



# Wenatchee School District Regular Board Meeting

Minutes of October 11<sup>th</sup>, 2011

## WASHINGTON ELEMENTARY SCHOOL

**Board Members Present**

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

**Staff Present**

Brian Fiones, Superintendent  
Cabinet

**I. Regular Meeting 7 p.m.**

Kevin Gilbert, Board President, opened the regular board meeting at 7:00 p.m., with the Pledge of Allegiance. Walter Newman is out of town.

**II. Consent Agenda**

President Kevin Gilbert asked for a motion to approve the consent agenda. Motion made by Laura Jaecks seconded by Gary Callison, the motion carried unanimously.

**Consent Agenda included:**

**1) Minutes**

Minutes of 9/27/11 Board Meeting

**2) Personnel Report**

PREPARED BY: Lisa Turner, H.R. Director  
Oct. 11<sup>th</sup>, 2011 personnel report is on file.

**3) Vouchers/Payroll**

VOUCHERS PREPARED BY: Karen Walters,  
Director of Accounting –Oct. 11<sup>th</sup>, 2011  
General Fund:  
Check # 550727 through 550933 totaling \$413,610.05  
Capital Projects Fund:  
Check # 550934 through 550934 totaling \$2,850.00.  
Associated Student Body Fund:  
Check # 550935 through 550980 totaling \$33,611.98

**4) Contracts**

Date	New or Renewal or Revision	Agency	Purpose	Amount	Effective Dates	Staff Person Responsible for Contract has read and has recommended this contract for Board approval	Reviewed by Les?	PO Required?
10/01/11	RENEWAL	DigiPen	Software License	\$5,000	2011-2012 School Year	Jon Torrence	YES	YES
				<b>Budget Code</b>				
				4500 27 5050 545 3517				
09/15/11	RENEWAL	Public Consulting Group, Inc. "PCG"	Fee for Service Medicaid Billing	\$10,000	9/1/11 - 8/31/12	Colleen Obergh	YES	NO
				<b>Budget Code</b>				
				2100 27 7086 000				

**5) Surplus Report**

SURPLUS REPORT PREPARED BY: Karen Walters,  
Director of Accounting –Oct. 11<sup>th</sup>, 2011 – On File

### III. School Presentation

**Washington Elementary School:** Principal Keith Collins addressed the board about their success with the Make Your Day classroom management program at Washington Elementary. Mr. Collins said he came from a district that did not have a classroom management program and every teacher was on his own. It was chaos compared to Washington.

- Washington has over 600 students
- We put a lot into staff development
- We revise the program constantly
- We clarify to teachers, parents and students
- This year we had a 1 hour refresher course with Sunnyslope
- We train our para-educators who work with students
- We have on staff trainers
- Open communication with teachers→parents→students
- We have a strong parent component
- He shared the stats data and only 7 suspensions last year with over 600 students

Mr. Collins introduced Aaron MacKenzie, Washington counselor. Mr. MacKenzie showed all the ways Washington is using a positive classroom management program. He shared posters used around the gym for each component. Some of the examples used were:

- No one has the right to interfere with another's education or safety
- Students know teachers expectations
- Practice good behaviors
- Student's are held accountable
- Team teaching with parents and teachers
- "Basic Training" program for students
- Friendly body language
- Problem solving – "Frog Pizza" tangible ways to solve problems
- "I Care Cat" – 5 steps to care

Mr. MacKenzie shared his webpage with the board. He also shared the Citizen of the Month program, two students from each class get to eat in a special area and get a certificate and a picture taken. He also explained the 5<sup>th</sup> grade retreat that they go with the counselor and teacher during the year to help teach team building and how to handle challenges in the world. Mr. MacKenzie answered questions from the board. The board thanked Mr. Collins and Mr. MacKenzie for the wonderful update on Washington.

### IV. Recognitions

**1) Transportation Department:** Chet Harum, Executive Director of Student Services, asked those present from the Transportation Department to stand. He read the following statistics about the department.

- 319,000 miles is per year,
- 69 routes per day
- 35 different buses
- 43 drivers
- service 256 square miles daily
- We are in the top 2% of the state for efficiency and the lowest cost per pupil in the state
- we transport 2,225 daily to and from school

The state auditor recognized our transportation. Transportation Director, Marcia Hahn, addressed the board in thanking them and Mr. Harum for the recognition and pointed out that it is a team effort. The department would not have been able to accomplish what they have done in the past year without each and every transportation team member. Ms. Hahn thanked all the staff that attended the board meeting and those who could not attend, due to conflicting schedules, and introduced all transportation staff that was present. The board gave them a standing ovation. The whole department was given recognition certificates.

**2) Food Service:** Chet Harum asked Kent Getzin, Food Service Director, to step to the front to help Mr. Harum explained the *Taste of Washington* program. using more Washington grown products in serving our staff and students. Mr. Getzin is using more whole grain foods, fresh grown local produce and *Farm to School* products. We are working with 7 local farms. They have purchased a larger freezer to accommodate the increase in local products and we are in partnership with WSDA on the Childhood Obesity movement in helping to make children healthier by having better choices available for them at lunch. Our program has been recommended to HBO for a documentary they are doing on Childhood Obesity. We may be a part of that sometime in the future. Mr. Getzin invited the board to look at the Food Service website for more details on our programs. The board also gave Mr. Getzin a standing ovation. Mr. Getzin and his department were given recognition certificates.

The board said that it is a great way to start off a board meeting with two outstanding groups in our district. And thanked them again for their hard work and achievements.

**V. Citizen Comments**

**NONE**

**VI. High School ASB Reports:**

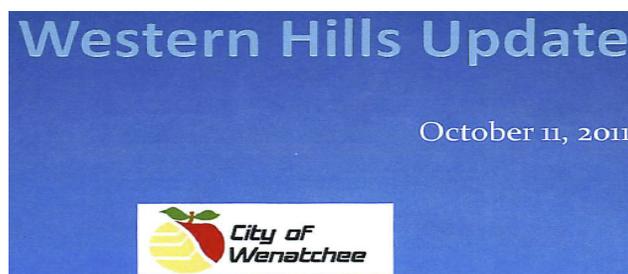
**1) WSHS: None**

**2) WHS:** ASB Officer, Gaven Smeltzer, gave a brief report on the successful homecoming this year. They had a very successful Powder-Puff football game, and made record-breaking fundraisers during the week that they will donate to a local charity.

**VII. Special Presentation**

**1) City of Wenatchee Western Heights Park Proposal:**

Steve King and Allison Williams of the City of Wenatchee, presented the following to the board.



**Update**

- Meeting with Mr. Glen Klock
- Partnership with Chelan Co./Land Trust – Austin Ct.
- Stormwater Utility Funding
- Public Meetings (November/December)



Talking points:

- Mr. King included Dr. Glen Klock in the follow-up project study
- Stable Utility for the storm-water retention
- Tested sediment
- Mud flow direction evaluation
- Incremental Steps are in the process
- Large dam is not cost effective
- Chelan Co. proposal of property on Austin Court
  - Parking for trailhead
  - Next to drainage ditch
  - Meeting in late Nov. or early Dec.
  - Get as many ideas on table as possible
- Facility behind Newbery

## Schedule

- Tonight - Ask for School District Support
  
- Fall 2011 - Stormwater Utility purchase of property w/ easement for playfield use
  
- Spring 2012 – Work with District/PTA/Public to Design Facility
  
- Summer 2013 - Construction

The city pointed out to the board that the parents are looking forward to the improvements for the city improvements. Discussion followed:

- Work up #1 Canyon is a improvement the community is in need of
- Questions about the education of the homeowners
- PTA meeting with the city got parents approval & support
- Board concern if there are OSPI requirements for public schools and a storm drainage facility on a playfield – have we checked for standards
- City has to meet standards at all parks so they are safe for children to play, those standards have been met with this piece of property
- Dr. Klock raised his concerns to city and school board
- Alternatives available? – not many
- Drainage ponds above Western are the responsibility of the homeowners & developers
- Dam safety has been met, not a lot of water in Austin Ct. holding area

The board decided to have an opinion of an independent study group to verify that this is a safe project and meeting approved standards by OSPI. They apologized and thanked the city for meeting with them again. They will get back to them when they feel all their questions have been answered. Mr. Gilbert reminded everyone this may take a little time to get accomplished.

2) **Valley Parking Lot Analysis:** Engineer Ed Zontek presented the following material to the board.

**BACKGROUND:**

The property is located in a commercial-industrial development on the east side of North Wenatchee Avenue. The land uses in the vicinity of the property include Burlington Northern Railroad to the east, Holiday Inn Express to the north and west, La Quinta Inn and Graybeal Signs to the south. Other land uses in the vicinity of the property include El Sol Mexican Restaurant, Wendy's Old Fashioned Hamburgers and a vacant parcel. See the attached aerial photograph of the property vicinity.

When the district first occupied the building, the city granted a variance from the off-street parking requirements. See attached copy of variance V#2005-01. The variance document states the historic peak parking demand for the Valley Academy of Learning is 42-spaces. It also states the subject property, along with adjacent property leased by the owner, provides 60-spaces. This would imply adequate parking is available.

When I attempted to verify this, I found far fewer parking spaces available than stated in the variance. I searched at the city and county for recorded parking agreements with the adjacent property owners and found none. Subsequently, I met with the agent for the owner, Mr. Alan Beidler of Sage Real Estate Services, who confirmed no parking agreements with adjacent property owners exist. I visited the site and observed only 23-spaces currently exist on the property. The spaces are located around the building as follows: 5 on the west, 13 on the south and 5 on the east. Since no parking agreements exist, only the 23-spaces existing on the subject property are available without altering the site.

While researching the subject property, I acquired copies of 2 drawings showing the property. One is a short plat prepared by John Repass & Company recorded May 30, 1984. See attached copy. The second is a site plan prepared by Scott Rice Architects dated May 23, 2005. The site plan was part of a plan set for site and building improvements intended to accommodate district occupancy of the building. See attached copy.

It is important to note 2 significant encroachments exist on the adjacent railroad right-of-way along the east boundary. First, the building extends approximately 4-feet across the property line. Second, the fence, dumpster pad and 5 parking spaces are located beyond the property line.

The Valley Academy of Learning currently operates near capacity. There are currently 14 classrooms with room for only 1 additional future classroom. The school administrator informed me if additional classes are required, they would add classes on Friday, which is the day of lowest attendance. This would result in no demand for additional parking spaces.

The school hosts special events several times per year. They typically occur in late afternoon or early evening. The parking demand for these events is unknown, but is likely in excess of daily peak demand. During such events, parking typically overflows into the existing parking lots owned by the Holiday Inn Express and La Quinta Inn.

The school administrator informed me he is unaware of any conflicts or complaints by neighboring parking lot owners, where staff and parents park on a daily basis. The property owner's agent, Mr. Beidler, also informed me he is unaware of any conflicts or complaints. In addition, he informed me he contacted the owner of the Holiday Inn Express and discussed sharing parking. The owner would not sign a shared parking agreement, but did not object to the users of the subject property using the parking lot west of the school building.

**CITY PARKING CODE:**

The city requires off-street parking be provided for various land uses in compliance with Wenatchee City Code (WCC) Chapter 10.60 Off-Street Parking. Section 10.60.080 includes a table listing the minimum number of parking spaces required for various land uses. Following is a summary of similar land uses and peak parking demands listed in the city code:

City Land Use: Public Assembly - School, Institution of Higher Education	Standards
Elementary and Middle School	2-spaces / classroom
High School, Vocational and College	1-space / 3 students and FTE

The school does not currently register students above the tenth grade, so very few students are of driving age. Therefore, the applicable parking requirement would be that for elementary and middle schools. Using this requirement, the peak parking demand can be calculated by multiplying the number of classrooms by the listed factor.

$$\text{Peak Parking Demand (city code)} = (14\text{-classrooms}) \times (2\text{-spaces/classroom}) = 28\text{-spaces}$$

The site currently provides only 23-spaces. Therefore 5 additional spaces are required. The site could be altered to provide the 28-spaces required. See attached site plan prepared by Scott Rice Architects. However, it should be noted, 7-spaces shown on the site plan encroach on the railroad right-of-way. Moving these spaces west onto the property would eliminate 2-spaces along the south side of the building, resulting in a total of 26-spaces available on the property.

**ALTERNATIVE PARKING ANALYSIS:**

The city code provides for alternative methods of calculating parking demand. See WCC section 10.60.075. Alternative methods of calculating peak parking demand include use of industry-standard publications and on-site data collection.

**Industry-Standard Publications:**

*Parking Generation Fourth Edition*, published by the Institute of Transportation Engineers (ITE), is a recognized industry-standard publication and will be used to calculate alternative peak parking demand. The ITE report is a compilation of land uses and corresponding peak period parking demand generated from surveys around the county. Following is a summary of similar land uses and peak parking demands listed in the ITE report:

ITE Land Use	Peak Period Demand
520 Elementary School	0.17 vehicles / student range 0.11-0.24 vehicles / student
522 Middle School / Junior High School	0.09 vehicles / student range 0.07-0.11 vehicles / student

The ITE report provides peak period parking demand on a per student basis. Therefore, the peak number of students is required to determine the peak parking demand for the school. The school administrator provided me with the number of registered students on-site by day and hour. This data is summarized in the following table:

Registered Students On-Site at Peak Hour 11:30am-12:30pm				
Monday	Tuesday	Wednesday	Thursday	Friday
62	102	77	95	< 62

Conservatively using the ITE high value of the range for peak period demand for elementary schools, the peak parking demand can be calculated by multiplying the peak number of students by the listed factor.

Peak Parking Demand (ITE report) = (102-students) x (0.24-vehicles/student) = 24-spaces

The current site provides 23-spaces, of which 21-spaces are located on the property. Therefore 1 additional space is required.

**Observed On-Site Parking Data:**

The property cannot provide adequate parking based on the ITE report. Therefore it is important to verify actual parking demand by observation. The Valley Academy of Learning has parking demands different than typical schools. Some students spend the entire day at the school, while

other students stay for short periods. The school does not currently register students above the tenth grade, so very few students are of driving age. District school buses do not serve the school, however several students use the LINK bus system. These conditions may result in more drop-offs and pick-ups than typical schools and generate parking demand in excess of that predicted by the ITE report.

Parking is required for both employees and parents. Some employees come and go during the day, similar to some students. Some parents also come and go during the day, but most drop-off in the morning and pick-up in the afternoon. The number of students on-site during the peak hour was tabulated above. The school administrator provided me with the number employees on-site by day and hour. This data is summarized in the following table:

Employees On-Site at Peak Hour 11:30am-12:30pm				
Monday	Tuesday	Wednesday	Thursday	Friday
14	18	14	17	6

I visited the site on 2 occasions to manually collect actual on-site parking data. During the first visit on Tuesday, September 20, I observed parking throughout the entire day. During the second visit on Thursday, September 22, I observed parking during peak hours only. I also confirmed with the school administrator that no absences occurred during the observation periods that would alter the data. This data is summarized in the following table:

Parked Vehicles Observed		
Time Period	Tuesday	Thursday
8:00am-9:00am	20	---
9:00am-10:00am	29	30
10:00am-11:00am	27	29
11:30am-12:30pm	22	26
12:30pm-1:30pm	20	---
1:30pm-2:30pm	29	28
2:30pm-3:00pm	23	---
3:00pm-4:00pm	9	---

As can be seen from the data, the observed peak parking demand does not coincide with peak occupancy by employees and students. Observed peak parking demand occurs during morning drop-off and afternoon pick-up periods.

Peak Parking Demand (observed) = 30-spaces

Only those vehicles that parked in striped stalls and tuned-off their engines were counted in the observed data. Many additional vehicles dropped-off and/or picked-up students without parking and were not counted. Neither were delivery vehicles counted. These procedures comply with the recommendations listed in the ITE report.

Therefore, actual parking demand required by operation of the Valley Academy of Learning with the current number of employees and students exceeds the number of existing spaces provided.

During the on-site observations, I noted that although most employees and parents park in the spaces on the property along the west and south sides of the building, some employees and parents park on adjacent properties, even when spaces are unoccupied on the subject property. Many of those park in the adjacent parking lots owned by Holiday Inn Express and La Quinta Inn. Some also park on the unimproved parcel to the west and along the access driveway from North Wenatchee Avenue. I also observed employees of Graybeal Signs park in the parking lots owned by Holiday Inn Express and La Quinta Inn. In addition, a truck owned by Graybeal Signs frequently parks on several existing spaces along the east property line of the subject property. See the attached aerial photograph.

## ALTERNATIVES:

Several alternative are available to provide the additional required parking for the property. These include site improvements, shared parking with adjacent property owners and purchase or lease of nearby property.

### Site Improvements:

The current configuration of the site includes 23 striped parking spaces. However, up to 28 total spaces could be provided by striping the site as shown on the site plan prepared by Scott Rice Architects. This would require removing the fence at the northwest corner of the building. See the attached site plan. However, it should be noted that the 7-spaces along the east property line encroach on the railroad right-of-way. Moving these 7-spaces west onto the property would result in 2-spaces along the south side of the building being eliminated, resulting in only 26 total spaces. It should also be noted that trucks belonging to Graybeal Signs park along the north side of their building and extend onto the subject property, conflicting with 1 or 2 of the most southerly spaces shown on the site plan. Coordination with Graybeal Signs is required to avoid this conflict.

2 additional parking spaces might be provided, if the landscaping at the northwest corner of the building is not required by a building permit. The city planning department is currently researching this. Improvements would entail removing a portion of the existing landscape bed at the northwest corner of the building and extending the driveway isle and parking spaces north. This would result in 30 total spaces, including the 7-spaces encroaching on the railroad right-of-way, as previously described. However, this would require vehicles parked at the most northerly spaces along the west side of the building to back out approximately 150-feet to exit the parking lot. This would be objectionable to most drivers.

### Shared Parking:

The adjacent parking lot west of the property is owned by Holiday Inn Express, which, according to the city planning department, has no excess parking spaces available for sharing. However, I have not researched any of the other adjacent properties to determine if excess parking spaces are available for sharing. The aerial photograph of the property vicinity shows a large paved area south of the La Quinta Inn building, which is not striped for parking spaces. This area may be available for shared parking.

### Purchase or Lease:

Another alternative would be to purchase or lease the unimproved parcel west of the parking lot owned by the Holiday Inn Express and improve it to provide additional parking spaces. In lieu of lease or purchase, a shared parking agreement with the owner could provide the additional required parking spaces as well.

### SUMMARY:

The peak parking demand for the Valley Academy of Learning required by the city code is 28-spaces. The alternative peak demand required by the ITE *Parking Generation Forth Edition* is only 17-spaces. The alternative peak demand observed on-site is 30-spaces.

The site currently provides 23-spaces. The site could be altered to provide 28-spaces, as shown on the site plan prepared by Scott Rice Architects. 2 additional spaces might be provided by removing landscaping and extending pavement at the northwest corner of the building, resulting in 30-spaces. However, 7-spaces encroach on the railroad right-of-way. Elimination of the encroachment would result in 2-spaces along the south side of the building being eliminated.

If you have any questions or require additional information, please contact me.

Sincerely,



EXPIRES: JANUARY 20, 2013

Ed Zontek, P.E.  
Consulting Civil Engineer

Discussion points:

- 28 required parking spaces
- Use of extra parking at hotels – Holiday Express not interested
- Can use some of landscaped area – not all but will accommodate needed space
- 4 foot infringement on Railroad property concern – problem of seller

The board thanked Mr. Zontek for this valuable information, decision to move forward and wait to hear from city and seller.

**VIII. New Business**

**1) Enrollment Report:**

WSD CFO Les Vandervort reported the following:

Re: Enrollment Reports for **October 2011**

**Exhibit A** - Monthly Enrollments.

The **October 2011** count of K-12 students is **7,750.13 full-time equivalents (FTE)** including 147.71 FTE Running Start students (Running Start students are counted starting in October).

The *average* FTE is **7,728.20** which are **39.69** FTE above budgeted *average* FTE of 7,689.

**Exhibit B** shows the changes in our average FTE enrollment, as reported to SPI, over time. Exhibit B reflects the history of our actual state funding level of FTE.

**Exhibit C** is a restatement of enrollment from 2000-01 for comparability.

Kindergarten is restated based on headcount rather than FTE due to the state funding formula changes. All day kindergarten at Columbia has been BEA funded since 2007-08. All day kindergarten at Lewis & Clark, Lincoln, and Mission View has been BEA funded since 2008-09.

The current Wenatchee Valley Technical Skills Center counts for grades 9-12 have been included in years prior to 09-10 for comparability.

**Exhibit D** shows the monthly information in graphic form, with a comparison to last year’s enrollment and 2010-11 budgeted numbers.

Brief discussion followed about large kindergarten class and the bubble coming through the district with that class. Otherwise Mr. Vandervort said it is business as usual. He asked for questions and the board had none. They thanked Mr. Vandervort for the update.

**2) Policies Update – 3000 series**

Mr. Chet Harum presented the following to the board for 1<sup>st</sup> Reading.

**1st READING**  
**3000 Series Review**

Policy	Title	Suggested Action	District Recommendation	Rationale
3120	Enrollment	Revise	<b>ADOPT</b>	<b>WSSDA Essential</b> - Added clarification - Allows the district to require proof of residency within the school district if the student has a legal residence. However, we cannot require of homeless students. It also states we will not inquire about citizenship or immigration status.
3207	Prohibition of Harassment, intimidation and Bullying	Revise	<b>ADOPT</b>	<b>WSSDA Essential</b> - State required adoption by August 1, 2011 - New requirement to have a compliance officer that makes sure the district is following policy and records requirements. Also requires staff and student training and we must post our policy and training materials on OSPI's website. It also "cyberbullying," as required.
3210	Nondiscrimination	Revise	<b>ADOPT</b>	<b>WSSDA Essential</b> - Updated to meet federal and state law language. RCW28A.642
3413	Student Immunization and Life Threatening Health Conditions	Revise	<b>ADOPT</b>	<b>WSSDA Essential</b> - Changes the word "shall" to "will" throughout the policy. Also has a few other simple grammatical corrections.

Mr. Harum covered each revision on the above policies. He asked for questions and there were none. These will come back to the board for 2<sup>nd</sup> Reading at the next board meeting for adoption/approval.

**3) Policy Updates – 5000 Series:**

HR Director, Lisa Turner, presented the following to the board for review:

**5000 Policy Series Review**

**“OK” or “YES” –(means): follow WSSDA’s recommendation**

Policy	Title	Suggested Action	District Recommendation	Rationale
5001	Hiring of Retired School Employees	Revise – new rehire laws	OK	2011 Legislative changes to Rehire/retire law.
5610	Substitute Employment	Revise – new rehire laws	OK	2011 Legislative changes to Rehire/retire law.
5612	Temporary Administrators	Revise – new rehire laws	OK	2011 Legislative changes to Rehire/retire law.

Ms. Turner updated all the policies to match required legislative changes for the 1<sup>st</sup> reading. Brief discussion on how this works for our retire-rehire employees. Ms. Turner asked for questions, there were none. These will come back to the board for 2<sup>nd</sup> Reading and approval/adoption at the next board meeting.

**IX. President’s Report**

NONE

**X. Superintendent’s Report**

1. Wenatchee Learns Presentations are going strong. We are giving out a lot of conversation cards. There is a lot of enthusiasm in the community.
2. Next week conference week – 1/2 days

**XI. Meeting Adjourned**

MEETING ADJOURNED: President Kevin Gilbert adjourned the meeting at 8:35 p.m.

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date