

BOARD MEETING MINUTES
KELSO SCHOOL DISTRICT
MEETING OF THE BOARD OF DIRECTORS
8/11/25

The regular meeting of the Board of Directors of Kelso School District No. 458 was called to order at 5:00 p.m. at the Roy Parsons Board Room, as well as on a Zoom online/phone platform.

BOARD OF DIRECTORS

Position 1	Leah Moore
Position 2	Karen Grafton
Position 3	Jeane Conrad - President
Position 4	Mike Haas - Vice President
Position 5	Rich Fletcher

CABINET DIRECTORS

Superintendent	Mary Beth Tack (Secretary to the Board)
Chief Financial Officer	Scott Westlund
Director of Human Resources	Holly Budge
Director of Teaching & Learning	Kim Yore
Director of Special Programs	Heather Ogden
Director of Student Services	Gunnar Guttormsen
Assistant Secretary:	Molly Guler

OTHERS PRESENT

This meeting was held both remotely and in person. Not all names of people in attendance were available in person, online, or partial names were listed. The names of people in attendance are listed as shown/provided: Minka Atkinson

COMMUNICATIONS, CORRESPONDENCE, & INTRODUCTIONS

PUBLIC HEARING

Proposed 2025/2026 Kelso School District Budget Legal public notices were made over the previous two weeks. No comments or questions were submitted prior to the board meeting and public hearing. No comments or questions were made in person or on Zoom during the board meeting and public hearing

COMMENTS & QUESTIONS

No comments were submitted before the meeting.
No comments were made on Zoom or in person at the board meeting.

APPROVAL OF AGENDA

APPROVAL OF AGENDA - Motion Passed
Motion to Approve By: Director Grafton
Seconded By: Director Fletcher
Action: Motion passes unanimously

CONSENT AGENDA

APPROVAL OF CONSENT AGENDA - Motion Passed
A. Minutes from July 14, 2025, Board Meeting

- B. Certificated Employment Recommendations
- C. Classified Employment Recommendations
- D. Contracts and Agreements with Kelso School District
- E. Warrants
- F. 2025-2026 Salary Schedules
- G. 2025-2026 ASB Fundraiser Approvals
- H. Overnight Request
- I. Resolution 202425-09 Credit Cards

Motion to Approve By: Director Grafton

Seconded By: Director Haas

Action: Motion passes unanimously

UNFINISHED BUSINESS

HEARD UPDATE TO PROCEDURE 4260P USE OF SCHOOL FACILITIES - SCOTT WESTLUND

Updates to facility fees - Gaither Pool

APPROVED POLICY 2410/2410P HIGH SCHOOL GRADUATION REQUIREMENTS - KIM YORE

WSSDA-driven updates

Motion to Approve By: Director Grafton

Seconded By: Director Fletcher

Action: Motion passes unanimously

APPROVED POLICY 3241/3241P STUDENT DISCIPLINE - GUNNAR GUTTORMSEN

WSSDA-driven updates

Motion to Approve By: Director Haas

Seconded By: Director Moore

Action: Motion passes unanimously

APPROVED POLICY 5011/5011P SEXUAL HARASSMENT OF STAFF PROHIBITED - HOLLY BUDGE

WSSDA-driven updates reverting to the 2020 version with updates

Motion to Approve By: Director Grafton

Seconded By: Director Moore

Action: Motion passes unanimously

APPROVED POLICY 3900 STUDENT YEARBOOK POLICY - MARY BETH TACK

New policy. Language driven by KHS yearbook advisor.

Motion to Approve By: Director Haas

Seconded By: Director Fletcher

Action: Motion passes unanimously

NEW BUSINESS

APPROVED RESOLUTION 202425-08 ADOPTION OF 2025/2026 BUDGET - SCOTT WESTLUND

KELSO SCHOOL DISTRICT NO. 458
COWLITZ COUNTY, WASHINGTON
RESOLUTION NO. 2024/25—08
ADOPTION OF 2025-26 BUDGET

A RESOLUTION of the Board of Directors of Kelso School District No. 458, Cowlitz County, Washington, fixing and determining fund appropriations; adopting the 2025-2026 budget, the four year budget plan summary and the four-year enrollment projection; and providing for related matters.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF KELSO SCHOOL DISTRICT NO. 458, COWLITZ COUNTY, WASHINGTON, AS FOLLOWS:

Section 1. Findings and Determinations. The Board of Directors (the "Board") of Kelso School District No. 458, Cowlitz County, Washington (the "District"), takes note of the following facts and hereby makes the following findings and determinations:

- (a) Pursuant to RCW 28A.505.040, the District has completed the budget for the 2025-26 fiscal year. The 2025-26 budget includes, among other things, a complete financial plan of the District for the ensuing 2025-26 fiscal year and a summary of the four budget plan that includes a four-year enrollment projection.
- (b) Pursuant to RCW 28A.505.060, the Board shall adopt the 2025-26 budget on or before August 31, 2024. Prior to adoption of the 2025-26 budget, the Board shall meet and conduct a public hearing to allow any person to be heard for or against any part of the 2025-26 budget, the four year budget plan, or any proposed changes to uses of the levy enrichment funding under RCW 28A.505.240.
- (c) The Board, following notice thereof being published in a newspaper of general circulation within the District, conducted a public hearing on August 11, 2025, in accordance with the requirements of RCW 28A.505.060 for the purpose of adopting the 2025-26 budget.

Section 2. Fixing and Determining Fund Appropriations and Transfers; Adoption of 2025-26 Budget, Four-Year Budget Summary and Four-Year Enrollment Projection.

- (a) The Board hereby fixes and determines the appropriation from each fund contained in the 2025-26 budget, as follows:

General Fund	\$ 96,669,293
Capital Projects Fund	\$ 1,500,000
Transportation Vehicle Fund	\$ 0
Debt Service Fund	\$ 7,708,961
Associated Student Body Fund	\$ 936,324

- (b) The Board hereby adopts the 2025-26 budget, the four-year budget plan summary, and the four-year enrollment projection and the appropriations as fixed and determined above, all of which are on file with the District and incorporated herein by this reference.
- (c) Pursuant to RCW 28A.150.270 and RCW 28A.320.330 the Board of Directors is executing a resolution as part of this budget hearing requesting approval for operating transfers from the General Fund to Capital Projects Fund up to \$576,500; for operating transfers from Debt Service to Capital Project Fund up to \$324,000; for operating transfers from Capital Projects Fund to Debt Service Fund up to \$576,500; and, for operating transfers from Transportation Vehicle Fund to Debt Service Fund up to the amount of \$275,000; for the months of September 2025, December 2025, and June, 2026, and as needed.
- (d) Within the provisions of RCW 84.52.0531, the Board of Directors proposed and had approved, a General Fund Maintenance and Excess Levy in the amount of \$9,500,000 for fiscal year 2026, with an estimated tax rate of \$2.18/\$1000 of assessed valuation. Collection for Debt Service payments is approved for \$7,300,000, to make principal and interest payments on bonds and other debt payments, with an estimated tax rate of \$1.63/\$1000 of assessed valuation.

Section 3. General Authorization and Ratification. The Secretary to the Board, the President of the Board, the District's Chief Financial and Operations Officer and other appropriate officers of the District are hereby further authorized to take all other action, to do all other things consistent with this resolution, and to execute all other documents necessary to effectuate the provisions of this resolution, and all actions heretofore taken in furtherance thereof and not inconsistent with the provisions of this resolution are hereby ratified and confirmed in all respects.


ADOPTED by the Board of Directors of Kelso School District No. 458, Cowlitz County, Washington, at a regular open public meeting thereof, of which due notice was given as required by law, held this 11th day of August, 2025, the following Directors being present and voting in favor of the resolution.

Motion to Approve By: Director Fletcher


Seconded By: Director Grafton

Action: Motion passes unanimously


HEARD SUMMER SCHOOL UPDATE - KIM YORE




High School Credit Recovery




- The purpose of high school credit recovery is to resolve incomplete grades from 2024-25 school year and earn credit(s)
 - Content consisted of a mix of instruction with content teachers, projects, and assignment completion in Odysseyware
- A four week KVA High School Credit Recovery Session
- A three day Kelso High School Credit Recovery Session
- Total of Students
 - KHS = 17
 - KVA = 30






High School Credit Recovery



- KHS -
 - 17 Students (3 days)
 - 18 Classes Recovered
- KVA (4 weeks)
 - 30 Students
 - 42 Classes Completed






9-12 Summer School




Totals:

- 47 Students
- 60 Courses Completed!

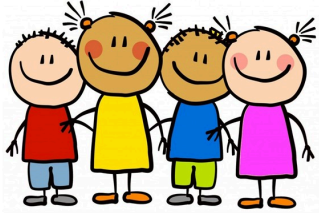




Special Education ESY



- 1 Student
- Working on specific IEP goals



APPROVED 2025-26 RIGHTS & RESPONSIBILITIES HANDBOOK - GUNNAR GUTTORMSEN

W

Motion to Approve By: Director Moore

Seconded By: Director Fletcher

Action: Motion passes unanimously

HEARD UPDATES TO PROCEDURE 2161P SPECIAL EDUCATION AND RELATED SERVICES FOR ELIGIBLE STUDENTS

HEATHER OGDEN

WSSDA-driven updates

HEARD FIRST READING OF POLICY 1111 OATH OF OFFICE - MARY BETH TACK

WSSDA-driven updates

HEARD FIRST READING OF POLICY 1310 POLICY ADOPTIONS, MANUALS, AND ADMINISTRATIVE PROCEDURES - MARY

BETH TACK

WSSDA-driven updates

HEARD FIRST READING OF POLICY 1815 ETHICAL CONDUCT FOR SCHOOL DIRECTORS - MARY BETH TACK

WSSDA-driven updates

HEARD UPDATES TO PROCEDURE 4060P DISTRIBUTION OF INFORMATION - MARY BETH TACK

WSSDA-driven updates

HEARD SUPERINTENDENT'S REPORT - MARY BETH TACK

- Kickoff the start of 2025-26 SY - Thank you to directors and associate directors for preparing and front loading all necessary items.
- 2025 Safety Summit - great lineup of speakers, with 180 attendees
- 2025-26 Leadership meetings - 2 full days meeting to set the stage for the upcoming year and attending an Empowering Leadership networking event.
- 2025-26 Back to School Hilander Highlights for parents, with everything you need to know to prepare for the upcoming school year. - Michele Nerland created an amazing publication.

FOR THE GOOD OF THE ORDER

- Wallace begins the school year tomorrow, Aug 12, 2025
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ADJOURN

BOARD MEETING ADJOURNED @ 5:40 pm

X

President

X

Secretary