

MINUTES

August 13, 2025

1. CALL TO ORDER (DETERMINATION OF QUORUM)

Chair Silva called the special meeting of the District 13 Board of Trustees to order at 8:30 a.m. on Wednesday, August 13, 2025, in the Heritage Room 100 in the Administration Building of Lower Columbia College. The LCC Board of Trustees meeting was also offered virtually via Zoom. When the meeting was called to order, the following individuals were present; there was a quorum.

BOARD OF TRUSTEES: Marc Silva, Chair
Liz Cattin
Alice Dietz
Mike Karnofski

2. INTRODUCTION OF GUESTS Mindy Leasure, Program Director, LCC Head Start

Others in Attendance: Kristen Finnel, Kendra Sprague, Dan Ruiz, Tracy Stanley, Wendy Hall, and Tracy Powell. Virtual attendees included Corrine Lopez, Nolan Wheeler, Shelley Williams (AG), and Laura Sampson.

3. APPROVAL OF AGENDA

MOTION: By Trustee Dietz, seconded by Trustee Cattin,
The agenda be approved as presented.

MOTION CARRIED unanimously

4. PUBLIC COMMENT - None

5. BOARD BUSINESS

- a. **One-Time Supplemental Funding Application for Nutrition and Healthy Eating for Head Start Children and Families (Attachment)**
 - i. Mindy Leasure, Program Director, LCC Head Start, requested Board approval for one-time supplemental grant funds to replace the commercial dishwasher for the Head Start program's food service operations. She provided a brief description of the need. The Board had no questions.

b. LCC HS/EHS/ECEAP Written Reports - June 2025 (Attachment)

- i. Mindy Leasure shared comments on the written reports.

c. LCC Head Start Notification of Upcoming FY26 Monitoring Review (Attachment)

- i. The Federal Head Start office recommended that LCC not request an in-kind donation waiver this year, representing \$1.3 million. As a result, the LCC Head Start program will need to focus on securing those funds. LCC's Executive Leadership Team (ELT) approves smaller local grants, which the Board will see on the budget report if received. Mindy Leasure noted that the program always seeks in-kind and local funding opportunities. Chair Silva recommended Ms. Leasure check with Longview Rotary for project-based funding opportunities.

MOTION: By Trustee Cattin, seconded by Trustee Dietz,
The One-Time Supplemental Funding Application for
Nutrition and Healthy Eating for Head Start Children and
Families be approved.

MOTION CARRIED unanimously

6. EXECUTIVE SESSION - At 8:35 a.m., Chair Silva announced the Board would convene in Executive Session under RCW 42.30.110 for the following purposes: to review the performance of a public employee; to discuss with legal counsel representing the agency litigation or potential litigation to which the agency or the Board is likely to become a party. Chair Silva planned for the Executive Session to conclude at 9:30 a.m. The Board will take no final action during this executive Session.

7. ADJOURN EXECUTIVE SESSION - The public meeting was re-opened by Chair Silva at 9:30 a.m. The Board took no action during Executive Session.

8. ADJOURNMENT – With no further business, Trustee Karnofski moved to adjourn the meeting at 9:30 a.m. Trustee Dietz seconded the motion.

MOTION: By Trustee Karnofski, seconded by Trustee Dietz,
The meeting be adjourned.

MOTION CARRIED unanimously

On September 17, 2025, the Board of Trustees of Community College District 13 approved the minutes of the August 13, 2025, Special Meeting.

A handwritten signature in black ink, appearing to read "C. Matt Seimears". The signature is fluid and cursive, with a horizontal line extending from the end.

C. Matt Seimears, Secretary to the Board