<td><strong>Memorial Day - Holiday</strong></td>
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<tr>
<td>May 30</td>
<td>W.F. West Band Concert, Commons, 7-8:30 p.m.</td>
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<tr>
<td>Jun 2</td>
<td>Baccalaureate, Bethel Church, 4 p.m.</td>
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<tr>
<td>Jun 3</td>
<td>Chehalis Middle School Band Concert, Gym, 7-8:30 p.m.</td>
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<tr>
<td>Jun 8</td>
<td>Graduation, 6 p.m.</td>
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<tr>
<td>Jun 10</td>
<td>5th Grade Music Concert, Smith Auditorium, 7-8 p.m.</td>
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<tr>
<td><strong>Jun 13</strong></td>
<td><strong>Last Day of School - Early Release</strong></td>
</tr>
<tr>
<td><strong>Jun 18</strong></td>
<td><strong>Regular School Board Meeting, 6:30 p.m.</strong></td>
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END OF YEAR ACTIVITIES
James W. Lintott Elementary

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 23</td>
<td>Penny Playground Field Trip</td>
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<tr>
<td>May 31</td>
<td>S.W. Washington Dance Center, &quot;Alice in Wonderland&quot; - 1:15 p.m.</td>
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<tr>
<td>Jun 13</td>
<td>Last Day of School - Early Dismissal, 11:40 a.m.</td>
</tr>
<tr>
<td>Jun 11</td>
<td>BBQ - 1st Grade - Parents Welcome</td>
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<tr>
<td>Jun 12</td>
<td>BBQ - 2nd Grade - Parents Welcome</td>
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Orin C. Smith Elementary

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 28</td>
<td>4th &amp; 5th Grade Swim Day</td>
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<tr>
<td>May 29</td>
<td>3rd Grade Swim Day</td>
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<tr>
<td>May 30</td>
<td>4th Grade Field Trip - Washington State History Museum</td>
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<tr>
<td>May 31</td>
<td>Cougar Card Lunch</td>
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<tr>
<td>Jun 12</td>
<td>Field Day - Subject to change, please check school</td>
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<tr>
<td>Jun 13</td>
<td>Jeff Evans Magic Show</td>
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<tr>
<td>Jun 13</td>
<td>Last Day of School - Early Dismissal, 11:40 a.m.</td>
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Chehalis Middle School

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<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>May 31</td>
<td>8th Grade Celebration, 7-10 p.m.</td>
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<tr>
<td>Jun 12</td>
<td>8th Grade Field Trip - Wild Waves, Tacoma</td>
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<tr>
<td>Jun 12</td>
<td>6th &amp; 7th Grade Field Day</td>
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<tr>
<td>June 12</td>
<td>BBQ</td>
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<tr>
<td>Jun 13</td>
<td>Assembly</td>
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<tr>
<td>Jun 13</td>
<td>Last Day of School - Early Dismissal, 11:35 a.m.</td>
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W.F. West High School

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>May 29</td>
<td>Senior Athletic Banquet, Commons, 6:30 p.m.</td>
</tr>
<tr>
<td>May 31</td>
<td>Academic Grammies, Gym, 9:50 - 10:50 a.m.</td>
</tr>
</tbody>
</table>
Jun 2  Baccalaureate, Bethel Church, 4 p.m.
Jun 5  Senior Walk at Elementary Schools, 11:30 - 1 p.m.
Jun 5  Senior Lunch, Commons 1-1:30 p.m.
Jun 5  Senior Awards Assembly, (Parents welcome) Gym, 1:35 p.m.
Jun 6  Graduation Practice, 8-8:30 a.m. MANDATORY
Jun 6  Senior Picnic, Wild Waves, Tacoma
Jun 6  BBQ
Jun 6  Senior Scholarship and Awards Night, Commons, 6:30 p.m.
Jun 7  Senior Breakfast, Commons, 7:30 a.m.
Jun 7  Commencement Practice, 8:15 - 10:45 a.m. MANDATORY
Jun 7  Diploma Pictures, 10:45 a.m.
Jun 8  Graduation, Gym, 6 p.m. (Seniors meet in Tech Center/Library @ 5 p.m.)
Jun 10  BBQ
Jun 13  Last Day of School - Early Dismissal, 11:15 a.m.
Jun 13  Staff BBQ

**Visions**

Jun 12  Graduation, S.W. Washington Fairgrounds/Community Building, 6 p.m.

### 7. Adjournment

President Daniels adjourned the Regular Meeting at 7:28 p.m.

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Board President

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Board Secretary