

Union Gap School District Board Minutes  
Regular Meeting, Tuesday, April 26, 2016  
6:30 p.m.

Present: Margarita Soto -Chairman Kurt H. Hilyard, Superintendent  
Dianna Grunlose Chris Kinney, Business Manager  
Maria Rosas  
Dan Olson

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

Additions  
to Agenda: There were no additions to the agenda.

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

<u>FUND</u>	<u>WARRANTS</u>	<u>AMOUNT</u>	<u>ISSUE DATE</u>
General	54387-54507	\$354,034.44	04/29/16
ASB	2545-2556	\$9,979.33	04/29/16
Payroll-Direct Deposit		\$208,977.08	04/29/16

Student  
Recognition: Eighth grade presented students of the month. The following students were recognized by Mrs. Dhilon and Mr. Kilgren: Osiel Valencia and Yuliana Soto (unable to attend).

Short  
Recess: At 6:36, Chairman Soto called for a short recess for pictures of the student recipients, teachers and Board.

Call to Order: Chairman Margarita Soto called the meeting back into regular session at 6:47 p.m.

Public  
Comment: There were no public comments at this time. However, prior to the meeting public comment cards were turned in to address agenda items later in the meeting.

Board Member  
Applicants: There have been two applications for the position of Director of District #3. They were invited to the board meeting to introduce themselves and address why they would like to serve on the Board of Directors.

Mr. Larry Tadlock introduced himself and addressed the board as to why he felt he should be chosen to serve on the Board of Directors.

Due to unforeseen circumstances, Mrs. Nicole Rivera was unable to attend the meeting tonight.

The board thanked Mr. Tadlock for coming tonight.

8<sup>th</sup> Grade  
Presentation: Mr. Kilgren and Ms. Dhilon presented the itinerary for the 8<sup>th</sup> grade, year-end field trip. They want to go to Silverwood again this year. They will be leaving at 6:00 am and returning at 11:30 pm. Breakfast snacks will be provided; lunch will be at Silverwood; and dinner will be at McDonalds in Ritzville. A&A Motorcoach will provide the transportation. All the fundraising is complete, and for students who did not raise enough, they have the option of participating in a home or community service project for two hours; or students may just pay the money owed if they choose. The estimated number of students attending the trip is approximately 50. Students must have passing grades and no behavioral issues to be able to attend.

Diana Grunlose moved to allow the 8th grade year-end trip as presented. Seconded by Maria Rosas. Motion carried.

Board Minutes  
April 26, 2016

- Principals' Reports: Assistant Principal Si Stuber reported that testing started last Wednesday and will run through May 26<sup>th</sup>. ELA testing began today. With Smarter Balance, the kids do not have to complete the test in just one day; they can stop and start as needed. This also makes it easier if a student is absent on a testing day, they can make it up any time during the testing period. This is our second year with Smarter Balance.
- The ELPA testing results will not be released until probably the end of July.
- Assistant Principal Stuber announced that he will not be returning to Union Gap School next year. He has accepted a position of Principal for the Wenatchee School District. He thanked the administration and board for this experience and commented that he would miss the entire staff very much. He is going to do his best to bring his new elementary school up to the level of Union Gap School.
- Principal Gredvig announced that Kristen Bucknell, one of our 5th grade teachers, was one of 50 teachers selected to participate in the University of Washington's STEM program.
- Karley Wharten, a past Union Gap student, will be doing her fall experience in Mrs. Volland's classroom this next school year.
- Because we have been performing so well on our State testing in math, we had a group from Ellensburg School District come and observe our K-2 math content; as well as the principal and instructional coach from Robertson Elementary in Yakima.
- The steering committee is winding down for the school year. They have completed the up-dating of both the staff and student handbooks. Principal Gredvig will present the up-dated version at a future meeting for the board's approval.
- Super's Report:
- Resignations: The following letters of resignation were submitted to the board: Cheryl LaFlamme, Art Teacher; Jennifer Parks, 2nd Grade Teacher; and Si Stuber, Assistant Principal. Diana Grunlose moved to approve the resignations as submitted. Seconded by Dan Olson. Motion carried.
- New Hire: Superintendent Hilyard recommended the hiring of Nick Swisher for the position of PE/Health, replacing Kelli Procter. Mr. Swisher did his student teaching here under Melissa Butler. He comes to our district with five years' experience from St. Paul's Catholic Schools. Dan Olson moved to approve the recommended hiring. Seconded by Maria Rosas. Motion Carried.
- Facility: Report: The freezer is installed and working. We did not have to worry about the 18" from the building requirement; it just could not be attached to the building in order to get around having to install a sprinkler system. It is located in the back of the school and was functional as of last Friday.
- Healthy Kids/ Healthy School Grant: Melissa Butler and Principal Gredvig were successful in getting a Healthy Kids/Healthy Schools Grant in the amount of \$3,732. The money will be used to install a water bottle filling station. The grant should cover most, if not all, the installation as well. The unit will replace the drinking fountain near the band room door. Since the unit must be in an area assessable to all students, the gym would not work since it is considered a "classroom". The unit will be a drinking fountain AND a water bottle filling station. Superintendent Hilyard asked the board to approve the acceptance of the grant for \$3,732, for the water bottle filling station. Dan Olson commented that it would be nice to also look into purchasing one to install in the hallway near the gym entrance. This would allow visiting sports teams, and groups using the facilities on weekends, to have access to water other than just the drinking fountain in the gym.
- Dan Olson moved to accept the Healthy Kids/Healthy Schools Grant in the amount of \$3,732, as presented. Seconded by Diana Grunlose. Motion carried.
- Night Lock: Superintendent Hilyard shared information on Night Lock door barricade devices. He had enclosed a picture and copy of the email from Chief of Police, Gregory Cobb in the board packets. Following

discussion, it was decided that we would pilot the lock in one classroom after Superintendent Hilyard checks out references from other schools in Washington.

GPS Tracking  
For Buses:

We are currently utilizing a 30-day free trial from a company called UBICABUS to use their GPS tracking system on our buses. The system will allow us to do the following:

- Check in all students riding on the bus;
- Inform parents who download the app as to where the bus is (on routes only);
- Will inform parents if a bus is running late; and
- Will allow the school office to access information as to whether or not a student is on the bus without having to try and call the driver on their cell phone.

The cost for the program is approximately \$600 per bus per year. We will utilize the free trial period to see how it works.

There is another company out of Texas that also provides a similar system. This system uses thumb prints of students to identify those on the bus; also has GPS tracking; and, also has a number of cameras located all around the bus. If a car illegally passes a bus, it takes a picture, and a ticket is automatically issued to the driver. The system is free to school districts because the company, and city where the school district is located, receive the money from the ticket. Superintendent Hilyard commented that he would check out this other company after our trial period with UBICABUS has ended, if the board wishes.

Ad for  
Architect:

The ad for an architect on a free retainer has been posted. Applications are due May 10th, at 5:00 pm. The firm will probably come-on-board in June. The class size reduction funding grant for additional classrooms was discussed. Our district did not qualify for the grant.

Olympia  
Legislation:

Superintendent Hilyard commented that we will better know final results when WASA sends out their bill-recap. The one thing that we do know is that a "truancy board" must be established in each school to deal with the issue of truancy. Of course, there will be no funding for this mandate.

Book Study:

There was approximately a ten-minute discussion of the book "How Not to be a Terrible School Board Member". Habits 12 through 14 were discussed. Habits 15 through 17 will be discussed at May's meeting.

Annual  
Termination:

Because we do not know how many pre-school age children we will have in the fall of the following school year, it is necessary to terminate our regular education preschool position each spring, until a firm count is established. The current instructor, Mrs. Amy Lyon, is aware that this is the procedure for this position. We hope to have a reliable enrollment count sometime in August.

Dan Olson moved to accept the recommendation to terminate the regular education preschool position as presented. Seconded by Maria Rosas. Motion carried.

Leave Request:

A leave of absence for the remainder of the 2015-16 school year has been requested by Lucinda (Cindy) Weldon due to continuing problems with alleged post concussion syndrome.

Maria Rosas moved to accept the request for leave of absence for the remainder of the school year as submitted by Lucinda Weldon. Seconded by Diana Grunlose. Motion carried.

3-Yr. Tech.  
Plan:

Superintendent Hilyard presented the 3-Year Technology Plan. He commented that we are not going to go through the entire plan but if, after reviewing it, the board has any questions he asked that they please come see him.

2015 WA.  
Achievement  
Award:

Union Gap School has received the 2015 Washington Achievement Award. (Third year in a row!) The award is based on statewide assessment data for the three previous years. The award is given in seven categories. We are being recognized for five out of the seven categories. (In our case, there were only six categories we qualified for since one of them is graduation rates; being a non-high, we are not eligible for this category.)

This is the 7th year for this event; and the first time the awards ceremony will be held on this side of the mountains. Since we have not attended the awards ceremony in past years, OSPI asked if we would be willing to host the event at our school. The ceremony will be on May 10th. The approximate time will be from 9:30 to 11:30ish a.m. Superintendent Hilyard will let the board know the exact times when it is firm.

**Internship:** Superintendent Hilyard recommended that for the 2016-17 school year, we employ the services of an Internship through Central Washington University, to help in the area of student services. (Mrs. Groth's area - counseling/testing). The recommended intern is Liz Pickett. She has been working with Mrs. Groth during this school year in the same way as a student teacher does in the classroom. The cost to the district for the internship is very reasonable and will allow us to see if this is a position we would like to reinstate down the road.

Maria Rosas moved to accept the recommendation to hire an intern for the 2016-17 school year in the area of student services. Seconded by Dan Olson. Motion carried.

**Future Agenda Items:** Superintendent Hilyard went through the list of possible items to be presented at the May board meeting.

**School Calendar:** An updated 2016-17 Instructional Calendar was included in this month's board packets. The student conference dates were corrected. There will be one more revision as soon as we have the dates for the Ready-for-Kindergarten program.

**School Transportation:** We received a letter from OSPI concerning our School Transportation Relative Efficiency Ratings. We received a 100% Efficiency Rating for the 2015-16 school year.

**HAAP:** The HAAP Banquet, celebrating the success of our 6th, 7th, and 8th grade students will be held on Friday, April 29<sup>th</sup>. Please notify Juanita if you would like to attend by April 27<sup>th</sup>.

**WASA/SCR:** The WASA/SCR Awards Banquet will be held on Thursday, May 12<sup>th</sup>. Union Gap School has nominated Kori Groff and Marianne Burnell for their tireless support and continued effort by volunteering for Union Gap School. If you wish to attend, please contact Juanita before April 29<sup>th</sup>.

**Enrollment/Financial Reports:** Business Manager Chris Kinney presented the enrollment report. Our April head count was 660 students. Our 8-month average is 650 students (head count), with an average FTE count of 649.18. We are well above the 620 FTE students budgeted, and began seeing the increase on January's apportionment.

The General Fund ended March with slightly over \$3.6 million ending cash balance. Mrs. Kinney asked the board to review all of the budget status reports and the cash flow report. If they had any questions, they could contact her at any time.

**Board Policies:** The following policies were submitted for a first reading:  
**1st Reading:**

- Policy 2161 Special Education and Related Services of Eligible Students - Instruction - Update
- Policy 2161P Procedure for Special Ed & Related Services for Eligible Students - Update
- Policy 3210 Nondiscrimination - Students - Update
- Policy 3246 Restraint, Isolation and Other Uses of Reasonable Force - Students - Update
- Policy 3246P Procedure for Restraint, Isolation & Other Uses of Reasonable Force - Update
- Policy 4217 Effective Communication - Community Relations - New
- Policy 4217F Form - Effective Communication - New
- Policy 4217P Procedure for Effective Communication - New
- Policy 6220 Bid Requirements - Management Support - Update
- Policy 6925 Architect and Engineering Services - Management Support - New

Diana Grunlose moved to accept the above listed policies as a 1st reading. Seconded by Dan Olson. Motion carried.

Introduction: Superintendent Hilyard introduced Jeanie Tolcacher as the District's attorney. She was asked to attend the meeting in order to assist in making sure our executive sessions were done correctly.

Board Position Public Comment: Chairman Margarita Soto had received request for public comment cards from several staff members in attendance asking to address the board on the agenda item entitled Board Vacant Position. Each person stood and made the following comment: "(Stating their name) and I am a teacher at Union Gap School. After reviewing the applications for the Union Gap School Board position, I respectfully recommend Nicole Rivera for the position." The following are the staff members making this recommendation: Wayne Hawver, Nicole Volland, Alan Geho, Kristen Bucknell, Danielle Eaton, Krystin Turner, Nicole Thornton, Kate Mercer, Holly Fife, Lisa Carnohan, Kristen Kangas, Melissa Butler, Courtney McDonald, Patricia Sweesy, and Barbara Groth (Counselor, not a teacher).

Chairman Margarita Soto thanked the staff for their comments.

Executive Session: Chairman Soto called for an executive session at 7:56 pm, to discuss board of director candidates. The meeting will last for approximately 15 minutes. Action will be taken when the board resumes the regular session.

Regular Session: Chairman Margarita Soto called the meeting back into regular session at 8:15 p.m. Margarita Soto moved to appoint Nicole Rivera to the vacant position on the board of directors. The motion was seconded by Maria Rosas. A vote was taken with two ayes' (Margarita Soto and Maria Rosas) and two nays' (Dan Olson and Dianna Grunlose). Motion failed.

Dan Olson moved to appoint Larry Tadlock to the vacant position on the board of directors. The motion was seconded by Dianna Grunlose. A vote was taken with two ayes' (Dan Olson and Dianna Grunlose) and two nays' (Margarita Soto and Maria Rosas). Motion failed.

Since Saturday will be the 90th day of the vacancy, and the board continues to be split on a decision, the issue will be forwarded to the Educational Service District to make the decision. Applications and testimony will be sent to ESD-105 this week.

Executive Session: Chairman Margarita Soto called for an executive session requested by a staff member to discuss a personnel issue at 8:22 p.m. The staff member requested that only Union Gap School staff stay for the executive session. The meeting will end in approximately 20 minutes.

Due to the length of the executive session, at 8:46 it was announced that the session would be extended by ten more minutes; and again at 8:55 it was extended by another ten minutes.

Regular Session: Chairman Margarita Soto called the meeting back into regular session at 9:07 p.m.

Adjourn: With no further business, the meeting was adjourned at 9:07 p.m.

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Chairman

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Secretary