

Union Gap School District Board Minutes  
Regular Meeting, Wednesday, January 24, 2017  
6:30 p.m.

Present: Margarita Soto, Chairman  
Dianna Grunlose  
Maria Rosas (excused-absent)  
Dan Olson (excused-absent)  
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.

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

<u>FUND</u>	<u>WARRANTS</u>	<u>AMOUNT</u>	<u>ISSUE DATE</u>
General	55428-55548	\$342,669.30	1/31/17
ASB	2619-2623	\$1,753.57	1/31/17
Payroll-Direct Deposit		\$209,076.86	1/31/17

School Board Recognition Month: Superintendent Hilyard announced that January was School Board Recognition Month. He read the Proclamation declaring such and signed by Governor Inslee. He handed out certificates to each of the board members and thanked them for their dedicated service.

At 6:45 p.m., Chairman Margarita Soto call for a short ten-minute break to allow those in attendance to help themselves to the cake brought to the meeting to celebrate School Board Recognition month.

At 6:55 p.m. the meeting was called back into regular session

Student Recognition: The following students were presented for the student of the month award: Elida Davila (Mrs. Carnohan); Ella Kofler (Mrs. Mercer); Delia Allred (Mrs. Powers); Belle Crnich (Mrs. Eaton); Jocelyn Aguilera (Mrs. Mcnett); and Anai Serrano-Mojica (Mrs. Sweesy).

Following the student presentation, Chairman Margarita Soto called for a short break to take pictures of the students with the staff and board members.

Public Comment: There were no public comments.

Guest Report: Superintendent Hilyard introduced Holly Fife, one of our kindergarten teachers. Holly gave a presentation on ClassDojo. She logged into the web site and showed the board how the program works. It is actually a positive reinforcement for students. Parents are included so they can actually see what their child is doing in class. She commented that all but three of her parents have signed-up to be connected to the program. It keeps a running record of communications between the teacher and parent and keeps the parents involved on a daily basis if they so desire. A number of other teachers at Union Gap are also using ClassDojo. The board thanked Mrs. Fife for her presentation.

Building Admin. Report: Principal Gredvig commented that the DIBELS data review will not be available until next month.

Principal Gredvig reviewed the School Improvement Plan Science Goals. The goals were originally broken down for K-5 and 6-8. Last year we broke out K-2. Not a lot has changed since last year. Mrs. Bucknell, 5th grade teacher, will be going to training next week for the Next Generation Science Standards for K-5. Only grades 5 and 8 test in science.

Principal Gredvig reviewed the 2016 ELPA21 Transition Scores with the board. Growth scores do not show because we transitioned from the WELPA to the ELPA21 and since it is a completely different test, there are no growth scores to compare. Next year we will be able to show actual growth scores since we will have

two years of testing in the same test. The highest transition grade was 3rd; as it should be since the data shows that it takes about three to four years to make the language transition. We are very proud of our percentages.

Supt's.  
Report:

Staff Resignations: Superintendent Hilyard had enclosed a retirement letter from Linda Apts, who works in the kitchen, effective at the end of this school year.

Nicole Rivera moved to accept the retirement letter as submitted. Seconded by Dianna Grunlose. Motion carried.

New Hires: Because we have a lot of students this year with special needs we have had to add a Special Education Parapro to enable us to work one-on-one with some of these students in addition to replacing the parapro that resigned in December. Superintendent Hilyard recommended the hiring of Jessica Sosa and Blanca Ramirez as Special Education Parapro.

Also, due to the retirement of Juan Gomez, Rochely Brito (a prior employee, custodian/bus driver) applied to come back to her old position. Superintendent Hilyard commented that he will be moving Jack Weaver, one of our current night custodian/bus drivers to days; and Rochely will fill the night position.

For the position of Business Manager, we had 10 applicants. Superintendent Hilyard recommends that we hire Stefanie Jespersion. Stephanie has worked in both Selah and Sunnyside school districts and comes with great recommendations.

Nicole Rivera moved to accept the recommendations of Superintendent Hilyard and hire new employees as recommended. Seconded by Dianna Grunlose. Motion carried.

Superintendent Hilyard commented that later this spring he will be requesting to refill the position of counselor that was vacated approximately 4 or 5 years ago. We have had the privilege of having a psychologist intern working with Barbara Groth this year. Since there is such a shortage of school psychologists in this area, even state-wide, and with the increased number of students with special needs and behavioral issues, he would like to refill this position.

School Facilities: Superintendent Hilyard updated the board on the building addition. We had a contractor walk-through on January 18, 2017. Quite a few showed up. The bid opening has been changed to February 2, 2017 at 4:00 p.m. in the District Office Conference Room. Mr. Hilyard commented that East Valley School District's bids came in very high, so he warned the board that if we experience the same thing, we may have to sit on the project for a few months before requesting another round of bids. The building plans are in his office for review by the board and/or public.

SSOC Article: Superintendent Hilyard shared an article on the School Safety Operations & Coordination Center (SSOC), of which Union Gap School District is a part of. The SSOC opened three months ago and operates out of ESD 105.

Staff Scholarship Program: Superintendent Hilyard would like to offer this program again this spring for the summer and fall quarters. We did not receive any applications for the spring quarter, which were due by January 4th. He asked the board if they were agreeable for us to open-up this program; or if they had any issues with us doing that. The board was agreeable with opening this program for the summer/fall quarters which would involve the 2017-18 budget.

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- Legislative Session: The regular legislative session began January 9<sup>th</sup> and will run until the end of April. By the 12th day they had over 1,000 bills. Some of the changes being presented for education is to do away the Prototypical School as a source of funding and push for enrollment funding and extending the Levy Cliff. A copy of the TWIO (This Week in Olympia) and the WSSDA 2017 Legislative Session Preview was enclosed in the board packets. Superintendent Hilyard went through a number of bills and will keep the board informed as the session progresses.
- BCA/APP Report: Every year, the district completes a Building Condition Assessment (BCA) and APP report and submits it to OSPI in order to prove that the building is being maintained/monitored properly. The board receives copies of the report and provides any feedback as needed prior to being submitted to OSPI. We must have a certified inspection done every six years. Our first independent/certified inspection must be held in April of 2017 (first one must be completed six years after board officially accepted the building, which was April 2, 2011, even though we moved into the building the first week of September 2009.)
- Superintendent Hilyard has submitted a grant application through OSPI to help pay for the certified inspection.
- ACE's Training: Superintendent Hilyard shared information on the ACE's training. The ACE Score is obtained by answering 10 specific questions. The test shows the kids living in/with trauma. He would like to do two evenings of board training on this; and the board was agreeable.
- School Closure: We missed one day of school, January 18th, due to the inclement weather. We are required by the State to make-up this day. After talking with staff, we have decided to have March 10, 2017, originally scheduled as a "no-student, professional development" day for teachers only, as a regular instructional day with students. The professional development day will be rescheduled either on a Saturday or on June 12th. This will allow the students to end the school year at the regularly scheduled date of June 9th.
- Future Agenda Items: Some future agenda items for February will be: Proclamation for Classified School Employee Week; discussion of legislative bills; and non-high designation of serving high school district.
- Approved Policies: Superintendent Hilyard handed out the approved board policies from December's meeting.
- 2017-18 Calendar: We will be presenting the instructional calendar at the March or April board meeting for board approval.
- Teacher Negotiations: Teacher negotiations start this spring. The current contract expires on 8/31/17.
- Small Schools Conference: The Small Schools Conference will be held in Wenatchee, March 13-14. Please contact Juanita Justo if you wish to attend. Both Superintendent Hilyard and Principal Gredvig will be attending.
- Smoothie Machine: We received a grant through the Dairy Farmers of America to purchase a smoothie machine so that we can serve smoothies for breakfast. The first class to receive the option of smoothies was 8th grade. 47 came through on the first day. The comments were good. We will be offering smoothies to one grade level each Monday.
- Ready for Kindergarten: The second class was offered on January 7th. We had 15 parents attend. This is our second year of offering this program. We need to give it at least 1-2 more years. March 18th is the last class being offered this school year. Superintendent Hilyard encouraged board members to attend if possible.
- Sports Update: We have 8 students that signed-up for the wrestling program. Last month we were worried that not enough were going to turn out. Also, we have 18 girls turning out for the two middle school basketball squads.
- School Delays: We had three days where we delayed school by two hours due to the snow and/or ice; they were December 9th, December 15th and January 9th. We were closed completely January 18th.

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- School Equipment: On January 8th, the bearings went out in the truck snow-plow and a pin was snapped; on the 9th of January, the clutch went out on the tractor. The tractor has been repaired but the truck is still in the shop.
- Break-in Status Update: In July we had a break-in at the school. When the police arrested a suspect, they commented that he was a transient. As we expected, the suspect did not appear on his court date; the police have issued a warrant for his arrest; but he has probably left the area.
- Professional Certificate: Superintendent Hilyard informed the board that Debra Manzano had received her School Business Specialist Certificate from the Washington Association of School Business Officials (WASBO). She received this certificate as recognition of completion of all curriculum and requirements for a School Business Specialist. Good job, Debra.
- WASA Request: Superintendent Hilyard has been asked by the Washington Association of School Superintendents (WASA) to run for President Elect. It is a two-year commitment; one as President Elect and one as President. It would require him to be away from the district approximately 10 days per year. He asked the board if they had any opinions or concerns if he were to accept the position. The board had no concerns. Superintendent Hilyard has not made his decision yet; but will let the board know when he decides.
- Enrollment And Financial Reports: Business Manager Chris Kinney presented the enrollment report for January. We are currently averaging 635.12 student FTEs. Our head count is currently 641 students; up by 7 from December.
- Financial Report: As per the budget status report we ended the month of December with slightly over \$4.2M in the General Fund. Chris went through each of the funds and the projected cash flow report for January. She commented that January's apportionment will be a little lower than usual because this is the month they make adjustments based on your actual enrollment (slightly lower than budgeted).
- Resolution 104-16: Business Manager Kinney requested formal approval of Resolution 104-16 - Appointment of Investment Officers for calendar year 2017. The Resolution is approved annually at the December meeting, but was overlooked by the Business Manager. It was presented to and signed by three board members in December but is being presented tonight for formal approval to be recorded in the minutes. The Resolution names the Superintendent, Kurt Hilyard; and/or the Business Manager, Chris Kinney as the investment officers for the district with the authority to invest and re-invest any dollars available in each of the District Funds.
- Dianna Grunlose moved to approve Resolution 104-16 as presented, effective January 1, 2017. Seconded by Nicole Rivera. Motion carried.
- Board Policies: The following board policy updates were presented for a 1st reading:
- Policy 3140 - Release of Resident Students - Students - update
- Dianna Grunlose moved to approve the above listed policies as a first reading. Seconded by Nicole Rivera. Motion carried.
- The following board policies updates were presented for a 2nd 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

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

Executive Session: At 8:21 p.m., Chairman Margarita Soto announced that at this time we will go into executive session for the purpose of reviewing and discussing Superintendent Hilyard's evaluation. The session is set for 20 minutes. No action will be taken after the session concludes.

Regular Session: Chairman Margarita Soto called the meeting back into regular session at 8:45 p.m. to announce that the Executive Session will be extended for another 10-15 minutes.

Executive Session: The board returned to Executive Session at 8:45 p.m.

Regular Session: Chairman Margarita Soto called the meeting back into regular session at 8:59 p.m.

And Adjourn: With no further business, the meeting was adjourned at 8:59 p.m.

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Chairman

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Secretary