



# Wenatchee School District

## Regular Board Meeting

Minutes of March 12<sup>th</sup>, 2013

### Valley Academy

**Board Members Present**

Jesús Hernández, President  
Laura Jaecks, V.P.  
Kevin Gilbert  
Walter Newman  
Gary Callison

**Staff Present**

Brian Fones, Superintendent  
Cabinet

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

Jesús Hernández, Board President, opened the regular board meeting at 7:03 p.m., with the Pledge of Allegiance.

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

**Consent Agenda included:**

**1) Minutes**

**MINUTES:** 2/08/13 Bd Workshop & 2/26/13 Regular Board Meeting

**2) Personnel Report**

**PERSONNEL REPORT PREPARED BY:** Lisa Turner, HR Director: March 12, 2013 personnel report is on file:

**3) Vouchers/Payroll**

**PAYROLL PREPARED BY:** Tami Hubensack, Director of Payroll: **None**

**VOUCHERS PREPARED BY:**

Karen Walters, Director of Accounting –

**March 12, 2013**

General Fund:

Check # **560610** through **560842** totaling **\$686,649.18**

Capital Projects:

Check #: **560843** through **560848** totaling **\$137,748.85**

ASB Fund:

Check # **560849** through **560884** totaling **\$22,658.87**

**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?
03/05/13	Revision	TCF Architecture	Amendment #2 Removal of one additional Service from original WWTSC contract: Value Engineering Service	-\$15,710	3/13/13 through project completion	Bryan Visscher	YES	NO
				Budget Code				
				N/A				
03/05/13	Revision	TCF Architecture	Amendment #1 - Addition of Civil Engineering to the original WWTSC Contract	Not to Exceed \$45,839.20	3/13/13 thru project completion	Bryan Visscher	YES	YES
				Budget Code				
				Cap Projects				
02/27/13	New	Cattle Branch Inc./ Certified Background	Background Checks	\$880	Feb/March 2013	Eleanor Sellers	YES	YES
				Budget Code				
				3100-27-7000-402-6800				

**5) Surplus Report**

**SURPLUS REPORT PREPARED BY:**

Karen Walters, Director of Accounting: On File for Review

**II. School Presentation:**

**Valley Academy:** Director Greg Lovercamp welcomed the board and introduced his certified staff; Jim Mugg, Jeff Johnson, Donna Payne and Kelly Smothers.

The teachers shared with the board the Written Student Plans and Alternative Learning Plans. They discussed the:

- Three types of classes to make up the 25 required hours in upper levels
- Weekly progress review
- On site teacher notes
- Meeting standards/not meeting standards
- On-site and Off-site classes
- Parent responsibility
- State GLE's
- Use of personal electronic devices – 10%

The board thanked Mr. Lovercamp and the teachers for their presentation.

**III. Recognitions:**

**Classified Employee Appreciation:** Ms. Heather Yonko, Assistant HR Director recognized the presidents of the classified bargaining units. Superintendent Fones read the governor's proclamation. Ms. Heather Yonko gave appreciation certificates to: Tina Herron (present), PSE Para-Pro, Technology & Secretaries President and Bus Drivers-PSE President Frank Detoma (present) and M&O-PSE President, Mark Smith and Food Services Managers President Thera Judd and Food Service Workers President Edwina "Charlie" Seton. They shook hands with the board and the board thanked them.

Tina Herron, PSE Para-Pro, Technology & Secretaries President introduced her board and shared a slide show of almost all the classified staff in the district set to music with the theme, "Get To Know Us". She also extended an invitation to the board to an ice cream social on Thursday, March 14<sup>th</sup>, in honor of the district's classified employees. The board thanked her for the entertaining video and presentation and extended their thanks for all that they do for our students and district.

**IV. Wenatchee Learns Vision**

**WSD Food Service:**

Superintendent Fones announced that Food Service Director Kent Getzin was named to the National Farm to School Network's committee to develop training and policy for farm to school food programs across the nation. Superintendent Fones described Kent as a great role model. Mr. Getzin gave Jan Homer the credit for getting WSD on the right track by purchasing fresh straight from the local farmers. Getzin was recommended to serve on the 20-member committee by peers as a leader among food service directors. Mr. Fones said that under Getzin's direction, the district has won awards and received state recognition for its practice of buying local produce for its school lunch program. The students love the fresh food and we sell more lunches than in the past, Getzin told the board. The fresh menu addresses food allergies and has given better alternatives to the students as a result they seem to love the new menu. The next step is to start the "scratch to lunch" program where nothing is taken from a "box" pre-made, everything will be made from scratch. The staff embraced the new way of doing business in our food service program and we have rewritten the wellness policy which will hopefully soon be adopted. District food service managers bought over 30,000 pounds of apples, pears, soft fruit and vegetables grown by 10 farmers last year in the region in an attempt to serve students the freshest and tastiest food, Getzin reported. He also helped North 40 Productions create a 6-minute video on the district's farm to school program. Mr. Getzin played the video for the board to view. It can be seen online at <http://tinyurl.com/a2hl5wg> The board thanked Mr. Getzin for the job well done!

**V. Citizen Comments:**

**NONE**

**VI. ASB Reports**

**WHS:** None  
**WSHS:** None

VII. Special Presentations/Reports

1) **GWATA:** Amy Lewis and Jenny Rickle presented the following materials to the board for information and discussion.

**OUR CENTRAL PURPOSE**  
The catalyst connecting people and technologies in North Central Washington.

**OUR CORE VALUES**  
**Connections** - We bring people and resources together.  
**Ideas** - We provide an open platform for the exchange of ideas.  
**Entrepreneurial Spirit** - Creating a culture that encourages entrepreneurs.  
**Innovation** - We recognize and support innovators.  
**Economic Vitality** - We believe that a strong technology community will add to our region's economic vitality.

**OUR COURAGEOUS GOAL**  
To be recognized as the hub of the North Central Washington technology community.

*Honoring*  
Entrepreneur of the Year • Tech Savvy Business of the Year  
Future Technology Leaders • Innovative Use of Technology in the Classroom

This excellent networking and learning opportunity will culminate with the presentation of GWATA's Innovator of the Year awards, recognizing area entrepreneurs for their outstanding contribution to advancement of technology in North Central Washington.

For information: [www.gwata.org](http://www.gwata.org) or 509-661-9000



**Tuesday**  
**March 26, 2013**  
  
12:00pm-1:30pm  
Doors Open at 11:30am

**Wenatchee Convention Center**  
121 N Wenatchee Ave., Wenatchee  
  
\$25 members;  
\$30 non-members

GWATA has lived it purpose by recognizing entrepreneur’s and technology-based businesses each year at the Innovator Awards Luncheon. Kevin Klock will be the keynote speaker to honor Tech Savvy Businesses, Entrepreneurs, Future Technology Leaders and Innovative Use of Technology in the Classroom.

**Innovative Use of Technology in the Classroom Award:  
Nominees (8 from WSD):**

- Chrystal Wakeham, Omak High School
- Doug Merrill, Wenatchee High School
- Heidi Monroe, Westside High School
- Jacob Bucholz, Orchard Middle School
- Jon Mark Woolsey, Columbia Elementary
- Mario Avila, Mission View Elementary
- Ramon Riviera, Wenatchee High School & Pioneer Middle School
- Ray Birks, Foothills Middle School
- Ron Brown, Wenatchee School District
- Sally Knipfer, Pioneer Middle School

In closing Ms. Rickles wanted to express thanks to the district for the support WSD has given GWATA and for Ron Brown’s assistance. She informed the board and others present that they will be having an Education and Technology Showcase at the CTC on May 23<sup>rd</sup>. There will be vendors and talks for the public to attend. The board thanked Ms. Lewis and Ms. Rickles for the presentation and also for the wonderful work they are doing in our community.

VIII. Old Business

1) **Policy No. 6605 2<sup>nd</sup> Reading :** Brian Flonex asked for approval:

Policy	Title	Suggested Action	District Recommendation	Rationale
6605	Student Safety Walking to School and Riding Buses	Revise to include language that states our current practice: <i>Bus drivers are expressly prohibited from allowing anyone to board the bus who is not a student or a person authorized to ride the bus.</i>	<b>APPROVE CHANGES</b>	WSSDA has updated Policy 6605, Student Safety Walking to School and Riding Buses, to reflect WAC 392-145-060(2). "School bus drivers shall pick up only the students and persons designated by an authorized school district administrator." This is our current practice already. The revised policy also adds the WAC as a legal reference.  Unauthorized access to school buses is an ongoing problem that exposes students to unnecessary risk.  An example would be a friend or neighbor of the coach boarding the bus for a ride back to the school after a game, or a friend of the driver offering to help out during a field trip. Such a "favor" to a familiar friend or family member may seem harmless, but is rife with all sorts of unintended consequences for students. Often, the only adult who could intervene in a dangerous situation is driving.

**MOTION MADE: Kevin Gilbert** made the motion to approve the Policy No. 6605 as presented.  
**SECONDED: By Walter Newman**  
**PASSED UNANIMOUSLY**

**IX. New Business**

- 1) **Forte Architect Service Contract:** M&O Director Bryan Visscher presented the following letter to Superintendent Flones and he presented it to the board for approval of the architect service contract.

Bryan Visscher  
Director of Facilities and Risk Management  
1001 Circle St.  
Wenatchee, WA. 98801



Phone: (509) 663-0555  
Fax: (509) 663-0244  
visscher.b@mail.wsd.wednet.edu

March 4, 2013

Brian Flones  
Wenatchee School District  
Superintendent

Re: Professional Consultant for Study & Survey and OSPI Building Condition Assessment

Dear Brian –

After a public notice of requirement for professional services and evaluation of the ten submittals, I am recommending Forte' Architects of Wenatchee, WA to perform these two professional services under the awarded OSPI grants.

Additionally the notice of requirement included planning and design for other small works construction project. I recommend the contract with Forte' include the planning and design of the Maintenance and Operations upper office space.

On your approval I will notify and ask Forte' Architects to prepare a contract for the study & survey, building condition assessment, pre-disaster mitigation, and design and planning for the M&O offices for the next school board meeting.

The study & survey, building condition assessment, and pre-disaster mitigation study are both paid for through OSPI grants that Wenatchee School District has been awarded.

Sincerely,

A handwritten signature in black ink, appearing to read "Bryan Visscher".

Bryan Visscher

Discussion about the aggressive timeline of 20 days to get this approved and submitted. Also cost breakdown of the grant and district responsibility was discussed. \$8500 of district cost would come out of the general fund.

**MOTION MADE:** Gary Callison made the motion to approve the Forte Architect Service Contract as presented.  
**SECONDED:** By Kevin Gilbert  
**PASSED UNANIMOUSLY**

- 2) **Better Buildings Challenge – US Dept. of Energy – Energy Efficiency & Renewable Energy:** Bryan Visscher submitted the following to the board for approval of the agreement:
- Better Buildings Partnership Agreement
  - Better Building Challenge: Leadership, Transparency and Results information packet
  - Better Building Challenge: Frequently Asked Questions packet

After a short discussion about siding at WHS, Lincoln upgrade. The district is now out in front of other districts in the energy conservation issue. A motion was made.

**MOTION MADE:** Walter Newman made the motion to approve the Better Buildings Challenge Partnership Agreement as presented.  
**SECONDED:** By Kevin Gilbert  
**PASSED UNANIMOUSLY**



3) **Change Order Signature Authorization:** Brian Flonès presented the following letter and policy for the board's approval for the authorization on change order signatures:

March 12, 2013

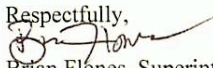
To: Board of Directors  
From: Brian Flonès, Superintendent  
Subject: Change Order Authorization for the WestSide High School Modernization Project

Board of Directors:

The school district needs to provide authorization for change orders for the construction projects that are taking place at the WestSide High School. We have done this in the past when we had school district change orders that needed immediate response and would not require a special board meeting to approve. The financial threshold that we have used in the past is \$25,000 dollars, with the provision that no change orders will increase the overall projected approved costs of approximately \$3,000,000.

I recommend that the school board authorize change orders and construction change directives not to exceed \$25,000 to be approved and signed off by the following individuals in priority order:

Les Vandervort, Chief Financial Officer  
Brian Flonès, Superintendent  
Chet Harum, Executive Director Student and Support Services

Respectfully,  
  
Brian Flonès, Superintendent

Policy No. 6957  
Management Support

**CHANGE ORDERS**

Change orders which arise during construction shall be individually considered by the board provided, however, that for each project the board may grant the superintendent authority to authorize change orders if additional cost to the district does not exceed \$25,000.00 and provided that the total cost of all change orders approved has not exceeded five (5) percent of the approved total construction cost of the project. The superintendent shall advise the board of all change orders executed in such cases.

In the event a change order request exceeding the authority of the superintendent or exceeding five percent (5%) of the total construction cost of the project must be considered between board meetings, the president of the board may provide interim authorization. The board shall take formal action on such requests at the next board meeting.

**MOTION MADE:** Kevin Gilbert made the motion to approve Change Order Authorization for the WestSide High School Modernization Project as presented.

**SECONDED:** By Gary Callison

**PASSED UNANIMOUSLY**

4) **Enrollment Report:** Les Vandervort WSD CFO presented the following enrollment report to the board:

To: Wenatchee School Board  
Brian Flonès, Superintendent  
From: Les Vandervort, Chief Financial Officer  
Date: March 5, 2013  
Re: Enrollment Reports for **March 2013**

**Exhibit A** - Monthly Enrollments.

The **March 2013** count of K-12 students is **7,688.31 full-time equivalents (FTE)** including 131.17 FTE Running Start students (Running Start students are counted starting in October).

The *average* FTE is **7,679.45** which are **13.45** FTE above budgeted *average* FTE of 7,666.

**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. As a branch campus, Moses Lake enrollment is excluded from Wenatchee's count.

**Exhibit D** shows the monthly information in graphic form, with a comparison to last year's actual enrollment and 2012-13 budgeted numbers.

Exhibits on file for review.

To: Wenatchee School Board  
Brian Flones, Superintendent

From: Les Vandervort, Chief Financial Officer

Date: March 5, 2013

Re: **January 2013 Budget Status Reports**

For each of the District’s five funds, the budget status report shows the annual budget, the year-to-date revenues and expenditures, and the percent received/expended. The highlighted figure at the foot of each “Actual” column is the ending fund balance for that fund.

**GENERAL FUND** With **42%** of the fiscal year elapsed, Total General Fund revenues were **40.1%** and expenditures were **38.4%** of budgeted amounts, respectively.

For 2012-13, WSD remains fiscally stable and healthy.

The district’s M&O Levy for 2013 collection is **\$10,807,000**.

The district will submit to the voters on April 23, 2013 a special election for a replacement M&O levy for collection in the years 2014 to 2017.

The proposed levy is:

Year of Collection	Rate per \$1,000 Assessed Value	Amount
2014	\$3.18	\$11,131,000
2015	3.27	11,465,000
2016	3.37	11,809,000
2017	3.47	12,163,000

**CAPITAL PROJECTS FUND** The ending fund balance of **\$2,511,838** is designated primarily for the WSHS remodeling project. Other Capital Projects for the Wenatchee Valley Technical Skills Center are in process.

**DEBT SERVICE FUND** The ending fund balance of **\$1,598,147** is reserved for payment of bond principal and interest payments which are due each December and June. Revenues consist primarily of property taxes, which are levied annually to provide adequate funds for the bond payments.

The district’s 2002 Bonds were refinanced January 26, 2010 through Seattle NW Securities. The net savings in debt service payments to Wenatchee taxpayers is \$1,565,823 through the final maturity date of December 1, 2021. The Debt Service levy for 2013 collection is \$2,400,000.

**ASB FUND** Revenues are **49.7%** of the amount budgeted for the year. Expenditures are **41.3%** of budget. The Total Ending Fund Balance is **\$560,394**.

**TRANSPORTATION VEHICLE FUND** The ending fund balance is **\$8,425**. The legislature has moved the next depreciation payment to August 2013. No further bus purchases will be ordered until funds are actually received by the district.

Exhibits on file for review.

Mr. Vandervort reported that the enrollment is strong. He covered each fund in detail talked about the M&O Levy for the 2013 collection and the special election on April 23, 2013. Brief discussion followed. The board thanked Mr. Vandervort for the reports.

**IX. Communications**

- Ms. Jaecks invited everyone to the GWATA Awards Luncheon and shared details.
- Ms. Jaecks wanted to clarify that she did not commit the district to the swimming programs as stated in the newspaper. It was a misquote. She apologized. She was being interviewed for the Swim Fest coming up for the community.

**X. Superintendent’s Report**

- Mr. Flones shared a letter from Gene Sharrat about the HR conference and what a great job Heather Yonko and Lisa Turner did.
- Wenatchee Valley College and Wenatchee World will be honoring community. March 19<sup>th</sup> at 6 p.m., WL will be presenting a plaque to the Under 30-35 group for their good work.

- Vancouver School District Site Visits May 1-3. Who will be attending? Not Laura or Walter
- WHS Principal’s interview coming up on the 21<sup>st</sup> of March. Kevin and Walter will interview along with Jesus.

**MEETING ADJOURNED:** At 8:15 p.m. Board President Jesús Hernández adjourned the meeting.

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date