

# 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 Staaden, Instructor, Green Hill Academic School

Adam Campagna, Instructor, W.F. West High School

Isabelle Santiago, Student, W.F. West High School

Wade Romines, 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/adoption), 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

Mrs. Pinkerton presented the Budget Status Report for fund balances as of April 30, 2019, for the General Fund, Capital Projects Fund, Debt Service Fund, Associated Student Body Fund, and Transportation Vehicle Fund. Items of interest included: Food Service Director (Aaron Bradford), future paid meal price increases, surplus property 2019-2020.

## 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

competition on June 24-28, 2019, Louisville, KY. (cost paid from VOC/ASB funds)

## 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/adoption 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/adoption 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. ***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 Keehr 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. ***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 Dobyms (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

May 20-26 National Educational Bosses' Week  
May 23 Jazz Concert, Chehalis Middle School Commons, 7-8:30 p.m.  
**May 24 No School**  
**May 27 Memorial Day - Holiday**  
May 30 W.F. West Band Concert, Commons, 7-8:30 p.m.  
Jun 2 Baccalaureate, Bethel Church, 4 p.m.  
Jun 3 Chehalis Middle School Band Concert, Gym, 7-8:30 p.m.  
Jun 8 Graduation, 6 p.m.  
Jun 10 5th Grade Music Concert, Smith Auditorium, 7-8 p.m.  
**Jun 13 Last Day of School - Early Release**  
**Jun 18 Regular School Board Meeting, 6:30 p.m.**

### END OF YEAR ACTIVITIES

#### James W. Lintott Elementary

May 23 Penny Playground Field Trip  
May 31 S.W. Washington Dance Center, " *Alice in Wonderland* " - 1:15 p.m.  
Jun 13 Last Day of School - Early Dismissal, 11:40 a.m.  
Jun 11 BBQ - 1st Grade - Parents Welcome  
Jun 12 BBQ - 2nd Grade - Parents Welcome

#### Orin C. Smith Elementary

May 28 4th & 5th Grade Swim Day  
May 29 3rd Grade Swim Day  
May 30 4th Grade Field Trip - Washington State History Museum  
May 31 Cougar Card Lunch  
Jun 12 Field Day - Subject to change, please check school  
Jun 13 Jeff Evans Magic Show  
Jun 13 Last Day of School - Early Dismissal, 11:40 a.m.

#### Chehalis Middle School

May 31 8th Grade Celebration, 7-10 p.m.  
Jun 12 8th Grade Field Trip - Wild Waves, Tacoma  
Jun 12 6th & 7th Grade Field Day  
June 12 BBQ  
Jun 13 Assembly  
Jun 13 Last Day of School - Early Dismissal, 11:35 a.m.

#### W.F. West High School

May 29 Senior Athletic Banquet, Commons, 6:30 p.m.  
May 31 Academic Grammys, Gym, 9:50 - 10:50 a.m.

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