



Wenatchee School District No. 246
Wenatchee, Washington

Minutes of Oct. 26th, 2010 Regular Board Meeting

Board

Walter Newman, President
Kevin Gilbert, Vice President
Gary Callison
Jesús Hernández
Laura Jaecks

Staff

Brian Flones, Superintendent
Cabinet Members

I. WHS TOUR -6:00 P.M.:

WHS Assistant Principal Ricardo Iniquez conducted a tour of WHS pointing out the critical areas that will be addressed in a bond proposal for refurbishing WHS, as follows:

WENATCHEE HIGH SCHOOL

Wenatchee High School was built in 1972 for a student population of 1300. For the past several years there have been about 1900 students at WHS. After 28 years of use, many safety infrastructure and instructional needs have developed.

- 1) The building is in need of a new heating, ventilation and air conditioning (HVAC) system throughout.
- 2) The fire alarms, bells, clocks and security systems all need to be replaced to enhance the life safety systems.
- 3) Some halls need to be widened to alleviate over-crowding and provide students better access throughout the building.
- 4) Additional restrooms are needed to correspond to the increased population.
- 5) Several other systems are obsolete including lighting, electrical, ceiling systems, stage rigging, and swimming pool systems.
- 6) Several instructional areas need to be remodeled. For example:
 - Several of the science labs are "make-shift." They lack required sinks and counters, and adequate ventilation systems.
 - The music and art departments are inadequate for the number of students and programs that are part of a modern high school.
 - WHS was originally constructed using the sliding dividers to create classroom space. Over the years temporary walls were installed to create math, language, and social science classrooms. These temporary walls do not provide adequate sound buffering, or electrical outlets needed to support instruction.
- 7) The auditorium has important community uses. It is also an instructional space for performing arts classes. Updating the auditorium requires rigging repair, refurbishing the seating, improved acoustics and lighting systems and revisions to the stage.

The original WHS building, built in 1972, is eligible for State Match Funds. Matching funds would allow a complete remodel of WHS. All of the issues listed above would be accomplished with \$46,000,000 in State Matching Funds, and only about \$16,000,000 of local bond funds.

Mr. Iniquez thanked the group for attending and he and Superintendent Flones took questions from the attendees.

II. REGULAR MEETING - 7:00 p.m.

Dr. Walter Newman, President, opened the regular board meeting at the WHS at 7:05 p.m., with the Pledge of Allegiance.

III. CONSENT AGENDA

Dr. Newman asked for a motion to approve the consent agenda. Motion made by Laura Jaecks & seconded by Gary Callison, the motion carried with four in favor and one abstention. The following items included in the consent agenda:

1) **MINUTES** of Minutes of Board Meeting 10/12/10.

2) PERSONNEL REPORT:

PREPARED BY: Lisa Turner, Human Resources Director
October 26th, 2010 personnel report is on file.

3) PAYROLL October 2010

PREPARED BY: Tammy Hubensack
\$4,839,986.53

4) VOUCHERS Sept. 15th 2010

PREPARED BY: Karen Walters, Director of Accounting

2010-11 Budget

1. General Fund:
 - a. Check numbers 543852 through 544086 totaling \$820,877.33
2. Capital Projects:
 - a. Check number 544090 through 544140 totaling \$37,992.03
3. Associated Student Body:
 - a. Check number 544090 through 544140 totaling \$37,992.03
4. Transportation Vehicle Fund:
Check numbers 544141 through 544141 totaling \$378,661.05

5) **CONTRACTS: None**

6) SURPLUS REPORT:

PREPARED BY Karen Walters, Director of Accounting; October 26th 2010 on file for review.

IV. WSD ASB REPORTS:

WHS ASB Activities Coordinator, Elenore Bastian introduced herself and reported on the most recent activities at WHS.

- o Ms. Bastian invited everyone to attend the musical *Oklahoma* that the choral department and community students are putting on in November 12-13th and 18-20th. They are working very hard and it is going well.
- o Ms. Bastian also reported about the Halloween Food Drive going on at the school, they expect much success.

V. CITIZEN COMMENT: None

VI. SPECIAL REPORTS/PRESENTATIONS:

WSSDA Policy Review: Superintendent introduced Katheen McDonald, Ed.D. from WSSDA as the legal representative who will take the next year and help WSD review and revise all board policies to meet state statutes and align with RCW and WAC guidelines.

Dr. McDonald presented the following materials and answered questions from the board.

AGENDA

- I. Policy Adoption and The Law
 - ❖ Policies and Procedures
 - ❖ The Role of the School Board
- II. The Policy Manual Review Process
 - ❖ Service Components
 - ❖ Series by Series Review Process
- III. The Exit Conference
 - ❖ A New Policy Manual
 - ❖ Plan for Sustainability
 - ❖ Evaluation of the Process

I. Policy Adoption & The Law

- ▶ Policy Adoption Requirements
- ▶ Differentiating Policies from Procedures
- ▶ Policy Classifications
- ▶ The Role of the School Board
 - o Policy 1005: Key Functions of the Board
 - o Policy 1310: Policy Adoption, Manuals & Administrative Procedures

Policy Adoption Requirements

- ▶ Major function of the Board - to adopt policy governing all facts of school operations
- ▶ WSSDA recommends a two-step reading process for adoption
- ▶ Open public meeting process
- ▶ Rarely, but when necessary, adopt at the first meeting

POLICIES VS PROCEDURES

- ▶ Legally binding
- ▶ Board Established
- ▶ Governing Framework
- ▶ Reviewed Consistently
- ▶ Broad Guidelines, with Specific Guidance
- ▶ Modified through formal analysis and adoption
- ▶ Establish Mechanics to Implement Policy
- ▶ List the Steps to be Followed
- ▶ The Important Details: The Do's & Do Not's
- ▶ Responsibility of the Superintendent

THE ROLE OF THE BOARD

- ▶ Policy 1005: Key Functions of the Board
 - o "To achieve the vision, the board will establish a structure...this includes...developing and approving policies..."
- ▶ Policy 1310: Policy Adoption, Manuals and Administrative Procedures
 - o "Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion"

II. Policy Manual Revision Service

1. WSSDA Contract
1. Site Meeting
 - o Board of Directors
 - o Administration Team
2. Analysis/Review Process
 - o Timeline
 - o Analysis
 - o Recommended Action
 - o Procedures
1. Exit Conference

Full-Service Manual Revision

...the service includes an inspection of the local board policy manual against the WSSDA Reference Manual, a comprehensive set of Washington-specific sample policies...

Full-Service Manual Revision

...the inspection covers all policies—including those customized by the district to meet its unique needs—and identifies any inconsistencies or non-compliance issues...

WSSDA Policy Manual

- 0000 - Strategic Planning
- 1000 - Board Governance
- 2000 - Instruction
- 3000 - Students
- 4000 - Community Relations
- 5000 - Personnel
- 6000 - Management

Title	Type	District Policy #	Comments	No Changes	New	Revised	Comments
Legal Status, and Operation	Priority	1000, 1100, 1110	Merged three district policies: 1000, 1100 and 1110. Content essentially not changed. Cross and legal references updated.			X	
Key Functions of the Board	Priority		New required policy for the district		X		
Director District Boundaries	Priority	1140	Renumbered. First section of the district policy is identical to the entire WSSDA policy. The remainder of the policy is part of the WSSDA procedure. Legal references updated. Management Resource added.			X	
Election	Optional	1111	Renumbered. Policy content needed to be updated. Cross and Legal references updated. Management Resources added.			X	
Oath of Office	Optional	1114	No change to content. Legal reference updated.	X			

ANALYSIS PROCESS – Sample

Process →	Consultant Review Completed	Procedure Summary Completed	District Review Completed	Submitted to Board for 1 st Reading	Procedure Revision Completed	2 nd Reading Adoption by the Board
Lead →	WSSDA Policy Consultant		Admin & Board Sub-Committee	School District Board Chair	Superintendent	School District Board Chair
Oct	1000 – 10/26					
Nov	2000 – 11/23		1000 – 11/23			
Dec	3000 – 12/14		2000 – 12/14		1000 – 12/14	
Jan	4000 – 1/25		3000 – 1/25		2000 – 1/25	
Feb	5000 – 2/22		4000 – 2/22		3000 – 2/22	
Mar	6000 – 3/22		5000 – 3/22		4000 – 3/22	
Apr	0000 – 4/26		6000 – 4/26		5000 – 4/26	
May			0000 – 5/24		6000 – 5/24	
June					0000 – 6/28	

POLICY MANUAL REVIEW – TIMELINE

COMPLETION: AUGUST 9, 2011

Recommended Board Action

1. Consent Agenda – No Change to Content
2. New Policy to Consider – May Require Study Session
3. Policy to Review and Revise
4. District-Only Policy to Review and Update
5. Outdated Policy to Delete

Roles and Responsibilities

how to keep the process moving!

- ▶ WSSDA Resources
 - Policy Reference Manual
 - Policy News
 - Eduportal
 - Policy Consultant
 - Legal & Policy Team
- ▶ Wenatchee School District
 - Board of Directors
 - Superintendent
 - Staff and Administrative Team

III. Exit Conference

- ▶ New Wenatchee School District Policy Manual
 - Updated District Policies
 - District Developed Procedures
 - Hard Copy plus CD
- ▶ Maintenance Plan for Sustainability
- ▶ Evaluation of the Review Process

Dr. McDonald answered questions during her presentation. Discussion points were as follows:

- Governance Policies are not currently used or in place at WSD -
- 0000 Series can be set up easily.
- WSD Policies are in pretty good shape, but there’s always areas in every district that can be improved on.
- Board Responsibilities by Statutes -
- Focus on Changes in Policies during process -
- Using “Parking Lot” for policies that need more attention -
- Procedures are the responsibilities of the Superintendent and will also be review & updated.
- Opportunity for board to become more familiarized with policies -
- Educational exercise when reviewing -
- Fine-tune timeline so it will work more smoothly for our district -
- 2 Board members will rotate on review committee.
- Meeting once a month for each series -
- Superintendent, admin assistant, cabinet member & two board members on review committee -
- 0000 Policies Series through 6000 Policies Series will be updated -
- Dr. McDonald will be available by email anytime -

The board thanked Dr. McDonald for the information and for her help in getting our policies up to date and in compliance.

VII. PRESIDENT’S REPORT: None

VIII. SUPERINTENDENT’S REPORT:

1. Calendar change WHS, WSHS & WVTSC Bd. Reviews from Nov. 8th to Nov. 15th at District Office from 6 – 8 p.m.
2. Reminder of Nov. 4th Board Bond Work Study Session at Orchard Library at 5 p.m.

IX. EXECUTIVE SESSION:

Board President Dr. Newman read this statement:

The school board will now convene in executive session in accordance with board policy 1410 and RCW 42.30.110 (b), (c) & (i)

- 1. To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.*
- 2. To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price; and*
- 3. To discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in a official capacities, or is likely to become a party when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.*

The meeting is expected to last 45 minutes. No action to be taken.

X. REGULAR MEETING ADJOURNED:

President Dr. Walter Newman adjourned the meeting at 7:55 p.m.

entered into executive session at 8:15 p.m. and reopened and adjourned at 9:10.

President

Superintendent