

**KITTITAS SCHOOL DISTRICT NO. 403  
BOARD OF DIRECTORS  
KITTITAS, WA 98934**

Regular Board Meeting Minutes  
September 21, 2022  
7:00 pm Regular Board Meeting  
KSD Board Room

Mike Lowe, Chair  
Jerry Lael, Vice-Chair  
Sharon Damm, Member  
Chad Johnson, Member  
Billy (BJ) Fekkes, Member

Angela Von Essen, Superintendent  
Michelle Helgeson, Recording Secretary

The regular board meeting was called to order at 7:00p.m., by Chairman Mike Lowe. All board members were present, with the exception of Chad Johnson, who was excused from the meeting.

**Call to Order**

Superintendent Von Essen reviewed the Board Meeting Protocols sheet that was made available to the board and guests.

**Meeting Protocols**

The following guests were in attendance: Bernie O'Donnell, Lisa Couret, LuAnn Moen, Chris Moen, Wendy Hudson, Cheryl Uceny, Natalie Seubert, Reena Calahan, Alice Huss, Barb Schmidt, Jeff Schmidt, Carrie Nash, Mark Crowley, Carrie Kavanaugh, Heather Forgey, Tyler Markus, Jessica Markus, Deanne Varnum, Kirsten DeKoning, Mallori Dixon, Tanya Myers, Bryan Huss, Brittni Kelleher, Susan Thurnau, Marissa Taylor, Laura Skindzier, Mandy Ravet, Josh Cox, Jennifer Patteson, Allan Lowe, Jenny LaFrenier.

**Guests**

Angela Von Essen requested a change to the agenda by removing the Leave of Absence request for Erika White and New Business item #3 for Transfer of Funds Resolution. Jerry Lael moved to approve the agenda changes as requested

**Regular Agenda**

Cheryl Uceny thanked Sharon Damm for her many years of service to the District. Mrs. Uceny stated students are back and ready to work.

**Public Comments**

Deanne Varnum stated she felt Sharon Damm listened to staff and community concerns and thanked her for her service. Mrs. Varnum expressed her concerns with out-of-endorsement teachers.

Wendy Hudson shared that she is one of the teachers who are currently working out-of-endorsement. Mrs. Hudson shared with the board the timeline for her certificate renewal and stated her request was submitted prior to the June 30 deadline and she was not informed by OSPI that her fingerprints and documentation were deficient until Sept 1. Mrs. Hudson also informed the board that the board could

allow her to continue with a Transitional certificate and read the OSPI definition to the board.

Jerry Lael expressed his thanks to Sharon Damm and stated he will miss her calm demeanor.

Angela Von Essen presented the following personnel changes:

## **Personnel Changes**

Resignation/Retirement/Termination:

- Gayle Warner – Elementary SPED Teacher
- Krischon Miller – Elementary Paraprofessional
- Sharon Damm – School Board Member, Position 4

New Hires:

- Andres Armengol – MS Volleyball Head Coach
- Miranda Paul – HS Volleyball Assistant Coach
- Mackenzie Miller – 5<sup>th</sup> Grade Teacher
- Rebecca Griswold – K-12 Band/Music
- Sabrina Fuentes – Food Service Server
- Debbie Attebery – Food Service Server
- Christopher Krueger – Dean of Students/Athletic Director
- Ashley Pannkuk – Elementary Paraprofessional
- Caleb Harris – HS Football 2<sup>nd</sup> Assistant Coach
- Ruby Valezquez Perez – Elementary Paraprofessional

Leave of Absence:

- Linda Venable – Elementary Counselor

Coaching Renewals:

Transfers:

- Nicole Slyfield – Transitional Kindergarten Teacher
- LuAnn Moen – 6<sup>th</sup> Grade Math/Math Intervention
- Cheri Didenhover – 5<sup>th</sup> Grade Teacher

Jerry Lael moved to approve consent agenda as amended (minutes from August 17, 2022 regular meeting General Fund A/P warrants #77178-77180, 77186-391,454.33 in the amount of \$425,500.10; ASB warrants #7047-7054 in the amount of \$4,024.09; Capital Projects warrants #243-257 in the amount of \$834,235.82; and Payroll warrants #77152-77177, along with direct deposits, in the amount of \$600,060.21). Chad Johnson seconded the motion. The motion carried.

## **Consent Agenda**

Angela Von Essen informed the board and guests that accusations are taken seriously at the District and as such, she will be working with our risk management company to perform a District-wide investigation.

## **Correspondence**

Wendy Hudson updated the board on this year's Homecoming theme and festivities. Mrs. Hudson thanked the leadership class for helping and stated the royalty group has been voted on.

## **ASB Report**

The Elementary and Secondary Principal reports were provided electronically. The board had no clarifying questions of the principals. Chad Johnson requested the

## **Principal Reports**

principals ensure better communication with staff in order to provide the best opportunities for student success.

Steve Sawyer, from RPM, gave the monthly update on construction projects. Mr. Sawyer also provided a recap of change order #15 to be voted on during under New Business. In addition, Bernie O'Donnell, RPM President, informed the board of the one year warranty specifics. Mr. O'Donnell shared that they enjoyed working with the District and thanked Mike Lowe and Sharon Damm for being in the trenches from the beginning of the project and holding RPM accountable. Mr. O'Donnell also shared that they will be applying for additional state funds in hopes to complete the transportation/maintenance building. Lisa Couret also expressed her thanks to district staff.

## **RPM Report**

Michelle Helgeson gave the enrollment report, stating the K-12 enrollment for September 2022 is 585.21 fte.

## **Business Manager Report**

Michelle Helgeson gave the budget status report for August 2022, reporting that we are 100% into the new fiscal year, have collected 88.20% of anticipated revenues, and spent 88.15% of budgeted expenditures. The ending balance for August was \$732,080.14.

Superintendent Von Essen shared that the Community Advisory meetings are set to begin and will be held on the first Wednesday of each month at 6:00p.m. in the Boardroom. Jerry Lael and BJ Fekkes volunteered to attend from the board.

## **Superintendent Report**

Angela Von Essen presented construction change order #15, as previously explained by Steve Sawyer. Jerry Lael moved to approve the change order. Chad Johnson seconded. The motion carried.

## **Change Order**

Superintendent Von Essen gave a brief update regarding the lift station at the Secondary, stating City personnel would like to have a meeting to discuss their request for the district to pay for monthly maintenance. Board members, Jerry Lael and BJ Fekkes volunteered to attend the meeting.

## **Lift Station Update**

Ms. Von Essen presented the board with the non-represented staff salaries, stating the Food Service Director position is below the median range for districts like-size. Ms. Von Essen requested the board approve a salary increase for this position. Jerry Lael moved to approve the increase as requested. Chad Johnson seconded. The motion carried.

## **Employee Wage Increase**

Angela Von Essen shared information regarding the WSSDA Annual Conference.

## **WSSDA Conference**

Angela Von Essen presented the board with the list of employees out-of-endorsement. Chad Johnson moved to table the decision until after executive session for further discussion. Jerry Lael moved to approve Chad's request. BJ Fekkes seconded. The motion carried.

## **Employees Out-of-Endorsement**

Angela Von Essen presented the board with the Secondary Comprehensive Counseling Program report. Jerry Lael moved to table the decision until the October regular board meeting to allow Mr. Terry Johnson additional time to review the document. Chad Johnson seconded. The motion carried.

## **KSS Comp Counseling Report**

Angela Von Essen shared the 2022-23 Minimum Basic Ed Requirements Certification. Ms. Von Essen stated this is an annual report submitted to OSPI. Jerry Lael moved to approve the report as presented. Chad Johnson seconded. The motion carried.

## **Minimum Basic Ed Requirement Rpt**

Cheryl Uceny informed the board that she submitted her certificate renewal request in April and received approval in July, so the process does take a long time.

## **Public Comments Related to Agenda Items**

Jennifer Patteson asked about the status of the Secondary front door. Steve Sawyer stated that the contractor has been contacted. In addition, Ednetics is still waiting on supplies needed for the ADA push button.

Josh Cox asked when the minutes from the August board meeting would be posted online for viewing.

Mark Crowley inquired if there would be an open house of the elementary addition for the community. Mr. Crowley clarified that the board agenda is not posted for the public 5 days prior to the board meeting as stated in the Board Meeting Protocols

The board recessed into executive session at 8:22pm for 10 minutes to discuss the performance of a public employee per RCW 42.30.110(g).

## **Executive Session**

The board reconvened at 8:35pm.

Angela Von Essen explained the reasoning for the initial out-of-endorsement request and furthermore requested that Wendy Hudson and Rebecca Griswold be approved to teach out-of-endorsement. Jerry Lael moved to approve the request as presented. Chad Johnson seconded the motion. The motion carried.

## **Employees Out-of-Endorsement**

The meeting adjourned at 8:47pm.

## **Adjournment**

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Mike Lowe, Chairperson

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Angela Von Essen, Superintendent

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Michelle Helgeson, Recording Secretary