



Wenatchee School District Regular Board Meeting

Minutes of September 25, 2018

WSD District Office **DRAFT**

Board Members	Staff Present
Michele Sandberg, President	Brian Flones, Superintendent
Sarah Knox, Vice President & DLT Board Representative	Cabinet
Sunny Hemphill, Board Legislative Representative	
Laura R. Jaecks	
Walter Newman (Excused Absence)	

I. Regular Meeting 6 p.m.

Michele Sandberg, President, opened the regular board meeting at 6:00 p.m. with the pledge of allegiance. She asked those present who wanted to address the board to please fill out a citizen’s comment sheet and turn it in. She reminded them there is a 3-minute time limit per person for comments.

President Sandberg asked for any changes to the agenda.

MOTION MADE: Sunny Hemphill made the motion to include the updated walk-on personnel report adding Marshall Livingston, as the new Transportation Director to the agenda.

DISCUSSION: He will be meeting with the staff next week, currently AD Jim Beeson has been overseeing transportation, he has experience from his last district.

SECONDED: Sarah Knox

PASSED UNANIMOUSLY

Michele Sandberg, President, asked for a motion for consent agenda approval.

MOTION MADE: Sarah Knox made the motion to approve the consent agenda as presented.

DISCUSSION: None

SECONDED: Sunny Hemphill

PASSED UNANIMOUSLY

II. Consent Agenda

Consent Agenda included:

MINUTES: Reg. Mtg. 9/11/18 & Special Meeting 9/17/18

1) Minutes

PERSONNEL REPORT PREPARED BY:

Lisa Turner, HR Executive Director: 9/25/2018 - On file
Walk-on Personnel Report adding Marshall Livingston, Transportation Director

2) Personnel Report

PAYROLL PREPARED BY:

Tami Hubensack, Director of Payroll:
\$ 8,375,686.80 for the month of September 2018

3) Vouchers/Payroll

VOUCHERS & CONTRACTS PREPARED BY:

Karen Walters, Director of Accounting 9/25/18
2017-18

General Fund

Check numbers 601206 through 601365 totaling \$585,746.20

Capital Projects Fund

Check numbers 601366 through 601369 totaling \$14,972.72

Associated Student Body Fund

Check numbers 601370 through 601391 totaling \$25,692.78
2018-19

General Fund

Check numbers 601392 through 601556 totaling \$507,853.57

Capital Projects Fund

Check numbers through totaling \$

Associated Student Body Fund

Check numbers 601557 through 601587 totaling \$41,775.45

4) Contracts

New / Renewal / Revision	Federal Yes/No	Agency	Funded By	Purpose	Amount	Effective Dates	Contract Requested By	Reviewed By
Renewal	N	PayneWest - Colony Insurance	BEA	Storage Tank Liability Coverage	\$3,150	2018-2019	Jim Beeson	Larry Mayfield
Renewal	Y	Central WA University	N/A	Sub-Award agreement	Revenue \$183,341.00	9/25/18 - 9/24/19	Karen Walters	Larry Mayfield
Renewal	N	Eastmont Schol District	Special ed	Deaf Education Interpreter Services	\$66,943	8/29/8 - 6/14/19	Trisha Craig	Mark Helm
Renewal	N	SolyOn Broadcasting	N/A	Broadcast Athletic Contests	N/A	9/1/18 - 6/3/19	Jim Beeson	Jon Dejong
New	N	NCESD	N/A	Allow NCED to access records in EDS	N/A	Upon execution to 8/31/19	Denise Watson	Larry Mayfield
Renewal	N	Colonial Vista	N/A	Hands on Clinical Practicum	N/A	Upon execution to 6/30/19	Mitzi outhard	Jon Dejong
Renewal	N	Regency	N/A	Hands on Clinical Practicum	N/A	Upon execution to 6/30/19	Mitzi outhard	Jon Dejong
Renewal	N	River West Assisted Living	N/A	Hands on Clinical Practicum	N/A	Upon execution to 6/30/19	Mitzi outhard	Jon Dejong
Revision	Y	OSPI 21st CCLC	N/A	Expand to 2nd grade at Lewis & Clark	N/A	11/1/18 - 08/31/20	Maura Danforth	Mark Helm
New	N	Cross Roads Mall	N/A	Mariachi Performance at Crossroads Mall	Revenue \$300	11/19/18	Ramon Rivera	Jon Dejong
Renewal	N	S & S Health Care	Special ed	Private duty nurse for medically fragile student	\$25,250	8/29/18 - 6/14/19	Trisha Craig	Mark Helm
New	N	First Church of the Nazarene	N/A	MOU Sheltering & Mass Care Facilities for WSD	N/A	9/18/18 - 9/17/18	Ricardo Iniguez	Jon Dejong

5) Surplus Report & Other Consent Items

Policies 2nd Reading #'s 3232, 3244, 3520
SURPLUS REPORT: On File

Citizen Comments

- Brian Higgins: WHS Teacher: Questions about Board's involvement in choosing focus groups for the Janet Gordon Study and other concerns.
- Suellen Harris: Substitute Teacher - Read a letter about Guest Teacher Policy and made suggestions to the board to improve process.
- Gautam Nayak: Parent, supports board, shared concern about Interim Superintendent.
- Darcy Dorsey: Parent, concern about Interim Superintendent, Block Schedule and 2018-19 budget & class credit

ASB Reports

WHS: President Jessica Gutierrez reported the following:

- Tail-gate party for football game on Friday
- Blood Drive Oct. 16 goal to get 50 students
- Homecoming also on October 22 - 27th
- First HOPE Meeting October 2nd - Opportunity to discuss the issues with advisor teacher Ms. Jelsing

Director Hemphill suggested having a student representative on the board, and add that subject as an agenda item to discuss sometime.

Field Trip Requests

Deputy Superintendent Jon DeJong introduced Sara Rolfs, parent and advisor and Dave Carlson, teacher and advisor as chaperones for the following requests. They provided information for each field trip. Student Ethan Harris also provided information to the board about the trip and the importance of it to student growth.

9-25-18 Travel Tracker Board Report											
Trip #	Dates	Destination	Teacher Name	Group Making Trip	Educational Objective	# of Adults	# of Students	Estimated Cost	Funding Source	Comments	Board Approved
5065	11/9/18-11/10/18	Spokane, WA	Dave Carlson	Debate Team	Learn Debating Skills	2	6	1158.4	WHS-Debate	Travel information and student roster will be available to present at (or before) the board meeting. JMH	
5066	11/9/18-11/10/18	Snohomish, WA	Sara Rolfs	Debate Team	Learn Debating Skills	2	6		Pioneer ASB	Travel information and student roster will be available to present at (or before) the board meeting. JMH	

MOTION MADE: Sunny Hemphill made the motion to approve the field trips as presented.

DISCUSSION: None

SECONDED: Sarah Knox

PASSED UNANIMOUSLY

Board Business Items

Superintendent Search Update: Board President Michele Sandberg gave an updated report on the superintendent search:

- We are currently conducting contract negotiations through our legal counsel with a firm and when that is complete within the next two weeks an announcement will be made. After that we will form community feedback groups and student feedback groups to help in the selection process.

Wenatchee Learns Strategies

Strategy 3: Use the Best Tools & Resources to Advance Learning

Objective 3.3 The Right Tools & Resources for Staff

Policy 2190 Highly Capable Programs Revised

Alicen Gaytley, TOSA - Coordinator Highly Capable Programs

Ms. Gaytley answered question from the board about the updated policy. It will come back to the board in the consent agenda at the next board meeting for 2nd Reading. She will be returning at the next board meeting with the annual plan and procedure.

2000 Policy Series Review

Policy	Title	Suggested Action	District Recommendation	Rationale
2190	Highly Capable Programs	Essential/ Priority	Approve	Changes must be in effect for 2018-2019 school year to align rules for the Highly Capable program to the statutory changes made to the program by ESSSB 6362 (2018). For identifying highly capable students, school districts are required to comply with additional criteria regarding multiple pathways for qualification, use of local norms for assessments, use of subjective measures, and use of assessments in native language of student.

Objective 3.4 Facilities that Optimize Learning

Amendment No. 9 Pre-bond Studies Project to TCF Architecture, PLLC:

Gregg Herkenrath, WSD Director of Facilities gave the following information to the board.

SEPTEMBER 19, 2018

SITUATION

Contract Amendment No. 9 for Pre-bond Studies by TCF Architecture and consultants is attached for your review. The amendment is associated with the Portables project constructed at Columbia Elementary in 2017. A requirement of the City's Conditional Use Permit for the second added portable from Lincoln Elementary to Columbia was to add an additional 8-parking spots at the school. This amendment is for RH2 Engineering to prepare a small works bid package to expand the existing parking lot at Columbia to include eight (8) additional parking stalls and obtain construction approval from the City. WSD will advertise the approved project on the small works roster with anticipation for construction to occur during the summer of 2019.

The not to exceed amount of Amendment No. 9 in the amount of \$5,999.40 is within the original budget established for the Pre-bond Studies project.

<u>Original Contract Amount</u>	\$885,602.30
<u>Current Contract Amendment No. 9</u>	\$5,999.40

<u>Contract Amount including this Change Order</u>	\$885,602.30
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RECOMMENDATION

The Board of Directors approves Contract Amendment No. 9 Pre-bond Studies Project to TCF Architecture, PLLC in the amount of \$5,999.40 maintaining the original Contract amount of \$885,602.30.

DESCRIPTION OF AMENDED SERVICES:		
Support with small works bid package for Columbia Elementary Parking Lot Expansion		
FEE TYPE FOR AMENDED SERVICES:		
Hourly, Not-to-Exceed Fees, which shall be reallocated from the Study.		
AMENDED SERVICES FEE:		
Small Works Bid Package Support - Columbia ES Parking Lot Expansion		
Consultant's Total:		\$5,454.00
RH2	\$5,454.00	
TCF Mark-up (10%)		\$545.40
Sub-Total		\$5,999.40
Reallocation of Unused Fees Remaining from Study		-\$5,999.40
Amendment Total		\$0.00
PROJECT FEES SUMMARY:		
Original Contract Fee		\$885,602.30
WHS Modernization Study	\$298,992	
WHS STEAM Building Study	\$46,513	
Transportation Facility Relocation Study	\$73,711	
Pioneer MS as STEAM Facility Study	\$102,726	
New MS Study	\$170,723	
New 2nd HS Study	\$175,738	
Reimbursable Expense Budget	\$17,200	
Previous Amendments		\$0.00
Total Current Contract Fee		\$885,602.30
Amount of this Amendment #9		\$0.00
Total New Contract Amount		\$885,602.30

After a brief discussion and Mr. Herkenrath answered all the board questions and clarified language for the board that this change order will not increase the original contract. Board President Sandberg asked for a motion, discussion continued on how the motion should read:

MOTION MADE: Sarah Knox made the motion to approve Amendment No. 9 Pre-bond Studies Project to TCF Architecture, PLLC but not to exceed \$5999.40.

DISCUSSION: None

SECONDED: Laura Jaecks

PASSED UNANIMOUSLY

BD. Minutes 9/25/18

(Minutes are summaries with Action Items for complete meeting details visit board meeting videos at: <https://www.wenatcheeschools.org/board/archived-school-board-meetings>)

Strategy 4: Balance Change for All with Excellence for All Objective: 4.2 Sound Fiscal & Resource Management

Larry Mayfield, Executive Director of Business & Operations presented the following materials to the board.
Budget Status Report:

Re: **May, June & July 2018 Budget Status Reports**

GENERAL FUND With **92%** of the fiscal year elapsed, Total July General Fund revenues were **89.2%** and expenditures were **86.8%** of budgeted amounts, respectively.

General Fund Total Fund Balance at July 31, 2018 is **\$10,492,349** (10.18%) compared to a July 31, 2017 balance of **\$13,125,082** (16.03%).

Total Ending Fund Balance at year-end is looking to be closer to \$9,000,000 currently.

School districts apportionment revenues are allocated September through December based on budgeted enrollment and mix factor numbers. For the months of January through August apportionment is allocated on year to date actual average annual full time equivalent (AAFTE) enrollment and reported mix factors (teacher experience and education).

CAPITAL PROJECTS FUND The July Month Ending Fund Balance is **\$5,297,906**. Major projects including Lincoln, Washington, Castle Rock and Rec Park projects are in close out phases. All state match monies have been claimed and payment is expected to be received within the next month. Expecting unspent bond project/state match monies to be around \$3,000,000.

DEBT SERVICE FUND The July Month Ending Fund balance of **\$2,392,033** is for payment of bond principal and interest payments which are due each December and June. Revenues consist primarily of property taxes.

The Debt Service levy for 2018 collection is \$5,400,000 or about \$1.30 per \$1,000 assessed value. The General Fund Maintenance & Operations levy for 2018 collection is \$12,527,890 or about \$2.94 per \$1,000 assessed value.

ASB FUND July year to date revenues are **98.3%** of the amount budgeted for the year. July year to date expenditures are **78.6%** of budget.

The July Month Ending Fund Balance is **\$670,684**.

TRANSPORTATION VEHICLE FUND The July Month Ending Fund Balance is **\$55,387**. Two buses purchased in March 2018. Major Repair for Engine replacement costs recorded in the months of January through May 2018.

Enrollment Report:

Re: Enrollment Reports for **September 2018**

The **September 2018** count of K-12 students is **7,341.90 full-time equivalents (FTE)**. Running Start enrollment is not included since Running Start is reported for the months of October through June.

Based on a two-year trend it appears average annual full-time equivalent enrollment (AAFTE) compared to budgeted enrollment will be:

- | | |
|--|-------------------------------|
| a. Elementary Schools | greater than budget by 43 FTE |
| b. Middle School Schools | greater than budget by 14 FTE |
| c. Wenatchee High School | less than budget by (76) FTE |
| d. Westside High School | less than budget by (7) FTE |
| e. Valley Academy | less than budget by (17) FTE |
| f. Wenatchee Valley Tech Skills Center | less than budget by (45) FTE |
| g. Subtotal (excluding Run Start & Open Doors) | less than budget by (87) FTE |
| h. Running Start | first count in October |
| i. Open Doors/Reengagement | less than budget by (6) FTE |

Reduction in apportionment revenues is estimated to be **(\$520,000)** net of estimated Running Start and Open Doors budget surplus.

Running Start, Open Doors/Skill Source and Alternative Learning FTE are shown as separate line items for comparison to budget numbers on the original F-195 Budget.

EXHIBITS ON FILE:

Exhibit A - Monthly FTE Enrollments.

Exhibit B - Annual Average FTE enrollment, as reported to SPI, since 2006-07.

Exhibit C - FTE enrollment by school and by grade level for the current month and the same month in the prior year (2017-18).

Exhibit D - Graph #1 - Monthly Total Enrollment.

Exhibit E - Graph #2 - Monthly Total Enrollment (excluding Running Start & Open Doors)

October 2018 through August 2019 enrollment numbers are projected numbers based on the prior two-year history. Monthly budgeted FTE enrollment is based on the prior two-year history as well. Running Start and Open Doors enrollment is excluded from the graph since revenues pass through. The graph presents a shortfall of (84) FTE, a difference of 3 FTE from Exhibit H, due to differences in projection methodology.

Exhibit F - Graph #3 - FTE Enrollment by Building & Program.

Exhibit G - Elementary Classification Sheet.

Exhibit H - Official Count Day Enrollment by Grade Level, Building and Program. Budgeted enrollment and predictions are displayed as well.

BD. Minutes 9/25/18

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After much discussion about enrollment and the effects on the budget the board thanked Mr. Mayfield for his detailed report.

Board Communication

- Director Knox will be out town for the Columbia School Visit this week.
- Board members asked to have the substitute group representatives come to a board meeting to talk. Supt. Flonas suggested that the board have HR Executive Director Lisa Turner and Director Kelly Lopez come to a board meeting and give an overview of what we are doing as a district and how we can mediate with our substitute group.
- Director Sunny Hemphill updated the board on the WSSDA Legislative conference that she and Director Knox attended on September 20th - 22nd.
- Director Jaecks would like to have an update on where the WHS schedule is going... the next steps, it was discussed that would be done after the board decides critical budget issues. It is getting too late to change anything on the schedule for an additional year.
- Director Jaecks would also like more detail brought to the board on the "pass/fail 1-credit study hall" class that she is hearing so much about. She would like to hear the pros and cons of the class, and the rational behind it. She suggested a workshop to look at some of these issues.
- Superintendent Flonas will be meeting with the cabinet tomorrow to layout a game plan on the budget and get back to the board by late October or November.
- President Sandberg shared with the board that we can have Open Public Meetings Act and Public Records Act (Open Government) training by video (approx. 1 hour) and a Skype question and answer session with one of the attorneys in the Assistant Attorney General's office who oversees open government. President Sandberg suggested we get on their schedule.
- President Sandberg asked that an email that all the board members received this week be put into the public record.

Superintendent's Report

Superintendent Flonas will be out of town on the 28th and will miss the Columbia School Visit.

Meeting Adjourned

President Sandberg adjourned the meeting at 7:40 p.m.

President

Superintendent

Date