

MINUTES
KELSO SCHOOL DISTRICT
MEETING OF THE BOARD OF DIRECTORS
3/23/20

The regular meeting of the Board of Directors of Kelso School District No. 458 was called to order at 6:00 p.m. at the RoyParsons Executive Board Room.

Board Members: Leah Moore (Zoom Participant)
Karen Grafton – Vice President (Zoom Participant)
Jeane Conrad (Zoom Participant)
Mike Haas - President (Zoom Participant)
Ron Huntington (Zoom Participant)

Cabinet Members: Scott Westlund – Chief Financial Officer (In Person)
Tim Peterson – Director of Human Resources (In Person)
Don Iverson – Director of Student Services
Holly Budge – Director of Special Programs
Kim Yore – Director of Teaching & Learning
Lacey DeWeert – Associate Director of Teaching & Learning

Superintendent: Mary Beth Tack (In Person)

Asst. Secretary: Molly Guler (Zoom Participant)

OTHERS PRESENT – In person - Marissa Heffernan (TDN), Zoomed - Matt Guler (Community Member)

ABSENT - Don Iverson, Holly Budget, Kim Yore, Lacey DeWeert (All excused)

COMMUNICATIONS, CORRESPONDENCE & INTRODUCTIONS

COMMENTS & QUESTIONS –

Peter Walton -

- Does not feel that this meeting should be held in a closed space at this time of social distancing
- Has 2 reasons he feels that the board should strike down the emergency policy proposed by the superintendent
 - There is no provision in Washington law that allows the school board to give a non-elected superintendent the authority to make, waive, or suspend policies under any circumstance.
 - It would be inconsistent with the fundamental principles governing our republic.
- He believes that the board can still hold votes through electronic means

APPROVAL OF REVISED AGENDA - Motion Passed

Motion to Approve By: Director Moore

Seconded By: Director Huntington

APPROVAL OF CONSENT AGENDA - Motion Passed

Minutes of March 09, Regular Board Meeting & Work Session

New Hire: Jan Rush

Retirements: Tim Peterson

Contracts and Agreements

Warrants

Motion to Approve by: Director Huntington

Seconded by: Director Conrad

UNFINISHED BUSINESS

APPROVAL OF POLICY 5404 FAMILY, MEDICAL, & MATERNITY LEAVE (2nd READING)

- TIM PETERSON

State of Washington introduced updates to paid family medical leave. The state is backed up a year on issues. The role of HR is to help staff get the best benefits available.

Motion to Approve by: Director Grafton
Seconded by: Director Moore

NEW BUSINESS

**APPROVAL OF RESOLUTION 2019/20-18 EMERGENCY CORONAVIRUS (COVID-19)
DECLARATION - RESOLUTION APPROVED**

Model resolution written by the Washington State Attorney. Suspending board policies to facilitate implantation of emergency measures in response to the novel coronavirus (COVID-19)

Motion to Accept by: Director Moore
Seconded by: Director Conrad

Roll Call Vote Unanimous

**APPROVAL OF THE FEE PROPOSAL FOR ARCHITECTURAL/ENGINEERING SERVICES
FOR HUNTINGTON MIDDLE SCHOOL (SCOTT WESTLUND)**

The fee proposal for services that are recommended for the Huntington Middle School Modernization Project:

Basic Services	\$2,289,250 (Lump Sum)
Other Basic Services	\$371,706 (Lump Sum)
Additional Services	\$200,355 (As Authorized)
	Total Fee Proposal \$2,861,311
Reimbursable Allowance	\$34,100 (As Authorized)
	Total Fee Proposal w/Allowance \$2,895,411

Motion to Accept by: Director Huntington
Seconded by: Director Grafton

Roll Call Vote - Unanimous

**APPROVAL OF ACQUISITION OF PROPERTY 1613 BURCHAM STREET (SCOTT
WESTLUND)**

The acquisition of property 1613 Burcham Street in Kelso for \$265,000 plus normal taxes, fees, closing costs, as well as sellers fees to expand the parking and improve traffic flow and safety for the community, staff, students and our transportation fleet at Butler Acres Elementary School.

Motion to Accept by: Director Conrad

Seconded by: Director Grafton

Roll Call Vote - Unanimous

APPROVAL OF CARROLLS ELEMENTARY MODERNIZATION PROJECT (SCOTT WESTLUND)

The lowest bid was from JH Kelly in the amount of \$3,103,777 plus applicable taxes and fees with two alternate bids of \$26,698 for replacement of the gymnasium floor and \$36,300 to install a new gym sound system. The budgeted amount was for \$3,394,000. Other bids were from Pacific Tech Construction and Colf Construction.

Motion to Accept by: Director Moore

Seconded by: Director Huntington

Roll Call Vote - Unanimous

APPROVAL OF KELSO HIGH SCHOOL POOL REPLASTER PROJECT (SCOTT WESTLUND)

The lowest bid was from Orca Pacific in the amount of \$185,000 plus applicable taxes and fees. The budgeted amount was \$200,000.

Other bids were from Anderson Pool and Pyramid Pools

Motion to Accept by: Director Moore

Seconded by: Director Conrad

Roll Call Vote - Unanimous

BUDGET STATUS REPORT - JANUARY (SCOTT WESTLUND)

Overall average annual District enrollment (including Running Start only) for the 2019/20 school year was budgeted at 4988 FTE.

For district funding and staffing purposes (excluding Running Start and Kelso GOLD), estimated average annual FTE enrollment through February 1 is 4873 FTE, down 4 FTE from January. With Running Start (107 FTE) and Kelso GOLD (10 FTE), our average annual FTE enrollment through February is 4990 FTE. This remains slightly higher than budget, and by year end will likely be slightly below budget.

It is estimated that our ending fund balance in Aug 2020 is projected to be upwards of \$4.4 Million at this point in time, or 6.2% of projected expenditures and transfers for 2019/20.

The budget looks good through the five months of school.

BUDGET STATUS REPORT - FEBRUARY (SCOTT WESTLUND)

Overall average annual District enrollment (including Running Start only) for the 2019/20 school year was budgeted at 4988 FTE.

For district funding and staffing purposes (excluding Running Start and Kelso GOLD), estimated average annual FTE enrollment through March 1 is 4869 FTE, down 4 FTE from February. With Running Start (107 FTE) and Kelso GOLD (10 FTE), our average annual FTE enrollment through February is 4986 FTE. We are now hovering right at budget for staffing, with three additional months of count.

It is estimated that our ending fund balance in Aug 2020 is projected to be upwards of \$4.4 Million at this point in time, or 6.2% of projected expenditures and transfers for 2019/20.

The budget looks good through the six months of school.

With uncertainties around schools operating, I'm not sure how apportionment will be determined moving forward. A couple of thoughts are apportionment would continue to be based upon our average annual FTE to date, or a combination of our current average with past years average enrollment for the next three months factored in.

The Washington State Auditor's Office (SAO) has completed their annual audit of the Kelso School District. The auditor's were in the District for five weeks, from the end of January through the end of February. Once again, the auditors' have released a CLEAN audit report.

The audit period covered the last two years, and included emphasis in the following areas:

- financial statements
- payroll

- accounts payable and general disbursements
- cash receipting
- use of restricted funds for professional development and bond proceeds
- tracking of local levy monies
- Title 1 program
- procurement related to construction projects and professional services.

As of now the state is looking at April 2019 FTE to look at funding.

During this time of Covid-19 things are changing daily and we are keeping up as needed. Budget meetings will currently be suspended waiting for updates.

Director Haas recognizes the work well done on the clean audit

LEGISLATIVE ASSEMBLY UPDATE (LEAH MOORE)

- **2965 - Regarding the Emergency Graduation process amid the Covid-19 Pandemic - More to follow**
- **1191 Notice of requirement for notice of criminal behavior**
- **High Poverty dollars to be increased for counselors**
- **No Special Education increase**

SUPERINTENDENT UPDATE

- Recognizing the Financial team for their work. hard work, diligent.
- It's been a long week since Governor decided to close schools
 - Food Service Team
 - Technology and Teaching and Learning Team
 - Team that manually sent out Elementary Report Cards
- Thanks for making the Zoom meeting happen

FOR THE GOOD OF THE ORDER

- Director Haas - How did this Zoom meeting work? Please let Mary Beth know what can be done to improve.

Adjourn meeting 6:47 pm

X

President

X

Secretary