

**Wenatchee School District No. 246**  
**Wenatchee, Washington**  
**Minutes of February 26th, 2008 Regular Board Meeting**

**Board**

Jesús Hernández, President  
 Chuck Largent, Vice President  
 Laura Jaecks  
 Kevin Gilbert  
 Walter S. Newman

**Staff**

Brian Fiones, Superintendent

**REGULAR MEETING**

Jesús Hernández opened the regular board meeting at the Central Office at 7:00 p.m., with the Pledge of Allegiance.

**CONSENT AGENDA**

Jesús Hernández asked for a motion to approve the consent agenda. The motion was made, seconded and the motion carried unanimously.

1) **MINUTES** of the Regular Board Meeting 2-12-08

**2) PERSONNEL REPORT:**

**February 26, 2008**

PREPARED BY: Steve Cole, Assistant Superintendent of Human Resources

**FEBRUARY 2008 VOUCHERS/PAYROLL/CONTRACTS**

**PAYROLL: February 26, 2008**      **\$4,517,771.78**

**2008 VOUCHERS**

<b>Date: February 26 2008</b>	<b>VOUCHER REGISTER #</b>	<b>AMOUNT TOTAL</b>
<b>2008 FUND</b>		
General Fund:	22091-22345	\$420,393.83
Capital Projects		
ASB Fund:	2531-2577	\$44,375.18

**CONTRACTS FOR APPROVAL:**

Date	New or Renewal or Revision	Agency	Purpose	Amount	Effective Dates	Staff Person Responsible for Contract	Approved by Les?	PO Required?
2/08/08	Renewal	Central Washington Hospital	Affiliation Agreement for health Occupations student clinicals	N/A	2007-08 school year	Maggie Bailey/Cindy Johnston	YES	YES

**SURPLUS: February 26, 2008 (on file)**

**CITIZENS COMMENTS: NONE**

**ASB REPORT: None**

**SPECIAL REPORTS:** Counseling Plan Alignment to ASCA Standards: Progress Report

As reported by Mike Franza, Administrator for Student Support Services: Mr. Franza gave a brief history of events leading up to the present. He reported the following:

*“When we talk of Student Support Services the biggest component will be the K-12 Counseling program. The Counseling program will focus on the effort to align with ASCA. For future references student support will include counselors, nurses, family advocates, and the homeless program and any student assistant specialists.”*

The information included for this report is intended to fall into four areas:

Elementary, Middle Level, High Schools, Student Services

**Summary of Elementary Counseling Curriculum Focus 2007/08**

Counselors: J. Dennis Bailey (Lincoln), Linda Holmes-Cook (Columbia), Jay Higgins (Newbery), Gioconda Jackson (Lewis & Clark), Karen Luft (Mission View), Deborah Carlson (Sunnyslope), Aaron MacKenzie (Washington)

**ELEMENTARY:**

Counselors from all the elementary schools and some principals were present to represent their schools’ reports. The report read as follows:

*“As of 2/1/08, elementary counselors reviewed the guidance curriculum used in different buildings and examined how service delivery aligned with the ASCA national standards. We defined what curriculum is used in all buildings and the academic, career and personal/social competencies which are being developed at each grade level K-5. Student needs in different buildings vary considerably across the spectrum, and this fact is addressed through flexibility in program implementation. We believe all Wenatchee School District students will benefit from a core of consistent guidance lessons across the district. This focus will benefit academic achievement.*

*The Elementary Counseling and Guidance Program in Wenatchee School District has many strengths. Each building has a counselor who delivers services at all four intervention tiers. Counselors collaborate in program development and case consultation to provide high quality service. We also actively refer, coordinate, and monitor student referrals with community agencies providing support to our families.*

*In the curriculum project, we defined areas to focus on in the future, and identified growth areas. Our growth plan includes:*

- *Development of consistent curriculum in all competency areas.*

- Review present anti-bullying curriculum and revise lessons to maximize the use of effective curriculum materials.
- Data collection: determine meaningful data to collect.
- Expand assessment tools of competencies learned.
- Design an intervention checklist to be used in all schools.
- Build calendars designating counseling focus for each month.
- Add a department head for the elementary counseling program.
- Coordinate a sequential, systematic plan for competency development K-12.

We need a budget for:

- Counselor training: including rotation to annual Washington State and American School Counselor Conferences.
- Training for counselors and teachers about the district adopted "Talking About Touching" personal safety curriculum.
- Expenses associated with the WSD 5<sup>th</sup> Grade Career Fair
- A district Flight Team, trained and ready to immediately respond to crises and critical situations affecting WSD students
- WSD commitment to continue funding the Life Skills Program (evidence based curriculum) if present grants end. Annual cost of student consumables is \$5.00 per workbook to be used at 4<sup>th</sup> and 5<sup>th</sup> grade levels (number of classrooms varies in different buildings)."

Submitted by:

Debbie Carlson, M.Ed.

Elementary Curriculum Project Coordinator

The elementary counselors panel spent time covering all of the above areas and fielded questions from the board. Much discussion followed and after the board's questions were answered the board thanked them for the presentation and good work they are doing..

### **MIDDLE SCHOOLS:**

Counselors and some principals from the Middle Schools were present to facilitate their portion of the update report.

Counselors: Jan Bullock (Foothills), Ronda Brender (Orchard) Jim Bowen (Pioneer) & Megan Thaut (Intervention Specialist)

#### **COUNSELOR BELIEF STATEMENTS REGARDING WENATCHEE SCHOOL DISTRICT MIDDLE SCHOOL COUNSELOR'S MISSION STATEMENT:**

Wenatchee School District Middle School Counselor's comprehensive and developmental counseling and guidance program seeks to meet the individual needs of students.

By identifying the Academic, Career and Personal/Social needs and interests of each student, we can assist students in obtaining the necessary skills to maximize their potential as productive, responsible citizens. The Middle School Counselor Counseling Program seeks to assist students:

- In identifying their strengths and weaknesses to enhance their vision of their future;
- Manage their thoughts and feelings to better understand themselves and others;
- Obtain essential academic knowledge necessary to be successful in High School and beyond.

#### **Wenatchee School District Middle School Counseling Activities**

- **GUIDANCE**
  - Information to parents regarding curriculum
  - Classroom presentation for student needs
  - Registration for classes
  - Study skills groups
  - Transition from elementary to Middle School
  - Transition from Middle School to High School
- **INDIVIDUAL**
  - Grade report evaluation
  - Organizational skills
  - Academic history review
  - New student orientation (mid-year)
  - Parent conferences communication
  - Facilitation of 504's
  - Student Study Team
- **RESPONSIVE**
  - Address attendance issues/truancy
  - Review of grades
  - Student Study Team
- **SYSTEM**
  - Counselor/Administration weekly meetings
  - Collaborate on Master schedule
  - AVID site team
  - Building Team meetings
  - Student Awards
  - Monitor Student Learning Plans and Levels of Intervention

#### **Career Development:**

- **GUIDANCE**
  - Classroom Presentations
  - Transition from Elementary to Middle School
  - Transition from Middle School to High School
- **INDIVIDUAL**
  - Resume / Student Work Applications
  - Scholarship referral
  - Student Aide positions
- **RESPONSIVE**
  - Scholarship referral
  - Weekly Counselor/Administration meetings
  - Continued Career Development curriculum

**PERSONAL/SOCIAL:**

• **GUIDANCE**

- Small groups
- Conflict resolution skills
- Anti-Bullying Harassment student skills

• **INDIVIDUAL**

- Parent conferences
- New student orientation
- Social skill building
- Coordination of help funds (Sal Hass, PTSA, other school support)
- Referral to Community agencies

• **RESPONSIVE**

- Management of Student Support Services: SAP, IFA, Nurse
- Staffing with parents
- Parent conferences
- Crisis counseling
- Death / grief issues
- Referrals from staff/others
- Home visits
- Family trauma
- Home health
- Referral to community agencies
- Truancy issues
- Conflict resolution
- Peer relationships

• **SYSTEM**

- Weekly Counselor/Administration meetings
- District Counselor Meetings
- Student Study Team
- Communication/Documentation of students needs to parent and teachers
- Student Awards

**OTHER DUTIES AND RESPONSIBILITIES**

- INPUT ON MASTER SCHEDULE
- SEMESTER SCHEDULING CHANGES
- PROGRAM DEVELOPMENT MEETINGS
- COVER FOR EMERGENCY STAFF NEEDS
- STAFF SUPPORT
- TEST COORDINATION AND ADMINISTRATION
  - WASL
  - LEVELS (NWEA)
  - WLPT

**WENATCHEE SCHOOL DISTRICT MIDDLE SCHOOL COUNSELING**

Three Counseling strands and their components were also presented to the board and many questions followed.

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**Standard A:** *Students will acquire the attitudes, knowledge, and skills that contribute to effective learning in school and across the life span.*

- Improve Academic Self-Image
- Acquire Skills for Improving Learning
- Achieve School Success

**Standard B:** *Students will complete school with the academic preparation essential to choose from a wide range of substantial postsecondary options, including college.*

- Improve Learning
- Plant to Achieve Goals

**Standard C:** *Students will understand the relationship of academics to the world of work, and to life at home and in the community.*

- Relate School in Life Experience

*Career Development*

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**Standard A:** *Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.*

- Develop Career Awareness
- Develop Employment Readiness

**Standard B:** *Students will employ strategies to achieve future career goals with success and satisfaction.*

- Acquire Career Information
- Identify Career Goals

**Standard C:** *Students will understand the relationship between personal qualities, education, training, and the world of work.*

- Acquire Knowledge to Achieve Career Goals
- Apply Skills to Achieve Career Goals

*Personal/Social Development*

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**Standard A:** *Students will acquire the knowledge, attitudes, and interpersonal skills to help them understand and respect self and others.*

- Acquire Self-Knowledge
- Acquire Interpersonal Skills

**Standard B:** *Students will make decisions, set goals, and take necessary action to achieve goals.*

- Self-Knowledge Application

**Standard C:** *Students will understand safety and survival skills.*

- Acquire Personal Safety Skills

Aligned to the WSD Comprehensive Counselors Curriculum Plan and the ASCA Standards

The board thanked the Middle School representatives for all their information and good work, after discussion.

### **WENATCHEE SCHOOL DISTRICT HIGH SCHOOLS:**

Mr. Franza presented the High Schools information, in packets given to the board member prior to the meeting. The packets included information on:

Wenatchee High School DATA 2005 through 2008 on new student entry; roll up students and freshmen and total new students. Mr. Franza included the failing grade breakout charts for years 2005-2008, including suspensions, expulsions, suspension out of school, total suspensions/expulsions, total # of students generation data and breakdown of cultural background. These numbers helped to illustrate the amount of work each counselor carries and also shows counselor/student time involvement at the high school level. This is only part of the responsibilities that a high school counselor has in their daily tasks.

WestSide High School presented a number of documents for the board to review prior to the meeting. Included as part of their report:

#### **WESTSIDE HIGH SCHOOL COUNSELING ACTIVITIES**

- WSHS Comprehensive and Developmental Counseling and Guidance Program
- WSHS Three Counseling Strands and Their Components
- WSHS Counseling Activities
- WSHS Counselor Belief Statements and Mission Statement
- WSHS Counselor Plan with regard to the CIPP process

Mr. Franza gave a summary report to the board that included a 1-3 year plan. He outlined his recommendations to them covering these areas:

- Dual Language impact
- Continuum of Services
- Consider Demographics

Mr. Franza also outlined a "Four Tier Plan":

#### **TIER ONE**

*Attached is a list of competencies in each of the three counseling domains that have been identified by the elementary counseling staff to be priorities. Following each identified competency is the curriculum that is in general use by the elementary counseling staff. Although some schools may use other curriculum to meet some of these competencies, unless they are being used by the majority of the counselors AND supported by the district, those are not listed. Some of the competencies do not have any curriculum listed. These are areas where we have gaps, and need to determine how these needs will be met.*

#### **TIER TWO**

*Small group counseling is provided to students in a number of areas, including anger management, social skills, study skills, family-in-transition issues, grief and loss and friendship. Students are referred to these groups by staff members, families or the students themselves on an as needed basis. Other tier two interventions include cross age mentor programs involving large numbers of students in certain grades and the Lions and Kiwanis club holiday luncheons.*

#### **TIER THREE**

*Tier three interventions would involve individual student counseling, referral to outside agencies, CPS referrals, medical interventions, homeless students, support for students in foster care and coats for kids or holiday programs for needy students. Agencies/groups that we have strong partnerships with include Children's Home Society, Readiness to Learn program, Catholic Family Services, Behavioral Health (Childrens and Adult), Columbia Valley Community Health, Columbia Valley Dental Clinic, Lions Eye Bank, YMCA, youth baseball and soccer programs, DCFS, CPS, Serve Wenatchee Valley, Community Action Council, Domestic and Sexual Violence, Wenatchee Police Department, Chelan County Juvenile, Chelan County Courts, Headstart, Good Grief Center, Salvation Army, Washington Education Association, Together! For Drug Free Youth, and Women's Resource Center, to name a few. In the past two years, we also have established relationships with community businesses and services through our annual 5<sup>th</sup> grade Career Fair.*

#### **TIER FOUR**

*This tier provides services to students through the Special Services department. These services would include individualized student education plans, specialized placement, and alternative educational settings.*

#### **MISSION STATEMENT**

*The Wenatchee School District comprehensive counseling and guidance program promotes the formation of productive and responsible citizens by addressing the academic, career and personal/social development of all students.*

#### **A FOUNDATION OF SECURITY**

*Counselors in the Wenatchee School District are committed to improving student learning for all and helping to close the achievement gap for students at risk. We look at the whole child and evaluate what each student needs in order to have the best chance to be successful. Elementary counselors are increasingly using a Response to Intervention (RTI) model that documents outcomes of a range of interventions. However, students who daily live without adequate food, housing, safety or security in their lives have difficulty attending to the academic challenges at hand. School counselors play a major role in connecting students to community resources that can help students meet those basic needs and improve their chances of having a successful future. In his book, *Toward a Psychology of Being*, Abraham Maslow describes a Hierarchy of Needs for human beings. As counselors, in addition to providing direct services, we have formed a dynamic network consisting of many different community providers. These individuals and groups work in partnership with us to help students meet their fundamental needs in order for them to build self-esteem. A healthy sense of self will contribute to the individual's success in school and in future development of career goals and personal relationships.*

The board asked questions and thanked Mr. Franza and all the counselors and principals present for their participation in the report and asked that they continue to keep the board informed as they progress. Mr. Franza thanked the board for allowing him to share his thoughts and also the good work the counselors are doing.

## **2) Enrollment Report**

Les Vandervort, WSD Chief Financial Officer gave the Enrollment Report for February 2008

They were as follows:

### **Exhibit A - monthly enrollments.**

The February 2008 count of K-12 students is 7,140.28 full-time equivalents (FTE) including 88.62 FTE Running Start students (Running Start counts began in October).

The average FTE is 7,178.52 which are 178.52 FTE above budgeted average FTE of 7,000.

Last year's (2006-07) February FTE enrollment was 7023.19 including 103.4 FTE Running Start students.

**Exhibit B** shows the changes in our average FTE enrollment for the last ten years.

**Exhibit C** shows the monthly information in graphic form, with a comparison to last year's enrollment and 2007-08 budgeted numbers.

Mr. Vandervort guided the board members through several pages of his report which provided the graphs and charts illustrating the enrollments. He answered questions. The board thanked him.

### **3) Budget Status Report**

Les Vandervort, Chief Financial Officer gave the January 2008 Budget Status Report as follows:

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.

**GENERAL FUND** With **41.67%** of the fiscal year elapsed, Total General Fund revenues were **38.6%** and expenditures were **38.2%** of budgeted amounts.

The Unreserved fund balance of **\$3,699,154** is **5.34%** of budgeted expenditures. Restricted Fund Balance is set aside for inventory, carryovers in special programs, planned maintenance projects, and completion of bond projects.

The district's M&O Levy for 2008 collection is \$9,233,000.

The 2008 levy rate is \$3.08 per thousand dollars assessed value.

Excess capacity, levy, I-728, and special programs funds are set aside for key strategic initiatives:

1. Reducing student/teacher ratio in grades K-3
2. All-day kindergarten
3. Professional development for certificated and classified employees
4. Instructional coach model
5. Intervention support as extended day and summer school programs

**CAPITAL PROJECTS FUND** The ending fund balance of **\$194,008** is designated for remodeling, miscellaneous building projects, and specific projects.

The Pioneer Middle School project is substantially complete. Work is being completed on the PMS fire lane.

**DEBT SERVICE FUND** The ending fund balance of **\$912,495** 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.

**ASB FUND** Revenues are **40.4%** of the amount budgeted for the year. Expenditures are at **36.2%** of the budget.

The Total Ending Fund Balance is **\$511,169**.

**TRANSPORTATION VEHICLE FUND** The ending fund balance of **\$122,533** is available for purchase of school buses.

Mr. Vandervort presented the funds balances with the board and pointed out the fine line of managing additional expenses that are not included in the budget while maintaining our reserve balance for the district. The board thanked him for the report and for the good job of being fiscally responsible.

### **OLD BUSINESS:**

#### **1) High School Graduation/CAA Options Communication Update**

This was a short question/answer update facilitated by Chet Harum, Kory Kalahar, Fred Leland and Jane Culp. The purpose of the update was to inform the board of the progress that has gone forward since the last meeting. No handouts were provided because the board was given the revised High School Graduation/CAA Options Communication packet at an earlier meeting. Some board members requested an additional copy of the packet after the brief discussion. Mr. Harum agreed to send a copy to them.

#### **2) Middle School Schedule Update**

This was a short update by Assistant Superintendent Jon DeJong. He wanted to follow up with the board because he promised to do so concerning the committee's progress. The committee has not had the time to devote to narrowing down two schedules for the board to review as of this meeting but will do so soon and will include cost estimate impacts. He explained building a master schedule takes months in the making with many areas to consider. They will include data from other districts to compare with our proposals. The board asked to receive the schedules a week or two prior to the board meeting for them to study. The board thanked Mr. DeJong for the update and the many hours of work they have put into this project.

### **NEW BUSINESS:**

#### **1) Out of State Field Trip:**

Jodi Smith, Executive Director of Learning and Teaching

The following field trip request is presented for your approval:

Group Name: WHS GA Band, Percussion Ensemble and Color Guard  
Date of Trip: May 17-19, 2008  
Purpose: Queens Day Parade Performance  
Number of Students: 98  
Location: Victoria, BC  
Cost: Student Responsibility

Supervision: Jim Kovach

Ms. Smith asked for the board's approval of the field trip for the WHS GA Band, Percussion Ensemble and Color Guard to go to and perform in Victoria B.C.

**MOTION MADE:** To approve the out of state field trip to Victoria BC for WHS GA Band, Percussion Ensemble and Color Guard ON May 17<sup>th</sup>-19<sup>th</sup>, 2008. .

**SECONDED AND CARRIED UNANIMOUSLY**

**SUPERINTENDENT'S CONTRACT:**

President Hernandez reported that the Board reviewed the Superintendent's contract in an executive session at the last board meeting. He reported that they had a very positive meeting mapping out the direction of WSD for the next year and read the following statement.

*"At the second board meeting in February the school board reviews the Superintendent's performance and takes action on whether to extend the contract for an additional year."*

**MOTION MADE:** A motion was made by Laura Jaecks to extend the superintendent's contract to June 30, 2011 with the terms and conditions of the contract to be determined by June 15, 2008. The motion was seconded by Walter Newman. By roll call vote the motion carried unanimously.

**SECONDED AND CARRIED UNANIMOUSLY**

**PRESIDENTS REPORT:**

**Communications:** Laura Jaecks shared a positive letter about WHS from a citizen.

- Ms. Jaecks said she will attend the meeting about Apple Sox and Rec Park
- Ms. Jaecks had two school visits and will attend Lincoln and Lewis & Clark. Kevin Gilbert agreed to attend with her on Friday.
- Report about Solar Day Races – Fundraiser with Port/PUD
- Facilities Committee Meeting on March 13<sup>th</sup>, results from the mail in survey; Walter Newman will fill in for Kevin Gilbert – hopefully some recommendations to the board by April or May.

**SUPERINTENDENT'S REPORT:**

- Superintendent reported about an item in the State Newsletter: Plant Operations Support SHOPTALK – article about WSD employee Lane Keller and the miracle "vac-trailer". He gave copies to the board members.

**REGULAR MEETING ADJOURNED:** Jesús Hernández adjourned the meeting at 9:21 p.m.

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President

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Superintendent