Union Gap School District Board Minutes
Regular Meeting, Wednesday, December 14, 2016
6:00 p.m.

Present: Margarita Soto, Chairman
Dianna Grunlose
Maria Rosas
Dan Olson (excused at 6:53 p.m.)
Nicole Rivera

Kurt H. Hilyard, Superintendent
Chris Kinney, Business Manager

Call to order: Chairman Soto called the regular meeting to order at 6:30 p.m. The flag salute was given.

Addition to Agenda: To accommodate Gary Wetch, the Guest Report (Item #6 on the agenda) will be moved to #3, immediately following approval of the Consent Agenda.

Approval Consent Agenda: The motion was made by Dianna Grunlose and seconded by Dan Olson to approve the consent agenda. Motion carried. Included in the consent agenda were minutes of the last regular meeting, vouchers and payroll.

FUND	WARRANTS	**AMOUNT**	**ISSUE DATE**
General	55315-55390	$399,036.96	12/30/16
ASB	2514-2616	$548.40	12/30/16
Payroll-Direct Deposit		$220,844.17	12/30/16

Due to the change in the meeting date this month, Dan Olson needed to be excused early from tonight's meeting, at 6:45 to attend another meeting. Chairman Margarita Soto excused Dan to leave early.

Guest Report: Architect, Gary Wetch reported on where we were in the proposed room additions. The plans are 90% completed. The bad news is that, based on other projects throughout the valley, bids are coming in much higher than originally anticipated. Electrical, plumbing, mechanical and data bids are coming about double to triple the amount anticipated. There was discussion as to the options available to the board. Following discussion, it was agreed upon by the board to plan to go to bid the first part of February. If the prices are too high, the board can agree to not accept any of the bids and then go back out to bid at a later date when the market settles and the pricing has adjusted. At this point, the district would only be out the advertising costs of approximately $500.

Student Recognition: There is no student recognition in December.

Public Comment: There were no public comments.

Board Re-Organization: Margarita Soto moved that Superintendent Hilyard act as temporary Chairman of the Board until a newly elected Chair is selected. Seconded by Dan Olson. Motion carried.

Superintendent Hilyard asked for nominations for Chairman of the Board. Margarita Soto was nominated for Chairman. No other nominations were made. The roll-call vote was unanimous for Margarita Soto as Chairman.

At this time, Superintendent Hilyard relinquished his position as temporary Chairman and turned the meeting back over to Chairman Margarita Soto.

Chairman Margarita Soto called for nominations for Vice Chairman. Dianna Grunlose was nominated for the position of Vice Chairman. No other nominations were made. The roll-call vote was unanimous for Dianna Grunlose as Vice Chairman.

Building Admin. Report:	Assistant Principal, Patrick Vincent, reported on the Parent/Teacher Conference survey results. We had 96% complete the survey; with 93% agreeing or mostly agreeing with how our district is operating. The responses were good and we received good input on things we may wish to change. Assistant Principal Vincent reported on the ELPA 21 data results. We had measurable improvement with 76% of our bilingual student making progress. He commented that this was a "base line" year; and that next year we will have better data when they compare the two years together. It should result in one of several data resources we use to determine what students need and what we should be doing as a district.
Supt's. Report:	
Staff Resignations:	Juan Gomez, day custodian/bus driver, submitted his retirement letter, enclosed in the board packets. Mr. Gomez's last day will be January 31, 2016. Ricardo Garcia (parapro) also resigned effective 12/4/16. Dan Olson moved to accept the letter of retirement as presented. Seconded by Maria Rosas. Motion carried. Superintendent Hilyard commented that he will be moving Jack Weaver, one of our current night custodian/bus drivers to days; and will fill the night position.
Winter II Coaches:	Superintendent Hilyard recommended hiring the following coaches: Mark Day - Head Wrestling Coach; Melissa Butler - Head Girls Basketball Coach; and Misty Reddick - Assistant Girls Basketball Coach. Following discussion, Dianna Grunlose moved to accept the above coaches for hire. Seconded by Maria Rosas. Motion carried.
Scholarship Program:	The Scholarship Program has been approved by both union groups and is ready to go. Applications are due back January 4, 2017. Superintendent Hilyard asked for a formal approval by the board for the Scholarship Program as presented at November's meeting. Dianna Grunlose moved to approve the Scholarship Program as presented. Seconded by Nicole Ramirez. Motion carried.
School Calendar:	Two proposed school instructional calendars went out to staff to receive input. The instructional calendars for the 2017-18 school-year will be recommended and adopted on or before the March, 2017 board meeting.
Leave Request:	Tony Silver has requested four weeks paternity leave beginning somewhere around January 21, 2017. Nicole Ramirez moved to approve the request for leave. Seconded by Maria Rosas. Motion carried.
Legislative Session:	The regular legislative session begins January 9th and runs until the end of April.
Approved Policies:	Superintendent Hilyard handed out the approved board policies from November's meeting.
Greenhouse:	The greenhouse students meet on Tuesdays and Thursdays, after school from 3:15 - 4:15 p.m. Superintendent Hilyard encouraged the board to visit them whenever they can.
Project 300:	Superintendent Hilyard reported on Project 300 trip to Walmart with six of our students. The trip was on Saturday, December 10. The children had $75 to spend on clothing.
Bed Bugs:	A bed bug was discovered in early December and a second one found on 12/13/16. Numerous classrooms have been treated. A cockroach was found in a classroom on 11/30 and traps were set on December 2nd. Another cockroach was found in a classroom on December 7th and traps were set on December 9th. We are doing everything possible to keep this under control. A letter was sent home to parents after a second bed bug was found.
Reader Board:	In the past, Superintendent Hilyard has put "Merry Christmas" on one side of the reader board; and "Happy Holidays" on the other side, along with "School starting January 3rd". He asked the board if there was a problem with doing it the same way this year. The board was agreeable.

Ready for Kindergartebn:	This year Kamiakin Kiwanis donated $300 to the Ready for Kindergarten program along with $200 for polo shirts. The next school district sponsored parent training will be on Saturday, January 7th, 2017. Superintendent Hilyard encouraged board members to attend if possible.
Lockdown:	We had a lockdown on November 28, which was initiated by the Union Gap Police Department through their system. Shortly after the lockdown was set, it was changed to a "perimeter lockdown"; which means people could move throughout the building but no one could enter or leave the building. It showed that the system is working very well.
Fire Inspection:	The annual fire inspection went great. We passed all areas and categories. No hazards were noted.
Transportation Report:	Our transportation efficiency rating report was very good. We rated efficient in all areas.
Dairy Farmers Grant:	We have received the smoothie-machine from the dollars we received from the Fuel Up and Play grant awarded by the Dairy Farmers of America. We will begin serving smoothies to one grade each Monday morning, beginning January 9th. The first grade level to be served will be 8th grade.
Grant Recipient:	Holly Fife received a $500 grant from the Yakima County School Retirees' Association. The money will be used to purchases wiggle chairs and blankets for students with ADHD in kindergarten.
Business Manager's Position:	We have received 7 applications for the Business Manager's Position. We hope to interview and hire in January.
Late Start:	We had a late start on December 7th due to snow. We are likely to have another one tomorrow.
Room Remodel:	Due to the number of special education students we have in the upstairs classroom, we will be removing one partition wall to allow for more usable space within the classroom. It is not a retaining wall so our custodial crew can do this project.
Group Picture:	The board took a short recess to allow for a group picture the will be used in the school annual.
Enrollment And Financial Report:	Business Manager Chris Kinney presented the enrollment report for December. We are currently averaging slightly under 634 student FTEs. As per the budget status report we ended November with slightly over $4.3M in the General Fund. Chris went through each of the funds and the projected cash flow report for December. Chris commented that there would be a second set of vouchers that would need to be paid in December; but since the meeting this month had to be so early, we are still waiting on the invoices. She requested approval to issue an additional set of vouchers for somewhere around $60,000 when invoices are received. (The same as in November.) Dianna Grunlose moved to approve the issue of a second set of vouchers for the month of December. Seconded by Nicole Rivera. Motion carried.
WSSDA Board Self-Eval:	Superintendent Hilyard commented that four board members completed and submitted the Board Self-Evaluation. If anyone had any questions on the results he encouraged them to come see him.
WSSDA Conference Review:	Board members who attended the WSSDA Conference in Spokane took turns reporting on the conference. Most of them commented that the speakers were not quite as good as previous conferences; but everyone enjoyed the networking and the overall conference.
Small Schools Conference:	Superintendent Hilyard commented that the Small Schools Conference will be held in Wenatchee, March 12-14. Registration will be coming sometime in January. This is usually a very good conference because it is geared for smaller schools.

Supt. Evaluation Packet: Chairman Soto reminded the board that she needs each of the board members' completed superintendent evaluation so that she can compile the information into one document. She needs the completed evaluations on or before **January 13, 2017**.

Board Policies: The following board policies updates were presented for a 1st Reading:

Policy 1210 - Annual Organizational Meeting, Election of Officers-Board of Trustees-update
Policy 2106 - Program Compliance-Instruction-update
Policy 2162 - Education of Student with Disabilities under Section 504 of the Rehabilitation Act of 1973 - Instruction - update
Policy 2162P - Procedure for Education of Student with Disabilities under Section 504 of the Rehabilitation Act of 1973 - Instruction - update
Policy 3115 - Homeless Students - Enrollment Rights and Services-Students-update
Policy 3115P - Procedure for Homeless Students - Enrollment Rights and Services-Students-update
Policy 3115A - (Attachment) Dispute Resolution Process-Homeless Students-students-DELETE
Policy 3116 - Students in Foster Care - Students - NEW
Policy 3116P - Procedure for Students in Foster Care - Students - NEW
Policy 3231P - Procedure for Student Records - Students - update

Dianna Grunlose moved to approve the above listed policies as a first reading. Seconded by Maria Rosas. Motion carried.

The following board policies updates were presented for a 2nd Reading:

Policy 3413 - Student Immunization and Life-Threatening Health Conditions-Students-update
Policy 3413P - Student Immunization and Life-Threatening Health Conditions-Students-update

Nicole Rivera moved to approve the above listed policies as a second reading. Seconded by Dianna Grunlose. Motion carried.

Adjourn: With no further business, the meeting was adjourned at 7:47 p.m.

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Chairman

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Secretary