

# **PRESCOTT SCHOOL DISTRICT**

## **BOARD MEETING MINUTES**

### **REGULAR MEETING**

**October 27, 2016**

#### **THOSE PRESENT:**

**SCHOOL BOARD MEMBERS:** Karen Tonne, Leann Griffin, Eva Madrigal, Erik Young, Sara Fletcher

**SCHOOL BOARD MEMBERS ABSENT:** None

**STUDENT BOARD MEMBERS:** Michelle Cardenas, Yoali Ortega

**SUPERINTENDENT:** Brett Cox

**PRINCIPAL:** Dr. Jodi Thew

**BUSINESS MANAGER:** Patti Johnson

**CLERK:** Cheryl McCracken

**ASSOCIATION REPRESENTATIVES:** Leanne Branson, Jodi Gradwohl

**PATRONS AND PROFESSIONALS:** None Present

**DELEGATES, VISITORS AND GUESTS:** None Present

#### **CALL TO ORDER:**

The regular meeting of the Prescott School District Board of Directors was called to order by Chairman Karen Tonne at 6:00PM. The meeting was held in the Board Room of the Prescott School District.

#### **FLAG SALUTE:**

Chairman Karen Tonne led the flag salute.

#### **WELCOME VISITORS & GUESTS:**

Chairman Karen Tonne welcomed our visitors

#### **ADDITIONAL ITEMS TO ADD TO AGENDA:**

Approve 2016-17 Extra-Curricular Hire: Lynette Palmer-France/Cheer Coach

#### **REPORT OF THE ASSOCIATION:**

None

#### **REPORT OF THE SUPERINTENDENT:**

Mr. Cox reported he has been reviewing bids for maintaining the school HVAC system.

Mr. Cox will be meeting with E.S.D. 123 about possibly updating the school's email address provider.

He also stated, the school kitchen has begun serving a salad bar twice a month. He thanked Patti Johnson for her work on the Healthy Kids Grant that provided a water bottle filling station and the salad bar equipment.

#### **REPORT OF THE PRINCIPAL:**

Dr. Jodi Thew gave the following Principal's Report:

This month we had conferences at both the Vista community and at Prescott Schools.

One collaboration meeting this month was peer observation of AVID strategies. Teachers observed a colleague during their prep period and provided them written feedback on their instruction. The second collaboration was on the growth mindset. Arel Moodie spoke to the staff on how praising effort is better than being smart or talented. He also talked about having a positive view of the future influences your ability to achieve a positive future.

The ASB attended a leadership conference in Longview. We completed a community service project with the United Way.

The Juniors and other interested high school students took the PSAT.

We also had an assembly guest speaker who spoke on the growth mindset and how that can prepare students for college. There were breakout sessions focused on the juniors and seniors. They were given books on how to be ready for college and there was a follow-up meeting for parents in the evening.

#### **REPORT OF THE STUDENT BOARD MEMBERS:**

Michelle Cardenas, student, shared that due to the seniors not planning a senior trip, the senior class of 2017 is interested in RCW 28A.150.220 Section 5. It allows the senior class to not attend school the last week of the school year. She also

stated the seniors are considering graduating on a Saturday. Dr. Thew pointed out the RCW states they must have school related business each day they are not at school until graduation. Michelle will gather more information.

**PUBLIC COMMENTS:**

None

**BUSINESS ITEMS:**

**CONSENT AGENDA:** A motion was made by Erik Young and second by Eva Madrigal to approve the item listed under the consent agenda from the regular board meeting agenda. Motion carried 5-0.

- Approve September 22, 2016 regular meeting minutes
- Approve October Warrants:  
AP: \$70,773.96 Payroll: \$273,055.58
- Approve 16-17 Extra Curricular Hire – Casey Potts/HS Boys/Girls Basketball Scoreboard Operator, Joshua Gonzales/HS Basketball Shot Clock Operator & JH Boys/Girls Scoreboard Operator
- Approve Long Term Sub Para – Bani Gonzalez

**INFO/REPORT ITEMS:**

**A. FISCAL/ENROLLMENT REPORT:** Mrs. Patti Johnson, Business Manager, presented the following report to the board:

**OCTOBER'S BOARD MEETING 2016 FINANCIAL REPORT**

Budget Status Report for the Prescott School District balances to the Co Treasurer as of September 30, 2016:

- General Fund **\$1,274,169.83**
- ASB Fund **\$ 41,279.75**
- Capital Projects Fund **\$ 60,780.52**
- Transportation Vehicle Fund **\$ 526,212.92**
- Debt Service Fund **\$ 306,170.35**

**Net change for each fund since 9-1-2016:**

|                                     |                     |
|-------------------------------------|---------------------|
| <b>General Fund:</b>                | <b>\$ 24,529.08</b> |
| <b>ASB Fund:</b>                    | <b>\$ 1,263.71</b>  |
| <b>Capital Projects Fund:</b>       | <b>\$-10,795.57</b> |
| <b>Transportation Vehicle Fund:</b> | <b>\$ 386.99</b>    |
| <b>Debt Service Fund</b>            | <b>\$ 12,658.32</b> |

Patti Johnson, Business Manager reported that there are two phases to submitting the F196 (last year's financials) for approval:

Phase I: Which is the complete financial activity for all funds with the exception of the DRS pension reporting was submitted to the ESD on October 19<sup>th</sup>. I have yet to hear back from them but am expecting very little changes when I do. The year ended with a cash balance of \$1,249,640.75 in the General Fund.

Phase II: Due date yet to be determined consists of inputting the net pension data elements into the Schedule of Long-Term Liabilities. This should be completed sometime in mid-December.

Yearly, we must submit a Schedule of Expenditures of Federal Awards (SEFA) by November 15<sup>th</sup>. This report is sent directly to the State Auditor's Office and contains yearly total expenditures for each federal funding source.

A Fund Balance History Report has been included in your packets for your review. It is interesting to see the comparisons throughout the years and reassuring to see the stability, and prosperity of the District's financial resources. I anticipate some challenges due to enrollment fluctuation which will make budgeting for 2017-2018 interesting.

Insurance pooling has been completed for medical insurance. The district continues to pay \$780.00 per employee towards medical, dental and vision benefits for the 2016-2017 school year. Should an employee forfeit any portion of this benefit, the remaining dollars are divided and redistributed among other employees in their classification group. This amount is set by the State and the district receives funding based upon the staff FTE generated by our enrollment.

Sara Fletcher and I completed the fall STARS report and submitted it to OSPI. This report is very detailed, reporting the number of students riding on each bus on a designated day, map reflecting each route and every bus stop. Mileage and

fuel expenses and gallons purchased from 2015-16 is also required. The results of this report generates our transportation funding for the 2017-18 school year.

Our personnel report (S275) is due next month. This is an extensive report based on a snapshot of our employees as of October 1<sup>st</sup> that determines our funding for the 2016-2017 school year. Changes from what was budgeted versus what is actual will be reflected on the January State Apportionment and adjustments will be made to funding allocations.

Later, in the agenda, you will be asked to approve the 2016-2017 grant awards. This is a requirement for a number of the grants we receive. The grant awards will change upon receipt of carryover funds from last year and approval of new grants. You will be asked to approve the updated awards early next year.

#### Enrollment:

As of October 1<sup>st</sup>, enrollment count reported to OSPI was 278.94 full time enrolled students. Our headcount as of today is 279 students and I anticipate this not to change before November 1<sup>st</sup> count day. Once again, our budget is based upon 273 FTE.

#### **B. PRESCOTT ATHLETIC UPDATE:**

Fall sports:

JH Soccer started with 13 players and ended with 11. Their record is 3-7. The games were played at Vista

JH Volleyball had 18 player. The A-team record was 5-5, The B-team record was 7-3

HS Volleyball was 1-7 in league games. Many were first time players.

HS Soccer record was 10-1-4 with 19 players.

All the necessary arrangements have been made for the HS Soccer play-offs!

#### **C. LEGISLATIVE REPORT:**

Board Member, Erik Young, reminded board members that the ballots for elections were due November 8, 2016.

#### **INFO/DISCUSSION ITEMS:**

D. 1<sup>st</sup> Reading for the following policies:

#1330 Administration in the Absence of Policy or Procedure

#1400 Meeting Conduct, Order of Business and Quorum

#1410 Executive or Closed Sessions

#2411 Certificate of Educational Competency

#3120 Enrollment

#3122 & 3122P Excused and Unexcused Absences

#3140 Release of Resident Students

2<sup>nd</sup> Reading for the following policies:

#1005 Key Function of the Board – Wording change & additions

#1105 Director Districts – Wording changes & deletions; updated RCW's

#1112 Director Orientation – Wording changes

#1210 Annual Organizational Meeting – Wording Changes; updated RCW's

#1220 Board Officers and Duties of Board Members – Additional wording

#1240 Committees – Additional wording

#1310 Policy Adoption, Manuals and Administrative Procedures (New)

#2021 Library Information and technology Programs

#2025 Copyright Compliance

#2106 Program Compliance

Mr. Cox asked if there were any questions and there were none.

#### **PUBLIC COMMENT**

Chairman, Karen Tonne, asked for any public comments, there were none.

#### **ACTION/APPROVAL ITEMS**

E. Policies #1005, #1105, #1112, #1210, #1220, #1240, #1310, #2021, #2025, #2106: Erik Young made a motion to approve Policies #1005, #1105, #1112, #1210, #1220, #1240, #1310, #2021, #2025, #2106. Eva Madrigal second the motion. Passed 5-0

F. 2016-2017 Initial Grant Approval: Leann Griffin made a motion to approve the 2016-2017 Initial Grant Approval. Eva Madrigal second the motion. Passed 5-0

G. C.T.E. Articulation Agreement: Sara Fletcher made a motion to approve the C.T.E. Articulation Agreement. Eva Madrigal second the motion. Passed 5-0

H. Surplus Bus #3: Eva Madrigal motioned to approve the Surplus of Bus 3. Leann Griffin second the motion. Passed 3-0. 2 Abstained

- I. Miscellaneous – 16-17 Extra-Curricular Hire- Lynette Palmer-France: Leann Griffin made a motion to accept the 16-17 Extra-Curricular Hire-Lynette Palmer-France. Eva Madrigal second the motion. Passed 5-0

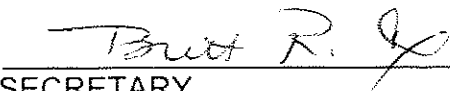
**Additional Board Comments and Information:**

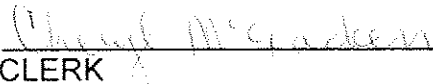
There were none.

**Adjournment:**

The meeting was adjourned at 6:27PM by chairman, Karen Tonne.

  
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BOARD CHAIRMAN

  
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SECRETARY

  
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CLERK