CLARKSTON SCHOOL DISTRICT J250-185
1294 Chestnut Street, Clarkston Washington 99403
BOARD OF DIRECTORS MEETING

County
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Board of Directors
Dennis Lenz, President
Miles Sidener, Vice-President
Chris Bunce
Jim Nelly
Rachel Rinard

Superintendent
Thaynan Knowlton

DECEMBER 11, 2023
BOARD OF DIRECTORS
OFFICIAL MEETING MINUTES

BOARD MEMBERS PRESENT:	Dennis Lenz, President
	Miles Sidener, Vice President
	Chris Bunce, Director
	Jim Nelly, Director
	Dan Randles, Director
MEMBERS NOT PRESENT:	N/A
SUPERINTENDENT:	Thaynan Knowlton
RECORDING SECRETARY:	Keri Myklebust, Executive Assistant to the Superintendent

Clarkston School District J250-185 held its regular school board meeting on Monday, December 11, 2023, at the Educator Support Center, located at 1294 Chestnut Street, Clarkston, WA (and via Zoom).

Agenda Item 1: **Call Regular School Board Meeting to Order**
(Dennis Lenz, President)

Agenda Item 2: **FLAG SALUTE**
(Dennis Lenz, President)

Agenda Item 3: **NEW BUSINESS** (ACTION)

Consent MINUTES ACTION	**3.1**	**REGULAR SCHOOL BOARD MEETING MINUTES DATED NOVEMBER 27, 2023** *(Dennis Lenz, President)*	**Attachment**
		Action	
ACTION		*Motion by Miles Sidener, second by Jim Nelly, to approve school board meeting minutes dated November 27, 2023. Motion carried 4-0.*	
Consent MINUTES ACTION	**3.2**	**SPECIAL SCHOOL BOARD WORK SESSION MEETING MINUTES DATED DECEMBER 5, 2023** *(Dennis Lenz, President)*	**Attachment**
		Action	
ACTION		*Motion by Miles Sidener, second by Jim Nelly, to approve the school board work session meeting minutes dated December 5, 2023. Motion carried 4-0.*	

Agenda Item 4: **OATH OF OFFICE**
(Thaynan Knowlton, Superintendent)

Certification of Board of Director Election for Four-Year Terms
- Dan Randles, Director Area 1 (2023-2027)
- Miles Sidener, Director Area 2 (2023-2027)
- Dennis Lenz, Director Area 3 (2023-2027)

Certification of Board of Director for Unexpired Term Expiring in 2025
- Chris Bunce, Director Area 5 (2023-2025)

Agenda Item 5: **NOMINATIONS AND APPOINTMENT OF DIRECTOR POSITIONS** (ACTION)
(Thaynan Knowlton, Superintendent)

Nominations and Appointment of Director Positions
- President
- Vice President
- Legislative Representative

Information:

1. Call for nominations for President (one-year term)

Action: Miles Sidener nominated Dennis Lenz for Board President, seconded by Jim Nelly.

- Election of President (roll call vote)

Action: Director Sidener – Aye, Director Nelly – Aye, Director Randles, Aye, Director Bunce, Aye, Director Lenz – Aye. Motion carried 5-0: Dennis Lenz to serve as president.

2. Call for nominations for Vice President (one-year term)

Action: Chris Bunce nominated Miles Sidener for Board Vice President, seconded by Jim Nelly.

- Election of Vice President (roll call vote)

Action: Director Lenz – Aye, Director Nelly – Aye, Director Randles, Aye, Director Bunce, Aye, Director Sidener – Aye. Motion carried 5-0. Miles Sidener to serve as Vice president.

3. Call for nominations for Legislative Representative (finishing current two-year term which expires in July 2024)

Action: Miles Sidener nominated Chris Bunce to serve as the Board Legislative Representative, seconded by Jim Nelly.

- Election of Legislative Representative (roll call vote)

Action: Director Lenz – Aye, Director Nelly – Aye, Director Randles, Aye, Director Bunce, Aye, Director Sidener – Aye. Motion carried 5-0. Chris Bunce to serve as Legislative Representative.

Agenda Item 6: **PUBLIC COMMENT**

Rose Bunch provided comments on how the board should move and second items. She also expressed concern about the size of the next levy, wondering if it would be larger due to increased property values. Rose asked if the next levy could be smaller and inquired about the trend of levies always increasing due to rising labor costs. President Lenz asked Superintendent Knowlton to follow up with Ms. Bunch.

Katherine Anderson emphasized the community's concern for student safety. She mentioned an inexpensive idea possibly proposed by Rick Hanks and suggested soliciting economical ideas from the community to enhance student safety. Katherine raised questions about the transparency of funds earmarked for repairs. She sought clarity on how money designated for specific tasks, such as roof repairs was spent. President Lenz sought clarification on whether Katherine was referring to a levy or bond. Katherine emphasized accountability in spending money according to its designated purpose. She proposed a creative idea of building a second story instead of just replacing an old roof. She suggested using previous architectural plans as a model for more economical use and avoiding starting from scratch. Katherine also inquired about the possibility of cutting sports programs for a year to redirect funds. There was confusion about a program called "cut sports." President Lenz clarified the district's no-cut sports teams are not the same as "cut sports" as Katherine had inquired about. President Lenz asked Superintendent Knowlton to follow up with Ms. Anderson.

Agenda Item 7: **REVIEW OF AGENDA** *(Dennis Lenz, President)* **Attachment**

Agenda Item 8: **SUPERINTENDENT COMMUNICATIONS** *(Thaynan Knowlton, Superintendent)*

Acknowledgment and Appreciation:

- Expressed gratitude to the community for attendance and thoughtful remarks at the bond meeting and feedback session.
- Appreciated positive coverage in the local paper.

Facilities Planning

- Informed the board about planning facilities committees, derived from the last meeting.
- Shared Walla Walla's Bond Oversight Committee (BOC) which was made up of non-school district personnel and Central Valley's Capital Facilities Planning Committee Application form.

Donation Highlights:

- Acknowledged a recent donation from P1FCU, a field striping robot, along with high-quality reflective paint for improved visibility at night.
- Board expressed interest in seeing the robot in action; Director Bunce suggested posting all donations on the website for transparency.
- President Lenz proposed creating a video showcasing the robot.

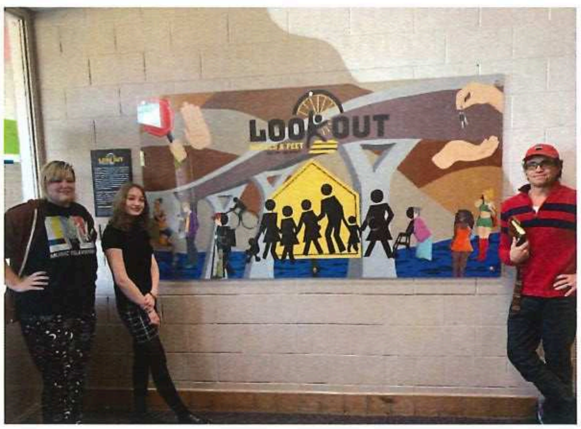
Grant Award

- Shared successful grant application news: $15,000 from Avista to upgrade speakers at the high school auditorium, also for jacks.
- Expressed gratitude for the generosity of others.
- Director Bunce suggested posting all the grants the district goes for as well as the ones that have been secured.

Agenda Item 9: **SPECIAL PRESENTATIONS**

9.1 CHS Art Students Create Pedestrian Safety Mural ---

(Michelle Witthaus, Jeff Karlin, & CHS Students)



Michelle Witthaus from Unleashed Marketing introduced Jeff Karlin who oversaw the organization and creation of the Pedestrian Safety mural that CHS students helped design and paint. Mr. Karlin stated that he had the opportunity to take four of the CHS students recommended by Mr. York and create the mural over the summer. The mural is depicted on a community building located at the corner of 4th Street and is also displayed in the hallway at the high school. Two students, Harvey and Melora, who helped with the mural were in the audience.

Agenda Item 10: **DISCUSSION/INFORMATION ITEMS**

10.1 Capital Projects

(Dennis Lenz, President)

The discussion revolved around prioritizing capital projects, seeking funding options, involving the community in decision-making, and addressing urgent issues such as HVAC. The board is focused on transparency and community engagement throughout the process.

Purpose and Background:

- President Lenz discussed the list of capital projects from the previous meeting.

- The board is considering the option of a levy to raise funds for these projects.

Timeline and Decision-Making Process:

- Timelines defined by election dates: February, April, August, and November.
- Discussion on narrowing down options, setting a date for decision, and determining priority for projects.
- Director Nelly suggested using Superintendent Knowlton's layout for prioritizing the list.

Specific Projects:

- Heights HVAC estimated at 3-4 million dollars
- Heights AC in kitchen and gymnasium estimates are TBD
- CHS roof estimates are TBD
- CHS chiller estimates are TBD

Grants and Funding:

- Possibility of a grant for CHS roof repair. Waiting for confirmation which should come in about a month.
- HVAC replacement is urgent, and Apollo has recommendations. Discussions on incorporating it into their investment.

Decision-Making and Voting:

- Discussion on when the decisions will be voted on: February, April, August, and November are the choices.
- Director Bunce, Sidener, and Randles would like to continue discussions on the timeframe for moving forward, suggesting waiting until at least April for more information from Apollo on the Heights project.

Community Involvement:

- Proposal to create a priority list (1-7) for projects and share it on the website for community input.
- Mention of forming a committee to review the projects and gather community feedback.
- Emphasis on seeking public input and support for the projects.

Budgetary Constraints:

- Acknowledgment of a lack of fund balance to cover all items on the list.
- Considering going to voters to seek their funding support.

Communication and Transparency:

- Discussion on disseminating information promptly and avoiding over-promising.
- Acknowledgment of the need to provide the community with a clear plan and information.

Next Steps:

- The deadline for levy decision for the April election is February 23, 2024.
- Superintendent Knowlton will work on gathering numbers from Apollo.
- Proposal to start a committee and application process for public involvement.

Agenda Item 11	**REPORTS**

11.1 2022-2023 Year-End Financial Report **Attachment**
(Randy Lybyer, Executive Director of Business Services)

The following is a breakdown of the key points from the Year-End Financial Report:

Financial Status:

- Randy used the August 2023 monthly budget status report to present the Year-End Financial Report.
- Payroll encompasses 83% of the budget.
- Average monthly expenditures are 3.5 million, indicating less than one month's worth of expenditures.

Fund Balance and Benchmarks:

- Board of Directors would like the fund balance to be at 5% or slightly higher.
- Superintendent Knowlton notes that districts typically aim for a 6-8% fund balance. Some districts maintain higher balances, such as 15%, 18%, or 20%.
- September is highlighted as a month with significant purchasing activities, and October involves property taxes and payroll.
- F-203 state tool is mentioned for projecting revenue.
- The payroll assignment structure in Skyward is used to budget for payroll and benefits.
- Enrollment discrepancies impact expenditures.

Motion by Miles Sidener, second by Jim Nelly to open the meeting for public comment. Motion carried 5-0.

Community member, Alan Jones raises a question regarding the federal stimulus, questioning why it is listed as an expense instead of income. President Lenz requests Mr. Lybyer or Superintendent Knowlton to follow up on this.

Todd Snarr inquired about the duration of knowledge regarding roof repair and HVAC issues. President Lenz suggested Mr. Jagannath or Mr. Krause gather more information on this.

Agenda Item 12:	**CONSENT AGENDA** (ACTION)	
Consent 12.3 PERSONNEL ACTION	**PERSONNEL ACTION ITEMS** *(Rob Moore, Executive Director of Human Resources)*	**Attachment**

12.3.1 Requests for Hire/Rehire:

Recommendation:
The Superintendent recommends the Board approve the following request:

CCA
- Sarah Kimball, Special Education Paraeducator, Heights Elementary (Effective 12/12/2023)

Non-Represented
- Shelli Hardie, Wellness Room Coordinator, One-Year-Only, Clarkston High School (Effective 12/12/2023)

CAC
- Dan Maurer, Girls Wrestling Head Coach, Clarkston High School (Effective Winter Sports Season)
- Dalton Port, Wrestling Assistant Coach, Clarkston High School (Effective Winter Sports Season)
- James York, Boys Golf Head Coach, Clarkston High School (Effective Spring Sports Season)
- Kirsten Randall, Assistant Cheer Coach, Clarkston High School (Effective 12/12/2023)

12.3.2 Request for Leave Without Pay:

Recommendation:
The Superintendent recommends the Board approve the following requests:

- Ketura Calene, Special Education Paraeducator, Heights Elementary School (2/15-21/2024)

Consent 12.4 PAYABLES	**PAYABLES & SPENDING AUTHORITY** *(Randy Lybyer, Executive Director of Financial Services)*

ACTION	**12.4.1 November Payroll** -- $522,362.32 for the 941 Electronic Transfer; and Payroll Voucher numbers 2257170 through 257185 in the amount of $39,757.03, and Vendor Voucher numbers 257186 through 257208 in the amount of $2,519,034.16.		
	12.4.2 October 2022 Comp Tax -- $4,221.38 (Wire Transfer Payment 202300009 through 202300011)		
	12.4.3 General Fund -- $2,333.34 (warrant #257436)		
	12.4.4 General Fund -- $240,409.91 (warrant #257437 through #257476)		
	12.4.5 LMS ASB -- $11,312.20 (warrant #257479 through #257483)		
Consent 12.5 **FIELD TRIP** **ACTION**	**EXTENDED/OVERNIGHT FIELD TRIP REQUESTS** *(Keri Myklebust, Executive Assistant)* • Robotics Tournament – Bellingham, WA – 12/10/2023 • Robotic Tournament – Ellensburg, WA – 12/16/2023	**Attachment**	
Consent 12.6 **GIFT/DONATION** **ACTION**	**GIFTS/DONATIONS TO THE DISTRICT** *(Keri Myklebust, Executive Assistant)* • Baseball Scoreboard from Danny Wilkerson, Brian McKarcher, Lance Jording, Sam Heitstuman, & Ric Wilkerson to Clarkston High School • $2,000 from Schweitzer Engineering Laboratories (SEL) to Grantham Elementary School • $2,100 from SEL to Parkway Elementary School • $2,500 from SEL to Heights Elementary School • $1,400 from SEL to Lincoln Middle School • $1,000 from the Peter R. Marsh Foundation to Lincoln Middle School for Performing Arts Development • $1,000 from Tom & Joanne Schuster to Clarkston High School Wrestling Program	**Attachments**	
	Action		
ACTION	*Motion by Miles Sidener, second by Jim Nelly, to approve the consent agenda items as presented. Motion carried 5-0.*		
Agenda Item 13:	**OLD BUSINESS** (ACTION)		
OLD BUSINESS	**13.1 None at this time**	---	
Agenda Item 14:	**NEW BUSINESS** (ACTION)		
NEW BUSINESS	**14.1 None at this time**	---	
Agenda Item 15:	**BOARD COMMENTS** *(5 minutes – Board of Directors)*		

President Lenz expressed condolences for the passing of former school board member, Paul Thompson. He was described as a great friend to many.

Director Sidener suggested a moment of silence in memory of Paul Thompson. He also welcomed Dan Randles to the school board and expressed excitement about working with him. Director Sidener extended thanks to the students who attended the meeting, including those who left early.

President Lenz acknowledged Dan Randles, expressing that having Dan on the school board will be an asset.

Director Randles said that he is looking forward to serving on the school board.

Director Bunce congratulated Dan and extended a welcome. She raised a question about donations, inquiring if there is an easy-to-find list of donations, and suggested the possibility of including them and grants on the website.

Agenda Item 16:	**UPCOMING EVENTS** *(Dennis Lenz, President)*

EVENTS 16.1 Upcoming Events

- December 15 – Early Release for All Schools – Winter Break
- December 18 – December 29 – No School – Winter Break
- January 1 – No School/Offices Closed – New Year's Day
- January 2 – No School for Students – Professional Development Day
- January 8 – Regular School Board Meeting – Heights Elementary School at 6:00 p.m.

Agenda Item 17:	**EXECUTIVE SESSION** (ACTION)

EXEC. SESS. 17.1 None at this time

Agenda Item 18:	**ADJOURNMENT (ACTION)** *(Dennis Lenz, President)*
	Action
ACTION	*Motion by Miles Sidener, second by Jim Nelly, to adjourn the regular school board meeting at 7:18 p.m. Motion carried 5-0.*

BOARD OF DIRECTOR

THAYNAN KNOWLTON, SECRETARY