

MINUTES
KELSO SCHOOL DISTRICT
MEETING OF THE BOARD OF DIRECTORS
06/15/20

The regular meeting of the Board of Directors of Kelso School District No. 458 was called to order at 5:09 p.m. at the RoyParsons Executive Board Room through a Zoom online/phone platform.

Board Members:	Leah Moore Phone Participant Karen Grafton – Vice President Phone Participant Jeane Conrad (Zoom Participant) Mike Haas - President (In Person) Ron Huntington Absent (excused)
Cabinet Members:	Scott Westlund – Chief Financial Officer (In Person) Tim Peterson – Director of Human Resources Absent Don Iverson – Director of Student Services (In Person) Holly Budge – Director of Special Programs (Zoom) Kim Yore – Director of Teaching & Learning Absent Lacey DeWeert – Associate Director of Teaching & Learning (In Person)
Superintendent:	Mary Beth Tack (In Person)
Asst. Secretary:	Molly Guler (Zoom Participant)

OTHERS PRESENT – Jo Gilbert (Zoom), Sandy DeBruler (Zoom), Natalie Schneibel (Zoom), Marissa Heffernen TDN (Zoom)
ABSENT - Ron Huntington, Director Peterson, Director Yore

COMMUNICATIONS, CORRESPONDENCE & INTRODUCTIONS

COMMENTS & QUESTIONS –

No emails were submitted with comments or questions.

APPROVAL OF AGENDA - Motion Passed

Motion to Approve By: Director Grafton

Seconded By: Director Moore

APPROVAL OF CONSENT AGENDA - Motion Passed

Minutes of May 11, 2020, Regular Board Meeting and June 9, 2020 Board Retreat

Certificated Personnel:

New Hire: 2020/2021 School Year - Autumn Anderson (HMS), Annie Bradbury (Catlin), Aaron Madsen (Catlin), Carly Nitta (Wallace), Heather Ogden (Director of Special Programs)

Resignations: Effective June 30, 2020 - Brooke Hieter (Butler Acres), Kaprice Widner (SLP-District), Ginny Wightman-Massey (SLP-District), Tim Peterson (Director of Human Resources)

Leave of Absence from Teaching: Effective July 1, 2020 -Sara Dahl (Interim Assistant Principal Butler Acres), Lynette Oswald (Interim Asst Principal Beacon Hill)

KELSO SCHOOL DISTRICT SUPPLEMENTAL CONTRACTS ISSUED: May 6, 2020 - June 10, 2020

Date Issued	Name	Position	School	
5/14/2020	McWilliam, Joe	Add'l Period - 3rd Trimester	KHS	
5/14/2020	Strassner, Eric	Add'l Period - 3rd Trimester	KHS	
6/5/2020	Guttormsen, Gunnar	Equity & TPEP Support to CEL	District Office	
6/5/2020	Guttormsen, Gunnar	Math Curricular Support (July/August)	District Office	

Classified Personnel:

None

Contracts and Agreements

For Board Approval: June 15, 2020

SUMMARY OF CONTRACTS / AGREEMENTS WITH KELSO SCHOOL DISTRICT

Company/Provider	Sponsor	Description of Services	Amount
Advanced Electrical Technologies	Gary Schimmel	To provide temporary power to portables at Butler Acres	Bid price is \$92,617.00
AMN Healthcare Inc	Holly Budge	To provide SLP for one KSD student	Cost is \$75/hr Regular Rate, \$86.25/hr Incentive Rate, \$97.50 Crisis Rate
Cascadia Piper - John Goff	Mary Beth Tack	Provided bagpiper services for virtual grad ceremony 5/11/20	Cost is \$300.00
CenturyLink	Gary Schimmel	Special Construction Proposal for Carrolls	Advance payment required of \$4,155.00
Collins Architectural Group	Scott Westlund	Fee Amendment request for Butler Acres Modernization	Increase of \$37,404.79
Collins Architectural Group	Scott Westlund	Change Orders for Carrolls Elementary Modernization No. 1R No. 2 No. 3 No. 4 No. 6 No. 7 No. 8 No. 10 No. 12 No. 14	Increase of \$1,943.00 Increase of \$2,402.00 Increase of \$3,212.00 Increase of \$1,246.00 Increase of \$4,537.00 Increase of \$17,045.00 Increase of \$2,178.00 Increase of \$10,908.00 Increase of \$624.00 Increase of \$6,256.00
Fire Science Training Program	Melissa Boudreau	To provide fire science training to students enrolled in program	Cost is \$655.00 per enrolled student per trimester with minimum 20 students guaranteed
FORMA Construction	Scott Westlund	Change Order 02 - Wallace Elementary	Increase of \$224,173.13
FORMA Construction	Scott Westlund	Change Order 03 - Wallace Elementary	Increase of \$50,783.00

Warrants

June 15th, 2020			
General Fund	Warrant Date	Amount	Warrant Number
Payroll	5/29/2020	\$3,350.38	257428-257429
Payroll	5/29/2020	\$4,614,179.07	257430-257463
AP- Emp ACH	5/29/2020	\$3,119.12	257464
AP	5/29/2020	\$558,058.91	257465-257585
AP- Comp Tax	5/29/2020	\$518.37	257586
AP- Benefits	6/2/2020	\$1,258.06	257587-257590
AP- Reissue	6/2/2020	\$100.00	257591
Capital Projects Fund			
AP	5/29/2020	\$4,388,355.44	3262-3272
ASB Fund			
AP	5/29/2020	\$9,001.27	30764-30771
AP- Comp Tax	5/29/2020	\$145.21	30772
Trust & Agency Fund			
AP	5/29/2020	\$1,669.69	1656-1657

Updated School Board Calendar 2020/2021 School Year

Motion to Approve by: Director Grafton

Seconded by: Director Conrad

UNFINISHED BUSINESS

NEW BUSINESS

HEARD UPDATE TO PROCEDURE 4040P - SUPERINTENDENT TACK

Updated language regarding time frame to expect documents and the relativity to size of request. Updated language regarding fees and procedures around providing fees. Charge of fifteen cents per page no matter digital or printed. - No questions or comments.

POLICY AND PROCEDURE 3207 & 3207P PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING (1ST READING) - DIRECTOR IVERSON

Updated language of definition in legislature surrounding harassment and bullying. Procedure added a paragraph regarding Behaviors/Expressions. No significant changes to the policy or procedure. - Moved to 2nd reading.

Grafton - Should our procedure have Director Iversons contact information?

Iverson - Agreed, we will make that change

POLICY AND PROCEDURE 3225 & 3225P SCHOOL BASED THREAT ASSESSMENT (1ST READING) - DIRECTOR IVERSON

New policy and procedure for Kelso School District. We have had a process in place since 2015. This board policy just secures our legal responsibility. - Moved to second reading.

APPROVED STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK 2020/2021-DIRECTOR IVERSON

Motion to Approve by: Director Moore

Seconded by: Director Grafton

Unanimously Approved

HEARD BUDGET STATUS REPORT APRIL & MAY - DIRECTOR WESTLUND

June 15, 2020

TO: Mary Beth Tack, Superintendent
FROM:  Scott Westlund, Chief Financial and Operations Officer
SUBJECT: Budget Status Reports for April 30, 2020, and May 31, 2020.

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 the end of the year is 4852 FTE. With the school closures related to COVID-19, OSPI has provided all school districts with an average annual FTE count based upon trends from Spring 2019. With approximate Running Start (107 FTE) and Kelso GOLD (10 FTE), our average annual FTE enrollment through June is 4969 FTE. This will put us approximately 19 FTE below budget.

It is estimated that our ending fund balance in August 2020 is projected to be between \$4.4 million and \$5 million, or 6.2% and 7% of projected expenditures and transfers for 2019/20.

As we get further along in the school closure and can determine expenditures that are either reduced or delayed, our ending fund balance should see some upward movement.

The budget looks good through the nine months of school.

Budget workshop in August. More updates to come in July.

Director Haas - COVID money from the government - Do we have a separate line item to follow those expenditures.

Director Westlund - First told we would be refunded for those expenses, we haven't gotten the final word on this yet. We are waiting to hear.

Director Haas - Assuming it comes through, that is expected that those dollars go toward COVID related expenses correct?

Director Westlund - That is correct.

Director Grafton- Thought we would be more favorable in the area of Transportation.

Director Westlund - Transportation is a different budget item. The state does reimburse us for this. Next year's revenue is based on this year's expenditures from. OSPI is trying to figure out the new formula for next year. Overall our transportation budget is where it should be. It's the food service budget that is going to potentially take a hit.

Moore - Why didn't we need to make our December payment.?

Westlund - Prior to this year we made our payments normally at the beginning of the month. SEBB changes made an adjustment necessary.


HEARD SUMMER NUTRITION UPDATE - DIRECTOR WESTLUND

Meal program (current) will be run through June 30th. Just over 89,000 meals as of today. Close to 1500 a day.

Starting July 1st, we will go to a 2 times a week program. (Monday and Thursday) Issuing 3 or 4 meals at a time. This will help with our food service costs over the summer in regard to staffing and transportation. We will go back to reduced sites. Barnes, Wallace and High School with 2 stops staying in Lexington. A few weeks we won't be providing meals. For those families eligible for free/reduced lunch, the state will be adding an additional \$400 a month for family meals. Those who are newly in need can also submit a new application and get qualified for the same services.

APPROVED TECHNOLOGY DONATION - DIRECTOR WESTLUND

June 15, 2020

TO: Mary Beth Tack, Superintendent
FROM:  Scott Westlund, Chief Financial and Operations Officer
RE: Board Acceptance of Donation for Technology Equipment.

Battle Ground School District is in the process of moving to a new wireless network system, and has extra Aruba Wireless equipment they no longer need. They would like to surplus and donate the equipment to the Kelso School District. The estimated value of the donation is approximately \$59,200.

This equipment includes two Aruba 7220 Wireless Controllers, as well as 30 Aruba AP315 Wireless Access Points. Receiving these controllers will allow us to move to running two wireless controllers in tandem, and will allow us to migrate all of our individual instant wireless networks to controller-based networks. Receiving the 30 wireless access points will allow us to discard end of life Aruba IAP205s at some elementary school locations, as well as help us acquire adequate quantity of wireless access points for the new Wallace Elementary School.

I would ask that the Board accept this donation as required under Board Policy 6114. Under Policy 6114, the Board must approve the acceptance any gift to the district, school, department or classroom of money, materials, or equipment having a value of \$5,000.00 or greater.

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

Unanimously Approved

HEARD SUMMER SCHOOL UPDATE - DIRECTOR BUDGE AND ASSISTANT DIRECTOR DEWEERT

Will be offering in person summer school classes. In the process of contacting High School students who are failing classes with the priority going to Juniors.

3 hours each session. Parents provide transportation. Primary purpose is credit retrieval.

Received recent guidelines, mirroring ESY gen ed for special programs sessions.

The Kelso School District and the Special Programs department is providing Extended School Year (ESY - special education summer school) in accordance with the Individual Educational Programs (IEPs) for students identified in the 2019-2020 school year – as recommended to assist in maintaining the skills he/she has learned during this school year.

Kelso School District will be providing Extended School Year (ESY) services to identified students with disabilities as scheduled, beginning July 13th through July 30th. Based on the current guidance related to the provision of in person services to students with disabilities, the district anticipates having to provide services in a distance learning format.

If changes in guidance related to the safe provision of in person services to students with disabilities are released prior to July 13th, our district ESY staff is prepared to deliver these services in a classroom setting. In order to provide a safe learning environment, individual student considerations regarding student health and safety will be made in coordination with the student's guardians.

Our ESY program will run for three consecutive weeks, Mondays through Thursdays, four mornings a week, from July 13 to July 30th.

We have sent out parent letters with ESY information and have asked that parents return an 'intent to participate' in order to properly plan for program structure and student support mechanisms.

The 'intent to participate' requests are sent as a matter of regular practice, however, we usually solicit the information to plan for transportation, health care specialist, and meal services.

For the 2019-2020 ESY program, we have 20 students identified as students to access ESY services and be programmed for an ESY IEP. As of June 10, 2020 we have received communication from 9 families affirming their child's 'intent to participate'.

We are now at 19 families looking to participate. 17 eligible students as 2 are considered medically unable to attend. Looking now at processes to keep students healthy. K-12 students who were previously eligible for ESY services qualify.

HEARD UPDATE TO PROCEDURE 1220P BOARD OPERATING PRINCIPLES - SUPERINTENDENT TACK

- The board will lead by example. The manner in which the Board and Superintendent conduct their business will be a model throughout the District for students, teachers, parents, and staff on how problems are solved.

- The board will be open, honest, and tactful. The board works to minimize misunderstanding and reduce conflict. While the board encourages dialogue and differing points of view, the board will do it with care and respect;
- Surprises to the board or the superintendent will be the exception, not the rule;
- The board encourages communication from community, parents, staff, and students. Requests that will require extensive study or may have political implications are to be directed to the superintendent;
- When a board member receives a personnel complaint and/or criticism, the complainant will be encouraged to communicate the concern to the appropriate supervisor. The superintendent will be informed of a personnel complaint/criticism by the receiving board member;
- The board will encourage others to present their issues, problems, or proposals to the person who can properly and expeditiously address the issue(s);
- The board will speak to the issues on the agenda. Facts and information needed from the administration will be referred to the superintendent;
- The board understands that board members individually do not have authority. Only the board as a whole has authority. Board members agree that individual board members will not take unilateral action;
- The board president or designee will be the official spokesperson for the board. The superintendent will be the official spokesperson for areas of district operation;
- The board and superintendent will work to minimize misunderstandings and reduce conflict by supporting each other constructively and courteously, maintaining confidentiality, focusing discussions on issues, not personalities, encourage constructive disagreement;
- The board will give direction to the superintendent as a total board through adopted policies or action taken at a board meeting.
- If a board member is acting outside his/her defined role, the board president or other board member(s) will talk with the individual board member regarding the problem.
- The superintendent will let the board know as soon as possible of any major issue that may arise which could be problematic for the district.
- In order to formulate and execute sound decisions, the board agrees to resolve problems at the lowest level, provide for input from all concerned when possible, reevaluate the effectiveness of the decision when appropriate and clearly communicate decisions that are made.
- When a board member or the superintendent is contacted by a community member or a staff member who has a complaint, he/she will inquire if the individual has discussed the issue with the person immediately responsible, explain the district process for resolving concerns and conflicts.
- The board will contact the superintendent (if superintendent unavailable, contact the Chief Financial and Operations Officer) directly when they hear concerns in the community regarding issues relating to district administration, programs or personnel.
- The board and staff will not debate or argue with the public during board meetings.

- The board president and the superintendent will review the agenda in detail prior to the board meeting. The board will review all material provided and seek clarification or additional information as needed prior to the board meeting.
- Once a final decision has been made on a proposal, board members and superintendent will individually and collectively publicly support successful implementation.
- Board members and superintendent will support each other constructively and courteously, maintain confidentiality, and focus discussions on issues, not personalities.

SUPERINTENDENT REPORT

- Closure of the school year after 14 weeks. Recognizing our retirees and those resigning. We have many wonderful employees who have dedicated their time to better our students. We will be announcing our Staff Excellence Awards this week in keeping with our time honored traditions during this trying time.
- ReOpening Task Force of 23 folks representing, classified, union, certified, school board, parents and administrators. Communication went out to staff today and will go out to families tomorrow regarding our draft for reopening. We will be offering another Thought Exchange to staff and families, we had over 2000 people weigh in during our previous time. Thank you for all the hard work of the task force. We do have a good draft to start working with and drive our office work. Director Haas added - Part of the committee for reopening. Good news is that we are going to be in person in the fall, but there are a lot of things that come into play to keep everyone safe and follow directives from the state. We ask that everyone be patient as we work through this process.
- Our construction projects are moving forward and are on budget. It's a very exciting time for our building construction and updates.

FOR THE GOOD OF THE ORDER

- No comments.

Adjourn meeting 5:53 pm

X_____

President

X

Secretary