



BOARD OF DIRECTORS
Regular Business Meeting - 5:30 PM
September 15, 2020
Online/Virtual Zoom Meeting
364 S Park St
Walla Walla, WA 99362

IMPORTANT MEETING NOTICE: Pursuant to the Governor's Proclamation No. 20-28, school board meetings during the COVID-19 disease outbreak must not take place in-person, but occur remotely. Members of the public are invited to attend by clicking here: <https://zoom.us/j/96915016309> or may listen to the meeting by calling 1-253-215-8782 and entering the following meeting id code: 969 1501 6309.

I. **CALL TO ORDER:** (5:30 p.m.) Mr. Wells

II. **FLAG SALUTE:** (Temporarily Suspended for Online/Virtual Zoom Meetings)

III. **ROLL CALL:**

Mr. Sam Wells, President Mr. Eric Rindal
Mr. Derek Sarley, Vice President Mrs. Terri Trick
Mrs. Ruth Ladderud

IV. **APPROVAL OF AGENDA:** Mr. Wells

V. **CONSENT AGENDA:** Mr. Wells

- 1. Personnel Report 3
- 2. Non-Athletic Extra & Co-curricular Contracts 4
- 3. September 15 Accounts Payable 5
- 4. August Financial Report 6
- 5. Regular Study Meeting Minutes of September 1, 2020 10

VI. **SPECIAL PROGRAMS/INTRODUCTIONS/ANNOUNCEMENTS:** (5:35 p.m.) Mr. Wells

VII. **COMMUNICATIONS:** Mr. Wells

VIII. **CITIZENS' COMMENTS:** (5:40 p.m.). Mr. Wells 12

IX. **REPORTS:** (5:45 p.m.) Mr. Wells

- 1. Student Representative: Ms. Jaden Bergevin
- 2. Board of Directors Report: Mr. Wells
- 3. Superintendent's Report: Dr. Wade Smith
 - a. Bond Program Update 13
- 4. Week 1 Review: DL 2.0 & Walla Walla Online: Dr. Wade Smith, Mrs. Michelle Carpenter, Mrs. Kris Duncan, Mr. Ron Higgins and Mrs. Carina Stillman
- 5. Enrollment Report: Dr. Wade Smith 24
- 6. Budget Update: Dr. Wade Smith & Mrs. Nancy Taylor
- 7. Second Reading Board Policy No. 6106 - Allowable Costs for Federal Programs: Dr. Wade Smith 25

X. **ACTION:** (6:55 p.m.) Mr. Wells

- 1. Second Reading Board Policy No. 6106 - Allowable Costs for Federal Programs

XI. **ADJOURNMENT:** *(7:00 p.m.) Mr. Wells*



PERSONNEL REPORT

September 15, 2020 – Board Meeting

Date: September 10, 2020

RESIGNATION/RETIREMENT

Classified: Rosalinda Gutierrez, Para-Educator, Garrison Middle School, 1 year

NON-ATHLETIC EXTRA/CO-CURRICULAR CONTRACTS 2020-2021

<u>Name</u>	<u>School</u>	<u>Assignment</u>
Terry Carlsen	W	Technology Coordinator I
Russell Carroll	GP	Technology Coordinator I
Kimberly Cassetto	W	Technology Coordinator I
Vanessa Prull	PP	Guiding Coalition Team

WARRANT SUMMARY

Vouchers 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.

As of September 15, the Board, by a majority vote, does approve for payment those vouchers and electronic transfers included in the following list and described as follow:

Warrant Date	Warrant Number	Fund	Warrant Number	Amount
		General Fund		
9/15/2020	200100	Through	200207	\$ 1,643,274.11
9/15/2020	200208	Through	200208	\$ 3,414.37
9/15/2020	202100008	Wire Transfer	202100015	\$ 1,079.34

		Capital Projects		
9/15/2020	200010	Through	200014	\$ 21,479.60

		ASB		
9/15/2020	200005	Through	200007	\$ 3,090.00
9/15/2020	200008	Through	200008	\$ 12.46

		Transportation Vehicle		
		Through		

		Payroll		
		Through		
		Wire Transfer		
		Payroll Taxes		

TOTAL:	\$1,672,349.88
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SCHOOL BOARD PRESIDENT:

SECRETARY TO THE BOARD:

Mr. Sam Wells

Dr. Wade Smith, Superintendent



TO: Dr. Wade Smith - Superintendent
FROM: Nancy Taylor – Director of Fiscal Services
DATE: August 15, 2020
RE: August Financial Report

Attached is the August financial report consisting of:

- Revenues, expenditures and fund balance for all five funds.
 - General Fund ending balance is 13.3% of expenditures
- General Fund trend charts
- Payroll trend chart

Please let me know if you have any questions.

Attachments

NT

Walla Walla School District

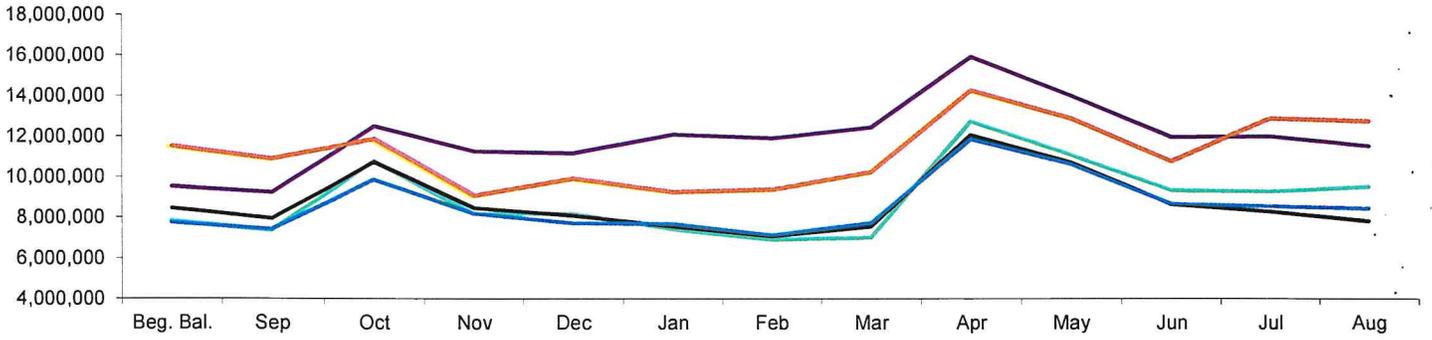
Monthly Financial Report

August 2020

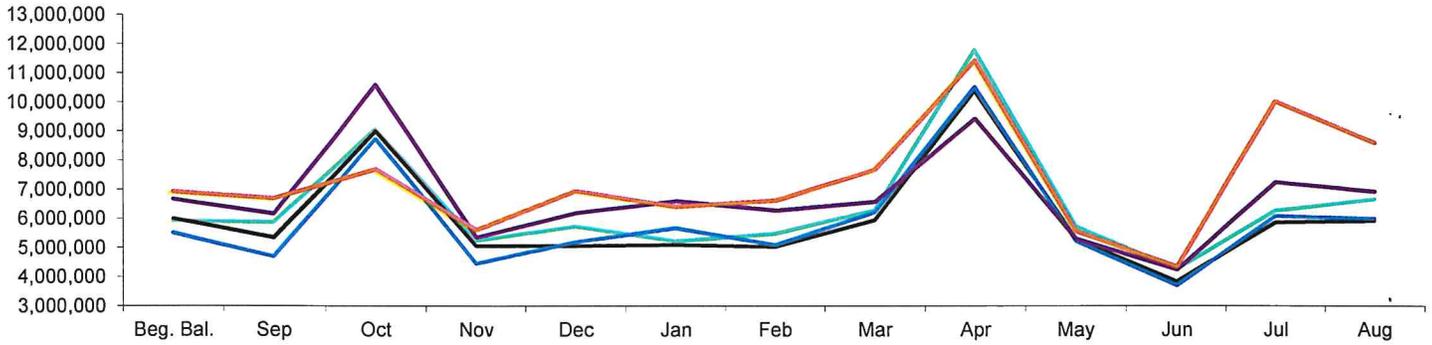
	<u>Adopted Budget</u>	<u>Working Budget</u>	<u>Year to Date</u>
<u>GENERAL FUND</u>			
Beginning Fund Balance	\$ 9,248,585	\$ 9,248,585	\$ 10,234,277
Revenues	\$ 85,611,237	\$ 85,612,448	\$ 86,467,035
Expenditures	\$ (86,037,667)	\$ (86,038,875)	\$ (84,495,962)
Transfers	\$ (800,000)	\$ (800,000)	\$ (800,000)
Ending Fund Balance	\$ 8,022,155	\$ 8,022,158	\$ 11,405,351 13.3%
<u>CAPITAL PROJECTS</u>			
Beginning Fund Balance	\$ 63,500,000	\$ 63,500,000	\$ 62,948,328
Revenues	\$ 1,157,500	\$ 1,157,500	\$ 2,646,172
Expenditures	\$ (20,649,250)	\$ (20,649,250)	\$ (18,743,735)
Transfers	\$ -	\$ -	\$ 800,000
Ending Fund Balance	\$ 44,008,250	\$ 44,008,250	\$ 47,650,765
<u>DEBT SERVICE</u>			
Beginning Fund Balance	\$ 2,222,979	\$ 2,222,979	\$ 2,279,279
Revenues	\$ 4,442,249	\$ 4,442,249	\$ 4,406,669
Expenditures	\$ (4,553,750)	\$ (4,553,750)	\$ (4,454,203)
Ending Fund Balance	\$ 2,111,478	\$ 2,111,478	\$ 2,231,745
<u>ASB FUND</u>			
Beginning Fund Balance	\$ 435,157	\$ 435,157	\$ 446,580
Revenues	\$ 951,602	\$ 951,602	\$ 399,496
Expenditures	\$ (940,659)	\$ (940,659)	\$ (298,658)
Ending Fund Balance	\$ 446,100	\$ 446,100	\$ 547,418
<u>TRANSPORTATION VEHICLE</u>			
Beginning Fund Balance	\$ 229,982	\$ 229,982	\$ 456,186
Revenues	\$ 254,500	\$ 254,500	\$ 241,002
Expenditures	\$ (235,000)	\$ (235,000)	\$ (293,323)
Transfers			\$ -
Ending Fund Balance	\$ 249,482	\$ 249,482	\$ 403,865

WALLA WALLA PUBLIC SCHOOLS GENERAL FUND

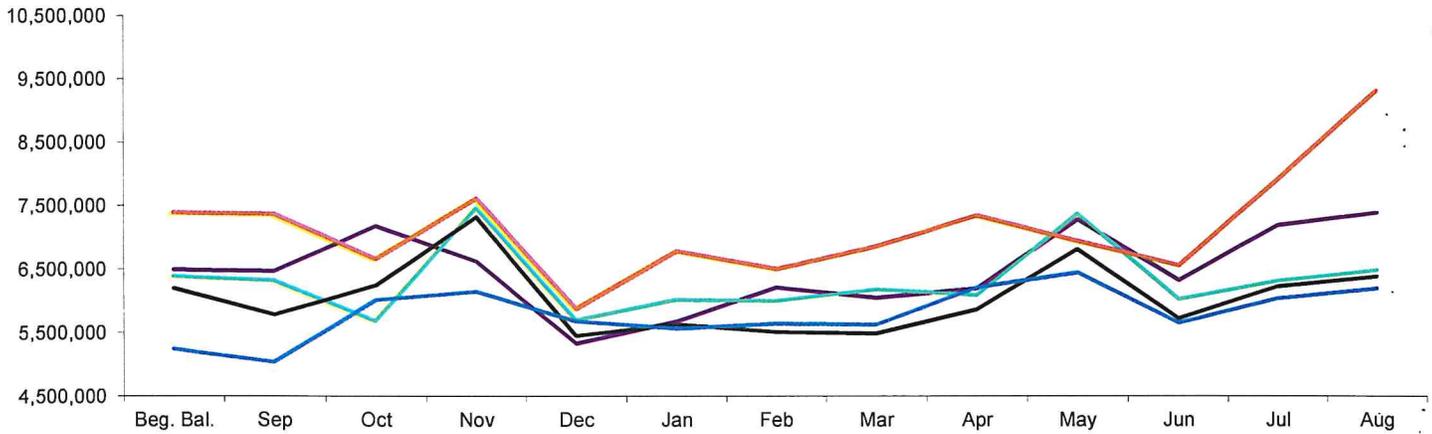
NET CASH & INVESTMENTS



RECEIPTS

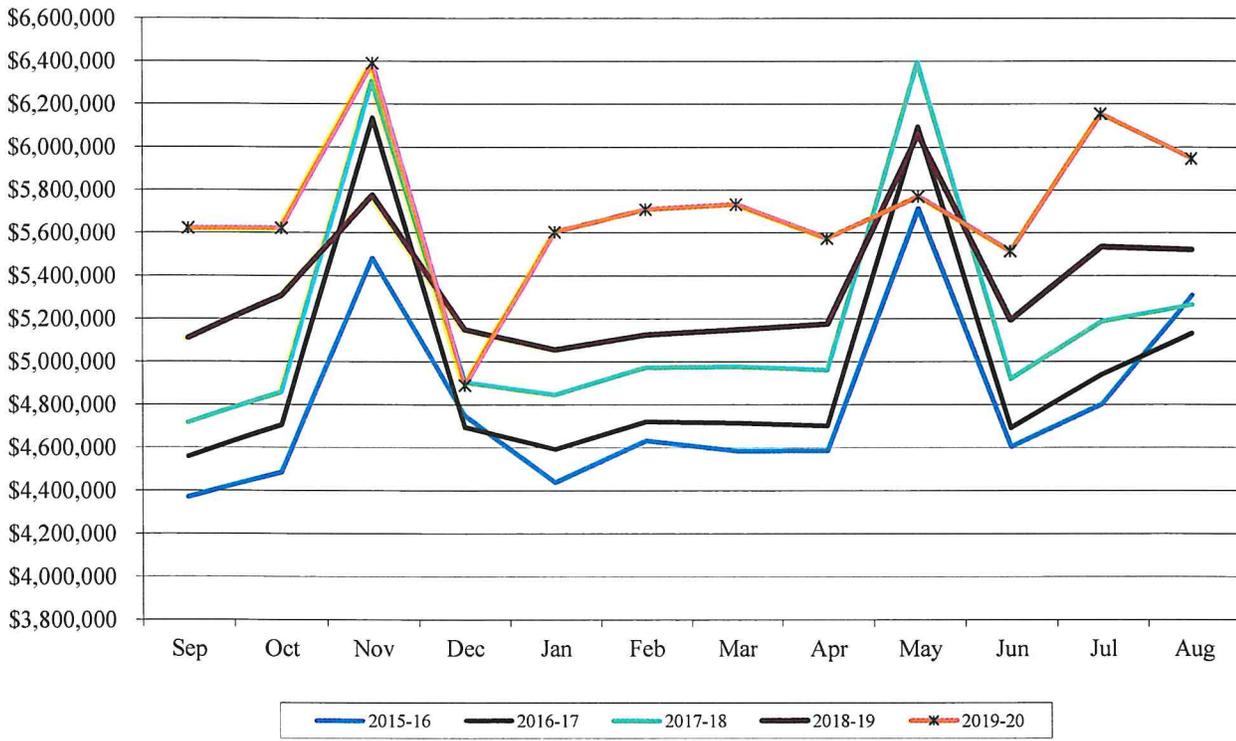


EXPENDITURES



— 18-19
 — 17-18
 — 16-17
 — 15-16
 — 19-20

WALLA WALLA PUBLIC SCHOOLS Monthly Payroll



BOARD OF DIRECTORS
Regular Study Meeting – 5:30 p.m.
September 1, 2020
Online/Virtual Board Meeting

(Note: Pursuant to the Governor’s Proclamation No. 20-28, school board meetings during the COVID-19 disease outbreak must not take place in-person, but occur remotely.)

PRESENT

BOARD OF EDUCATION

Mr. Sam Wells, President
Mr. Derek Sarley, Vice President
Mrs. Ruth Ladderud
Mr. Eric Rindal
Mrs. Terri Trick

ADMINISTRATORS

Dr. Wade Smith, Superintendent
Mr. Chris Gardea, Assistant Superintendent
Mrs. Christy Krutulis, Executive Director of Teaching & Learning
Mrs. Nancy Taylor, Director of Fiscal Services
Mrs. Samantha Bowen, Dir of Early Learning & Family Engagement
Dr. Julie Perron, Director of Equity & Dual Programs
Mr. Sergio Razo, Director of Technology & Information Services
Mr. Mike Kay, Director of Facilities & Operations

AUDIENCE

Including board members, administrators and guests, approximately 19 were in attendance.

I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by President Mr. Sam Wells.

II. FLAG SALUTE

Mr. Wells announced the flag salute has been temporarily suspended while meetings are being held online.

III. ROLL CALL

All board members were present.

IV. APPROVAL OF AGENDA

Mrs. Ladderud moved and Mr. Rindal seconded approval of the agenda as presented; the motion carried unanimously.

V. CONSENT AGENDA

Mrs. Trick moved and Mr. Rindal seconded approval of the consent agenda consisting of the following items: 1) personnel report; 2) non-athletic extra & co-curricular contracts; 3) September 1 accounts payable and August payroll; 4) minimum basic education requirement compliance; 5) Washington State School Directors’ Association Boards of Distinction Application; and 6) regular business meeting & executive session minutes of August 18, 2020. The motion carried unanimously.

VI. STUDY ITEMS

Fall 2020 Reopening Update: Dr. Smith, Mr. Gardea and district directors provided an update on efforts their departments have been involved in to make a successful reopening of schools.

Budget Update: Dr. Smith reviewed updated enrollment counts, staffing adjustments, including furlough and the state's shared work provisions, and other potential COVID-19 related impacts to the 2020-2021 Budget.

VII. ADJOURNMENT

President Wells declared the meeting adjourned at 6:42 p.m.

Minutes to be presented for board approval on September 15, 2020.

APPROVED:

Dr. Wade Smith, Superintendent
and Secretary of the Board
- Mrs. Susie Golden, Recorder

Mr. Sam Wells
School Board President

Comments must be received by the Board's Administrative Assistant, Mrs. Susie Golden, no later than 12:00pm the day of the scheduled meeting. Comments may be emailed to sgolden@wwps.org or delivered to:

Walla Walla Public Schools
Attn: Susie Golden
364 S Park St
Walla Walla, WA 99362

Citizen comments received must adhere to the following guidelines:

- Include the name and contact information of the citizen.
- Keep comments brief and to the point (e.g. that can be communicated within a **three-minute time limit.**)
- Do not reflect adversely on the political or economic view, ethnic background, character, or motives of any individual.
- If you have a specific complaint about an individual employee, it must be addressed through the Superintendent's office and not in this setting.

September 2020 Project Update

(for progress during prior month)



Wa-Hi

- In August, Jackson worked with their sub-contractors towards making the new Science Building ready for occupancy. These tasks included: getting the fire alarms hooked up and inspected, getting the HVAC systems turned on and programmed, completing work in the IDF so that teachers have access to the internet, substantially complete work in the bathrooms, install ceiling tiles, ensure all lighting is working, etc.
- Jackson also aided the district in providing a new direct access to the Old Science Building's mezzanine to aid in removal of stored items.
- Work on the infrastructure package was continued working towards finishing up all items.
- Jackson, the design team, Wenaha Group, and the school district walked the site over several days to identify punch list items that needed to be fixed so that the Science Building could be deemed complete.
- Superintendent Smith, Wenaha Group and Jackson Contractor Group held a public opening of subcontractor bids and received nearly 90 bids to perform work on the Main Campus Renovations package. Many local subcontractors have been awarded work. The bids were competitive and resulted in a construction budget that allowed for all desired alternatives to be selected.
- Following a successful bid day, Wenaha Group and the District compiled all necessary documentation for submission of the D-9 form to OSPI. Several days later OSPI issued a D-10 form authorizing the district to sign the MACC agreement and begin construction.

Pioneer

- The electrical work in the tent was completed in order to provide power and lighting.
- The close out items were completed in the modulars to fix all the odds and ends in order to be ready for teachers to move in.
- The low voltage internet work was completed to provide data and communication services to the modulars.
- The bathroom trailer was delivered on site, the utilities were hooked up, and the ramp was installed by Royse Hydroseeding.
- Nelson cut the new opening into the CMU wall for access to the computer lab for when kids return to the campus.
- Wenaha Group held a public opening for the Pioneer Middle School which had substantial interest with 8 general contractors submitting bids and eventual award going to local general contractor Jackson Contractor Group. The bids were competitive enough that the school district was able to obtain every design alternate that was desired.
- Following a successful bid day, Wenaha Group and the District compiled all necessary documentation for submission of the D-9 form to OSPI. Several days later OSPI issued a D-10 form authorizing the district to sign contracts and begin construction.

Blue Ridge

- The general contractor worked towards closing out by working on the landscaping and making irrigation repairs.

Lincoln

September 2020 Project Update

(for progress during prior month)



- 50% Construction Documents were completed by the design team and turned in for review and comment to the school district.

September 2020 Project Update

(for progress during prior month)



Attachment A: Wa-Hi Progress Photos



Walla Walla Public Schools - 2018 Bond Project
September 2020 Project Update
(for progress during prior month)



Walla Walla Public Schools - 2018 Bond Project
September 2020 Project Update
(for progress during prior month)



Walla Walla Public Schools - 2018 Bond Project
September 2020 Project Update
(for progress during prior month)



September 2020 Project Update

(for progress during prior month)



Attachment B: Pioneer Progress Photos



Walla Walla Public Schools - 2018 Bond Project
September 2020 Project Update
(for progress during prior month)



Walla Walla Public Schools - 2018 Bond Project
September 2020 Project Update
(for progress during prior month)



September 2020 Project Update

(for progress during prior month)



Attachment C: Blue Ridge Progress Photos





Walla Walla Public Schools - 2018 Bond Projects

MASTER BUDGET DASHBOARD

Updated 9/8/2020



Walla Walla High School

% of Const Complete	15%		# Months Construction Complete / Total Months	10/36	Risks & Opportunities
Design Phase	Sci - Const Campus - DD				
	Budget	Costs to Date	% Spent	Forecast Total	Budget vs. Forecast Under / (Over)
Project Budget (including contingency)*	\$ 83,889,508	\$ 13,514,281	16.11%	\$ 83,889,508	\$ -

Lincoln High School

% of Const Complete	0%		# Months Construction Complete / Total Months	0 / 18	Risks & Opportunities
Design Phase	Ed Specs				
	Budget	Costs to Date	% Spent	Forecast Total	Budget vs. Forecast Under / (Over)
Project Budget (including contingency)*	\$ 11,722,252	\$ 570,862	4.87%	\$ 11,722,252	\$ -

Pioneer Middle School

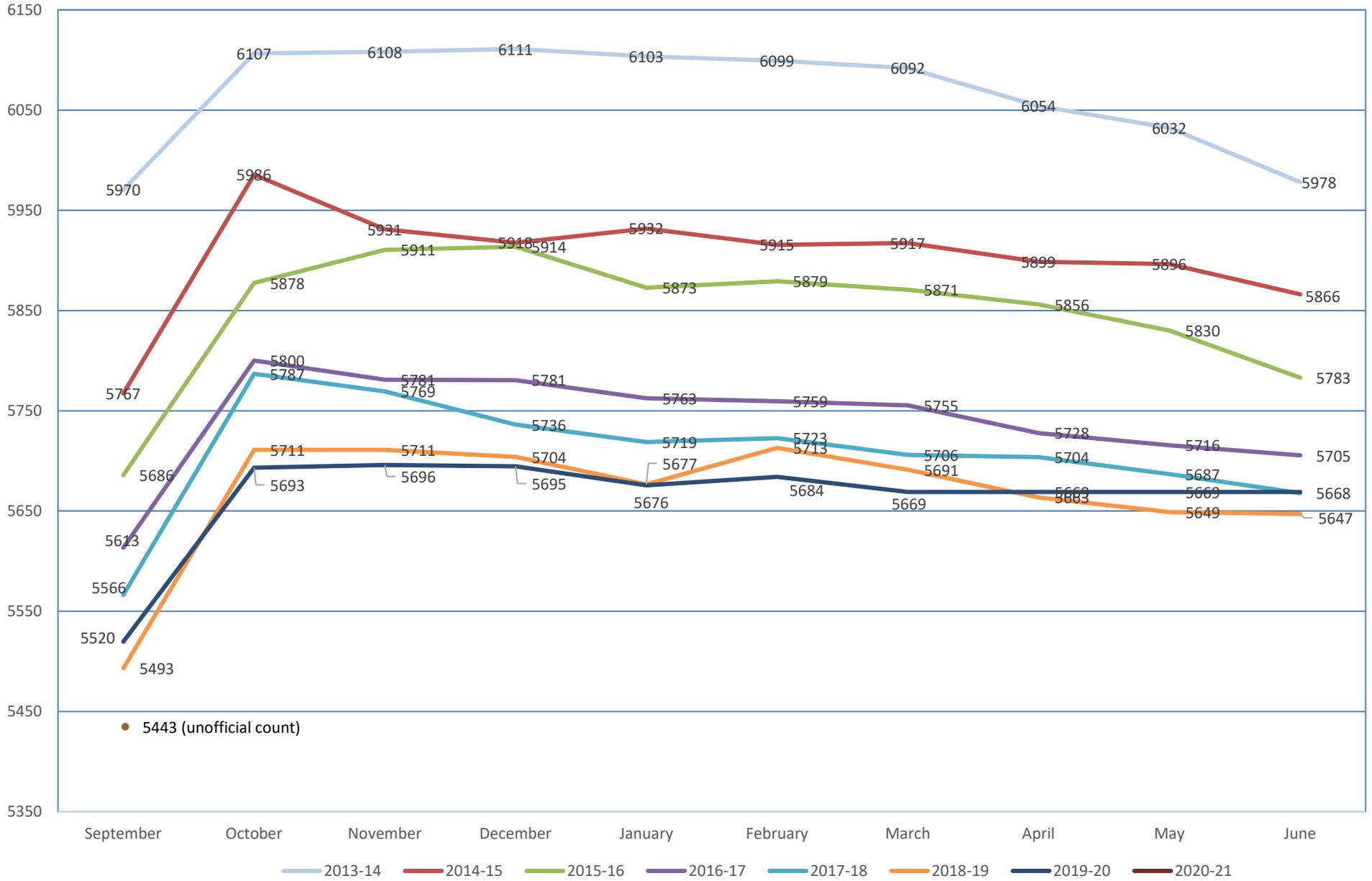
% of Const Complete	7%		# Months Construction Complete / Total Months	3/ 20	Risks & Opportunities
Design Phase	DD				
	Budget	Costs to Date	% Spent	Forecast Total	Budget vs. Forecast Under / (Over)
Project Budget (including contingency)*	\$ 29,405,043	\$ 2,553,958	8.69%	\$ 29,405,043	\$ -

District-Wide Upgrades

% of Const Complete	85%		# Months Construction Complete / Total Months	12/ ?	Risks & Opportunities
	Budget	Costs to Date	% Spent	Forecast Total	Budget vs. Forecast Under / (Over)
Project Budget (including contingency)	\$ 6,699,739	\$ 5,804,264	86.63%	\$ 6,470,274	\$ -

Berney and Green Park complete.
Blue Ridge is in progress

WWPS Enrollment Trends: 2013 to Present Student FTE Counts



BOARD POLICY

Policy No. 6106

Page 1 of 2

ALLOWABLE COSTS FOR FEDERAL PROGRAMS

Expenditures under federal programs are governed by the Federal Cost Principles contained in 2 CFR Part 200 Subpart E – Cost Principles. The district is committed to ensuring that costs claimed under Federal awards follow these cost principles as well as any special terms and conditions contained in the award. Additionally, as a grantee, the district is required to follow the more restrictive of the federal, state, and district policies.

When applying these cost principles, the district will:

- Maintain responsibility for the efficient and effective administration of the Federal award through the application of sound management practices;
- Assume responsibility for administering federal funds in a manner consistent with underlying agreements, program objectives and the terms and conditions of the federal award; and
- Apply accounting practices that are consistent with the cost principles, support the accumulation of costs as required by the principles, and provide for adequate documentation to support costs charged to the federal award.

The district will maintain a system of internal controls over federal expenditures to provide reasonable assurance that Federal awards are expended only for allowable activities and that the costs of goods and services charged to Federal awards are allowable and in accordance with the above referenced cost principles. Those controls will meet the following general criteria:

- Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles;
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items;
- Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the district;
- Be accorded consistent treatment;
- Be determined in accordance with generally accepted accounting principles;
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period; and
- Be adequately documented.

In extraordinary circumstances, such as those caused by emergencies, the district may continue to pay the compensation of employees who are paid with Federal grant funds using the Federal funds, despite the employees' inability to work due to the extraordinary circumstances, consistent with the districts' use of all funding sources to pay its employees.

Walla Walla Public Schools

BOARD POLICY

Policy No. 6106

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Cross References:

Board Policy 1610 - Conflicts of Interest

Board Policy 3423 - Emergencies

Board Policy 6101 - Federal Cash and Financial Management

Board Policy 6210 - Purchasing: Authorization and Control

Board Policy 6220 - Bid Requirements

Board Policy 6801 - Capital Assets/Theft-Sensitive Assets

Legal References:

2 CFR Part 200, Subpart E

Adopted: August 15, 2017

Second Reading/Revision: September 15, 2020

BOARD POLICY

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