



REGULAR BOARD MEETING - REVISED

Keene-Riverview Elementary, MPR, 832 Park Avenue

Tuesday, February 2, 2016 07:00 PM

I. 7:00 p.m. - Call to Order

- a. Pledge of Allegiance
- b. Approval of Agenda
- c. Communications
- d. Recognition:



[Transportation Department Mechanics](#)



[Kate Ashton](#)

II. Information Items:

- a. Citizen-Initiated Petition to Transfer Territory from Mabton School District to Prosser School District
- b. Shining Star Pageant



[Shining Star Pageant](#)

III. Action Items: REVISED

- a. District Bilingual Program Recommendation from Bilingual Program Committee



[Bilingual Program Recommendation](#)

- b. Out-of-State Travel: Training for Teaching for Bi-Literacy Summer Institute in Chicago, IL - REVISED



[Out-of-State Travel - Chicago](#)

IV. Protocol for Addressing Board:



[Welcome to the Board Meeting](#)

V. Hearing of Visitors:

VI. Reports:

- a. Assistant Superintendent's Report
- b. Business Manager's Report

- c. Superintendent's Report
- d. Board Members' Reports
- e. Student Representatives' Reports

VII. Consent Items:



a. Certificated Personnel

 [Cert - February 2, 2016](#)

b. Classified Personnel

 [Class - February 2, 2016](#)

c. Approval of Minutes

 [Regular Board Meeting - January 19, 2016](#)
 [Special Board Meeting January 28, 2016](#)

d. Contracts and Personal Service Agreements

e. Volunteer Coaches

 [Vol Coaches](#)

VIII. Old Business:

IX. Action Items:

a. Columbia Virtual Academy Assessment Agreement

 [CVA Agreement](#)

b. 2015/16 Salary Increase for Assistant Superintendent, Special Services Director/Prosser Falls High School Principal and Business Manager

 [Cabinet Salary Increases](#)

X. Discussion Items:

a. Non-Resident Siblings

b. Board Attendance at WSSDA Legislative Conference

XI. Adjournment:

XII. Future Meetings:

Special Board Meeting - Superintendent's Mid-Year Evaluation, February 4, 2016, Staff Development Room, 6:00 p.m.

Regular Board Meeting, February 16, 2016, Keene-Riverview Elementary MPR, 7:00 p.m.



Certificate of Achievement

presented to

**Prosser School District
Student Transportation**

for outstanding
**WSP School Bus Inspections
Winter and Summer 2014-15**



Given this Ninth Day of November 2015.



State Director of Student Transportation



Washington State Patrol Captain



Regional Transportation Coordinator



WSP/Commercial Vehicle Division Inspector

BOARD PACKET

TO: Board of Directors
SUBJECT: Kate Ashton
AGENDA: Recognition
DATE: February 2, 2016
PREPARED BY: *Dr. Ray Tolcacher, Superintendent*

Background

Kate Ashton, a 7th grader at Housel Middle School won 1st place in the Prosser Veterans' of Foreign Wars local #3207 *Patriot Pen* competition as well as 1st place in the VFW District #17 competition. The theme of the competition was "What Freedom Means to Me". Due to placing first at the local and district level, Kate proudly represented our area at the state competition at the end of January. We are very proud of Kate's accomplishments.

WASHINGTON SHINING STAR PAGEANT



This is not your ordinary beauty pageant ...

Our pageant, in cooperation with the Prosser School District, is open to girls Kindergarten through age 25 who are differently-abled. We want each girl to have a positive experience, gain confidence and leave with memories that will last a lifetime.

***Where:* Bethel Church, Prosser, WA**

***When:* Saturday, February 6, 2016 at 3 p.m.**

- ★ Registration fee is \$25 (partial scholarships available on a limited basis)
- ★ During the pageant each contestant will be assigned a personal buddy to assist them so that parents can enjoy the show!
- ★ For more information call Rene at (775) 741-3800 or visit our Facebook Group Page *Washington Shining Star Pageant*
- ★ **NEW THIS YEAR:** *A Community Service Award!*

BOARD PACKET

TO: Board of Directors
SUBJECT: District Bilingual Program Recommendation
from Bilingual Program Committee
AGENDA: ACTION
DATE: February 2, 2016
PREPARED BY: Deanna Flores, *Assistant Superintendent*

Background:

The US Department of Education and the State of Washington require a sound, research-based instructional program be provided to students in the Bilingual Program. Instruction in the primary language of students is a preferred program model, showing higher achievement than in English-only instruction. Two years ago, the Office of Superintendent of Public Instruction mandated that Prosser plan for a program with Spanish language instruction to begin in the fall of 2016.

Over the last two years, a committee of varied educators and community members has met regularly, learned about program options and visited multiple school sites. Recently, the committee unanimously voted to recommend the Late Exit Bilingual Program model as the best choice for the Prosser School District and our bilingual students.

Recommendation:

Approval of a District Late Exit Bilingual Program is recommended, to begin in the fall of 2016.

BOARD PACKET

TO: Board of Directors

SUBJECT: Out-of-State Travel: Training for Teaching for Bi-Literacy Summer Institute in Chicago, IL

AGENDA: ACTION ITEM - **REVISED**

DATE: February 2, 2016

PREPARED BY: Deanna Flores, *Assistant Superintendent*

Background

This training is necessary to get our District ready to implement our federally required Late Exit Bilingual Program at Whitstran and Keene-Riverview in the fall of 2016. We will be mentored by the Kennewick School District which has extensive training and continues to work closely with the Illinois Resource Center.

Those attending will be: two elementary principals, two elementary teachers, one elementary learning coach and the District Bilingual Coordinator.

They will be traveling to The Illinois Resource Center, Chicago, IL on the following dates: June 27, 2016 – July 1, 2016.

Funding for the travel will be provided by Title III.

Recommendation:

Approval of out-of-state travel is recommended for two principals, two elementary teachers, one elementary learning coach and the District Bilingual Coordinator.

SCHOOL BOARD MEETINGS

Prosser School District No. 116 * 1126 Meade Avenue, Suite A * Prosser, WA 99350

Welcome to a meeting of Prosser School District Board of Directors!

Your views and interest in education are important to us and to your schools. Whether your visit is for the purpose of bringing information to the board's attention, solving a problem, or simply to see what's going on, we hope you'll feel welcome and comfortable at this meeting. We also hope that you will leave with a better understanding of your school district and its board of directors.

How the Board Operates

As the board meeting progresses, you may notice that there is quick action on some items. This is because the board generally considers an issue for several meetings before taking action, and also because background materials on the various items are sent to members for their careful study prior to the meeting. Sometimes the board will approve a motion that encompasses many items. These items, grouped under the "consent" portion of the agenda, are considered routine. You'll be able to follow the action more carefully if you pick up a copy of the agenda that is available.

Board members are: Bill Jenkin, President; Dr. Warren Barmore, Vice-President; Bruce Matsumura, Peggy Douglas and Andy Howe, WIAA representative. Student representatives: Tye Taylor, Taylor Beightol, Zebbie Castilleja & Juan Guerra

About Board Meetings

Business meetings are held twice each month, usually on the 1st and 3rd Tuesdays. The first meeting of the month is also a time for the various educational programs of the district to provide an educational presentation to the Board. These meetings begin at 7:00 p.m.

The board encourages input on all issues under discussion at the business meetings.

About Executive Sessions

The board may occasionally go into executive session, thus excluding the public and the news media from witnessing the discussion. You should know though, that the board will only discuss issues in executive session. It must, by law, take all actions in an open meeting. The law also limits what the board can legally discuss in executive session. These closed discussions may only concern litigation, personnel selection or evaluation, negotiations, complaints against an officer or staff member or real estate transactions where public disclosure would be damaging to individuals or the general welfare of the district. Before going into executive session, the board president must estimate the time the board will return to open session.

Study Sessions

Board Study Sessions are held by the board to address specific issues and to give the board an opportunity to have staff make presentations regarding specific areas of instruction or operation. Study sessions are open meetings and offer the community an opportunity to hear the issues being discussed. Study sessions follow the same protocols as regular board meetings for addressing the board with questions or concerns.

Addressing the Board

You may present a concern to the board during the time reserved for hearing public comment. If this is the case we ask that you:

- Prior to the start of the meeting, sign in, noting the topic you intend to address to the board.
- Come to the microphone and state your name.
- Do not reflect adversely on the political or economic view, ethnic background, character or motives of any individual.
- Do keep your comments concise, non-emotional and brief.

The board is interested in hearing your concerns and your compliments too. It's best to call the superintendent's office a

couple of days before the meeting. If this isn't possible, you can ask the board president to recognize you during the hearing section.

Board Hearings

The school board can be compared to a "court of last resort." If a concern cannot be solved by first talking with the teacher, principal, or appropriate district personnel, it may be forwarded to the board for hearing. Sometimes this hearing may be conducted in "executive session," meaning the public and the media are not in attendance.

About Your Board

Public schools are especially close to the communities they serve because they are governed by men and women selected from the community. These men and women - your school board; are volunteers who spend a great deal of time on the many details involved in providing quality education.

Board members serve four-year terms. They are required to file financial disclosure statements with the Washington State Public Disclosure Commission and must be registered voters of the school district

School board members attend meetings, keep communications open with other members of the community and represent the needs of the district before local, state and national representatives. They make critical decisions that have a direct impact on what children learn and how they learn it. However, a school board is a legal body and can only make decisions as a body.

You may notice that many of the decisions the board must make are not directly related to instruction. School board members are also responsible for keeping the buildings and grounds in good shape, balancing the budget, protecting the district's legal interests, and providing for long-range planning.

BOARD PACKET

TO: Board of Directors
SUBJECT: **Certificated Personnel**
AGENDA: **Consent**
DATE: February 2, 2016
PREPARED BY: Dr. Ray Tolcacher, *Superintendent*

Certificated Employees

Ruth Zediker has been recommended as the National Junior Honor Society Advisor at Housel Middle School.

Kathy Weber and Connie Felicijan have been recommended as Academic Award Recognition Facilitators at Housel Middle School.

BOARD PACKET

TO: Board of Directors
SUBJECT: **Classified Personnel**
AGENDA: **Consent**
DATE: February 2, 2016
PREPARED BY: Craig Reynolds, *Business Manager*

CLASSIFIED EMPLOYEES

Rebecca Fink has been hired as a food service/playground assistant at Whitstran Elementary School.

Board Meeting January 19, 2016

A Study Session of the Prosser School District Board of Directors was called to order at 6:03 p.m. at Keene-Riverview Elementary MPR by Bill Jenkin, President. Other board members present included Dr. Warren Barmore, Peggy Douglas, Bruce Matsumura and Andy Howe. Student representatives Zebbie Castilleja and Tye Taylor were also in attendance. Also present was Dr. Ray Tolcacher, Superintendent; Deanna Flores, Assistant Superintendent; Craig Reynolds, Business Manager and Julie Hyatt, Secretary, along with several community members. The following principals were also in attendance: Dr. Syndi Duehn, Kris Moore, Sally Juzeler, Shellie Hatch, Michael Denny and Kevin Lusk. The purpose of the Study Session was for the Board to hear a presentation on School Improvement Plans and Schoolwide Improvement Plans.

Deanna Flores, Asst. Superintendent, began the presentation of School Improvement Plans and Schoolwide Improvement Plans. Her presentation included Power Point slides. She explained she wanted to “Start with the Why”.

Math was Deanna’s first curriculum topic. She passed the microphone to Kris Moore who explained what is involved in K-2 Common Math Assessments at KRV. Mrs. Moore’s presentation included a video showing students learning how to measure different objects.

Shellie Hatch continued the K-2 Common Math Assessments discussion by explaining that all teachers from WS, PHE and KRV, who have been using Common Math Assessments will meet together to see how effectively students are meeting the standards. This practice is also conducted for students in grades 3-5.

Kevin Lusk then presented information on the plan for 6-12 math curriculum. The secondary grades are more complicated due to the college-required classes students must take. The high school students must also meet all necessary graduation requirements. Kevin explained the Math Bridge Course, which provides students with the opportunity of meeting math requirements in high school, so they are able to take “credit-bearing” math classes in college.

Michael Denny said that math interventions are 3-layered, in order to meet student needs and then described those interventions. Mr. Denny’s presentation included a video showing two students who described how Math 360 had helped them with their math skills and grades.

Deanna said that English/Language Arts is another focus the district is working on for students to meet state assessments and asked the principals to describe their plans in this area to meet academic goals for their students.

Sally Juzeler said the District wants to produce strong writers. She mentioned some of the curriculum the elementary teachers are using to develop strong writers. Her presentation also included a video of classroom instruction demonstrating Lucy Calkins Writing.

Michael said the middle school is continuing the ELA Lucy Calkins work, from the elementary level. He read quotes from middle school teachers about how effective the current methods and curriculum are working for teaching students.

Kevin described English/Language Arts curriculum at the high school. The writing requirement is at a very high level so students will be ready for college. He described in

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detail different English and math classes by grade level. Kevin also addressed the “Honors English 1 designation” which will be put on transcripts. These students can be part of Honors English 2 next year.

Sally explained why the study of assessment data is so important and why the principals constantly review it. She then introduced a video showing two students who are involved in interventions at PHE. The students both think the intervention program is helping them a great deal.

Syndi Duehn said that at Falls they have been working on attendance this year. Each student who is not at school is called within an hour of school starting if they are not there. The students also earn incentives for coming to school. There is also a lot of engagement and communication with each student as well as assistance with each student to keep them on target. Much of the instruction at Falls is online but not all.

Deanna said the bilingual program is changing. This new program will be brought to the Board soon for approval. Regarding science, there is a K-12 team to help build the capacity in science in the District. She also said there will be standards-based grading across all grade levels, with K-5 already there. The secondary levels are working on it. AVID Elementary is a very important part of teaching strategies throughout the District. Deanna then asked the principals to briefly explain how instrumental AVID is in their school.

Kris Moore – KRV has AVID K-2. These young students start to dream and set goals.

Shellie Hatch – AVID at Whitstran in grades 3-5 focuses on organizational skills to help students meet the requirements for middle school and beyond.

Michael Denny – AVID in 6-8 sees the results of the hard work of the elementary schools. The students are far more advanced now than they used to be even a few years ago. He reported that their goal at the middle school is to have an even higher percentage of students transitioning out of the bilingual program due to AVID Accel.

Kevin Lusk said that PHS has AVID classes in all grades 9-12. Kevin talked about the excitement of seeing the AVID students receive college acceptance letters.

Throughout the presentation, the principals answered questions from Board members about the information which they had presented.

Dr. Tolcacher said that professional development is the lifeblood of our District, in order for our teachers to keep up with the ever-changing standards.

The Study Session was adjourned at 7:01 p.m.

The Regular Meeting of the Board of Directors of the Prosser School District was called to order at 7:09 p.m. by Bill Jenkin, President. Other board members present included Dr. Warren Barmore, Peggy Douglas, Bruce Matsumura and Andy Howe. Student representatives Tye Taylor, Zebbie Castilleja, Juan Guerra and Taylor Beightol were also in attendance. Also present were Deanna Flores, Assistant Superintendent; Craig Reynolds, Business Manager; Julie Hyatt, Secretary; and an audience representing school staff and community members.

APPROVAL OF AGENDA:

Board Meeting January 19, 2016

Motion by Warren Barmore, seconded by Andy Howe and motion carried to approve the revised agenda. The revision included additions to Action Items. Also, Dr. Barmore asked to move *Action Item X.d - Transfer of Territory by Petition*, to just prior to Hearing of Visitors, to his motion, as there were several people in the audience who wanted to speak on that topic.

COMMUNICATIONS:

None

INFORMATION ITEMS:

- 2020P: Course Design, Selection and Adoption of Instructional Material Procedure
On December 15, 2015, Policy 2020: Course Design, Selection and Adoption of Instructional Materials was amended and adopted by the Board of Directors.

Deanna Flores explained that she wanted to make sure the board was aware of the implementation of this new procedure.

- Study and Survey Task Force Update
Dr. Tolcacher said the Task Force has been continuing their work to communicate their findings to staff. The Task Force will be presenting the August 20 document to all PSD staff by building, each Tuesday beginning February 9.

Andy Howe, a member of the Task Force said the committee spent a couple of hours going through all the questions presented to the staff, in an effort to fine tune the survey results.

Prosser PTA Update

Lisa Galbraith, PTA Treasurer, thanked the Board for letting them provide updates. She mentioned the Reflections art competition in December, and that fourteen of the competitors have submitted their projects to the state competition. The PTA is also in the process of awarding mini-grants, the first being \$700 to KRV 1st grade students for books for their classrooms. Dr. Seuss Night will be held the first week of March. PTA is still looking for more parental and teacher involvement. Mrs. Galbraith concluded by saying the principal and assistant principal from HMS had attended the last PTA meeting.

ACTION ITEM:

Transfer of Territory by Petition – RCW 28A.315.195

Dr. Tolcacher explained that on November 12, 2015, the Prosser School District received a communication from ESD 105 indicating that a valid citizen-initiated petition for the transfer of territory from Mabton School District to Prosser School District had been received and validated by the Yakima County Auditor's Office. On Monday, December 21, 2015, a special board meeting was held to explain the transfer of territory petition and the statutory requirements for acting on the petition. As explained to the Board at that special meeting, by statute; the two districts are required to meet and negotiate a possible solution, within 90 days of the accepted petition, which is on February 10, 2016.

As a result of the December 21, 2015, special board meeting, the Board requested that board members Dr. Warren Barmore and Peggy Douglas meet with Dr. Tolcacher and the Mabton Superintendent and board members to discuss the petition regarding an action as described in

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RCW. 28A.315.195. To that end, the Prosser board representatives and Superintendent met with the Mabton Superintendent and two board members on January 14, 2016. As a result of that meeting and discussion with the Mabton board members and their Superintendent, board members Warren Barmore and Peggy Douglas will make a recommendation to the board of what action, or actions the Prosser School District as prescribed by statute.

Dr. Barmore read a brief review of the process which has already taken place regarding this issue. He explained the rationale for the decision for which the committee has arrived. He then read their recommendation, which was to deny the petition and to notify Mabton of their recommendation.

Discussion

Rachel Shaw, 315 Wells Gap Rd., Prosser – thanked the board for taking the petition under consideration. She said she has poured her heart into this effort for the last two years. She asked the board members if they had any questions. She explained that her oldest child is attending Prosser as he was grandfathered, but her two youngest are attending Paterson School District. Rachel said it would be very helpful for the siblings to be allowed to attend Prosser School District. It was stated by Dr. Tolcacher that transportation is not an issue. Revisiting the “sibling” issue is different than changing the tax base. He also cautioned the board that opening it up to younger siblings would mean we open it up to all currently grandfathered students’ families.

Rachel asked if there was an option to create a “dual zone” where a family could choose which school district they wanted their children to attend.

Dr. Tolcacher did not think that would be a workable situation.

Warren invited Rachel to attend the Mabton School District next Monday night to hear their concerns.

Aimee Pearson, 281 Wells Gaps Rd., Prosser - thinks there was a bit of mis-representation when she bought her property. She thinks it is important the Board knows that most people thought they were buying homes in the Prosser School District. Mrs. Pearson has two girls who are juniors at PHS. While her students will be able to finish out in PSD, she would love to see her property zoned as Prosser School District property. Mrs. Pearson also said that her husband is now a stay-at-home dad, which has resulted in a loss of income for their family, so that they can ensure their children have transportation to and from school.

Barbie Weinmann, 215 Wells Gap Rd., Prosser – has three kids and a salon here in town. She feels very connected to this community. She worries every year she signs the out-of-district form to see if they will let her kids back in. She hopes the Board will reconsider their decision.

Board Members Discussion

Peggy Douglas said she feels the pain of the families seeking to change the boundary lines, especially the families with younger siblings. She said it was not an easy decision to make the recommendation.

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Warren Barmore said the Board has to go through the proper steps and regulations to transfer territory. Warren also has sympathy for the families in that area, but we have to take into consideration the consequences of our actions for Mabton School District. He thinks it would create a lot of issues if the properties were transferred over.

Bruce Matsumura thinks the transfer of district lines is probably a tough deal. He understands that to some, the incentive to change the lines may be partly economic. The core issue to address is where students will be going to school. There is room for discussion.

Bill Jenkin thinks we can do a lot with more discussion regarding the grandfather clause. Mabton hasn't formally said one way or the other if they would want to approve the transfer of territory. He said he would be fine with the transfer of territory if Mabton was ok with it. He wants to build relationships with the school districts in the area.

Dr. Tolcacher went through some different scenarios depending on the decisions of Mabton School District and Prosser School District.

Motion by Peggy Douglas, seconded by Warren Barmore and motion carried to deny the citizen-initiated petition to transfer territory from the Mabton School District to the Prosser School District.

PROTOCOL FOR ADDRESSING BOARD:

Dr. Tolcacher read the protocol for addressing the Board.

HEARING OF VISITORS:

Nick Bumpaous – Member of Local 598, Plumbers and Steamfitters – Mr. Bumpaous expressed his appreciation to Mr. Lusk and Mr. Pearson for attending the Bikes for Tikes event, held last month. Mr. Bumpaous had a newspaper article about this project for the Board to read. Nick also wanted to extend an offer from Local 598 to help the school district pass a bond if and when the time comes that there will be such an effort.

Dr. Blake Slonecker – Honors English Class – Dr. Slonecker wants the reinstatement of that program and to expand the honors offerings. He is a product of honors classes and briefly explained his own background in honors education. He described the influence of honors education in his own life, both as a student and as an educator. Honors education has been foundational to his success in life. He described a situation that occurred earlier today which speaks to the importance of honors students being in an “honors” environment. He concluded by saying the earlier the honors classes, the better.

Mikki Symonds - Honors English Class – Ms. Symonds would like to see honors classes expand. She would ultimately like to hear by early May if the Board will reinstate Honors English 1 and keep Honors English 2. Most parents want their children to have the best preparation for college – if the honors classes aren't offered, they may not move here or they may move away from here. It is important for students to learn to work hard to do a good job, no matter what they decide to pursue. It is incumbent upon us to provide our kids with the best possible education.

Dawn Steinmetz – Honors English Class – Mrs. Steinmetz is a parapro at Paterson School

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District and the parent of a freshman and a 6th grader. She wants to see the program reinstated. Her son was given a letter saying he was in the honors English class, but found out at orientation there was not going to be a class offered. She wants more than an “honors designation” on his report card. She wants the program to continue. She wants the students to know there is a reward for their hard work.

Bill Jenkin announced that the Board is focused on this situation and believes there will be a resolution by May.

Assistant Superintendent's Report

No report

Business Manager's Report

- January 2016 Student Enrollment
- December 2015 Financial Report
- Voucher and Payroll Meeting Needed at the End of the Month

Superintendent's Report

Dr. Tolcacher reported that we are struggling a little bit with the Safepointe program at the middle school and high school, due to the age of the cameras there. We may have to buy new cameras.

Dr. Tolcacher asked if there is a Board member who could attend the ESD 105 safety and security meetings every two weeks in Yakima. He thinks it would give the Board a better idea of what this is all about. He would love to hear from them on this.

Gap Training is planned. There has been a lot of positive feedback from staff about the upcoming training. The two dates are February 15, 2016 from 9:00 to 12:00 p.m. and February 18, 2016 from 4:00 to 7:00 p.m. Our substitutes will also be invited to attend the training. Julie Hyatt will send the Board an email to see which training they would like to attend.

Board Members' Reports

Bill Jenkin said there was a great Prosser turnout at the Annual Board Workshop. It was impressive. Bill said he realized at the workshop that Prosser isn't necessarily a small district, but more mid-sized.

Peggy Douglas said it made her very proud that Prosser was the only district at the annual board workshop that had every board member in attendance.

Warren Barmore complemented Tye Taylor on his presentation at the Annual Board Workshop.

Student Representatives' Reports

Zebbie Castilleja – ASB had Winter Wish Week Retreat last week. They went through every wish and chose the wishes they would grant. A winter jacket and food are two of the wishes which will be met.

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Tye Taylor – Annual Board Workshop – Tye felt he had a lot to contribute at his table, as he was the only student representative. He felt the student perspective on testing was overlooked so he was happy to bring that to the table.

Juan Guerra – Annual Board Workshop – Juan said it was eye-opening and refreshing. He felt he had as much to contribute as anyone else at the table. It was empowering for him to realize he has a say in what happens. Also, Juan reported there was a swim meet last week as well as one today.

Taylor Beightol – Annual Board Workshop – It was nice to be able to voice student opinions about testing. She was actually able to lead the discussion at her table. Theatre arts class is having their semester showcase on Thursday at 6:30 p.m. There is a speech and debate club currently being formed at PHS. They will go to ASB next week to get it passed, and if so, it will come to the board for approval.

CONSENT ITEMS:

Motion by Warren Barmore, seconded by Bruce Matsumura and motion carried to approve the Consent Agenda as presented.

Certificated Personnel

There were no recommendations.

Classified Personnel

Debbi Whitney submitted a letter of resignation from her position as a bus driver, which was effective December 31, 2015.

Linda Brownlee was hired as an office assistant at Housel Middle School.

Annette Gooldy was hired as a paraprofessional at Housel Middle School.

Approval of Minutes

Minutes from the January 5, 2016 regular board meeting were presented.

Contracts and Personal Service Agreements:

None

Volunteer Coaches

None

OLD BUSINESS:

Superintendent's Mid-Year Evaluation – After discussion, it was agreed that the evaluation will be held on Thursday, February 4, 2016 at 6:00 p.m. at the Staff Development Room.

ACTION ITEMS:

Donation from Prosser PTA

Keene-Riverview Elementary received a donation of \$700 from the Prosser PTA. This award is to purchase reading books for first grade classrooms. The plan is for struggling readers to check out a book each night, read it, and then return the book the next day.

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Motion by Bruce Matsumura, seconded by Peggy Douglas and motion carried to accept the \$700 donation from the Prosser PTA.

Board member Matsumura would like Dr. Tolcacher to find out who selects the books.

School Building Approval

Deanna Flores explained that WAC 180-16-220 requires annual school building approval by the school district Board of Directors as a condition of the District's entitlement to state basic education allocation funds.

All schools in the state write/revise their School Improvement Plan (SIP) each year. The plan, which is data driven, promotes a positive impact on student learning, and includes a continuous improvement process to monitor, adjust and update.

In addition, five schools in our district (Whitstran, Heights, Keene-Riverview, Housel Middle School and Prosser High) are Title I Schoolwide Schools. This means that Federal and State Program and basic education dollars (with the exception of State Transitional Bilingual funds and Title I Migrant funds) that flow to these schools may be blended to the benefit of all students at risk of not meeting state standards. These five schools combine their School Improvement Plan with their federally required Title I Schoolwide Plan.

Annually, the site team at each school reviews, revises and updates their School Improvement Plan and Schoolwide Plan. This is an ongoing process of evaluation of data, planning of programs and interventions and assessment of results. These plans are on file at the curriculum office.

At the Study Session, held earlier this evening, the administrative staff reviewed highlights from their plans and how they will effectively support our students.

Motion by Andy Howe, seconded by Warren Barmore and motion carried to approve all school buildings in Prosser School District.

Contract for "Gap" Training

Dr. Tolcacher explained that at the January 5, 2016, regular board meeting, a presentation was made to the board regarding the need to have District-wide trainings to assist all staff to be able to defend and respond to the possibility of an intruder or active shooter who enters the schools or facilities with the intent of harming students and staff. The information presented by David Funk, our SRO Mark Cole and Gap trainer, Jon Ladines, indicated the need for such training. The trainings are scheduled for President's Day, February 15th with a follow-up training for those who could not attend the February 15th date on February 18th in the late afternoon. Both trainings will take place at Bethel Church in Prosser. It was explained to staff that although the training is encouraged by the district and open to all staff members, participation is voluntary. The cost for each training session, regardless of the number of participants is \$1500 per four-hour session.

Motion by Peggy Douglas, seconded by Andy Howe and motion carried to approve the contract for District-wide "Gap" Training at the cost of \$1500 per four-hour session to be offered on February 15th and February 18th.

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Donation from the Edgar Whitehead Foundation

Craig Reynolds explained that Prosser High School received a donation of \$10,000 from the Edgar Whitehead Foundation. This award is to purchase updated curriculum for AP English. The plan is to purchase e-books, text books and teachers' manuals.

Motion by Warren Barmore, seconded by Peggy Douglas and motion carried to approve the \$10,000 donation from the Edgar Whitehead Foundation.

DISCUSSION ITEMS:

WSSDA Legislative Conference

Dr. Tolcacher asked who is attending. Everyone plans on attending except Zebbie and Andy. Dr. Tolcacher explained the logistics of the trip. He and Craig will be heading over early for the ERNN conference. Dr. Tolcacher suggested he may rent a suburban or some sort of a vehicle for all of them to get over to the conference safely.

After discussion, it was agreed the special board meeting to approve vouchers and payroll will be on Thursday, January 28, 2016 at 8:00 a.m.

ADJOURNMENT:

The board meeting was adjourned at 8:46 p.m.

FUTURE MEETINGS:

Special Board Meeting to Approve Accounts Payable Vouchers and Payroll, January 28, 2016, District Office, 8:00 a.m.

WSSDA Legislative Conference, January 31-February 1, 2016, Olympia

Regular Board Meeting, February 2, 2016, Keene-Riverview Elementary MPR, 7:00 p.m.

Superintendent's Mid-Year Evaluation, February 4, 2016, Staff Development Room, 6:00 p.m.

Clerk to the Board

Board President

Secretary to the Clerk of the Board

Board Meeting January 28, 2016

A Special Meeting of the Board of Directors of the Prosser School District was called to order at 8:01 a.m. by Dr. Warren Barmore, Vice-President. Board members present included Bruce Matsumura and Peggy Douglas. Also present were Dr. Ray Tolcacher, Superintendent; Craig Reynolds, Business Manager and Julie Hyatt, Secretary. The Special Board Meeting was held at the District Administration Office, 1126 Meade Avenue, Suite A. The purpose of the Special Meeting was to approve accounts payable vouchers and payroll.

APPROVAL OF AGENDA:

Motion by Peggy Douglas, seconded by Bruce Matsumura and motion carried to approve the agenda.

ACTION ITEM:

Vouchers and Payroll

“The following vouchers as audited and certified by the auditing officers, as required by RCW 42.24.080, and those expense reimbursement claims certified, as required by RCW 42.24.090, are approved for payment. In addition, payroll warrants in the amount of \$2,164,454.09 are also approved.

General Fund Voucher numbers 187684 through 187842 totaling \$289,854.46
Associated Student Body Fund Voucher numbers 6187 through 6222 totaling \$31,402.58

Payroll warrant numbers 48206 through 48310 totaling \$2,164,454.09.”

Motion by Bruce Matsumura, seconded by Peggy Douglas and motion carried to approve the accounts payable vouchers and payroll.

ADJOURNMENT:

The board meeting was adjourned at 8:09 a.m.

FUTURE MEETING:

Legislative Conference, January 31 – February 1, 2016, Olympia
Regular Board Meeting, February 2, 2016, Keene-Riverview Elementary, 7:00 p.m.
Superintendent’s Mid-Year Evaluation, February 4, 2016, Staff Development Room, 6:00 p.m.

Clerk to the Board

Board Vice-President

Secretary to the Clerk of the Board

BOARD PACKET

TO: Board of Directors
SUBJECT: **Volunteer Coaches**
AGENDA: **Consent**
DATE: February 2, 2016
PREPARED BY: Craig Reynolds, *Business Manager*

VOLUNTEERS

Pete Felicijan has completed the paperwork to be a volunteer girls' varsity tennis coach for Prosser High School.

Said Nabil Bin Daar has completed paperwork to be a volunteer wrestling coach for Prosser High School.

BOARD PACKET

TO: Board of Directors
SUBJECT: Columbia Virtual Academy Assessment Agreement
AGENDA: Action
DATE: February 2, 2016
PREPARED BY: Deanna Flores, *Assistant Superintendent*

Background:

Prosser School District has agreed to provide online students from Columbia Virtual Academy access to state assessments here at Prosser School District.

The purpose of this Agreement is to provide an opportunity for the online/nonresident district to provide access to MSP, HSPE, EOC, SBAC and any other state assessments provided by law to its nonresident students. Under this Agreement, the resident district will provide assessment testing to the online/nonresident district's eligible nonresident students. The Agreement is attached.

Recommendation:

Approval of the agreement with Columbia Virtual Academy for online/nonresident students' access to assessment provided by Prosser School District is recommended.

**Columbia Virtual Academy (Valley School District) and
Prosser School District
2015-2016 Assessment Agreement for Smarter Balance Assessments, MSP Science & Spring EOCs**

Testing Coordinator: Patti Clark **Email:** patti.clark@cva.org **Phone:** 509-937-2822

CVA’s Responsibilities:

- Notify districts if there are new enrollees needing to test at the local district.
- Notify districts if there are withdrawals.
- Communicate the test schedule with students/families.
- Compensate the testing district as recommended by OSPI: \$25 per test, per day, \$50 per test, per day with accommodations, at cost for significant accommodations.
- Compensate the testing district for students who are registered to test who withdraw within 14 days prior to testing: \$25/test/student for cancellation or no-show. No compensation for cancellations/withdrawals 15 days prior or greater.

SSID Number	DOB	Last Name	First Name	Grade Level	Tests Required	Accommodations (If Applicable)	Family/ Student Contact Information	Cost
				10	SB ELA	OG Level ELA 5 th Grade; isolated/small group testing; use of calculator		\$100
				10	SB Math	OG Level Math 5 th Grade; isolated/small group testing; use of calculator		\$100
							Total Cost:	\$200

**Columbia Virtual Academy (Valley SD) and
Prosser School District
2015-2016 Assessment Agreement for SBAs, MSP Science & Spring EOCs**

Local District's Responsibility:

- Complete the communication chart below.
- Administer state tests, secure testing materials, return testing materials to OSPI.

Student Name: (Prefilled by Resident District)	Testing Location: (School name, address, room number)	Testing Dates/ Times:	Test Method: Paper/Pencil Online	School Contact: (Phone number that parents/guardians can call, should they have questions regarding testing with your district.)	Note to Student:
Alexia Wilson Kidd	Prosser HS	(TBD) Contact School Coordinator	Online	Clare Padelford Phone: 509-786-1224 ext. 2128	Student must arrive early to find classroom. School Coordinator will correspond with parent.

**Columbia Virtual Academy (Valley SD) and Prosser School District
2015-2016 Assessment Agreement for SBAs, MSP Science & Spring EOCs**

By signing below, both parties agree to the testing agreement as outlined on pages 1-2. Either party should notify the other should any changes occur to this plan. Electronic signature is acceptable.

Valley School District

Signature: _____

Title: _____

Date: _____

Prosser School District

Signature: _____

Title: _____

Date: _____

BOARD PACKET

TO: Board of Directors
SUBJECT: 2015/16 Salary Increase for Assistant Superintendent,
Special Services Director/Prosser Falls High School
Principal and Business Manager
AGENDA: Action
DATE: February 2, 2016
PREPARED BY: Dr. Ray Tolcacher, *Superintendent*

Background:

The 2015/16 Prosser Principals' Association Salary Schedule was increased by 5.75%. It is proposed that the following employees also receive a salary increase of 5.75%:

- Assistant Superintendent
- Special Services Director/Falls High School Principal
- Business Manager

Recommendation:

It is recommended that the Board of Directors approve the salary increases as presented.