

Wishram School Board Minutes

08/25/2020

School Board Directors in attendance:

School District employees in attendance:

Clyde Rosa	Mike Roberts, Superintendent
Detmar McCullough	Tye Churchwell, Director of Operations
Kandy Churchwell	Sarah Hathaway, Business Manager
Christina Patten-Rowan	

*****Meeting conducted via ZOOM virtual meeting. Public access provided through a link posted on the school's website.*

Guests present: none

Call to Order at 5:15PM

Pledge of Allegiance lead by Tye Chruchwell

Roll Call

ALL PRESENT

Questions/comments from audience

None

Superintendent Report

M.Roberts explained the change to re-opening the school year in a full-online remote learning format. The state's newly define parameters dictated the decision to forego the planned A & B schedule previously discussed and approved.

S.Hathaway reported on the Capital Projects invoicing payment process. Due to the CTE Expansion grant from the Department of Commerce having a delayed reimbursement system, the invoices in September and October produced from the CTE expansion project will be initially paid by the General Fund. The claims will be submitted and the reimbursements will be received into the Capital Projects fund. The Capital Projects fund will then reimburse the General Fund. This is a very short term process needed only due to the delayed reimbursement from Department of Commerce. The CTE expansion project is scheduled to be completed mid-September.

Director of Operations Report

Construction: T.Churchwell reported on the status of the two construction projects. There have been issues encountered along the way creating "Change Orders" which means additional cost. T.Churchwell invited the school board directors to visit the school and tour the construction.

Safety: New health screening procedures have been launched this week and anyone entering the building must be screened as well must wear a face covering.

Sanitation supplies such as hand sanitizer stations, have been ordered but are on back order and unavailable.

Athletics - Oregon is opening Basketball in December, Football in February. **If the WA Governor allows it**, Wishram will be able to join OR athletics as planned.

NEW BUSINESS

Teacher Contract Adjustment: Second/Third grade teacher, J.Shinn has requested to change to her 2020/2021 Teaching contract. J.Shinn is requesting to reduce

**Wishram School
Board Minutes**

her contract to half days for the 20/21 school year. Superintendent Roberts recommended that the Board approve this request.

D.McCullough motioned to approve J.Shinn's request to adjust her 20/21 teaching contract to half-time.

K.Churchwell seconded the motion.

Motion approved.

Classified Parapro Assignment increase: M.Roberts explained that at the end of the 19-20 school year, the ESD112 Special Ed department notified Wishram that they would no longer need .5 FTE parapro. This reduction affected one classified employee and her assignment hours were reduced to half time for the 2020/2021 school year. As a result of the Second/Third grade teacher requesting to reduce her contract, we recommend increasing the hours of the classified employee affected by the Special Ed reduction.

D.McCullough motioned to approve an increase in classified parapro hours for the 20/21 school year.

K.Churchwell seconded the motion.

Motion approved

Other Business

SCHOOL BOARD MINUTES

Regular Board Meeting JULY 28 2020

C.Patten-Rowan motioned to approve the regular school board meeting from July 28th 2020 minutes.

D.McCullough seconded the motion.

Motion approved

CONSENT AGENDA

a. Voucher approval-review of monthly bills

b. Budget status report

c. Payroll

GENERAL FUND	WARRANT NUMBER	AMOUNT
ACCOUNTS PAYABLE		
	33966-34059	32248.35
	34060	282.39
	34061-34062	1069.83
	34063	34170.45
	TOTAL	<u>\$67,771.02</u>
	PAYROLL	34064 \$961.51
	PAYROLL VENDORS	34065-34074 \$42,612.96
	34075	\$1,240.00
	PAYROLL FUNDS XFER	<u>\$128,211.11</u>
	TOTAL PAYROLL	<u>\$173,025.58</u>

Wishram School
Board Minutes

CAPITAL PROJECTS

ACCOUNTS PAYABLE

429-431	\$81,146.34
TOTAL	<u><u>\$81,146.34</u></u>

*K.Churchwell motioned to approve the consent agenda in its entirety.
D.McCullough seconded the motion.
Motion approved*

Meeting adjourned 5:52PM

DocuSigned by:

Mike Roberts

208D21F54DAB41F...
Mike Roberts, Secretary

DocuSigned by:

Clyde Rosa

F77393B47F7D402...

Board Chair or Designee

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

unanimous

As of September 22, 2020, the board, by a _____ vote, approves payments, totaling \$1,053,269.89. The payments are further identified in this document.

Total by Payment Type for Cash Account, COUNTY TREASURER:

Warrant Numbers 432 through 435, totaling \$1,053,269.89

Secretary _____ DocuSigned by: Mike Roberts
Board Member _____ DocuSigned by: Clyde Rosa
Board Member _____ DocuSigned by: Kandy Churchwell
Board Member _____ DocuSigned by: Don McCall
Board Member _____ DocuSigned by: Christina Patten-Rowan
Board Member _____

Table with columns: Check Nbr, Vendor Name, Check Date, Invoice Number, Invoice Desc, PO Number, Invoice Amount, Check Amount. Rows include BAER TESTING, INC; EL ARCHITECTS, PS; PORTER FOSTER RORICK LLP; TAPANI INC.

4 Computer Check(s) For a Total of 1,053,269.89

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	4	Computer	Checks For a Total of	1,053,269.89
Total For	4	Manual, Wire Tran, ACH & Computer	Checks	1,053,269.89
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,053,269.89

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

unanimous

As of September 22, 2020, the board, by a _____ vote, approves payments, totaling \$117,937.63. The payments are further identified in this document.

Total by Payment Type for Cash Account, COUNTY TREASURER : Warrant Numbers 34076 through 34105, totaling \$117,937.63

Secretary [Signature: Mike Roberts] Board Member [Signature: Clyde Rosa]
Board Member [Signature: Kandy Churchwell] Board Member [Signature: Drew McCall]
Board Member [Signature: Christina Patten-Rowan] Board Member
Board Member Board Member

Table with columns: Check Nbr, Vendor Name, Check Date, Invoice Number, Invoice Desc, PO Number, Invoice Amount, Check Amount. Rows include AIR ASSOCIATES LLC, AMAZON.COM CREDIT, and various classroom equipment items.

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				SOCIAL DISTANCING EQUIPMENT			
10 E 530 9700 63 5610 0000 0019 0000 0			General Fund/EXPENDITURES/DISTRICT-WIDE SUPPORT			122.72	
34078	BROWNING EXTINGUISHER SERVICE	09/30/2020	7366	FIRE EXTINGUISHER SERVICE	0	264.10	364.68
10 E 530 9700 64 7431 0000 0000 0000 0			General Fund/EXPENDITURES/DISTRICT-WIDE SUPPORT			264.10	
			7400	FIRE EXTINGUISHER SERVICE	0	100.58	
10 E 530 9700 64 7431 0000 0000 0000 0			General Fund/EXPENDITURES/DISTRICT-WIDE SUPPORT			100.58	
34079	CENTURYLINK	09/30/2020	404	BASIC TELEPHONE SERVICE AND LONG DISTANCE 08/16/20 BILL DATE	0	565.16	565.16
10 E 530 9700 65 7410 0000 0000 0000 0			General Fund/EXPENDITURES/DISTRICT-WIDE SUPPORT			565.16	
34080	CHARACTERSTRONG, LLC	09/30/2020	7503	CURRICULUM - ANNUAL RENEWA FEE	0	1,067.86	1,067.86
10 E 530 0100 33 7810 0000 0000 0000 0			General Fund/EXPENDITURES/BASIC EDUCATION			1,067.86	
34081	CHRISTENSON ELECTRIC INC.	09/30/2020	391132A	ERATE DISCOUNTED INVOICE - INSTALL WIRELESS ACCESS POINT OUTLETS	0	891.42	891.42
10 E 530 9700 64 7432 0000 0000 0000 0			General Fund/EXPENDITURES/DISTRICT-WIDE SUPPORT			891.42	
34082	COAST TO COAST	09/30/2020	A2168277	TONER FOR CLASSROOM PRINTERS	0	423.66	1,547.82
10 E 530 9700 63 5610 0000 0000 0000 0			General Fund/EXPENDITURES/DISTRICT-WIDE SUPPORT			423.66	
			A2168368	SANITIZING WIPE TUBS FOR CLASSROOMS	0	1,124.16	
10 E 530 9700 63 5610 0000 0019 0000 0			General Fund/EXPENDITURES/DISTRICT-WIDE SUPPORT			1,124.16	
34083	COLUMBIA FOOD SERVICE	09/30/2020	310337	BREAKFAST AND LUNCH FOOD	0	922.84	3,459.60
10 E 530 9800 42 5630 0000 0000 0000 0			General Fund/EXPENDITURES/FOOD SERVICES			922.84	
			310525	BREAKFAST AND LUNCH FOOD	0	372.07	
10 E 530 9800 42 5630 0000 0000 0000 0			General Fund/EXPENDITURES/FOOD SERVICES			372.07	
			310669	BREAKFAST AND LUNCH FOOD	0	141.02	
10 E 530 9800 42 5630 0000 0000 0000 0			General Fund/EXPENDITURES/FOOD SERVICES			141.02	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			310706	BREAKFAST AND LUNCH FOOD	0	699.54	
10 E 530 9800 42 5630 0000 0000 0000 0			General Fund/EXPENDITURES/FOOD SERVICES			699.54	
			310856	BREAKFAST AND LUNCH FOOD	0	1,324.13	
10 E 530 9800 42 5630 0000 0000 0000 0			General Fund/EXPENDITURES/FOOD SERVICES			966.42	
10 E 530 8900 44 5630 0000 0000 0000 1			General Fund/EXPENDITURES/OTHER COMMUNITY SERVICES			357.71	
34084	CURRICULUM ASSOCIATES,LLC	09/30/2020	90667031	CURRICULUM PO 3499	0	635.63	635.63
10 E 530 0100 33 5640 0000 0000 0000 0			General Fund/EXPENDITURES/BASIC EDUCATION			635.63	
34085	ELEVATOR SOLUTIONS, INC.	09/30/2020	23951	MONTHLY SERVICE AGREEMENT	0	72.80	72.80
10 E 530 9700 64 7432 0000 0000 0000 0			General Fund/EXPENDITURES/DISTRICT-WIDE SUPPORT			72.80	
34086	ESD #101	09/30/2020	1212000304	RURAL ED CENTER MEMBERSHIP	0	300.00	300.00
10 E 530 9700 11 7810 0000 0000 0000 0			General Fund/EXPENDITURES/DISTRICT-WIDE SUPPORT			300.00	
34087	ESD112/RISK	09/30/2020	1528	ANNUAL INSURANCE PREMIUM	0	17,412.00	17,412.00
10 E 530 9700 68 7520 0000 0800 0000 0			General Fund/EXPENDITURES/DISTRICT-WIDE SUPPORT			17,412.00	
34088	GOLDENDALE TIRE	09/30/2020	332201	BUS BATTERIES	0	515.84	515.84
10 E 530 9900 53 5610 0000 0000 0000 0			General Fund/EXPENDITURES/PUPIL TRANSPORTATION			515.84	
34089	HOME DEPOT CREDIT SERVICES	09/30/2020	WM16118088	ELECTRICAL SUPPLIES - TECHNOLOGY EQUIPMENT	0	19.99	19.99
10 E 530 9700 64 7432 0000 0000 0000 0			General Fund/EXPENDITURES/DISTRICT-WIDE SUPPORT			19.99	
34090	MCMC OCCUPATIONAL HEALTH	09/30/2020	142	DOT PHYSICAL - BUS DRIVER	0	135.00	270.00
10 E 530 9900 52 7340 0000 0000 0000 0			General Fund/EXPENDITURES/PUPIL TRANSPORTATION			135.00	
			224	DOT PHYSICAL EXAM	0	135.00	
10 E 530 9900 52 7340 0000 0000 0000 0			General Fund/EXPENDITURES/PUPIL TRANSPORTATION			135.00	
34091	OSPI-AGENCY ACCOUNTING	09/30/2020	16227	PO3417 - BACKGROUND CHECKS COONS, WILBER	0	90.50	90.50
10 E 530 0100 27 7810 0000 0800 0000 0			General Fund/EXPENDITURES/BASIC EDUCATION			90.50	
34092	PACER PROPANE	09/30/2020	083120	PRODUCT	0	5.60	5.60
10 E 530 9700 65 7621 0000 0000 0000 0			General Fund/EXPENDITURES/DISTRICT-WIDE SUPPORT			5.60	
34093	PACIFIC OFFICE AUTOMATION	09/30/2020	917162	MONTHLY SERVICE	0	21.69	21.69

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				AGREEMENT - 2 KONICA BUSINESS COPIERS			
10 E 530 9700 64 7432 0000 0000 0000 0				General Fund/EXPENDITURES/DISTRICT-WIDE SUPPORT		21.69	
34094 RED COMET		09/30/2020	4984	ONLINE CLASSES	0	2,100.00	2,100.00
10 E 530 5205 27 7569 0000 0000 0000 0				General Fund/EXPENDITURES/Title IV Student Support		2,100.00	
34095 REPUBLIC SERVICES #487		09/30/2020	0487-00683042	MONTHLY SERVICE	0	157.17	157.17
10 E 530 9700 65 7410 0000 0000 0000 0				General Fund/EXPENDITURES/DISTRICT-WIDE SUPPORT		157.17	
34096 ROBERTS, MIKE		09/30/2020	082720	SUPERINTENDENT TUITION REIMBURSEMENT PER EMPLOYMENT CONTRACT	0	3,806.85	3,806.85
10 E 530 9700 12 7330 0000 0000 0000 0				General Fund/EXPENDITURES/DISTRICT-WIDE SUPPORT		3,806.85	
34097 SAWYER'S ACE HARDWARE		09/30/2020	475899	GROUNDS CARE	0	23.99	23.99
10 L 601 0000 00 0000 0000 0000 0000				General Fund/ACCOUNTS PAYABLE		-1.68	
10 E 530 9700 62 5610 0000 0000 0000 0				General Fund/EXPENDITURES/DISTRICT-WIDE SUPPORT		25.67	
34098 TAPANI INC.		09/30/2020	20267-2	CTE EXPANSION BILLING 1	0	18,105.00	75,990.00
10 E 530 9700 64 7431 0000 3000 0000 0				General Fund/EXPENDITURES/DISTRICT-WIDE SUPPORT		18,105.00	
			20598-2	BILLING 3 CTE EXPANSION	0	57,885.00	
10 E 530 9700 64 7431 0000 3000 0000 0				General Fund/EXPENDITURES/DISTRICT-WIDE SUPPORT		57,885.00	
34099 TOP GEAR DRIVING SCHOOL		09/30/2020	316633	DRIVER'S ED - 19-20 7 STUDENTS	0	2,800.00	2,800.00
10 E 530 0100 27 7320 0000 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		2,800.00	
34100 UMPQUA VISA		09/30/2020	00011374	SAFEWAY - STAFF MEETING WORKING LUNCH 9/1/2020	0	31.10	206.65
10 E 530 9700 12 5610 0000 0000 0000 0				General Fund/EXPENDITURES/DISTRICT-WIDE SUPPORT		31.10	
			00041202	METRO CAR WASH - BUS/VAN WASH	0	10.00	
10 E 530 9900 52 5610 0000 0000 0000 0				General Fund/EXPENDITURES/PUPIL TRANSPORTATION		10.00	
			082720SAFEWAY	SAFEWAY - STAFF MEETING WORKING LUNCH 9/1/2020	0	7.69	
10 E 530 9700 12 5610 0000 0000 0000 0				General Fund/EXPENDITURES/DISTRICT-WIDE SUPPORT		7.69	
			091120CLARK	CLARK COLLEGE	0	32.32	
10 E 530 5205 27 5640 0000 0000 0000 0				General Fund/EXPENDITURES/Title IV Student Support		32.32	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			3508	STAPLES - PO3508	0	62.04	
				EMPLOYEE NAME			
				PLATES			
10 E 530 9700 12 5610 0000 0000 0000 0				General Fund/EXPENDITURES/DISTRICT-WIDE SUPPORT		62.04	
			41191	METRO CAR WASH -	0	10.00	
				BUS/VAN WASH			
10 E 530 9900 52 5610 0000 0000 0000 0				General Fund/EXPENDITURES/PUPIL TRANSPORTATION		10.00	
			48996	CLARK COLLEGE	0	53.50	
				RUNNING START			
				TEXTBOOKS CLASS			
				FEE			
10 E 530 5205 27 7810 0000 0000 0000 0				General Fund/EXPENDITURES/Title IV Student Support		53.50	
34101 UNITED GROCERS		09/30/2020	094766	BREAKFAST AND	0	27.66	485.63
				LUNCH FOOD			
10 E 530 9800 42 5630 0000 0000 0000 0				General Fund/EXPENDITURES/FOOD SERVICES		27.66	
			191600	BREAKFAST AND	0	72.74	
				LUNCH SUPPLIES			
10 L 601 0000 00 0000 0000 0000 0000				General Fund/ACCOUNTS PAYABLE		-5.09	
10 E 530 9800 44 5610 0000 0000 0000 0				General Fund/EXPENDITURES/FOOD SERVICES		77.83	
			496799	BREAKFAST AND	0	12.55	
				LUNCH FOOD			
10 E 530 9800 42 5630 0000 0000 0000 0				General Fund/EXPENDITURES/FOOD SERVICES		12.55	
			811999	FOOD SERVICE	0	230.35	
				SUPPLIES			
10 L 601 0000 00 0000 0000 0000 0000				General Fund/ACCOUNTS PAYABLE		-16.12	
10 E 530 9800 44 5610 0000 0000 0000 0				General Fund/EXPENDITURES/FOOD SERVICES		246.47	
			991488	BREAKFAST AND	0	142.33	
				LUNCH FOOD			
10 E 530 9800 42 5630 0000 0000 0000 0				General Fund/EXPENDITURES/FOOD SERVICES		142.33	
34102 US BANK EQUIPMENT FINANCE		09/30/2020	423058163	LEASE PAYMENT ON	0	259.41	259.41
				2 KONICA BUSINESS			
				COPIERS			
10 E 530 9700 63 7550 0000 0000 0000 0				General Fund/EXPENDITURES/DISTRICT-WIDE SUPPORT		259.41	
34103 US CELLULAR		09/30/2020	0391680788	TELEPHONE SERVICE	0	234.33	234.33
10 E 530 9700 65 7410 0000 0000 0000 0				General Fund/EXPENDITURES/DISTRICT-WIDE SUPPORT		234.33	
34104 WASA		09/30/2020	150529-2021	ANNUAL MEMBERSHIP	0	1,074.99	1,074.99
				WASA & AASA			
10 E 530 9700 12 7810 0000 0000 0000 0				General Fund/EXPENDITURES/DISTRICT-WIDE SUPPORT		1,074.99	
34105 WEX BANK		09/30/2020	67551872	FUEL - GAS AND	0	354.62	354.62

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
DIESEL							
10 E 530 9900 52 5626 0000 9901 0000 0				General Fund/EXPENDITURES/PUPIL TRANSPORTATION		283.25	
10 E 530 9900 52 5626 0000 9902 0000 0				General Fund/EXPENDITURES/PUPIL TRANSPORTATION		71.37	
				30 Computer	Check(s) For a Total of		117,937.63

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	30	Computer	Checks For a Total of	117,937.63
Total For	30	Manual, Wire Tran, ACH & Computer Checks		117,937.63
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	117,937.63

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

unanimous

As of September 22, 2020, the board, by a _____ vote, approves payments, totaling \$15,717.44. The payments are further identified in this document.

Total by Payment Type for Cash Account, COUNTY TREASURER:

Warrant Numbers 121 through 121, totaling \$15,717.44

Secretary [Signature: Mike Roberts] Board Member [Signature: Clyde Rosa]
Board Member [Signature: Kandy Churchwell] Board Member [Signature: Don McCall]
Board Member [Signature: Christina Patten-Rowan] Board Member
Board Member Board Member

Table with columns: Check Nbr, Vendor Name, Check Date, Invoice Number, Invoice Desc, PO Number, Invoice Amount, Check Amount. Includes entries for SANTANDER LEASING LLC, Transportation Vehicle Fund/Expenditures/Expenses/PUPIL, and Computer.

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	15,717.44
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	15,717.44
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	15,717.44