

# Wenatchee School District Board of Directors



## WSD Board Meeting February 28, 2017 District Office Agenda

6:00 PM

	<b>TIME</b>
<b>I. PLEDGE OF ALLEGIANCE</b>	
<b>II. CONSENT AGENDA:</b>	<b>02 Min</b>
Minutes: Regular Board Meeting 2/14/17	Action 1+
Personnel Report	Action 2+
Vouchers/Payroll	Action 3+
Contracts	Action 4+
Policy – 2nd Reading: No. 6512	Action 5+
Surplus Report	Action 6+
Camps & Clinics	Action 7+
<b>III. CITIZEN COMMENTS:</b>	<b>03 Min</b>
<b>IV. HIGH SCHOOL ASB REPORTS:</b>	<b>10 Min</b>
<b>V. WENATCHEE LEARNS STRATEGIES:</b>	<b>55 Min</b>
<b><i>Strategy Three – Use Best Tools &amp; Resources to Advance Learning</i></b>	
<i>Objective 3.3 The Right Tools &amp; Resources for Staff</i>	
Board Policy Updates - Policy 1 <sup>st</sup> Readings:	
▪ 3131P Procedure - In-District Transfer	Information 05 min
▪ 3122 Policy & Procedure - Excused and Unexcused Absences	Information 05 min
▪ 3246 Policy & Procedure - Restraint, Isolation and Other Uses of Reasonable Force	Information 05 min
<i>Objective 3.4: Facilities that Optimize Learning:</i>	
1) Interlocal Agreement with City of Wenatchee	Action 05 min
2) Resolution 04-17 – Property Surplus	Action 05 min
3) Construction Update	Information 10 min
Gregg Herkenrath, Director of Facilities	
<b><i>Strategy Four – Balance Change for All with Excellence for All</i></b>	
<i>Objective 4.2: Sound Fiscal &amp; Resource Management &amp; Sound Human Resource Management</i>	
Enrollment Report	Information 05 min
Budget Report	Information 05 min
Les Vandervort, Chief Financial Officer	
2017-18 Staff Planning	Action 05 min
Lisa Turner, HR Executive Director	
Superintendent’s Contract Extension	Action 05 min
Brian Flones, Superintendent	
<b>VI. BOARD COMMUNICATION</b>	<b>05 Min</b>
<b>VII. SUPERINTENDENT’S REPORT</b>	<b>05 Min</b>
<b>VIII. ADJOURNMENT</b>	
<b>IX. EXECUTIVE SESSION</b>	

See Reverse Side



# CONSENT AGENDA

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# Wenatchee School District Regular Board Meeting

Minutes of February 14th, 2017  
WSD District Office

**Board Members Present**

Robert Sealby, President  
Laura R. Jaecks V.P.  
Walter Newman  
Claudia De Robles  
Jennifer Talbot

**6:00 PM**

**Staff Present**

Brian Fiones, Superintendent  
Cabinet

**I. Regular Meeting 6:00 p.m.**

Robert Sealby, Board President, opened the regular board meeting at 6:00 pm, with the Pledge of Allegiance

President Sealby, asked for a motion to approve the consent agenda.

**II. Consent Agenda**

**MOTION MADE:** Laura R. Jaecks made the motion to approve the consent agenda.

**SECONDED:** By Walter Newman

**DISCUSSION: None**

**PASSED UNANIMOUSLY**

**Consent Agenda included:**

**1) Minutes**

**MINUTES:**

1/24/16 Regular Board Meeting

**2) Personnel Report**

**PERSONNEL REPORT PREPARED BY:** Lisa Turner, HR Director:  
02/14/2017 personnel report: On File

**3) Vouchers/Payroll**

**VOUCHERS PREPARED BY:**

Karen Walters, Director of Accounting:

2/14/17

General Fund

Check numbers 589194 through 589433 totaling \$701,836.29

Capital Projects Fund

Check numbers 589434 through 589449 totaling \$226,929.00

Associated Student Body Fund

Check numbers 589450 through 589490 totaling \$25,063.26

**PAYROLL:** Tammy Hubensack, Director of Payroll:

None


**4) Surplus Report**

**SURPLUS REPORT:** Karen Walters, Director of Accounting: None

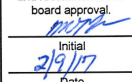
**5) Contracts**

**CONTRACTS:** Karen Walters, Director of Accounting: 02/14/17

Date	New or Renewal or Revision	Federal Yes/No	Agency	Purpose	Amount	Effective Dates	Staff Person Responsible for Contract has read and has recommended this contract for Board approval	Reviewed by Les?	PO Required?
02/03/17	New	No	Zfx Flying Affects	License for District Musical	\$4,310	10/20/17-11/19/17	Karen Walters	Yes	Yes
					<b>Budget Code</b>				
					0105-28-7000-000				
01/24/17	New	No	Colleagues on Call	Consultant Services	6500-31-7000-000	4/17/17	Jodi Payne Smith	Yes	Yes
					<b>Budget Code</b>				
					5200-31-7000-000-3010				
02/02/17	New	No	Discovery Education, Inc.	WSHS Science Tech Book Pilot	\$2,380	2/1/17 - 1/31/18	Sarah Hanchey	Yes	Yes
					<b>Budget Code</b>				
					0111-33-5011-000				
02/02/17	New	No	Achieve3000	Instruction for nonfiction reading and writing for student	\$14,475	2/2/17 - 6/15/19	Cyndy Valdez	Yes	Yes
					<b>Budget Code</b>				
					6500-31-7000-000 6500-33-5011-000				

Date	New or Renewal or Revision	Agency	Purpose	Amount	Contract Start Date & End Date	Staff Person Responsible for Contract	Approved by Les?	PO Required?	Attorney Review Required?
02/01/17	REVISION	THYSSENKRUPP ELEVATOR CORPORATION	CONTRACT RENEWAL AND REVISION	\$2,268	Upon signature	Greg Thomsson			
				Budget Code		I have read this contract and recommend it for board approval.			
				9700-64-7000		 Initial 2/9/17 Date			

**District Office Elevator**

Date	New or Renewal or Revision	Agency	Purpose	Amount	Contract Start Date & End Date	Staff Person Responsible for Contract	Approved by Les?	PO Required?	Attorney Review Required?
02/01/17	REVISION	THYSSENKRUPP ELEVATOR CORPORATION	CONTRACT RENEWAL AND REVISION	\$2,268	Upon signature	Greg Thomsson			
				Budget Code		I have read this contract and recommend it for board approval.			
				9700-64-7000		 Initial 2/9/17 Date			

**Foothills Elevator**

6) Other

1) 2<sup>nd</sup> Reading Policies: No. 2320, No. 3432

III. Recognitions

None

IV. Citizens Comments

V. High School ASB Report:

None

**Wenatchee High School:** Zach Pope, ASB Treasurer reported to the board.

- 1) Janice Frans Talent Show Update
- 2) Winter Spirit Week – Dress Up each day, fun activities
- 3) Mr. Panther Talent Show Competition coming up
- 4) CURE fundraiser - Children Cancer Research
- 5) Stage-Door - March Drama Production tickets on sale – Adults \$10, Students \$5
- 6) Fire House Humane Society Fundraiser - involved
- 7) Agape Assembly report – success
- 8) Sports Update
- 9) Reconstruction Project for ASB underway

**WestSide High School: None**

VI. Field Trip Approvals:

Jodi Smith Payne, Assist. Supt. Of Learning and Teaching, presented the following:

Printed by Angie Knudtson Date: 2/8/17											
Out of District/Overnight & Out of State Field Trip Requests for Board Approval on February 14, 2017											
Requesting Location	Trip No.	Dates	Destination	Round Trip Miles	Teacher/Advisor Name	Group Making Trip/Chaperones	Educational Objective	# of Adults	# of Students	Estimated Cost	Funding Source
203 Pioneer Middle School	2070	05/24/2017 09:00:00 AM - 05/25/2017 12:30:00 PM	Tall Timbers Ranch - Leavenworth WA	110.22	Sally Knipfer	All sixth grade students who clear with a parent permission form.	To build leadership and knowledge of science through hands on activities in a outdoor environment.	20	100	\$1,292.50	Pioneer - ASB
203 Pioneer Middle School	2073	05/25/2017 09:00:00 AM - 05/26/2017 12:30:00 PM	Tall Timbers Ranch - Leavenworth WA	110.22	Sally Knipfer	All sixth grade students will attend who have been cleared by having a signed parent permission form.	Students will gain leadership and knowledge of science in an outdoor educational setting.	20	100	\$1,292.50	Pioneer - ASB
402.2 Wenatchee High School - CTE	2040	04/14/2017 05:30:00 AM - 04/15/2017 07:00:00 PM	Greater Tacoma Convention & Trade Center 1500 Broadway Tacoma WA	323.4	Dale Blair	Sports Medicine Program	To compete at the 2017 Washington Career and Technical Sports Medicine Association State Competition.	3	30	\$1,369.58	CTE - WHS
402.2 Wenatchee High School - CTE	2031	04/23/2017 08:00:00 AM - 04/24/2017 08:00:00 PM	Stanwood Fairgrounds	294.42	Matt Kline	Wenatchee FFA members competing in the State Environmental Natural Resources Competition	Students will compete in the Washington State FFA Environmental Natural Resources Competition, evaluating water quality, soil quality, air quality, wildlife principles, and all these together as ecosystems. Students will also expand their knowledge of the biomes of the western side of the State of Washington.	2	10	\$0.00	CTE - WHS
402.2 Wenatchee High School - CTE	2024	04/20/2017 05:00:00 AM - 04/23/2017 11:00:00 PM	Dallas, TX, USA	4000	Doug Merrill	Engineering students from AutoCAD	National Bridge Building Contest	1	2	\$450.00	
402.2 Wenatchee High School - CTE	2056	01/03/2018 03:15:00 PM - 01/06/2018 04:00:00 PM	Spokane, WA, USA	350	Loren Brown	FBLA	FBLA State Competition	2	19	\$3,793.75	
402.5 Wenatchee High School - ASB	2064	03/31/2017 08:00:00 AM - 04/02/2017 06:00:00 PM	Portland Convention Center 777 NE Martin Luther King Jr Blvd, Portland, OR 97232, USA	600	Diane Owen	WHS Key Club Sophia Dillon Emilia Kolde Hannah Johnson	Key Clubbers get to meet and collaborate with others from all over the region including Canada and Alaska. They learn leadership skills, get fundraising ideas, and share ways to serve their community.	1	3	\$0.00	

Each advisor reported to the board about their trips and asked for approval. Students from Sports Medicine and FFA also reported about their trips.

**MOTION MADE:** Jennifer Talbot made the motion to approve the all the field trips as presented by the advisors and their students.

**SECONDED:** By Claudia De Robles

**DISCUSSION: None**

**PASSED UNANIMOUSLY**

The board thanked all for coming and sharing about their trips.

**VII. Wenatchee Learns Strategies**

**Strategy Three – Use Best Tools & Resources to Advance Learning**

*Objective 3.3 The Right Tools & Resources for Staff*

**Assessment Data Update & Review**

Jodi Smith Payne, Assist. Supt. Teaching & Learning, Sarah Hanchey, Director Of Curriculum  
Bill Eagle, Director of State & Federal Programs presented the following Powerpoint:

**In WSD – we collect a variety of data for variety of reasons!**

**We Use Data to ...**

- Measure individual and collective student growth
- Make decisions about student placement into (or out of) courses, special services, enrichment, and / or interventions
- Monitor effectiveness of instructional strategies and / or adopted curricular materials
- Guide and Inform instructional decisions (PLC’s)
- Predict success on State Assessments
- Plan professional development
- Set instructional goals
- And much more!

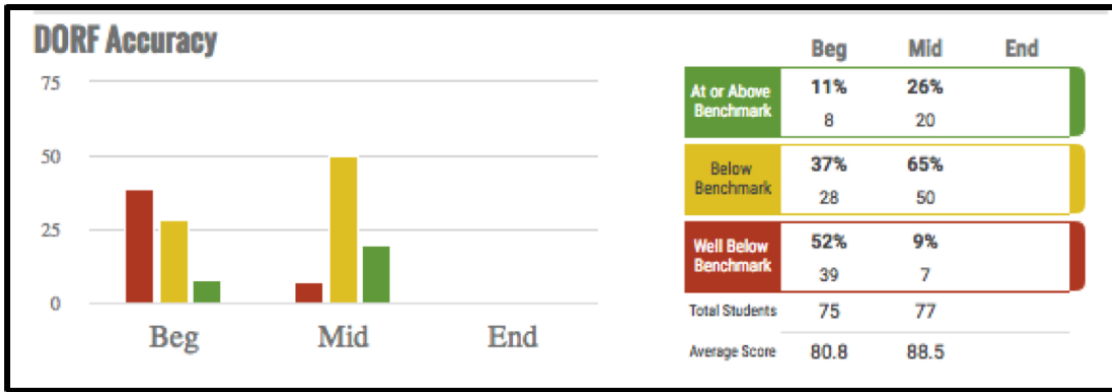
	Student Growth	Student placement	Monitor Effectiveness	Predict Success	Inform instruction
SBA (3-8,11)	★		★		
ELPA21 (K-12)		★			
Dibels / IDEL (K-5)	★	★	★		
MI / RI (6-8, Hs)	★	★			★
Classroom assessments (K-12)			★		★
NWEA (2-8)	★	★		★	

**Winter Data Reviews -**

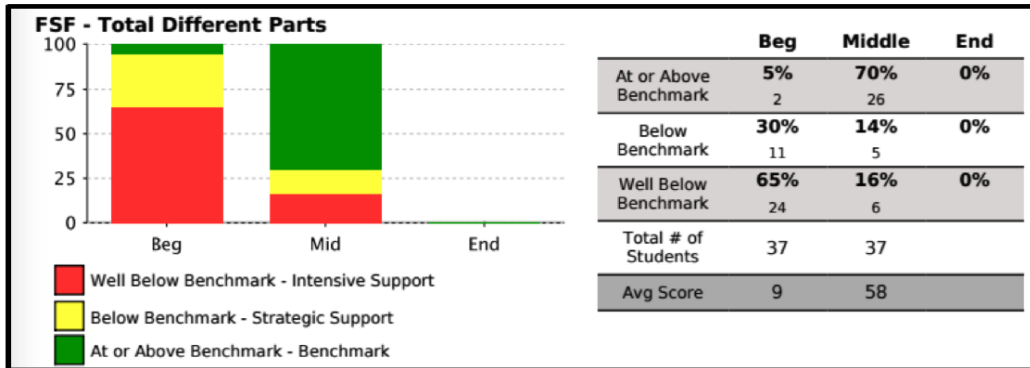
**Elementary**

- Use of a data review protocol
- How is the building progressing towards CIPP goals?
- PLC Q #2: How do we know students are learning?
- PLC Q #3: How will we respond if students don’t learn?

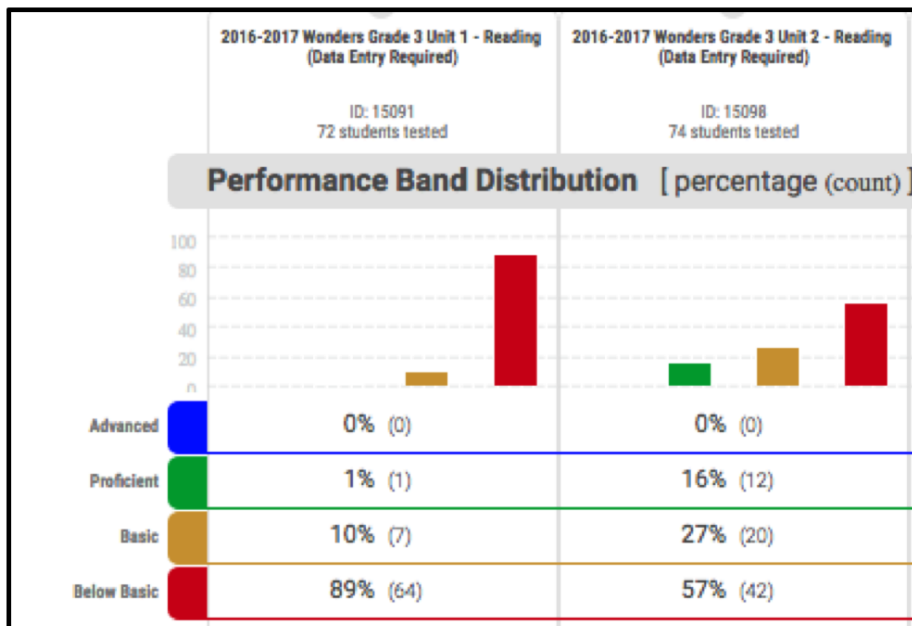
**Dibels 2<sup>nd</sup> Grade:**



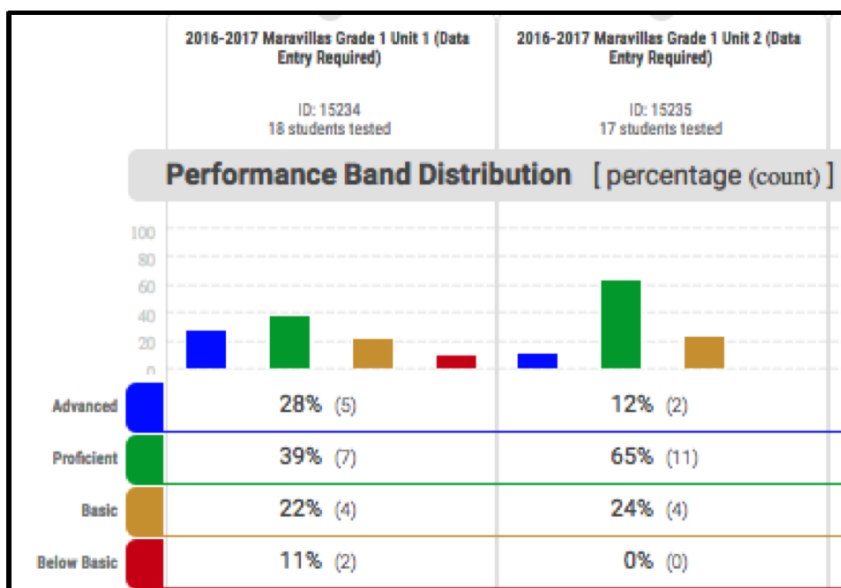
**IDEL DATA- KINDER**



**Wonders Data - 3rd Grade**



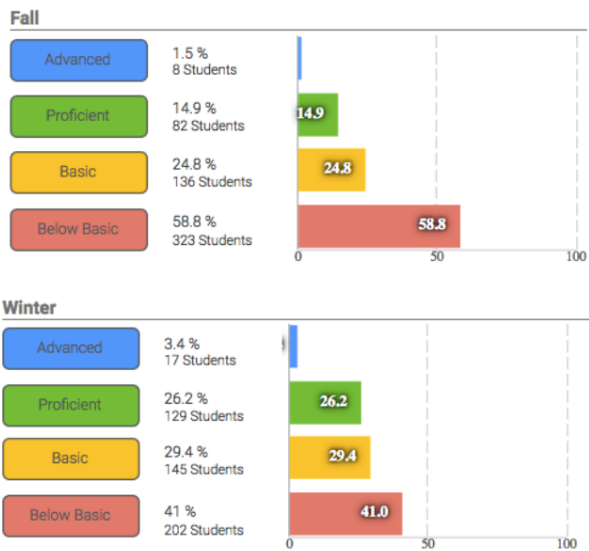
**Maravillas Data - 1st Grade**



**Intervention Placement Data**

Student ID	Last Name	First Name	Mid ORF WRC *	Mid ORF A	Mid RTF Optional	Mid Daze	16-17 Wonders U1 Read %
			96.00	97.00	20.00	14.00	56.00
			97.00	95.00	13.00	11.00	54.00
			101.00	97.00	48.00	15.00	26.00
			107.00	96.00	34.00	17.00	72.00
			107.00	96.00	41.00	15.00	72.00
			109.00	99.00	22.00	14.00	82.00
			112.00	99.00	29.00	19.00	36.00
			114.00	99.00	33.00	15.00	78.00
			117.00	99.00	33.00	22.00	64.00
			118.00	99.00	53.00	18.00	60.00
			119.00	98.00	58.00	18.00	74.00

**Winter Data Reviews - Middle School Gains Analysis**



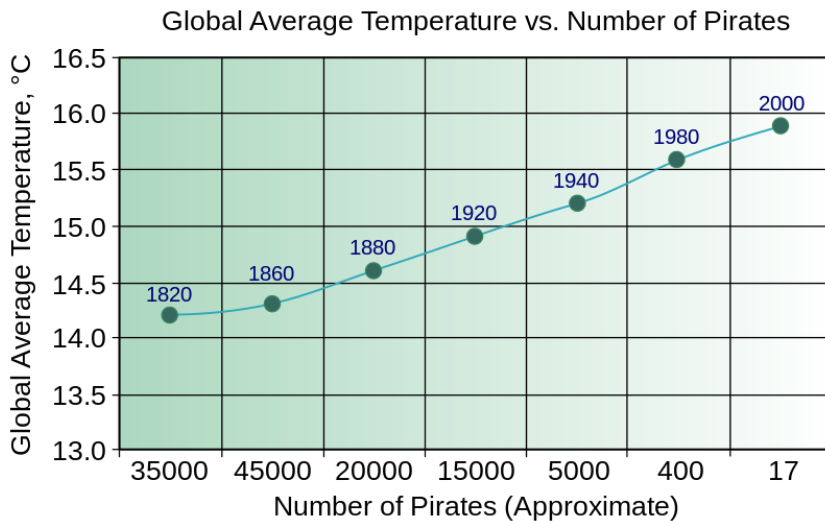
**Making Predictions with Data**

- Course placement into Middle school and High School
- Multiple data points used to make decisions
- How well will Wonders predict success on SBA ?
- 3rd Grade SSEO Laws
- Use NWEA and Dibels data to predict success on ELA Smarter Balanced test

**We must be careful...**

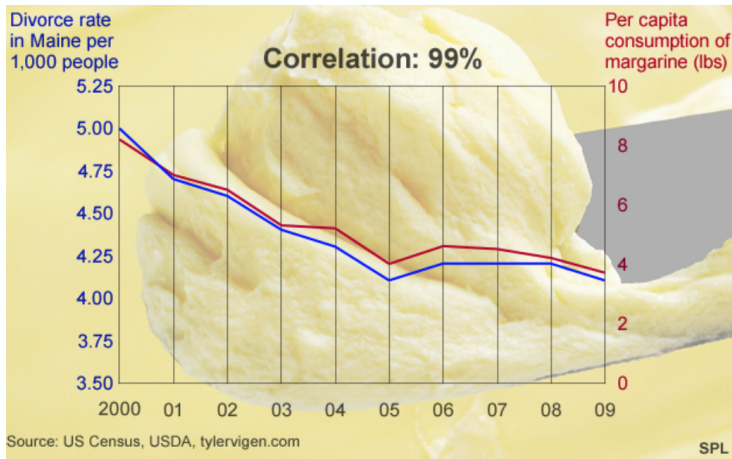
- It is important to always remember that correlation does not mean causation
- In the early part of the 20th Century, it was noted that there was a strong correlation between the “number of radios” and the number of people in “Insane Asylums”

Some modern examples to illustrate this point:



**Some modern examples to illustrate this point**





The implications...

- Students and their test scores are not easy variables to control and many factors affect the outcomes of assessments
- Using data to draw conclusions - especially in the education realm - must be done with care
- As a District - development and use of our assessment system is an ongoing process

FORMAL Grade Level Data Review Protocol			
School: _____	Grade Level: _____	Content Area: _____	Date: _____
<b>Purposes:</b> <ul style="list-style-type: none"> <li>• Analyze current status of students using multiple data points to inform instruction and intervention placement.</li> <li>• Assessment data can be used to answer the following questions:               <ul style="list-style-type: none"> <li>○ How are our students growing over time?</li> <li>○ Are we closing the achievement gap?</li> <li>○ Which students need intervention support or enrichment?</li> <li>○ Are students mastering the content/standards?</li> <li>○ How will our students perform on the state tests (SBA)?</li> <li>○ What consistent data can be used to inform our CIPP Review?</li> </ul> </li> <li>• Determine action plan/steps</li> </ul>			
<b>Norms:</b> <ul style="list-style-type: none"> <li>• Maintain focus on the data protocol</li> <li>• Engage in productive, respectful discussion</li> </ul>			
<b>PLC Question #2: How will we know students are learning? Specifically, how are our students growing over time? Are we closing the achievement gap?</b>  Using the <i>Summary Data Report</i> : <ul style="list-style-type: none"> <li>• Review like-data sets across time. Look for changes in performance bands over time.</li> <li>• What growth can we celebrate according to the data?</li> <li>• What does this data tell us? What does the data NOT tell us?</li> </ul>			
<b>Action Planning:</b> What intentional actions can we make to increase student achievement? List specific actions and areas of focus (Example: If Dibels shows little growth from Fall to Winter, the team will look deeper at the Dibels predominate measures to identify specific area of need for the grade level, and identify strategies to teach more intentionally in that area.)  <input type="checkbox"/> _____ <input type="checkbox"/> _____			
<b>PLC Question #3: How will we respond if students don't learn? Specifically, are students progressing toward mastery of the content/standards? Which students need additional support?</b>  Using the <i>Grade Level Report</i> : <ul style="list-style-type: none"> <li>• Are our students in greatest need being served in a program intervention? (Per district guidance, students currently in program intervention stay in program intervention until exit criteria is reached.)</li> <li>• If not, can they be (based on program intervention capacity and funding)?</li> </ul>			
<b>Action Planning:</b> If not served, what other building/grade level/classroom support can we commit to providing to these students?  <input type="checkbox"/> _____ <input type="checkbox"/> _____			
<b>Closure:</b> How has this data review helped inform our instruction?			

**Discussion points:**

- Qualtrics benefits
- Dashboard with more assessments
- Illuminate benefits
- Dibels sort first and then other assessments continue the process
- Wonders assessment
- Looking at starting point of each student first
- Evaluate why student loses some gain after summer, how can we correct that
- Ideas about summer school & how it can help our students

The board thanked everyone for the excellent update and input.

Wenathee World's new reporter for the WSD was introduced: Nevonne McDaniels, she received a warm welcome.

*Objective 3.4: Facilities that Optimize Learning:*

**1) Facilities Updates:**

David Zeitlin, Hill International and Gregg Herkenrath, Director of Facilities gave updates of the projects in the district.

**# 1. LIN CIP - Lydig Change Order 13**

SITUATION

Change Order No. 13 is attached for your review. The change order includes five (5) additive changes to the construction contract for the Lincoln Elementary School Modernization and Addition project. One (1) change is an owner request; two (2) of the changes are unforeseen soil conditions are related to construction coordination; two (2) of the changes were requested by the City of Wenatchee Public Works and the Fire Marshall.

The total for change order percentages is 9.17% of the construction contract amount of which 4.51% is for owner selected alternates; 0.38% is for owner requested changes during construction; 0.21% is for agency requirements; 3.03% is for unforeseen soil conditions; 0.91% is for construction coordination.

<u>Original Construction Contract Amount</u>	\$19,445,406.00
<u>Current Change Order</u>	
Change Order No 12	\$267,723.00
<u>Total Change Orders</u>	
Change Order 1 thru 13	\$1,756,203.00
<b><u>Contract Amount including this Change Order</u></b>	<b>\$21,201,609.00</b>

RECOMMENDATION

The Board of Directors approves Change Order No. 13 to Lydig Construction, Inc. for the Lincoln Elementary School Modernization and Addition Project in the amount of \$267,723.00 increasing the contract amount to \$21,201,609.00.

After a brief discussion Gregg Herkenrath asked for approval.

**MOTION MADE:** Walter Newman made the motion to approve LIN CIP - Lydig Change Order 13 as presented.

**SECONDED:** By Laura R. Jaecks

**DISCUSSION:** None

**PASSED UNANIMOUSLY**

**# 2. Portables CIP - Smith Change Order 4**

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)*

Per CCD 20, dated September 27, 2016; ADD: To Architectural drawing WS-A1.2:	\$36,445.00
1. Provide pad for new portable as indicated in sheet WS-A1.2	
 Per CCD 26, dated October 6, 2016; ADD: To Civil Drawings WS-C1.21:	\$19,255.45
1. Provide water and sewer infrastructure for new portable as indicated.	
 Per CCD 18, dated September 9, 2016; ADD: To Columbia Elementary School site:	\$1,232.11
1. Reroute intrusion alarm to correct panel location.	
 Per CCD 32R, dated November 28, 2016; ADD: To Wenatchee High School site miscellaneous work:	\$1,050.28
Deduct Waterline and Sleeve and lower existing communication conduits. Substitute plastic in lieu of concrete valve boxes and locate waterline. Upsize water from 3/4" to 2" and extend storm to 2 future portables and add cmu wall at transformer per PUD.	
 Per CCD 33, dated November 7, 2016; ADD: To WestSide High School site miscellaneous work:	\$933.75
1. Lower existing storm drain and excavate around unlocated utilities.	

TOTAL ADDITION: \$58,916.59

The original Contract Sum was	\$ 995,000.00
The net change by previously authorized Change Orders	\$ 119,885.57
The Contract Sum prior to this Change Order was	\$ 1,114,885.57
The Contract Sum will be increased by this Change Order in the amount of	\$ 58,916.59
The new Contract Sum including this Change Order will be	\$ 1,173,802.16

The Contract Time will be increased by Zero (0) days.  
The date of Substantial Completion as of the date of this Change Order therefore is January 10, 2017

After a short discussion about the need for a 4-track addition at Lewis & Clark and other details requiring the changes Mr. Herkenrath asked for approval.

**MOTION MADE:** Laura R. Jaecks made the motion to approve the Portables CIP – Smith Change Order 4 as presented.

**SECONDED:** Jennifer Talbot

**DISCUSSION: None**

**PASSED UNANIMOUSLY**

**# 3. PIO CIP – Forte Amendment 3**

This additional work was due to the Contractor's substitution of alternate air handling units from those already submitted and approved, and the Contractor's subsequent decision to place the air handling units in their current orientation and position and to proceed without additional prior recommended architectural and engineering coordination or review. Other orientations or positioning would not have required the addition of a platform.

Engineer's costs are hourly not to exceed \$2000.00

Forte Architect's costs are hourly not to exceed \$750.00

In accordance with the Agreement dated: June 9, 2014

**BETWEEN** the Owner:  
(Name and address)  
Wenatchee School District No. 246  
235 Sunset Avenue  
Wenatchee, Washington 98801

and the Architect:  
(Name and address)  
Forte Architects, Inc.  
23 South Mission Street, Suite C  
Wenatchee, Washington 98801

for the Project:  
(Name and address)  
Pioneer Middle School Gymnasium  
Additions to and Modernization of  
1620 Russell Street  
Wenatchee, Washington 98801

Authorization is requested  
 to proceed with Additional Services.  
 to incur additional Reimbursable Expenses.

As follows:  
In accordance with Forte Architects Proposal for Additional Architectural Services letter, dated September 29, 2015, attached.

The following adjustments shall be made to compensation and time.  
(Insert provisions in accordance with the Agreement, or as otherwise agreed by the parties.)

Compensation:  
Not to exceed amount of:  
\$2,750.00

Time:  
No change in time

After a brief discussion Mr. Herkenrath asked for approval.

**MOTION MADE:** Jennifer Talbot made the motion to approve the PIO CIP – Forte Amendment 3 as presented.

**SECONDED:** By Walter Newman

**DISCUSSION: None**

**PASSED UNANIMOUSLY**

#### **#4. PIO CIP - Forte Amendment 4**

Provide architectural and engineering services for drainage system, evaluation and drainage system design work.

In accordance with the Agreement dated: June 9, 2014

**BETWEEN** the Owner:  
(Name and address)  
Wenatchee School District No. 246  
235 Sunset Avenue  
Wenatchee, Washington 98801

and the Architect:  
(Name and address)  
Forte Architects, Inc.  
240 North Wenatchee Avenue  
Wenatchee, Washington 98801

for the Project:  
(Name and address)  
Pioneer Middle School Gymnasium  
Addition and Modernization  
1620 Russell Street  
Wenatchee, Washington 98801

Authorization is requested  
 to proceed with Additional Services.  
 to incur additional Reimbursable Expenses.

As follows:  
Provide Civil Engineering Services for storm water capacity modifications per Attached Erlandsen and Associates Proposals.

The following adjustments shall be made to compensation and time.  
(Insert provisions in accordance with the Agreement, or as otherwise agreed by the parties.)

Compensation:	
Drainage System Evaluation	\$14,117
Drainage System Design	\$36,512
Forte Mark-Up (10%)	\$ 5,063
Total Fixed Fees	\$55,692

Time:  
No change in time

**MOTION MADE:** Laura R. Jaecks made the motion to approve the PIO CIP - Forte Amendment 4 as presented.

**SECONDED:** By Claudia De Robles

**DISCUSSION: None**

**PASSED UNANIMOUSLY**



**#5) Ph 2 Bond – TCF Architecture Amendment 4**

Reallocation of funds from Ph 2 Bond Study for relocation of a double portable from Lincoln Elementary to WestSide High School – Electrical telecommunications design and construction administration services.

<b>DESCRIPTION OF AMENDED SERVICES:</b>
Relocation of a double portable from Lincoln Elementary School to WestSide High School. Scope will include Architectural, Civil and Electrical/Telecommunications design and construction administration services.

<b>FEE TYPE FOR AMENDED SERVICES:</b>
Hourly, Not-to-Exceed Fees, which shall be reallocated from the Study.

<b>AMENDED SERVICES FEE:</b>		
<b>Doublewide Portable Placement at WestSide High School</b>		
Consultant's Total:		\$30,890.00
Hargis Engineers	\$12,420.00	
RH2	\$5,000.00	
Forte Architects	\$12,470.00	
Reimbursable Expense Budget	\$1,000.00	
TCF Mark-up (10%)		\$3,089.00
Sub-Total		\$33,979.00
Reallocation of Unused Fees Remaining from Study		-\$33,979.00
<b>Amendment Total</b>		<b>\$0.00</b>

<b>PROJECT FEES SUMMARY:</b>		
<b>Original Contract Fee</b>		<b>\$885,602.30</b>
WHS Modernization Study	\$298,992	
WHS STEAM Building Study	\$46,513	
Transportation Facility Relocation Study	\$73,711	
Pioneer MS as STEAM Facility Study	\$102,726	
New MS Study	\$170,723	
New 2nd HS Study	\$175,738	
Reimbursable Expense Budget	\$17,200	
Previous Amendments		\$0.00
<b>Total Current Contract Fee</b>		<b>\$885,602.30</b>
Amount of this Amendment #4		\$0.00
<b>Total New Contract Amount</b>		<b>\$885,602.30</b>

<b>IMPACT ON PROJECT SCHEDULE:</b>
N/A

<b>EXHIBITS</b>
TCF Additional Services Letter dated September 28, 2016 & Revised December 7, 2016 with attachments.

**Fees:** We propose continuing with our hourly fee contract, based on the services and tasks identified in the attached consultant fee proposal. This approach will keep our study costs to a minimum. Following is an estimate of the anticipated costs for our team's services:

Hargis Engineers (Electrical/Telecom)	\$ 6,210
Hargis Engineers (Electrical/Telecom) additional Portable	\$ 6,210
RH2 Engineers (Civil)	\$ 5,000
Forte Architects	\$12,470
Sub Total	\$29,890
Consultants' Reimbursable Budget	\$ 1,000
TCF Mark-Up at 10% on Consultants	\$ 3,089
<b>Total Estimated Fees and Expenses</b>	<b>\$33,979</b>

Our proposed services include design of the water and sewer connections for the proposed classroom. One plan sheet revision will be provided showing the proposed utility improvements. This work does not include grading the proposed pad. Grading is assumed to be field-fit by the Contractor. This scope includes approximately four hours per week during construction and review of the materials associated with the proposed water and sewer utilities. Construction is estimated to be completed in three weeks. If additional effort is desired for more assistance, or if the construction schedule is lengthened, this can be accommodated through a future supplement.

We would propose supplementing our current budget to include this additional work on an hourly fee basis not to exceed the amount of \$5,000.00. This proposed fee brings our total engineering services to \$60,000.00.

**#6. Ph 2 Bond – TCF Architecture Amendment 5**

TCF PROJECT NO.:	2015-008
<b>DESCRIPTION OF AMENDED SERVICES:</b>	Foothills Middle School HVAC Replacement Study
<b>FEE TYPE FOR AMENDED SERVICES:</b>	Hourly, Not-to-Exceed Fees, which shall be reallocated from the Study.
<b>AMENDED SERVICES FEE:</b>	
<b>Foothills Middle School HVAC Replacement Study</b>	
TCF Fee	\$2,060.00
Principal: 4 hours @ \$245	\$980.00
Associate: 8 hours @ \$135	\$1,080.00
Consultant's Total:	\$16,120.00
Hargis Engineers	\$15,120.00
The Robinson Company (Allowance)	\$1,000.00
TCF Mark-up (10%)	\$1,612.00
Sub-Total	\$19,792.00
Reallocation of Unused Fees Remaining from Study	-\$19,792.00
<b>Amendment Total</b>	<b>\$0.00</b>
<b>PROJECT FEES SUMMARY:</b>	
<b>Original Contract Fee</b>	<b>\$885,602.30</b>
WHS Modernization Study	\$298,992
WHS STEAM Building Study	\$46,513
Transportation Facility Relocation Study	\$73,711
Pioneer MS as STEAM Facility Study	\$102,726
New MS Study	\$170,723
New 2nd HS Study	\$175,738
Reimbursable Expense Budget	\$17,200
Previous Amendments	\$0.00
<b>Total Current Contract Fee</b>	<b>\$885,602.30</b>
Amount of this Amendment #5	\$0.00
<b>Total New Contract Amount</b>	<b>\$885,602.30</b>
<b>IMPACT ON PROJECT SCHEDULE:</b>	N/A
<b>EXHIBITS</b>	TCF Additional Services Letter dated November 17, 2016 with attachments.

mechanical		
Existing drawing review	8	\$ 1,080
Coordination with Electrical regarding HVAC and plumbing scope	2	\$ 270
Coordination with Owner regarding existing systems	4	\$ 540
Coordination with TCF to determine architectural scope to complete m&p work	4	\$ 540
Site visit and field investigation	10	\$ 1,350
Review code and impacts to proposed replacement of equipment	2	\$ 270
Develop Executive Summary Scope Narrative	22	\$ 2,970
Develop plumbing and mechanical Cost Opinion	12	\$ 1,620
<b>total mechanical</b>	<b>64</b>	<b>\$ 8,640</b>
electrical		
Existing drawing review	6	\$ 810
Obtain and review existing utility bills and peak demand info	1	\$ 135
Coordination with Mechanical regarding HVAC scope	2	\$ 270
Coordination with Owner regarding existing lighting systems	4	\$ 540
Coordination with TCF	3	\$ 405
Site visit and field investigation	10	\$ 1,350
Develop Executive Summary Scope Narrative	12	\$ 1,620
Develop preliminary Electrical Cost Opinion	10	\$ 1,350
<b>total electrical</b>	<b>48</b>	<b>\$ 6,480</b>
<b>study total</b>	<b>112</b>	<b>\$15,120</b>

### #7. Ph 2 Bond - TCF Architecture Amendment 6

Reallocation of funds from Ph 2 Bond Study for relocation of a portable additional portable at Columbia Elementary School - - Electrical telecommunications design and construction administration services and construction of an additional double portable classroom.

TCF PROJECT NO.:	2015-008
<b>DESCRIPTION OF AMENDED SERVICES:</b> Portable Addition at Columbia ES	
<b>FEE TYPE FOR AMENDED SERVICES:</b> Hourly, Not-to-Exceed Fees, which shall be reallocated from the Study.	
<b>AMENDED SERVICES FEE:</b>	
<b>Portable Addition at Columbia ES</b>	
Consultant's Total:	\$12,120.00
Hargis Engineers	\$11,620.00
Hargis Reimbursable Budget	\$500.00
TCF Mark-up (10%)	\$1,212.00
Sub-Total	\$13,332.00
Reallocation of Unused Fees Remaining from Study	-\$13,332.00
<b>Amendment Total</b>	<b>\$0.00</b>
<b>PROJECT FEES SUMMARY:</b>	
<b>Original Contract Fee</b>	<b>\$885,602.30</b>
WHS Modernization Study	\$298,992
WHS STEAM Building Study	\$46,513
Transportation Facility Relocation Study	\$73,711
Pioneer MS as STEAM Facility Study	\$102,726
New MS Study	\$170,723
New 2nd HS Study	\$175,738
Reimbursable Expense Budget	\$17,200
<b>Previous Amendments</b>	<b>\$0.00</b>
<b>Total Current Contract Fee</b>	<b>\$885,602.30</b>
Amount of this Amendment #6	\$0.00
<b>Total New Contract Amount</b>	<b>\$885,602.30</b>
<b>IMPACT ON PROJECT SCHEDULE:</b> N/A	
<b>EXHIBITS</b> TCF Additional Services Letter dated January 31, 2017 with attachments.	

**Scope and Intent:** We understand that the Wenatchee School District would like to relocate an additional double portable from Lincoln Elementary to Columbia Elementary School. We further understand that new branch power conductors and new low-voltage systems will be installed between the existing building head-ends and existing portable to the new proposed portable location. Existing infrastructure installed previously under the 2016 Portable project, specifically conduit pathways and vaults, will be utilized to the greatest extent possible.

**Fees:** We propose continuing with our hourly fee contract, based on the services and tasks identified in the attached consultant fee proposal. This approach will keep our study costs to a minimum. Following is an estimate of the anticipated costs for our team's services:

TCF Consultant Fees	
Hargis Engineers (MET)	
• Construction Document Services	\$ 6,580
• Construction Administration Services	\$ 5,040
• Reimbursable Budget	\$ 500
<b>Consultant Subtotal</b>	<b>\$12,120</b>
TCF Mark-Up at 10% on Consultants	\$ 1,212
<b>Total Estimated Fees and Expenses</b>	<b>\$13,332</b>

After answering questions Mr. Herkenrath asked for approval of items 5,6 & 7.

**MOTION MADE:** Jennifer Talbot made the motion to approve Phase 2 Bond - TCF Architecture Amendment 4, Phase 2 Bond - TCF Architecture Amendment 5 and Phase 2 Bond - TCF Architecture Amendment 6 as presented.

**SECONDED:** By Laura R. Jaecks

**DISCUSSION: None**

**PASSED UNANIMOUSLY**

**#8. CIP - Hill Amendment 5**

Contract extending to December 31, 2017, which will cover the warranty period.

This **Amendment No. 5** to the existing Agreement between Wenatchee School District No. 246 and Hill International, Inc., executed on August 15, 2013, is made for the purpose of extending the contract date to December 31, 2017 All other terms and conditions of the original agreement shall remain unchanged.

Contract Summary	Scope of Work	Contract Value	Contract End Date
Professional Consulting Services	Extend Contract to December 31, 2017		New End Date December 31, 2017
Amendments #1 thru #4		\$1,329,069.00	Old End Date January 31,2017
Current Value		\$1,329,069.00	

**MOTION MADE:** Laura R. Jaecks made the motion to approve CIP - Hill Amendment 5 as presented.

**SECONDED:** By Walter Newman

**DISCUSSION: None**

**PASSED UNANIMOUSLY**

David Zeitlin gave a brief update on the Castle Rock and Washington final change orders.

- Final Change Orders - details
- Final costs summarized
- Gates at Pioneer MS updates
- Flooring in locker rooms at Pioneer
- Portables rearranged in district
- Forte addendums summarized
- Conversations with construction folks tomorrow

**# 9. Rec Park Hitting Facility Rejection of Bids Resolution #03-17**

**RESOLUTION #03-17 REJECTION OF BIDS FOR THE HITTING FACILITY AT REC PARK**

A resolution of the Wenatchee School District rejecting all bids for the Hitting Facility project at Rec Park.

**WHEREAS,** RCW 28A.335.190 (5) provides that “The contract for the work or purchase shall be awarded to the lowest responsible bidder as described in

RCW 39.32.160(2) but the board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call.”, and

WHEREAS, the School Board has determined that it is in the best interest of the School District to reject all bids submitted and received for this project, and to advertise for competitive bids for the same or redesigned project at a time of the district’s choosing in the future,

NOW, THEREFORE, be it resolved by the board of Wenatchee School District No.246, Chelan County, Washington, as follows:

1. The Wenatchee School Board does hereby reject any and all bids submitted and received relating to the HITTING FACILITY project.
2. This Resolution #03-17 shall be effective upon the date of its adoption.

APPROVED by the Board of Directors of Wenatchee School District,

Discussion:

- Bids too high
- Rejection of all bids necessary
- 14% too high
- Typo fixed on the original - signed copy has correct language.

**MOTION MADE:** Laura R. Jaecks made the motion to approve Rec Park Hitting Facility Rejection of Bids Resolution #03-17 as presented.

**SECONDED:** By Claudia De Robles

**DISCUSSION: None**

**PASSED UNANIMOUSLY**



**#10. Levy M&O Renewal Resolution #02-17**

Les Vandervort, WSD Chief Financial Officer, presented the following.

**RENEWAL OF EXPIRING EDUCATIONAL PROGRAMS AND OPERATION LEVY**

**RESOLUTION NO. 02-17**

A RESOLUTION of the Board of Directors of Wenatchee School District No. 246, Chelan County, Washington, providing for the submission to the voters of the District at a special election to be held therein on April 25, 2017, of a proposition authorizing a tax levy to be made annually for four years commencing in 2017 for collection in 2018 on all of the taxable property within the District of \$12,527,890, the estimated dollar rate of tax levy required to produce such an amount being \$2.96 per \$1,000 of assessed value (such assessed value representing 100% of true and fair value unless specifically provided otherwise by law), in 2018 for collection in 2019 of \$12,903,727, the estimated dollar rate of tax levy required to produce such an amount being \$2.96 per \$1,000 of assessed value, in 2019 for collection in 2020 of \$13,290,839, the estimated dollar rate of tax levy required to produce such an amount being \$2.96 per \$1,000 of assessed value, and in 2020 for collection in 2021 of \$13,689,564, the estimated dollar rate of tax levy required to produce such an amount being \$2.96 per \$1,000 of assessed value, all in excess of the maximum tax levy specified by law for school districts without voter approval, for the District's General Fund, the proceeds of such levies to be used for support of the District's educational programs and operation expenses, all as more particularly set forth herein; designating the District's Chief Financial Officer and special counsel to receive notice of the ballot title from the Auditor of Chelan County, Washington; and providing for other matters properly related thereto, all as more particularly set forth herein.

**ADOPTED: FEBRUARY 14, 2017**

CFO Les Vandervort discussed details and presented the resolution as a 2<sup>nd</sup> reading and asked for approval.

**MOTION MADE:** Laura R. Jaecks made the motion to approve the Levy M&O Renewal Resolution #02-17 as presented.

**SECONDED:** By Jennifer Talbot

**DISCUSSION:** None

**PASSED UNANIMOUSLY**

**#11. Levy M&O Presentation:**

Brian Flones, Superintendent gave details about the 25 presentations that have and will take place for the staff and community about the upcoming Levy election. He provided them with a copy of the Powerpoint that administrators will be presenting. All the information will be in the March Newsletter by Teri Fink and on the webpage, Facebook etc. The ballot goes out April 07, 2017. We will be presenting to clubs, PTA's, and in all the schools before the election.

**WENATCHEE LEARNS STRATEGIES:**

**2) Strategy Four – Balance Change for All with Excellence for All**

*Objective 4.2: Sound Fiscal & Resource Management & Sound Human Resource Management*

2017-18 & 2018-19 School Calendars – Presented for approval by Mark Helm, Executive Director for Student Services for Lisa Turner, Exe. Dir. of HR, she was not present. Changes made were outlined.

July - 2017					2017 - 2018					January - 2018					February - 2018									
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
					1	2	3	4	5	1-2 New Year's Observed (No School)														
3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
24	25	26	27	28	29	30	31																	

July - 2018					2018 - 2019					January - 2019					February - 2019									
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
					1	2	3	4	5	1-2 New Year's Day (No School)														
3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
24	25	26	27	28	29	30	31																	

**MOTION MADE:** Laura R. Jaecks made the motion to approve the Student School Calendars for 2017-18 and 2018-19 as presented.

**SECONDED:** By Claudia De Robles

**DISCUSSION:** None

**PASSED UNANIMOUSLY**

**BD. MINUTES 2/14/17**

**3) Policy & Procedure 6512 Infectious Control Program – 1<sup>st</sup> Reading**

Lisa Turner, HR Executive Director asked Mark Helm, Executive Director for Student Services to present the following policies and procedures for 1<sup>st</sup> Reading to the board as an information item.

Policy	Title	Suggested Action	District Recommendation	Rationale
6512	Infection Control Program	Revise	YES	Update in vaccine/immunization terminology, updates from Department of Health, update of shall/will
6512P	Infection Control Program Procedure	Revise	YES	Update of vaccine/immunization terminology, legal references, update of shall/will

**VIII . Board Communication**

Board President Sealby asked for board communications:

- School Board Visit at Mission View this week.
- Jennifer Talbot was not able to attend the WSSDA Legislative conference or WSSDA Leadership meetings due to weather. She will get the materials and share them with the other board members. She hopes to write to our state Representatives and Senators about WSD needs and concerns.
- Report on Lewis and Clark safety plans with the City discussed, report will be available soon for the board.

**IX. Superintendent’s Report**

Superintendent Flonos reported the following:

- Update on District Learning Team meeting. Supt. Flonos updated details about the Communication Hub and the district-wide email sent out. Last DLT meeting debriefed on recent Listening & Learning Tours. Tour at OMS tomorrow- staff really appreciates the one-on-ones with administration. Shared Thought-Exchange results. Staff and parent concerns about the long testing times for students. Discussion about how we can cut down on some of those times.
- Jennifer Talbot would like to be involved in some of those additional meetings to get a better understanding.
- Laura R. Jaecks will be joining in on some of the Listening & Learning Tours.
- Robotic Club is in competition this weekend, please stop by and see their good work.
- Chamber Annual Banquet coming up on March 15<sup>th</sup>, please let us know if you will be attending.
- February 24<sup>th</sup> Board Workshop will be postponed until another date, let us know what date will work. We need more time for the State Budget numbers to come out. Maybe March 13<sup>th</sup> 8 am – 12 pm. We will get back to everyone. Remember daylight savings.

**EXECUTIVE SESSION: President Sealby stated:**

The open meeting adjourned into the executive session at 7:35 p.m.,

The school board will enter into executive session in accordance with board policy 1410 and RCW 42.30.110. Section A: To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. Section G: To discuss with legal counsel representing the district matters relating to district enforcement actions, or litigation or potential litigation to which the district, the board, or a member acting in an official capacity is , or is likely to become a party.

The meeting is expected to last 30 minutes and no action will be taken.

Executive session opened at 8:05

**X. Meeting Adjourned**

**MEETING ADJOURNED:**

Board President Robert Sealby adjourned the meeting at 8:05 p.m.

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

**WENATCHEE SCHOOL DISTRICT NO. 246**  
**February 28, 2017**

**TO:** BOARD OF EDUCATION

**FROM:** Brian L. Fiones, Superintendent

**PREPARED BY:** Lisa N. Turner, Executive Director of Human Resources

**SUBJECT:** PERSONNEL REPORT

**APPOINTMENTS**

We ask the Board to appoint:

Classified:

- Patricio Alvarez: AVID Tutor at WSD, effective January 31, 2017 through August 30, 2017;
- Luz Estrada Gonzalez: ASP Staff/Tutor for 3 hrs/day at PIO, effective January 23, 2017 through August 30, 2017;
- Rebecca Forsyth: ASP Activity Instructor for 2.5 hrs/day at Multiple Buildings, effective January 26, 2017 through August 30, 2017;
- Jennifer Mendoza: AVID Tutor at WSD, effective January 23, 2017 through August 31, 2017;
- Sara Patrick: AVID Tutor at WSD, effective February 6, 2017 through August 30, 2017;

**CHANGE OF STATUS**

Classified:

- Fern Adkinson: Change from Lead Child Care Para Ed for 4.5 hrs/day at WSHS to Special Ed Preschool Para Ed for 6 hrs/day at Castlerock, effective February 27, 2017;
- Antonette Blythe: Change as Para Ed for 3.1 hrs/day to 4.5 hrs/day at Transportation, effective February 1, 2017;
- Sarah Cramer: Change as Bus Driver for 5.05 hrs/day to 5.3 hrs/day at Transportation, effective February 1, 2017;
- Shauna Dillard: Change from Para Ed/ Cashier for 6.7 hrs/day to Para Ed/ Cashier/ Lead Server for 7.2 hrs/day, effective November 30, 2016;
- Jennifer Howard: Change as Bus Driver for 7.25 hrs/day to 6.65 hrs/day at Transportation, effective February 1, 2017;
- Michael Long: Change as Bus/Motor Pool Vehicle Washer for 5.5 hrs/day to Bus Driver/Motor Pool Vehicle Washer for 8 hrs/day at Transportation, effective February 7, 2017;
- John Rayfield: Change as Bus Driver for 5.9 hrs/day to 6.85 hrs/day at Transportation, effective February 1, 2017;

- Lisa Rose: Change as Bus Driver for 7.85 hrs/day to 8 hrs/day at Transportation, effective February 1, 2017;
- Susan Williams: Change from Para Ed for 1.25 hrs/day to Sped Para Ed for 6 hrs/day at NBY, effective February 1, 2017;
- Diana Zamudio: Change as Para Ed/ Library Secretary for 4.75 hrs/day to 5.2 hrs/day at L&C, effective November 17, 2016 through February 14, 2017;
- Diana Zamudio: Change as Para Ed/ Library Secretary for 5.2 hrs/day to 4.8 hrs/day at L&C, effective February 15, 2017;

Certificated:

- Adele Caemmerer: Change from .5 FTE Art Teacher at OMS to add ASP Activity Instructor at Multiple Buildings, effective February 10, 2017 through August 25, 2017;
- Kim Crown: Change from 1.0 FTE PE Specialist at WA/NBY/MV/L&C to WA, effective August 30, 2017;

**LEAVE OF ABSENCE**

The following employees have requested a Leave of Absence:

Classified:

- LeAnne Branam: Leave as Assistant Athletic Director for 8 hrs/day at WHS, effective April 10, 2017 through June 20, 2017;
- Jaclyn Fiones: Extend Leave as Satellite Production for 8 hrs/day at FMS, effective December 19, 2016 through April 7, 2017;
- Larry Fulbright: Leave as Utility Custodian for 8 hrs/day at OMS, effective February 8, 2017 through February 21, 2017;
- Elmer Henderson: Extend Leave as Warehouse Delivery Driver for 8 hrs/day at M&O, effective February 3, 2017 through February 10, 2017;
- Tami Long: Extend Leave as Elementary/ Lead Server for 4 hrs/day at L&C, effective December 30, 2016 through March 15, 2017;
- Shawn Osborn: Leave as Events Custodian for 8 hrs/day at WHS, effective February 8, 2017 through March 23, 2017;
- Tamara Walters: Leave as High School ASB Secretary for 8 hrs/day at WHS, effective January 31, 2017 through March 1, 2017;
- Brenda Webley: Leave as Family Advocate for 8 hrs/day at OMS, effective May 15, 2017 through June 9, 2017;

Certificated

- Kim Cuevas: Leave as 1.0 FTE Intervention Specialist at COL, effective August 30, 2017 through June 15, 2018;
- Robert Garretson: Leave as 1.0 FTE Science Teacher at WHS, effective February 22, 2017 through March 31, 2017;
- Mandy Hupp: Intermittent Leave as 1.0 FTE Psychologist at Castlerock/WSHS, effective January 19, 2017 through June 30, 2017;

- Tanya Iwaasa: Partial Leave as 0.5 FTE Music Teacher at LNC, effective January 31, 2017 through May 23, 2017;
- Brian Johnson: Leave as 1.0 FTE Graphic Arts Teacher at WSHS, effective January 9, 2017 through February 28, 2017;

### **RETURN FROM LEAVE OF ABSENCE**

#### **Classified:**

- Elmer Henderson: Return as Warehouse Delivery Driver for 8 hrs/day at M&O, effective February 13, 2017;

#### **Certificated:**

- Caroline Lake: Return as 1.0 FTE 2nd Grade Teacher at WA, effective February 1, 2017;
- Rachael Simmons: Return as 1.0 FTE Foreign Language Teacher at WHS, effective February 27, 2017;
- Mary Symonds: Return as 1.0 FTE English Teacher at WHS, effective January 13, 2017;

### **RESIGNATION**

#### **Classified:**

- Steve Sands: Resign as Bus Driver for 3 hrs/day at Transportation, effective February 3, 2017;
- Kayla Simmons: Resign as Sped Preschool Para Ed for 6 hrs/day at Castlerock, effective February 17, 2017;
- Michelle Valentine: Resign as Secondary Production for 4 hrs/day at PIO, effective February 10, 2017;

#### **Certificated:**

- Debbie Crollard: Resign as 1.0 FTE 3rd Grade Teacher at NBY, effective June 30, 2017;
- Maria Gonzalez: Resign as 1.0 FTE 1st Grade Teacher at L&C, effective June 9, 2017;
- Daniel Johnson: Resign as 1.0 FTE 4th Grade Teacher at WA, effective June 9, 2017;
- Maria Martinez: Resign as 1.0 FTE Bilingual Kindergarten Teacher at COL, effective June 9, 2017;

### **TERMINATION**

#### **Classified:**

- Jeremy Reeves: Terminated as Utility Custodian for 8 hrs/day at OMS, effective February 28, 2017;



## **RETIREMENT**

### **Certificated:**

- Carol Hill: Retire as 1.0 FTE 2nd Grade Teacher at MV, effective June 30, 2017;
- Corinne Pflug-Tilton: Retire as 0.8 FTE Assistant Director of PBIS at DO, effective September 30, 2017;
- Maureen Rix-McMahan: Retire as 1.0 FTE Health/Fitness Teacher at WHS, effective June 30, 2017;

## **SUPPLEMENTAL ASSIGNMENTS FOR THE 16-17 SCHOOL YEAR**

The following persons are recommended for employment tendered for Supplemental Contract for the 2016-2017 school year:

### **Columbia Elementary**

Patty Cone

NB Facilitator

### **Orchard Middle School**

Paul Jagla

Assistant Wrestling

Darrell Moser

Math is Cool Advisor

## **RESIGNATION OF SUPPLEMENTAL ASSIGNMENTS FOR THE 17-18 SCHOOL YEAR**

The following persons are recommended for employment tendered for Supplemental Contract for the 2017-2018 school year:

### **Mission View Elementary**

Coni Morgan

Safety Patrol Advisor

# Wenatchee School District NO. 246

## PAYROLL

### FEBRUARY 2017

We, the undersigned Board of Directors of the Wenatchee School District No. 246, Chelan County, Washington, do hereby certify that the persons named in the attached payroll are employed by said school district and entitled to the sums specified in the final payroll register. The payroll is approved for payment in the amount of \$6,337,096.87 for the month of February 2017.

Secretary: \_\_\_\_\_

Board Members: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3-1-17



Approval of vouchers and warrants

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

General Fund

Check numbers 589557 through 589793 totaling \$488,884.64

Capital Projects Fund

Check numbers 589794 through 589802 totaling \$128,782.78

Associated Student Body Fund

Check numbers 589803 through 589822 totaling \$17,530.82

Transportation Vehicle Fund

Check number totaling \$

Check numbers and amount of expenses will be provided at the board meeting.

Certification:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against Wenatchee School District, and that I am authorized to authenticate and certify to said claim.

---

Signature of Auditing Officer

Date

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.

As of February 28, 2017, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$635,198.24. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP WARRANTS:  
Warrant Numbers 589557 through 589822, totaling \$635,198.24

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Check Amount
589557	* NCW WCT	03/01/2017	10.80
589558	A & A MOTORCOACH	03/01/2017	7,512.50
589559	A PLUS EDUCATORS LLC	03/01/2017	545.00
589560	ACADEMIC TOOL BOX	03/01/2017	721.59
589561	ACADEMIC ASSOCIATES LEARNING	03/01/2017	270.00
589562	ACCU TECH	03/01/2017	80.45
589563	AG SUPPLY COMPANY	03/01/2017	205.06
589564	ALBIN-BULLOCK, JANET M	03/01/2017	127.46
589565	ALL PRO GLASS	03/01/2017	54.20
589566	ALLEN, KAREN A	03/01/2017	14.23
589567	AMERICAN PRODUCE EXPRESS, LLC	03/01/2017	2,712.10
589568	AMERIGAS	03/01/2017	1,139.19
589569	ANDERSON, KIM T	03/01/2017	13.00
589570	ANNE GINNOLD CONSULTING	03/01/2017	4,203.29
589571	APPLE COMPUTER INC	03/01/2017	570.22
589572	APPLE VALLEY PUMPING SER INC	03/01/2017	108.40
589573	APPLETON, THEA CHRISTINE	03/01/2017	243.55
589574	AQUATIC SPECIALTY SERVICES INC	03/01/2017	3,441.71
589575	ASCD	03/01/2017	79.00
589576	AVALON MUSIC INC	03/01/2017	685.57
589577	AVANT ASSESSMENT, LLC	03/01/2017	472.50
589578	AW REHN & ASSOC INC	03/01/2017	418.00
589579	B & H PHOTO & VIDEO	03/01/2017	243.24
589580	BAKKE, DEANNA M	03/01/2017	32.73
589581	BAY, JULIE L	03/01/2017	24.72
589582	BEESON, JAMES ARTHUR	03/01/2017	162.28
589583	BERGER, THERESA	03/01/2017	56.25
589584	BLAIR, DALE F	03/01/2017	21.61
589585	BLANKENSHIP, TRINA M	03/01/2017	59.15
589586	BLICK ART MATERIALS	03/01/2017	133.00
589587	BRANDT, THERESA A	03/01/2017	84.00
589588	BRYSON SALES & SERVICE	03/01/2017	179.56
589589	BURROWS TRACTOR INC	03/01/2017	311.85

Check Nbr	Vendor Name	Check Date	Check Amount
589590	BUTCHERITE, JENNIFER RUTH	03/01/2017	133.56
589591	BUTLER, JEAN E	03/01/2017	40.00
589592	CAEMMERER, ADELE L	03/01/2017	147.04
589593	CAMPBELL, MARILEE	03/01/2017	33.38
589594	CAROLINA BIOLOGICAL SUPPLY	03/01/2017	1,028.55
589595	CARTER, JAMISON L	03/01/2017	80.53
589596	CASCADE QUALITY WATER CENTER	03/01/2017	98.10
589597	CH2O INC.	03/01/2017	541.13
589598	CHELAN DOUGLAS HEALTH DIST	03/01/2017	150.00
589599	CHINOOK MUSIC SERVICE INC	03/01/2017	966.13
589600	CINTAS CORPORATION	03/01/2017	789.66
589601	CITY OF WENATCHEE	03/01/2017	7,823.34
589602	CLARIUS LANGUAGES	03/01/2017	262.00
589603	COLEMAN OIL	03/01/2017	3,868.28
589604	COLUMBIA PAINT CO	03/01/2017	411.40
589605	COMMERCIAL PRINTING INC	03/01/2017	1,476.62
589606	CONGDON MAILING SERVICE	03/01/2017	56.55
589607	CONGER, DENNIS DWIGHT	03/01/2017	272.23
589608	CONSOLIDATED ELECTRICAL DISTRI	03/01/2017	1,523.08
589609	COSTCO HOUSEHOLD BANK FSB DO	03/01/2017	1,432.24
589610	CTS CASH OFFICE	03/01/2017	4,527.91
589611	CUEVAS, REBECCA	03/01/2017	13.57
589612	CUMMINS INC	03/01/2017	508.93
589613	DAHLIN, PATRICE V	03/01/2017	189.31
589614	DEMCO INC	03/01/2017	438.31
589615	DEPT OF LICENSING	03/01/2017	39.00
589616	DEVEREAUX, PATRICIA L	03/01/2017	132.42
589617	DIDTEL, LARRY	03/01/2017	13.31
589618	DISCOUNT TIRE	03/01/2017	144.01
589619	DON SANGSTER MOTORS INC	03/01/2017	214.87
589620	DONNELLY-WISE, TRISHA J	03/01/2017	14.99
589621	DOUGLASS, LISA ANN	03/01/2017	113.00
589622	EQUIPMENT MANUFACTURING CO	03/01/2017	86.16
589623	ERHO, OLGA N	03/01/2017	8.38
589624	ESTEP, ABBIE M	03/01/2017	507.68
589625	FASTENAL COMPANY	03/01/2017	285.94
589626	FISHER, DUSTIN S	03/01/2017	45.95
589627	FLOOR FACTORY	03/01/2017	3,483.64
589628	FOLLETT SCHOOL SOLUTIONS, INC	03/01/2017	1,784.49
589629	FOOD SERVICE OF AMERICA	03/01/2017	30,790.47
589630	FRANZ FAMILY BAKERIES	03/01/2017	2,430.97
589631	FRED MEYER CUSTOMER CHARGES	03/01/2017	378.87
589632	FRODSHAM, TIFFANY KAY	03/01/2017	19.35
589633	GALE INSULATION INC	03/01/2017	1,082.36
589634	GEBBERS CATTLE, LTD.	03/01/2017	104.70
589635	GLAZER'S CAMERA, INC	03/01/2017	587.54
589636	GOOD SAMARITAN FIRST AID	03/01/2017	160.00
589637	GRADUATION ALLIANCE INC	03/01/2017	5,933.50
589638	GRAPHIC PRODUCTS INC	03/01/2017	146.71
589639	GRAYBEAL SIGNS	03/01/2017	189.70

Check Nbr	Vendor Name	Check Date	Check Amount
589640	HACH CO	03/01/2017	470.81
589641	HAGLUNDS TROPHIES	03/01/2017	496.47
589642	HELM, MARK A	03/01/2017	107.32
589643	HENDERSON, MAIJA B	03/01/2017	27.45
589644	HENKE, JUSTIN	03/01/2017	5.00
589645	HOBBY LOBBY	03/01/2017	324.60
589646	HOLLYWOOD LIGHTS, INC.	03/01/2017	446.33
589647	HOLMER, JAN E	03/01/2017	21.35
589648	HOME DEPOT	03/01/2017	111.34
589649	HOWARD, JENNIFER L	03/01/2017	40.00
589650	ICICLE BROADCASTING INC	03/01/2017	425.00
589651	INLAND PIPE AND SUPPLY	03/01/2017	323.57
589652	J & G DISTRIBUTING INC	03/01/2017	8,298.12
589653	JCD REPAIR LLC	03/01/2017	704.09
589654	JENSEN, TODD OLE	03/01/2017	1,058.19
589655	JERRYS AUTO SUPPLY	03/01/2017	794.08
589656	JIMMY JOHNS	03/01/2017	249.10
589657	JORDAN, ALEXANDRA ARLENE	03/01/2017	18.00
589658	JOSTENS	03/01/2017	17.34
589659	JUDD, THERA M	03/01/2017	31.43
589660	JUNIOR LIBRARY GUILD	03/01/2017	297.06
589661	KELLER SUPPLY COMPANY	03/01/2017	109.77
589662	KENNELLY KEYS MUSIC	03/01/2017	489.75
589663	KIESZ, TODD M	03/01/2017	67.47
589664	KING, ANDREW RAY	03/01/2017	40.00
589665	KING COUNTY DIRECTORS ASSN	03/01/2017	3,035.97
589666	KYLE, LAURA MAY	03/01/2017	10.86
589667	LA QUINTA INN & SUITES	03/01/2017	500.90
589668	LARSEN, CRAIG	03/01/2017	143.02
589669	LEAVITT, JEFFREY SCOTT	03/01/2017	46.51
589670	LEWIN, DEBORAH J	03/01/2017	35.81
589671	LINK TRANSPORTATION	03/01/2017	825.00
589672	LIQUIDS POWDERS & MACHINES	03/01/2017	451.66
589673	LOCAL TEL COMMUNICATIONS	03/01/2017	14,957.38
589674	LOFTUS, PATRICK JOSEPH	03/01/2017	33.38
589675	LONG, MICHAEL RAY	03/01/2017	30.00
589676	LOWES HOME IMPROVEMENT	03/01/2017	869.35
589677	MACKIN LIBRARY MEDIA	03/01/2017	863.56
589678	MANKE, DEBORAH A	03/01/2017	18.99
589679	MCCONKEY COMPANY	03/01/2017	568.99
589680	MCLEOD, JENNIFER A	03/01/2017	8.65
589681	MCLESTER, DOUGLAS L	03/01/2017	52.00
589682	MICRO COMPUTER SYSTEMS	03/01/2017	396.01
589683	MICROREPLAY INC	03/01/2017	990.00
589684	MIKES PIANO TUNING	03/01/2017	360.00
589685	MILLER, DOUGLAS	03/01/2017	119.00
589686	MILLIETTE, JUDY CUTLER	03/01/2017	27.02
589687	MOODY, KATHRYN A	03/01/2017	1,014.00
589688	MOON SECURITY SERVICES INC	03/01/2017	4,500.28
589689	MORRIS, CHELSEA A	03/01/2017	36.47

Check Nbr	Vendor Name	Check Date	Check Amount
589690	MORROW, CAROLINA	03/01/2017	15.25
589691	MT SPOKANE HIGH SCHOOL	03/01/2017	150.00
589692	NCW WRESTLING OFFICIALS	03/01/2017	603.20
589693	NEILSON, JUSTIN R	03/01/2017	65.77
589694	NEOFUNDS BY NEOPOST	03/01/2017	2,000.00
589695	NICPAN-BROWN, KRISTINA M	03/01/2017	26.44
589696	NORCO INC	03/01/2017	8.80
589697	NORTH CENTRAL ESD	03/01/2017	155,928.26
589698	NORTH FORTY PRODUCTIONS LLC	03/01/2017	5,975.00
589699	NW VITAL RECORDS CTR INC	03/01/2017	220.00
589700	O'REILLY AUTOMOTIVE STORES	03/01/2017	1,097.75
589701	OFFICE DEPOT	03/01/2017	12,771.42
589702	ON THE MEND MUSICAL INSTM REPA	03/01/2017	168.02
589703	ONE WAY NOVELTIES	03/01/2017	65.79
589704	ORIENTAL TRADING COMPANY INC	03/01/2017	139.87
589705	ORRCO	03/01/2017	150.00
589706	OSPI CHILD NUTRITION SERV	03/01/2017	16,709.21
589707	OTHELLO SCHOOL DISTRICT #147	03/01/2017	125.00
589708	OXARC	03/01/2017	784.33
589709	PACIFIC SECURITY	03/01/2017	175.00
589710	PALOUSE RIDGE GOLF COURSE	03/01/2017	165.00
589711	PARTEE, VALORIE K	03/01/2017	10.85
589712	PATTERSON BUCHANAN FOBES	03/01/2017	2,320.00
589713	PAYNE, DONNA R	03/01/2017	18.00
589714	PC & MACEXCHANGE	03/01/2017	1,391.50
589715	PEPIN, RICK D	03/01/2017	58.00
589716	PETERSON, LESLIE C	03/01/2017	158.83
589717	PFLUG-TILTON, CORINNE	03/01/2017	290.14
589718	PIO IMPREST FUND	03/01/2017	165.24
589719	PLATT ELECTRICAL SUPPLY	03/01/2017	545.69
589720	PLUMB PERFECT	03/01/2017	428.18
589721	POSTMASTER C/O COL	03/01/2017	170.00
589722	PRO BUILD CO., LLC	03/01/2017	135.10
589723	PUD NO 1 OF CHELAN COUNTY	03/01/2017	34,865.45
589724	PUGET SOUND HARDWARE, INC.	03/01/2017	1,509.71
589725	QMS	03/01/2017	1,669.86
589726	QUINN, GINA A	03/01/2017	27.15
589727	RAYBON, SARAH ANN	03/01/2017	5.00
589728	RICOH USA, INC.	03/01/2017	16,686.32
589729	RICOH USA, INC	03/01/2017	2,572.46
589730	RIDDELL SPORTS	03/01/2017	6,486.33
589731	ROCHE, STEPHEN	03/01/2017	110.00
589732	RODRIGUEZ, FEDRICKO	03/01/2017	50.00
589733	RWC GROUP	03/01/2017	1,074.78
589734	SAFEWAY INC	03/01/2017	953.61
589735	SAN FRANCISCO SOURDOUGH EATERY	03/01/2017	131.13
589736	SANDS, STEPHAN	03/01/2017	18.00
589737	SAUCEDA, JESSICA W	03/01/2017	5.56
589738	SBS FOODS, INC	03/01/2017	559.04
589739	SCHETKY NORTHWEST SALES	03/01/2017	110.62

Check Nbr	Vendor Name	Check Date	Check Amount
589740	SCHNEIDER, ANNE B	03/01/2017	16.07
589741	SCHOLASTIC INC	03/01/2017	324.00
589742	SCHOOL KIDS HEALTHCARE	03/01/2017	116.45
589743	SHEPHERD, TAMERA J	03/01/2017	17.59
589744	SHEPPARD, KAREN R	03/01/2017	47.72
589745	SHIPOWICK, BRICE DEAN	03/01/2017	59.35
589746	SIX ROBBLEES INC	03/01/2017	744.18
589747	SKINNER, KRISTIN	03/01/2017	411.95
589748	SONGSMITH STRING INSTRUMENTS	03/01/2017	209.21
589749	SPURRELL, KATHRYN E	03/01/2017	84.60
589750	STANS MERRY MART	03/01/2017	333.44
589751	STATE AUDITORS OFFICE	03/01/2017	23,321.55
589752	STERICYCLE COMM SOLUTIONS	03/01/2017	85.88
589753	STUBBE, STEPHANIE L	03/01/2017	590.00
589754	STUBER, SI JAMES	03/01/2017	30.31
589755	SUPPLYWORKS	03/01/2017	1,193.61
589756	TACOMA SCREW PRODUCTS INC	03/01/2017	26.54
589757	TACONY CORPORATION	03/01/2017	2,508.59
589758	TALBOT, DONALD	03/01/2017	42.09
589759	TAYLOR, DOUGLAS M	03/01/2017	56.00
589760	TEACHERS SYNERGY LLC	03/01/2017	368.94
589761	THACKERAY, ZANE	03/01/2017	66.00
589762	THOMPSON, MITCHELL W	03/01/2017	12.20
589763	THRAPP, JULIE K	03/01/2017	16.00
589764	TRANSFINDER	03/01/2017	1,000.00
589765	TROXELL COMMUNICATIONS	03/01/2017	28.13
589766	ULINE	03/01/2017	219.57
589767	UNIVERSITY OF WASHINGTON	03/01/2017	6,160.00
589768	UPS	03/01/2017	235.39
589769	US GAMES	03/01/2017	36.07
589770	US LINEN & UNIFORM INC	03/01/2017	1,914.16
589771	VALDEZ, EDWARD L	03/01/2017	45.66
589772	VELAZQUEZ, CAITILIN N	03/01/2017	41.07
589773	WASWUG	03/01/2017	275.00
589774	WAXIE SANITARY SUPPLY	03/01/2017	273.43
589775	WEINSTEIN BEVERAGE CO	03/01/2017	1,063.70
589776	WEN RECLAMATION DISTRICT	03/01/2017	8,120.70
589777	WEN SAND & GRAVEL	03/01/2017	133.15
589778	WEN VALLEY CHAMBER OF COMMERCE	03/01/2017	360.00
589779	WENATCHEE RIVER INST	03/01/2017	1,105.00
589780	WESCO PAINT & EQUIPMENT SUPPLY	03/01/2017	271.34
589781	WEST MUSIC CO	03/01/2017	910.00
589782	WESTERN BUS SALES INC	03/01/2017	52.32
589783	WHS ASB	03/01/2017	7.00
589784	WICKEL, LISA M	03/01/2017	41.09
589785	WILBUR ELLIS COMPANY LLC	03/01/2017	772.28
589786	WOODWIND AND BRASSWIND	03/01/2017	684.25
589787	WORKLAND AUTO PARTS	03/01/2017	166.13
589788	WSD	03/01/2017	17.50
589789	WSD ADMIN IMPREST	03/01/2017	1,824.56



Check Nbr	Vendor Name	Check Date	Check Amount
589790	WSSAAA	03/01/2017	285.00
589791	WSSDA	03/01/2017	14,770.44
589792	WVTSC	03/01/2017	1,918.25
589793	YAKSUM ORCHARD	03/01/2017	286.00
589794	CASCADE NATURAL GAS CORP	03/01/2017	168.29
589795	CONSTRUCTION SPEC INSPECTION	03/01/2017	67.20
589796	FORTE ARCHITECTS INC	03/01/2017	9,401.00
589797	HILL INTL INC	03/01/2017	20,640.86
589798	KING COUNTY DIRECTORS ASSN	03/01/2017	32,237.06
589799	MATCO TOOLS CORPORATION	03/01/2017	4,706.16
589800	STANS MERRY MART	03/01/2017	56.10
589801	TCF ARCHITECTURE PLLC	03/01/2017	34,204.49
589802	WLK JOINT VENTURE	03/01/2017	27,301.62
589803	CAFFE D'ARTE	03/01/2017	37.80
589804	COSTCO HOUSEHOLD BANK FSB DO	03/01/2017	1,211.62
589805	CROWE, EARL J	03/01/2017	50.00
589806	DEMIERO JAZZ FEST	03/01/2017	165.00
589807	ELITE ATHLETE SALES INC	03/01/2017	347.40
589808	GLAZE BAKERY LLC	03/01/2017	82.56
589809	HORTICULTURAL SERVICES INC	03/01/2017	198.80
589810	KIMMEL ATHLETIC SUPPLY	03/01/2017	3,595.05
589811	KIWANIS INTERNATIONAL FOUNDATI	03/01/2017	162.50
589812	LA QUINTA INNS	03/01/2017	410.08
589813	LEAVITT, JEFFREY SCOTT	03/01/2017	91.29
589814	LINK TRANSPORTATION	03/01/2017	125.00
589815	NCWMEA	03/01/2017	2,604.00
589816	PNW KEY CLUB CONVENTION	03/01/2017	1,805.00
589817	R & S VENDING	03/01/2017	967.00
589818	SAFEWAY INC	03/01/2017	119.95
589819	THREE LAKES GOLF COURSE	03/01/2017	519.36
589820	WAHSET DISTRICT 1	03/01/2017	2,750.00
589821	WSD	03/01/2017	2,283.41
589822	WSD ADMIN IMPREST	03/01/2017	5.00

266 Computer Check(s) For a Total of 635,198.24

	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
	266	Computer	Checks For a Total of	635,198.24
Total For	266	Manual, Wire Tran, ACH & Computer	Checks	635,198.24
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	635,198.24

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-519.04	0.00	489,403.68	488,884.64
20	Capital Projects	0.00	0.00	128,782.78	128,782.78
40	Associated Stude	-29.18	0.00	17,560.00	17,530.82

## February 28, 2017 Board Meeting

### Submission Summary Form for District Contracts

Submit **unsigned** contracts to Les Vandervort for pre-approval at least two weeks before the scheduled School Board meeting. Upon pre-approval, Les will submit the contracts to the Superintendent's office, to be included on the consent agenda for School Board approval. Federally funded contracts must be accompanied with proof that the vendor has not been "Suspended or Debarred". *All District contracts require school board approval. The only authorized signatures on contracts are Brian Fiones, Jon Dejong, Les Vandervort, or the School Board.*

Date	New or Renewal or Revision	Federal Yes/No	Agency	Purpose	Amount	Effective Dates	Staff Person Responsible for Contract has read and has recommended this contract for Board approval	Reviewed by Les?	PO Required?
02/14/17	Renewal	No	AVID	Site Licenses	\$17,272	7/1/17 - 6/30/18	Danielle Schafer-Cloke	Yes	Yes
					<b>Budget Code</b>				
					7911-27-5050-000				
02/02/17	New	Yes	OPSI - 21st Century	Agreement for A.P. to provide Work Method training at OPSI	\$0	10/1/16 - 9/30/19	Angela Prater / Carolyn Griffin-Bugert	Yes	No
					<b>Budget Code</b>				
					N/A				
02/10/17	New	No	Identity Automation	Full System Management for all directory services & Skyward integration with District Req	\$18,188 Prorated 16-17 \$36,080 annually 17-20	3/1/17 - 8/31/20	Dave Yancey	Yes	Yes
					<b>Budget Code</b>				
					0179-27-5090-000				
					<b>Budget Code</b>				



## Contract Coversheet (Non-Federal) Request Board Approval

Please submit this form with your **unsigned** contract to Denise Watson at least **3** weeks before the scheduled School Board meeting. Upon attorney review and approval, Les will submit the contract to the Superintendent's office, where it will be included on the agenda for School Board approval.

**All contracts require school board approval.**

The **only** authorized signatures on a contract are Brian Flores, Jon DeJong, Les Vandervort, or the School Board.

Date	New or Renewal or Revision	Agency	Purpose	Amount	Contract Start Date & End Date	Staff Person Responsible for Contract	Approved by Les?	PO Required?	Attorney Review Required?
02/14/17	Renewal	AVID	AVID Site Licenses	\$17,272	7/1/17-6/30/18	<u>Danielle Schafer-Cloke</u>		Yes	No
				Budget Code		I have read this contract and recommend it for Board approval.			
				7911-27-5050-000		Initial <u>DS</u> Date 2/14/17			

**Agency Contact Information (who & where contract needs to be mailed to for signing):**

**Contract Details (Give a brief description of the contract):**

Agency Name: AVID Center HQ  
 Attention: Gail Davis  
 Street address or PO Box: 9246 Lightwave Ave Suite 200  
 City, State, Zip Code: San Diego, CA 92123  
 Email Address: [gdavis@avidcenter.org](mailto:gdavis@avidcenter.org)  
 Phone Number: (858) 380-6897

AVID Site Licenses and AVID Weekly Subscriptions for Foothills Middle School, Orchard Middle School, Pioneer Middle School, and Wenatchee High School

**Be sure to follow state bid requirements as outlined in RCW 28A.335.190**

Reviewed by Attorney

Requires Edits?

Signature

## AVID® STANDARD TERMS AND CONDITIONS

This AVID College Readiness System Services and Products Agreement ("Agreement") is entered into by and between AVID Center, a California non-profit corporation ("AVID Center") and the client named in the Quote(s) ("Client").

### Article I. Definitions

- 1.1 AVID College Readiness System Services and Products Agreement: The Agreement consisting of these AVID Standard Terms and Conditions, Quote(s), Exhibit(s), and any other applicable, incorporated addenda.
- 1.2 AVID College Readiness System: The AVID College Readiness System consists of AVID Elementary, AVID Secondary, and AVID for Higher Education. Client may choose to implement (order) one or more of these components of the AVID College Readiness System as indicated on Quote(s).
- (a) AVID Elementary is a foundational component for elementary sites (grades K-8), designed as an embedded, sequential academic skills resource. It is intended for non-elective, multi-subject, multi-ability level classrooms.
- (b) AVID Secondary consists of the AVID Elective class as the core and content area teachers using AVID strategies as school-wide implementation.
- (c) AVID for Higher Education works with postsecondary institutions to support students with the goal of increasing academic success, persistence and completion rates.
- 1.3 AVID Materials: Any material, in any medium, printed or electronic, produced by AVID Center as a resource for Client's implementation of AVID Elementary, AVID Secondary, or AVID for Higher Education.
- 1.4 AVID Member Site: Any Client that implements (orders membership corresponding to) AVID Elementary and/or AVID Secondary, or AVID for Higher Education.
- 1.5 AVID Methodologies: Those methodologies that, when combined, form the core of AVID Elementary, AVID Secondary, or AVID for Higher Education.



1.6 AVID Programs: Other AVID offerings that are supplementary to AVID Elementary, AVID Secondary, or AVID for Higher Education (with the corresponding program indicated in parentheses in this Paragraph). The specific AVID Programs are further defined in their corresponding Exhibit. This list is subject to change without notice: AVID Excel (AVID Secondary); AVID Roadtrip Nation Experience (AVID Secondary); AVID Summer Bridge (AVID Secondary); AVID Weekly (versions for each: AVID Elementary, AVID Secondary, AVID for Higher Education. AVID Elementary and AVID for Higher Education subscriptions are included as part of membership; AVID Secondary subscriptions are included in Middle School and High School Libraries, if so ordered by Client).

1.7 Exhibit:

The document with terms and conditions that relate specifically to a corresponding service or product ordered on the Quote(s).

1.8 Payment Terms: The terms of when payment is due, as listed on the Quote.

1.9 Quote: The order document that is fully incorporated into this Agreement by reference.

1.10 AVID District Director: District leaders that coordinate the implementation of AVID Secondary and/or AVID Elementary at AVID Member Sites within their school system according to the AVID Methodologies. If Client implements AVID Elementary and/or AVID Secondary at any of its AVID Member Sites, then Client agrees to maintain, at its expense, at least one AVID District Director who will enroll in and complete, or have previously completed, the series of AVID District Leadership (ADL) trainings (as described in the corresponding Exhibit).

## **Article II. Period of Agreement**

2.1 Term: The Term ("Term") of this Agreement shall be July 1, 2017 to June 30, 2018 unless earlier terminated as provided herein.

## **Article III. Licenses and Rights**

- 3.1 Copyright License: Subject to Client's performance of all the provisions of this Agreement, AVID Center hereby grants to Client a non-transferable license, without the right to sublicense, to distribute, reproduce, and display the AVID Materials and AVID Methodologies solely to implement AVID Elementary and/or AVID Secondary, or AVID for Higher Education as ordered on Quote(s), during the period listed in the corresponding Exhibit, and for no other purpose.
- (a) Client may distribute, reproduce, and display the AVID Materials only to appropriate staff and students of the AVID Member Sites listed in Quote(s), for the sole purpose of implementing the specified AVID service or product at the AVID Member Sites and for no other purpose. Client will not permit any of the AVID Materials or AVID Methodologies to be used by anyone other than the AVID Member Sites.
  - (b) Further, Client will only distribute, display, photocopy, reproduce or otherwise duplicate, those AVID Materials and AVID Methodologies corresponding to the specific AVID service or product listed for each AVID Member Site in Quote(s). [For example, if Quote(s) specifies both AVID Elementary and AVID Secondary membership at ABC School Site, but only specifies AVID Elementary membership at XYZ School Site, Client will not distribute, display, photocopy, reproduce, duplicate, or otherwise make available the AVID Secondary Materials and Methodologies to XYZ School Site.]
  - (c) Client and any AVID Member Sites will not distribute, display, photocopy, reproduce or otherwise duplicate, all or any part of the AVID Materials or AVID Methodologies to anyone other than the AVID Member Sites without AVID Center's prior written consent.
  - (d) Should Client wish to make any of the AVID Materials or AVID Methodologies accessible to its AVID Member Sites through the Internet, it will do so on a password-protected website, and it will ensure that only appropriate staff and students of the AVID Member Sites are allowed access to the website.
  - (e) Should Client wish to make electronic versions of any of the AVID Materials or AVID Methodologies available for download by its AVID Member Sites, it will ensure that only appropriate staff and students of the AVID Member Sites are allowed access to those materials, and it will require that those staff and students agree not to distribute, reproduce, display, or transfer those materials to anyone other than appropriate staff and students of the AVID Member Sites before downloading those materials.
  - (f) Client and any AVID Member Sites shall not modify or otherwise alter the AVID Materials or AVID Methodologies in any way, or create or distribute any derivative works of the AVID Methodologies or the AVID Materials in any way. Client also agrees not to use or adopt the AVID Methodologies or AVID Materials with respect to any educational or other program except solely to implement AVID under the provisions of this Agreement.
  - (g) Client and any AVID Member Sites acknowledge that they do not have the right to sell, sublicense, transfer, or lease any of the AVID Materials or AVID Methodologies to any person or entity.



- 3.2 Trademark License: Subject to Client's performance of all the provisions of this Agreement, AVID Center hereby grants to Client during the Term a non-exclusive, non-transferable, indivisible license, without the right to sublicense, to use the AVID trademarks (collectively "AVID Trademarks"), (a) only as they are incorporated in the AVID Materials, and (b) only on advertising flyers and written promotional materials created by Client or the AVID Member Sites listed in Quote(s) in order to promote and implement AVID at those AVID Member Sites. Client agrees that it will use its best efforts to use the AVID Trademarks in a professional manner in order to preserve and enhance AVID Center's substantial goodwill associated with the AVID Trademarks. Client agrees that it or its AVID Member Sites will not use any of the AVID Trademarks as a corporate or business entity name, as a fictitious business name or as a trade name, and will not use any name in such capacity that is confusingly similar to the AVID Trademarks. Client further acknowledges and agrees that it and its AVID Member Sites cannot modify or otherwise alter any of the AVID Trademarks or use any other designs or logos in conjunction with its use of the AVID Trademarks. Client cannot use the AVID Trademarks for any educational or other program other than to implement AVID at the Member Sites listed in Quote(s) consistent with the above license. Client and its AVID Member Sites will always use the proprietary symbol ® immediately adjacent to the respective AVID Trademarks as noted above with respect to their use of the AVID Trademarks. If Client or its Member Sites desire to use or place the AVID Trademarks on any products, things, or other merchandising items in order to promote AVID, it must first seek and obtain permission from AVID Center by completing AVID Center's Request to Use AVID Center Trademark Form and complying with any of AVID Center's conditions for approval. Any such additional uses of the AVID Trademarks approved by AVID Center shall also be subject to the terms of this license and the other provisions of this Article III.
- 3.3 Rights Reserved: Notwithstanding anything to the contrary in this Agreement, all rights not specifically granted in this Agreement to Client shall be reserved and remain always with AVID Center.
- 3.4 Proprietary Rights: The parties agree that AVID Center shall solely own and have exclusive worldwide right, title and interest in and to the AVID Trademarks, AVID Materials and AVID Methodologies, to all modifications, enhancements and derivative works thereof, and to all United States and worldwide trademarks, service marks, trade names, trade dress, logos, copyrights, rights of authorship, moral rights, patents, know-how, trade secrets and all other intellectual and industrial property rights related thereto ("Intellectual Property Rights"). Client shall not challenge, contest or otherwise impair AVID Center's ownership of the AVID Trademarks, AVID Materials or AVID Methodologies, or any of AVID Center's applications or registrations thereof, or the validity or enforceability of AVID Center's Intellectual Property Rights related thereto. Client also agrees not to submit any applications or otherwise attempt to register for itself or others any of the AVID Trademarks, AVID Materials or AVID Methodologies.
- 3.5 Enforcement: The parties agree that except to the limited extent expressly set forth in Paragraphs 3.1 and 3.2 above, AVID Center will be irreparably harmed and money damages would be inadequate compensation to AVID Center in the event Client breaches any material provision of Article III. Accordingly, all of the provisions of this Agreement shall be specifically enforceable by injunctive and other relief against Client without the requirement to post a bond, in addition to any other remedies available to AVID Center, for Client's breach of any provision of this Agreement.



- 3.6 Proprietary Notices: Client agrees not to remove, alter or otherwise render illegible any trademark, copyright or other proprietary right notices or other identifying marks from the AVID Materials or any permitted copies thereof.
- 3.7 Infringement: Client agrees to notify AVID Center of any conduct or actions on the part of third parties of which it becomes aware that might be deemed an infringement or other violation of AVID Center's rights in the AVID Trademarks, AVID Materials or AVID Methodologies. In such an event, AVID Center shall have the sole right to bring an action for infringement or other appropriate action with respect thereto. AVID Center shall exclusively control the prosecution and settlement of any such action. Client agrees to fully cooperate with AVID Center in any such action and provide AVID Center with all information and assistance reasonably requested by AVID Center.
- 3.8 Compliance With Laws: Client agrees that the AVID Trademarks, AVID Materials and AVID Methodologies will be used in accordance with all applicable laws and regulations and in compliance with any regulatory or governmental agency that has jurisdiction over Client and its educational programs.
- 3.9 Sole Source: AVID Center affirms that it is the sole source of the AVID College Readiness System to which competition may be precluded due to the existence of a patent, copyright, secret process, or monopoly. AVID Center's sole source development includes intellectual property - copyrights and trademarks - in the AVID Materials, licensing for reproduction of student activity sheets associated with the curriculum, technical assistance, training to teachers and administrators, and coordination of the AVID College Readiness System through consultation, data collection, and certification processes.

#### **Article IV. Compensation**

- 4.1 Quotes--Invoicing and Payment: During the Term of this Agreement, Client may request Quote(s) for AVID services and/or products. Client indicates its acceptance of a Quote by signing the respective Quote or issuing a Purchase Order in the amount of the Quote. Should Client issue Purchase Order(s) for such Quote(s), the terms and conditions of this Agreement shall control for all Purchase Orders; no terms and conditions on Purchase Orders will apply to any part of this Agreement. AVID Center will invoice Client according to the terms listed in the accepted Quote(s).

#### **Article V. Status of Parties**

- 5.1 Independent Contractors: AVID Center and Client are independent contractors and their relationship is that of a licensor and licensee. This Agreement is not intended to create a relationship of employment, agency, partnership, joint venture, or similar arrangement between the parties. Neither party shall have any power or authority to bind or commit the other party in any respect, contractually or otherwise. In no event shall either party, or any of its respective officers, agents, or employees, be considered the officers, agents, or employees of the other party.

## **Article VI. Authority**

- 6.1 AVID Center Warranty: AVID Center warrants that the person signing this Agreement is authorized to enter into this Agreement on behalf of the non-profit AVID Center and to bind AVID Center to perform all of its obligations under this Agreement.
- 6.2 Client Warranty: Client warrants that it has obtained all necessary approvals and taken all necessary steps to enter into this Agreement. The person signing on behalf of Client warrants that he or she has the authority to enter into this Agreement on behalf of Client and to bind Client to perform all of its obligations under this Agreement.

## **Article VII. Termination**

- 7.1 Termination for Cause: Subject to the last sentence of this Paragraph 7.1, either party has the right to terminate this Agreement at any time if the other party is in material breach of any warranty, term, condition or covenant of this Agreement and (i) fails to cure that breach within thirty (30) days of receiving notice from the non-breaching party which specifies such material breach and demands cure thereof, or (ii) fails to provide the non-breaching party assurance that the breach will be cured within a longer period of time which is acceptable to the non-breaching party. In the case of a breach by Client that is not cured as described above, AVID Center shall have the right to terminate Client's right to conduct all or part of an AVID product or service at one or more specific AVID Member Sites, by giving written notice to Client of the sites so terminated, without terminating this Agreement with respect to the other products or services at the particular AVID Member Site and/or other AVID Member Site(s) subject to this Agreement. Any termination under this Paragraph 7.1 will become effective automatically upon expiration of the cure period in the absence of a cure or mutually agreed-upon resolution. Notwithstanding the foregoing, any material breach by Client, which is further defined as a breach of any of the provisions of Article III, shall be deemed non-curable and AVID Center shall have the right to immediately terminate this Agreement upon such material breach by Client.
- 7.2 Termination Without Cause: Notwithstanding Paragraph 7.1 above, either party may terminate this Agreement upon thirty (30) days prior written notice to the other party.
- 7.3 Cessation of Use: Upon termination or expiration of this Agreement: (a) the licenses in Article III shall automatically terminate and revert to AVID Center, (b) Client shall thereafter immediately discontinue AVID in all of its school sites and cease using the AVID Materials, AVID Methodologies, or AVID Trademarks in any way, and (c) Client shall pay any unpaid balances to AVID Center and remain liable for its obligations or other actions that accrued or occurred prior to the termination date.
- 7.4 Cumulative Remedies: All rights and remedies conferred herein shall be cumulative and in addition to all of the rights and remedies available to each party at law, equity or otherwise. In addition, Paragraphs 3.3, 3.4, 3.5, 3.6, 4.1, and all of the provisions of Articles VII and VIII shall survive the termination or expiration of this Agreement.



## Article VIII. General Provisions

- 8.1 Governing Law and Venue: If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, then (i) if AVID is the party initiating the action (e.g., as plaintiff), this Agreement shall be interpreted under the law of the State in which Client is located, the action shall be submitted to the exclusive jurisdiction of the applicable court in the city and State where Client is located and venue for the action shall be that city and State; and (ii) if Client is the party initiating that action (e.g., as plaintiff), this Agreement shall be interpreted under California law, the action shall be submitted to the exclusive jurisdiction of the applicable court in San Diego, California, and venue for the action shall be San Diego, California.
- 8.2 Entire Agreement: All Quotes, Exhibits, and other addenda to this Agreement are fully incorporated herein. This Agreement, including all addenda, constitutes the entire agreement between the parties regarding this subject matter hereof and supersedes all prior oral or written agreements or understandings regarding this subject matter. This Agreement can only be amended by a written document signed by both parties.
- 8.3 Limitation of Liability: NEITHER PARTY SHALL BE LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES, WHETHER FORESEEABLE OR NOT, THAT ARE IN ANY WAY RELATED TO THIS AGREEMENT, THE BREACH THEREOF, THE USE OR THE INABILITY TO USE THE AVID COLLEGE READINESS SYSTEM SERVICES AND PRODUCTS, THE RESULTS GENERATED FROM THE USE OF THE AVID COLLEGE READINESS SYSTEM SERVICES AND PRODUCTS, LOSS OF GOODWILL OR PROFITS AND/OR FROM ANY OTHER CAUSE WHATSOEVER.
- 8.4 Force Majeure: Neither party shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by force majeure, meaning any act of God, storm, fire, casualty, unanticipated work stoppage, strike, lockout, labor dispute, civil disturbance, riot, war, national emergency, act of Government, act of public enemy, or other cause of similar or dissimilar nature beyond its control.
- 8.5 Severability: If any provision of this Agreement is judicially determined to be invalid, void or unenforceable, the remaining provisions shall remain in full force and effect.
- 8.6 Attorney Fees: In the event a dispute arises regarding this Agreement and a legal proceeding is brought by either party, each party shall be responsible for paying their own attorney fees regardless of the outcome or resolution of the dispute.
- 8.7 No Assignment, Delegation or Transfer: Client acknowledges that the favorable terms of this Agreement were granted solely to Client, and that the substitution of any party by Client would destroy the intent of the parties. Accordingly, Client shall have no right to assign, delegate, transfer or otherwise encumber this Agreement or any portion thereof without AVID Center's prior written consent, which can be withheld in its sole discretion.

- 8.8 Notice: All notices, requests or other communications under this Agreement shall be in writing, shall be sent to the designated representatives of the parties at the addresses set forth in Quote(s), and shall be deemed to have been duly given on the date of service if sent by facsimile or electronic mail, or on the day following service if sent by overnight air courier service with next day delivery and with written confirmation of delivery, or five (5) days after mailing if sent by first class, registered or certified mail, return receipt requested. Each party is required to notify the other party in the above manner of any change of address.
- 8.9 Counterparts: This Agreement may be executed in several counterparts that together shall be originals and constitute one and the same instrument.
- 8.10 Non-Waiver: The failure of a party to enforce any of its rights hereunder or at law or in equity shall not be deemed a waiver or a continuing waiver of any of its rights or remedies against the other party, unless such waiver is in writing and signed by the party to be charged.
- 8.11 Facsimile and Electronic Signatures: The parties hereto (i) each agree to permit the use, from time to time and where appropriate under the circumstances, of signatures sent via facsimile or electronically in a .pdf file or other digital format in order to expedite the transaction(s) contemplated by this Agreement; (ii) each intend to be bound by its respective signature sent by that party via facsimile or electronically in a .pdf file or other digital format; (iii) are each aware that the other, and the other's agents and employees, will rely on signature pages sent via facsimile or electronically in a .pdf file or other digital format; and (iv) each acknowledge such reliance and waive any defenses to the enforcement of this Agreement or of other documents effecting the transactions contemplated by this Agreement based on the signature page being a facsimile, .pdf copy or other digital format. The parties covenant to each other that each time they send a signature page via facsimile or electronically in a .pdf file or other digital format, they will in a timely manner send the other party the countersigned signature page(s).

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates below their signatures, but such dates shall not alter the Term of this Agreement as specified herein:

AVID Center,  
a California Non-Profit Corporation 501(c)(3)

Wenatchee School District 246  
WA

\_\_\_\_\_  
Signature: AVID Center Authorized

\_\_\_\_\_  
Signature: Client Authorized

\_\_\_\_\_  
Printed or Typed Name

\_\_\_\_\_  
Printed or Typed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title of Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

AVID Center  
9246 Lightwave Avenue, Suite 200  
San Diego, CA 92123  
Employer ID # 33-0522594





**AVID Center HQ**  
 9246 Lightwave Ave  
 Suite 200  
 San Diego, CA 92123  
 Phone: (858) 380-4800  
 Fax: 1-800-915-6897

**Quote: Wenatchee School District 246**

To	From
Wenatchee School District 246	Michael Johnson
Danielle Schafer-Cloke	E-mail: mjohnson@avid.org
520 S. Western Ave.	
Wenatchee, WA 98802	

**Summary**

Total Amount:	<b>\$17,272.00</b>	Quote ID:	QUO-08008-J5R3B6
Shipping Method:	FedEx	Date:	2/9/2017
Payment Terms:	Net 30		
Number of SI:		Number of Elementary Libraries:	
Number of Memberships:	4	Number of Middle Libraries:	
Number of AVID Weekly:	4	Number of High Libraries:	

**Details**

Site	Product ID	Product	Quantity	Price	Sub Total
Site: Foothills Middle School	AVID WEEKLY	AVID Weekly Subscription	1.00	\$519.00	\$519.00
Program Level: Secondary	MEMBERSHIP	AVID Membership Fees SECONDARY	1.00	\$3,799.00	\$3,799.00
Site: Orchard Middle School	AVID WEEKLY	AVID Weekly Subscription	1.00	\$519.00	\$519.00
Program Level: Secondary					

Site	Product ID	Product	Quantity	Price	Sub Total
Site: Orchard Middle School	MEMBERSHIP SECONDARY	AVID Membership Fees	1.00	\$3,799.00	\$3,799.00
Program Level: Secondary					
Site: Pioneer Middle School	AVID WEEKLY	AVID Weekly Subscription	1.00	\$519.00	\$519.00
Program Level: Secondary					
	MEMBERSHIP SECONDARY	AVID Membership Fees	1.00	\$3,799.00	\$3,799.00
Site: Wenatchee High School					
	AVID WEEKLY	AVID Weekly Subscription	1.00	\$519.00	\$519.00
Program Level: Secondary					
	MEMBERSHIP SECONDARY	AVID Membership Fees	1.00	\$3,799.00	\$3,799.00

Pre Freight Amount	\$17,272.00
Total Tax	\$0.00
<b>Total</b>	<b>\$17,272.00</b>

By signing below, Client hereby agrees to purchase all items listed on this Quote, subject to and in accordance with the AVID Standard Terms and Conditions, this Quote, and any Exhibits attached hereto, all of which comprise the AVID College Readiness System Services and Products Agreement.

Purchase Order is not required.

If Client checks the box above, Client hereby confirms that the Client does not require a Purchase Order for payment of any related invoice(s); in which case AVID Center will proceed to the fulfill services and/or products and invoice Client according to this approved Quote.

If Client does not check the box above, Client agrees to provide AVID Center with a valid Purchase Order in a timely manner, in which case AVID Center will not invoice Client until Client provides and AVID Center receives a valid copy of the Purchase Order; AVID Center will not fulfill any services or products until such Purchase Order is received.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## Exhibit to the AVID College Readiness System Services and Products Agreement for AVID Secondary Membership

As per AVID Secondary Membership being listed on an approved Quote, this Exhibit to the AVID College Readiness System Services and Products Agreement for AVID Secondary Membership ("AVID Secondary Membership Exhibit") is hereby fully incorporated into the Agreement by and between AVID Center and the Client named on the Quote. The following terms and conditions are in addition to the Standard Terms and Conditions; in the event of a conflict between the Standard Terms and Conditions and this Exhibit, the terms and conditions of this Exhibit shall apply.

### Article I. AVID Membership Benefits

1.1 AVID Membership: "AVID Members" or "AVID Member Sites" are those school sites listed on the Quote as implementing one or more AVID programs—Secondary, or Elementary/Secondary. Annual membership runs concurrently with the Term of this Exhibit.

1.2 AVID College Readiness System and Materials: Client is entitled to implement the applicable AVID program(s) only at the AVID Member Sites listed on the Quote, and to use the licensed AVID trademarks, libraries, and student materials for the AVID Member Sites' AVID College Readiness System pursuant to the provisions of this Exhibit and the Standard Terms and Conditions.

1.3 AVID Center Support for Secondary: AVID Center agrees to provide support to Client for its Secondary AVID Member Sites through the District Director and in conjunction with AVID Center's national and/or divisional offices. Membership for Client and AVID Member Sites implementing the Secondary Program includes support from AVID Center's national and/or divisional offices in the following ways:

- Access to training for the AVID site team(s) and AVID elective teacher(s) through AVID Summer Institute;
- Access to training for the District Director through AVID District Leadership Training (ADL), divisional/state meetings and Summer Institute;
- Access to other quality continuing professional learning trainings or services such as AVID Path to Schoolwide Trainings, AVID Weekly, AVID Roadtrip Nation Experience, and others;
- Access to the resources available through the password-protected MyAVID portal website;
- Coordination with Client's District Director to collect, report, and analyze data from Client and AVID Member Sites;
- Review the quality of implementation through the certification processes;
- Access to ongoing AVID College Readiness System development through various divisional workshops and online offerings;
- Permission to use the AVID Trademarks as described in the Standard Terms and Conditions;
- Assistance in disseminating information about AVID to Client's potential new AVID middle school and high school sites.

1.4 AVID Reports: AVID Center agrees to provide Client with access to reports on AVID data collected by Client.

1.5 AVID Summer Institute: AVID Center agrees to provide Client and its listed AVID Member Sites access to AVID Summer Institute. Client and its listed AVID Member Sites may attend strands at AVID Summer Institutes including the Implementation strands appropriate for their level of implementation (i.e. Secondary). Planning districts and sites are restricted from attending any of the Implementation strands offered but can attend all other strands offered for their program level.

1.6 Licensing Benefits: Membership includes a license to use the AVID Trademarks to promote the AVID Member Sites' implementation of the AVID College Readiness System, to use and implement the AVID Methodologies, and to copy the student activity sheets from the AVID Materials for educational purposes relating to AVID, all pursuant to the provisions of this Exhibit. Licensing runs concurrently with the Term of this Exhibit.

1.7 Annual Membership/License Fee: Client agrees to pay AVID Center an annual membership/license fee based on the total number of AVID Member Sites in Client's AVID program according to the pricing schedule set forth on the Quote.



## **Article II. Term of Exhibit**

2.1 **Term:** The parties agree that this Exhibit shall be in effect from July 1, 2017 to June 30, 2018 unless earlier terminated as provided for in the Standard Terms and Conditions ("Term").

## **Article III. Client Responsibilities**

3.1 **AVID Secondary Methodology:** Client agrees to implement AVID according to AVID guidelines and teaching methodologies (collectively "AVID Methodologies") set forth in the AVID publications, guidebooks, and materials (collectively "AVID Materials") or otherwise established by AVID Center, as the same may be modified and/or updated by AVID from time to time at AVID's discretion. Client will implement the AVID Methodologies in the AVID elective class and in academic subject area classes. Client will not materially deviate from the AVID Methodologies without the prior written consent of the Chief Executive Officer of AVID Center. Client is responsible for each of its AVID Member Sites' compliance with this Exhibit.

3.2 **AVID Secondary Student Selection:** Client agrees to select students for AVID in accordance with the selection criteria established in the AVID Methodologies. AVID Methodologies may be modified and/or updated by AVID from time to time at AVID's sole discretion. Any modifications or updates will be made available to the Client and its AVID Member Sites via the MyAVID portal.

3.3 **AVID Secondary Staff Training:** Client agrees to provide, at its expense, ongoing training for site coordinators and AVID site teams at AVID Member Sites.

3.4 **AVID Summer Institute:** Client agrees to ensure that each secondary site in their initial year of implementing AVID Secondary will send a minimum of eight (8) participants (unless AVID agrees to a lesser number on the Quote) to an AVID Summer Institute. The AVID District Director attends at no additional cost and shall not be included in the minimum number of participants required per site team. AVID Center recommends sending a site team that includes the principal, counselor, AVID coordinator, and core subject area teachers. AVID Center recommends AVID Member Sites implementing the second year of the Secondary program send teams of at least five (5) members and encourages AVID Member Sites to continue to send teams to its Summer Institute in subsequent years to maintain and enhance the quality of AVID at their sites. The AVID Summer Institute registration pricing is listed on the Quote. Client understands that travel, lodging, per diem costs and any other costs are not included in the price of the registration.

3.5 **Professional Learning:** Client agrees to conduct AVID professional learning for its AVID Member Sites based on AVID's national model of providing site coordinator workshops and site team conferences. Agenda for professional learning sessions will be based on school needs, on AVID's national model for coordinator workshops, on topics and agendas provided in training materials, and on the content areas related to educational reform initiatives in public schools in Client's state.

3.6 **Data Collection:** On at least an annual basis, according to the timeline established by AVID Center, Client shall collect data pertaining to student demographics, course enrollment, site characteristics and related outcomes specified by AVID Center and provide that data to AVID Center via their secure web portal. Client shall also submit such individual student academic and disciplinary data concerning AVID participants as AVID Center may specify. AVID Center's data collection process conforms to the privacy protections specified in the federal Family Educational Rights and Privacy Act (FERPA). AVID Center will maintain as confidential any personally identifiable student information or information that is privileged or confidential under federal or state law and that is conspicuously marked by Client as "privileged" or "confidential" before Client delivers to AVID Center. AVID Center will destroy all individual student data when it is no longer needed for reporting purposes. Client reserves the right to withhold, revise, and/or edit certain confidential data such as student names, Social Security numbers and any other information the disclosure of which would violate FERPA. AVID Center agrees not to use any of the data collected under this Section 3.6 in a manner that would violate, or cause Client to violate, any applicable provision of FERPA.




## "Federal" Contract Cover Sheet

### Request Board Approval

Please submit this form with your **unsigned** contract to Denise Watson at least **3** weeks before the scheduled School Board meeting. Upon attorney review and approval, Les will submit the contract to the Superintendent's office, where it will be included on the agenda for School Board approval.

**All contracts require school board approval.**

The **only** authorized signatures on a contract are Brian Fiones, Jon DeJong, Les Vandervort, or the School Board.

Date	New or Renewal or Revision	Agency	Purpose	Amount	Contract Start Date & End Date	Staff Person Responsible for Contract	Reviewed by Les?	PO Required?	Attorney Review Required?	
02/02/17	New	OSPI - 21st Century Community Learning Center	This agreement is for Angela Prater, Assistant Grant Coordinator to provide Work Method training at OSPI meetings	\$0	October 1, 2016 to September 30, 2019	<u>Angela Prater &amp; Carolyn Griffin-Buger</u>  I have read this contract and recommend it for board approval.  Initial _____ Date _____	 no	no		
				<b>Budget Code</b>						
				n/a						

Nancy Nelson

**Federally Funded Agreements for Professional Services:**

Quotes are not necessary when using federal grant money to pay for professional services provided from another government agency such as an ESD or another school district. However, record and keep documents that show how the agreement resulted in an economical and efficient use of federal resources.

If the vendor is not from the ESD, OSPI or a school district and professional services are less than \$75,000, you must obtain at least three quotes and maintain records with the following information: rationale for the method of procurement, selection of contract type, contractor selection or rejection and the basis for the contract price (per Circular A-102)

Any purchase in excess of \$75,000, must use the formal bid process to obtain sealed bids and retain all documentation.

If the purchases are not federally funded, then follow the state requirements (RCW 28A.335.190).

Before entering into a vendor contract, check the vendor for suspension and debarment at [www.sam.gov](http://www.sam.gov), print and submit a copy with your contract.

**Agency Contact Information** (who & where contract needs to be mailed to for signing):

Agency Name Office of the Superintendent of Public Instruction

Attention: Debra Appleton

Street address or PO Box P.O. Box 47200

City, State, Zip Code Olympia, WA 98504-7200

Email Address [CCLC@k12.wa.us](mailto:CCLC@k12.wa.us)

Phone Number 360-725-6049

**Contract Details** (Give a brief description of the contract):

Angela Prater is a certified Work Methods trainer. This contract commits her to assist OSPI during training events for other 21st CCLC programs in Washington State.

Reviewed by Attorney \_\_\_\_\_

Signature

Requires Edits? \_\_\_\_\_





**Washington State  
21<sup>st</sup> Century Community Learning Centers  
Youth program Quality Intervention (YPQI)  
2016-17**

**LOA- YWM Trainer/Expert**

**YPQI Letter of Agreement for  
Youth Work Methods Trainer**

This is an agreement between the Washington Office of Superintendent of Public Instruction (OSPI) 21<sup>st</sup> CCLC Program Office, local 21<sup>st</sup> CCLC Program Staff, and the local 21<sup>st</sup>CCLC Program Administration.

Youth Work Methods Trainer: Angela Prater and his/her  
Program/Organization: Wenatchee School District 21<sup>st</sup> CCLC  
Program Director: Caroleyn Griffin-Burgert

**PURPOSE**

The Youth Program Quality Intervention assists 21<sup>st</sup> CCLC programs throughout the state that serve young people ages PK-21 to improve the quality of services and programs using an evidence-based youth program quality assessment and improvement process.

The purpose of this agreement is to promote and sustain the capacity within Washington to provide expert training and technical assistance in the improvement and implementation of quality youth programs and services through the use of the Youth Program Quality Assessment (YPQA) tool, quality improvement plans, and training supports. The YPQA tool will be used by identified experts to assess the quality of youth programs for the purposes of accountability, monitoring, and program improvement. The tool will be used in a variety of settings, both for quality monitoring and learning, and will utilize self-assessments, external assessments, and/or peer assessments, depending on the purpose. PQA training supports will be provided to the OSPI network by certified trainers for Planning with Data and Quality Coaching, and Youth Work Methods training.

In order to build capacity for statewide training within the OSPI Network, OSPI will ensure that each identified Youth Work Methods Trainer has the appropriate training, certification, and support through an established cadre of Youth Program Quality Assistance Trainers/Experts. The undersigned person will provide training and/or technical assistance for at least two OSPI 21<sup>st</sup> CCLC Youth Work Methods training sessions outside their program per year, and provide additional training inside their own organization or program as is appropriate. The organization that employs the trainer will be expected to allow the designated staff time and support for this effort. OSPI will ensure trainer stipends/ hourly payment, and travel reimbursement to cover costs for trainers providing training, and participating in the statewide 21<sup>st</sup> CCLC YPQI trainer/expert cadre.

**Quality Trainer:** a trainer certified by the Forum for Youth Investment, who will provide Youth Work Methods training.

**RESPONSIBILITIES**

**OSPI 21<sup>st</sup> CCLC Youth Program Quality Intervention Project**

- Provide training and certification through the Weikart Center for Youth Program Quality (CYPQ), the Forum for Youth Investment (FYI), and Schools Out Washington (SOWA).
- Provide all the tools, training, and materials needed for completing Youth Work Methods Trainings, coordinated through SOWA.
- Provide support for TOT Methods training registration, travel and lodging.
- Provide coordination of training activities and events in the OSPI network through SOWA.
- Ensure the provision of Trainer Cadre meetings and supports.
- Act as liaison between YPQA Trainer/Expert Cadre, and the Forum for Youth Investment and Schools Out Washington.
- Provide support for training stipend, and travel expenses to provide training outside their organization as requested by OSPI, coordinated through SOWA
- Provide support for the local PQA Assessment and Implementation Teams with regular communication, coordination of training and technical assistance, and facilitation of PQA Learning Community Meetings.

**Participating Local 21<sup>st</sup> CCLC Program or Organization**

- Designate a staff person to be a part of the PQIP Trainer/Expert cadre to provide training and technical assistance for WA 21<sup>st</sup> CCLC Programs using the Youth Work Method Training Modules.
- Allow designated staff as an YPQA Trainer/Expert cadre member paid time or time off to perform duties involved in the YPQA work.
- Allow designated staff to provide training locally to build program capacity.

**Participating Program/Organization Staff**

- Represent the WA 21<sup>st</sup> CCLC YPQI Network in a professional manner.
- Pre-requisite training includes PQA Basics, and Planning with Data, and some Youth Work Methods Trainings.
- Complete the Forum for Youth Investment Youth Work Methods prerequisites and TOT training to be certified.
- Provide training for at least two Youth Work Methods events inside their own organization/ program, or other 21<sup>st</sup> cclc programs, with coordinated through Schools out Washington.
- Notify OSPI of any trainings being provided outside your program.
- Complete the David P. Weikart Center training evaluations and submit to OSPI for all training events.
- Fulfill training and technical assistance reporting, and reimbursement requirements in a timely manner.
- Participate in monthly trainer/expert cadre meetings; videoconference or phone conferences.

**Approximate Expected Time Commitment**

	Trainer
Training:	Five weeks online training (4-8/hours/week) plus three days Youth Work Methods Training of Trainers
Quality Trainer:	Four 2-3 hour Youth Work Methods workshops/year (approximately 3 days/year), eight 1 hour virtual cadre meetings, and two in person meetings per year

**LIFE OF AGREEMENT**

This agreement shall continue from October 1, 2016 to September 30, 2019. . It may be terminated earlier by a 30-day written notice from either party for cause. Cause includes, but is not limited to, a change in state, or federal directive, program duration, trainer employment, etc.

**SIGNATURES**

These responsibilities are agreed to by the following authorized signatories.

**OSPI State 21st CCLC Youth Program Quality Intervention Staff:**

Name (Print) \_\_\_\_\_ Title \_\_\_\_\_

Signature of OSPI 21st CCLC Program Supervisor \_\_\_\_\_

Date \_\_\_\_\_

**Participating Local 21<sup>st</sup> CCLC Program Staff:**

Name (Print) Angele Prater Title/Position Asset Event Coordinator

Signature of Local 21<sup>st</sup> CCLC Staff Participating [Signature]

Date 1/13/17

**Participating Program/Organization/Administrator/Supervisor**

Name (Print) \_\_\_\_\_ Title \_\_\_\_\_

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_



USER

Fc

# Search Results

## Current Search Terms: **ospi\***

**Notice:** This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

**No records found for current search.**

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WWW4

**Note to all Users:** This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.





USER

FC

# Search Results

**Current Search Terms: office\* of the\* superintendent\* of publi**

**Notice:** This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

**No records found for current search.**

**Global**

**Search**

**Results**

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**Search**

**Filter**

By Re

Status

By Re

Type

SAM | System for Award Management 1.0

IBM v1.P.60.20161222-1237

WWW4

**Note to all Users:** This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



## Contract Coversheet (Non-Federal) Request Board Approval

Please submit this form with your unsigned contract to Denise Watson at least 3 weeks before the scheduled School Board meeting. Upon attorney review and approval (if necessary), Les will submit the contract to the Superintendent's office, where it will be included on the agenda for School Board approval.

**All contracts require school board approval.**

The only authorized signatures on a contract are Brian Fiones, Jon DeJong, Les Vandervort, or the School Board.

Date	New or Renewal or Revision	Agency	Purpose	Amount	Contract Start Date & End Date	Staff Person Responsible for Contract	Approved by Les?	PO Required?	Attorney Review Required?
02/10/17	New	Identity Automation	Full system management for all directory services and skyward integration with District requirements	Prorated 16-17 \$18,188.27 Annual 17-20 \$36,080.00  <b>Budget Code</b>  0179 27 5090 000	1 Mar 2017- 31 Aug 2020	<u>David Yancey</u>  I have read this contract and recommend it for board approval.  Initial <u>10 Feb 17</u> Date		Yes	This is decided at the district office.

**Agency Contact Information (who & where contract needs to be mailed to for signing):**

Agency Name Identity Automation  
 Attention: Eric Capistran  
 Street address or PO Box 8833 N Sam Houston Pkwy W  
 City, State, Zip Code Houston, TX 77064  
 Email Address ecapistran@identityautomation.com  
 Phone Number (509) 664-3865 x10265

**Contract Details (Give a brief description of the contract):**

If this is a revision, what has changed?

1. RapidIdentity's unified identity management platform will provide a streamlined Single Sign-On to all district applications. 2. Total Roster will integrate roster data from Skyward into 10 cloud applications such as Clever, McGraw Hill, Front Row, Pearson, Discover Ed, Follett Destiny, Moodle, HMH, Career Cruising, & Avant Stamp. Eliminating the need for on-premises skyward reports and scripting. 3. Features are Single Sign-On, Time-Based Access Expiration, Multi-Factor Authentication, Comprehensive Identity Governance & Compliance, External User Support, End-User Self-Service, Automated Provisioning and Monitoring.

**Be sure to follow state bid requirements as outlined in RCW 28A.335.190**

Reviewed by Attorney \_\_\_\_\_

Signature

Requires Edits? \_\_\_\_\_



**IDENTITY  
AUTOMATION**

## QUOTE DETAIL & SERVICE SCOPE

# TABLE OF CONTENTS

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1.	Overview	3
2.	Quote Line Items and Definition	4
3.	Appendices	6
	a) Software Support SLA	
	b) Implementation	
	c) Order Form	



# OVERVIEW

---

Thank you for considering Identity Automation!

Identity Automation is a rapidly growing supplier of identity and access management products. Identity Automation products are developed in house, and provides best in class support for their products and services. All Identity Automation support and development staff are based in the United States.

This document serves to provide you a detail of the items you have been quoted.

This document refers to the quote I have provided you.

The referring quote for this document is: **00000962 & 0001200**

Please feel free to contact me at any time if you have any questions, concerns, or need clarification on any of the items detailed here.

## How do we Proceed?

- To execute on this quote, please sign off on the order form, and provide a Purchase Order for the items provided in your Quote.
- Purchase Orders and Signed Order Forms can be sent to: [sales@identityautomation.com](mailto:sales@identityautomation.com)

Thank you again for considering Identity Automation, and I look forward to working with you on ensuring you have a smooth and successful implementation of the most comprehensive identity and access management product line in the market.

Eric Capistran  
SLED Account Executive – Western US and Canada  
281-220-0021 ext 4020  
[ecapistran@identityautomation.com](mailto:ecapistran@identityautomation.com)



# QUOTE LINE ITEMS AND DEFINITION

---

## Quote Number: 00000962 & 0001200

- RAPIDIDENTITY CORE EDITION
- Total Roster

### RAPIDIDENTITY CORE EDITION

RapidIdentity Core delivers identity life-cycle management for your users into key production systems, including directory services and email platforms. User creations, placement, attribute updates, OU moves, group memberships, renames, disables, and deletes become fully automated. On top of this delivery is a portal for password self-service and recovery, profile self-service, as well as delegated user management. RapidIdentity Core includes features for Web Application User Life-Cycle Management, as well as Web Single Sign-On through a Browser Dashboard.

- Identity Life-Cycle Management for Core Systems
  - Authoritative Sources (Text or Database Feeds)
  - Active Directory or eDirectory
  - Supported Email Systems\*
  - Web Service, and ETL/EAI via Test and Database Feeds
- Role Based Access Controls
- Password Self-Service
- Delegated User Management
- Web Single Sign-On

\* Exchange, Google, Office365, Lotus Notes, and Groupwise

Your RapidIdentity Platform includes a Best Practice Implementation. Please see Appendix B for details on this delivery.

### A) LICENSED COMPONENTS

#### Portal Modules

- Profiles
- Roles
- Applications
- Reporting
- Dashboard

#### Connect Adapters

- AD/LDAP
- Text
- Database
- Supported Email\*
- Web Services

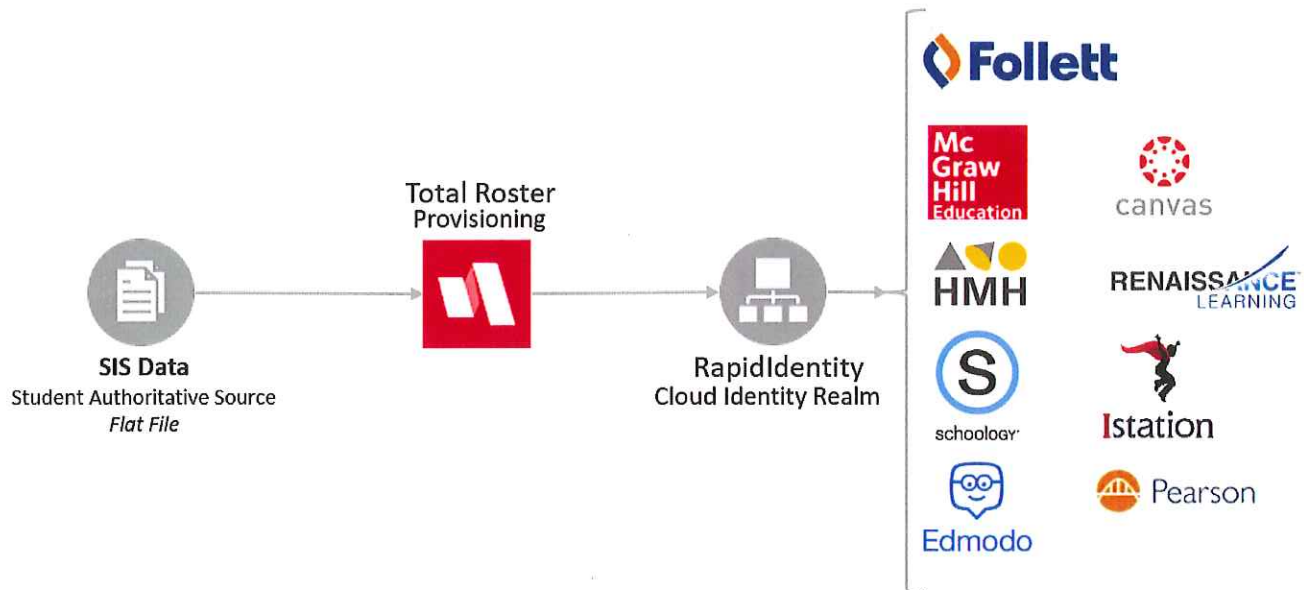
#### Supported Authentication Methods

- Passwords (Cloud)
- Security Questions (Cloud)
- TOTP (Cloud)

\* Exchange, Google, Office365, Lotus Notes, and Groupwise

## Total Roster

Quantity Purchased: 1 (Up to 10 Cloud Roster Systems)



Each listed quantity of RapidIdentity-as-a-Service with Total Roster on the provided quote supports user and roster integrations for up to 10 target curriculum delivery applications.

The TotalRoster Service will perform the following deliverables:

1. Parse Course and User Information from SIS Data
2. Integrate User and Roster Data to Cloud Applications as directed by the customer
3. Sample Integrations Include, but are not limited to:
  - a. McGraw Hill
  - b. Holt McDougal Harcourt
  - c. Pearson
  - d. DiscoverEd
  - e. Follett Destiny
  - f. RenaissanceLearning
  - g. iStation
  - h. Accelerated Reader
  - i. MyBigCampus
  - j. Canvas
  - k. Schoology
  - l. Edmodo
4. System Integrations will Synchronize on a scheduled basis, as dictated by the customer, and availability of new data.

# APPENDICES

## APPENDIX A: SUPPORT SLA

### Standard Support

Standard Support is available to all current software subscriptions of RapidIdentity.

#### Included With Standard Support

1. Access to the Identity Automation Knowledge Base, to Include:
  - RapidIdentity Administration Guides
  - RapidIdentity User Guides
  - RapidIdentity Training Videos
  - RapidIdentity API Guides
2. Ability to Open Support Tickets
3. Ability to Pose Questions on RapidIdentity to the Customer Forums

### Opening a Support Ticket

Support Tickets can be initiated through the customer portal (<https://my.identitymgmt.net>) and by clicking on the Support Icon, or by emailing [support@identityautomation.com](mailto:support@identityautomation.com). You may also dial (877) 221-8401 and choose Option 4 for Help Desk

### Applications



### What Constitutes a Support Ticket

- General Troubleshooting of RapidIdentity related workflows and configuration
- Applying a Version Upgrade or Patch
- How-to type of questions with personalized instruction
- System wide issues

## Non-Ticket Support

The customer is encouraged to leverage our user forums for all questions on the RapidIdentity platform:  
<https://forums.identitymgmt.net/questions>

## Support Requirements

In order to receive the best possible support from an Identity Automation Support Engineer please be prepared to provide our support staff with the following:

- VPN Account with Access to the RapidIdentity Appliances and access to source and target systems
- IP addresses and DNS names of source and target systems
- Detailed description of the issue including example users or groups affected

## Support Response Times

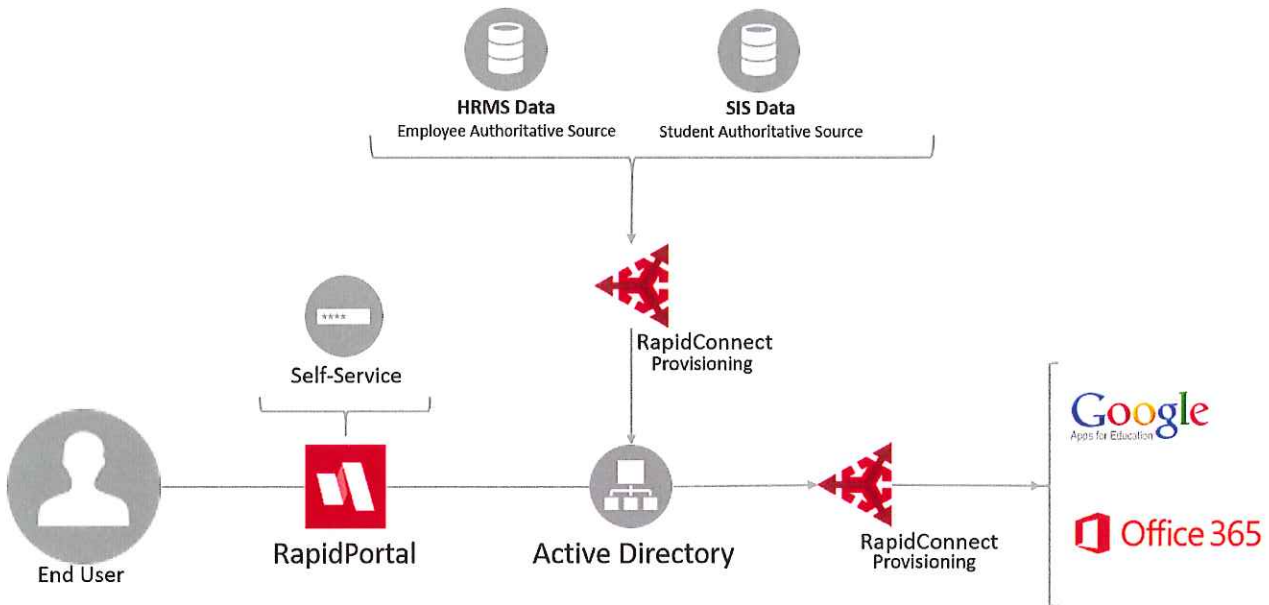
Severity	Standard Support	Priority Support	Premium Support
<b>1 (Blocker)</b> The entire system is down and all users are impacted	2 business hours (After hours issues will be responded to the next business day)	1 business hour   2 hour response after hours (24x7x365)	15 minutes   1 hour response after hours (24x7x365)
<b>2 (Critical)</b> A large subset of users are impacted OR an entire connected system is down	4 business hours	2 business hours	30 minutes   2 hour response after hours (24x7x365)
<b>3 (Major)</b> A small subset of users are impacted	1 business day	4 business hours	2 business hours
<b>4 (Minor)</b> A Single user is impacted OR a request for functionality change	2 business days	1 business day	4 business hours
<b>5 (Trivial)</b> How-to questions, adding functionality, SSO enabling a new application	3 business days	2 business days	1 business day



## APPENDIX B: IMPLEMENTATION

### RAPIDIDENTITY CORE IMPLEMENTATION

RapidIdentity Implementation Logical Diagram



**Estimated Implementation Time: 6 Weeks**

#### Best Practice Implementation

Your purchase of the RapidIdentity Platform from Identity Automation provides you with an Express Install and Implementation of your solution. Implementations are designed to deliver against industry standard use cases, and in alignment with security best practices.

Identity Automation engineers will provide best practice suggestions for the implementation. These will apply to OU Structure, GPOs, Administration Policies, Adoption Strategies, etc.

Should the customer have a requirement outside of the standardized best practice implementation, those requirements will be captured separately, and a quote for professional services, along with a Statement of Work, will be provided to the customer.



## **ASSESSMENT AND DESIGN PHASE**

During the assessment, the systems targeted for integration will be reviewed, and requirements for integration will be documented. The customer will provide Identity Automation resources with insight into business processes in order to automate the system integration in alignment with customer business rules. The requirements will be drafted into a design document which will illustrate workflow automation, data dependencies and schema mappings, required data transformations (derivations, concatenations, etc.) and business logic. The Design Document will undergo a customer review and validation, and will serve as the execution requirements for all engineering tasks. The Design Document will additionally serve as the shell document for User Acceptance Testing (UAT).

### **Customer Tasks During the Assessment and Design Phase**

1. Participate in Business Process Interviews
2. Provide Identity Automation with Appropriate Technical Contacts for Systems Targeted for Integration
3. Review Identity Automation Design Document
4. Approve Identity Automation Design Document: Sign Design Document

### **Customer Resource Allocation During the Assessment and Design Phase**

- Project Manager 8 Hours
- System Admin 24 Hours
- Business Process Holder 4 Hours Each

### **Identity Automation Tasks During the Assessment and Design Phase**

1. Interview Business Process Holders
2. Document Account Management Workflows
3. Review Authoritative Source Data
4. Review Target Systems (Active Directory and Email)
5. Generate Design Document
  - a. Review Design Document with Customer's Project Manager
  - b. Gain Approval from Customer on Design Document

## BUILD PHASE

During the Build Phase, the Identity Automation Engineer will begin configuring the RapidIdentity Solution to the customer approved Design Specifications. Each integration will undergo Unit and System Testing throughout the Build Cycle. Build Activities will be performed directly in the customer's RapidIdentity Appliances.

### Customer Tasks During the Build Phase

1. Provide Unit and System Test Validations as Requested by Identity Automation Engineer

### Customer Resource Allocation During the Build Phase

- Project Manager 2 Hours per Week
- System Admin 2-4 Hours Per Week
- System Owners 1-2 Hours Per Week

### Identity Automation Tasks During the Build Phase

1. Execute on Customer Approved Design Document
  - a. Build retrieval of Authoritative Source Data
    - i. Accounts for up to Two Sources of Authority for User Population
      1. Example Sources
        - a. HRMS
        - b. SIS
        - c. Financial/Payroll
      - b. Build User Life-Cycle Management process flows
        - i. **Target: Active Directory | Source: Authoritative Source Data**
          1. New User Creation Workflow
            - a. Generate Username as Defined by the Design Document
            - b. Populate Attributes as Defined by the Design Document
            - c. Placement into OU as Defined by the Design Document
            - d. Generate Password as Defined by the Design Document
          2. Existing User Update process flow
            - a. OU Moves as Defined by the Design Document
            - b. Attribute Updates as Defined by the Design Document
            - c. Renames as Defined by the Design Document (SEE RENAME SECTION)
            - d. Account Disable as Defined by the Design Document
            - e. Account Deletions as Defined by the Design Document (SEE DELETIONS SECTION)
        - ii. **Target: Google Apps | Source: Active Directory**
          1. New User Creation process flow
            - a. Generate Username as Defined by the Design Document
            - b. Populate Attributes as Defined by the Design Document
            - c. Placement into OU as Defined by the Design Document
            - d. Synchronize Password from AD as Defined by the Design Document
          2. Existing User Update process flow
            - a. OU Moves as Defined by the Design Document
            - b. Synchronize Password Changes from AD
            - c. Attribute Updates as Defined by the Design Document
            - d. Renames and Email Alias Assignment as Defined by the Design Document (SEE RENAME SECTION)
            - e. Account Disables as Defined by the Design Document
            - f. Account Deletions as Defined by the Design Document (SEE DELETIONS SECTION)
        - iii. **Target: Office365 OR Exchange | Source: Active Directory**
          1. New User Creation process flow
            - a. Generate Username as Defined by the Design Document
            - b. Assign License File as Defined by the Design Document
            - c. Populate Attributes as Defined by the Design Document
            - d. Synchronize Password from AD as Defined by the Design Document
          2. Existing User Update process flow

- a. OU Moves as Defined by the Design Document
- b. Synchronize Password Changed from AD as Defined by the Design Document
- c. Attribute Updates as Defined by the Design Document
- d. Renames and Email Alias Assignment as Defined by the Design Document (SEE RENAME SECTION)
- e. Manage License File Assignments as Defined by the Design Document
- f. Account Disables as Defined by the Design Document
- g. Account Deletions as Defined by the Design Document (SEE DELETIONS SECTION)

**iv. Target: 2 Customer Designated Web Applications | Source: Active Directory**

- 1. New User Creation process flow
  - a. User creations governed by Design Document and the API Capability of the Target System (RESTful or Text)
- 2. Existing User Update process flow
  - a. User creations governed by Design Document and the API Capability of the Target System (RESTful or Text)
  - b. User Disable or Deletion process flow
  - c. User creations governed by Design Document and the API Capability of the Target System (RESTful or Text)

**v. RapidIdentity Portal Configuration**

- 1. Profile Module
  - a. Configure up to Two Password Complexity Policies
  - b. Configure up to Two Challenge Policies for Self-Service Password Reset
  - c. Configure up to Two Delegation Views
  - d. Demonstrate Policy Configuration to Customer
- 2. Roles Module
  - a. Configure up to Five Custom Dynamic Inclusion Filters including:
  - b. Configure Birthright Group Memberships as Defined by the Design Document
  - c. Accounts added to birthright groups upon creation
  - d. Accounts removed from groups upon changes defined in design document
  - e. Synchronization to Google and Office 365
  - f. Synchronize Flagged AD Groups as Defined by the Design Document
  - g. Demonstrate Policy Configuration to Customer
  - h. Demonstrate Existing Group Import Process
- 3. Login Page
  - a. Apply Customer Logo
  - b. Apply Customer Colors
  - c. Demonstrate Login Page Configuration to Customer



## TEST PHASE

During the Test Phase, the Identity Automation Engineer will draft user acceptance testing criteria, and will demonstrate each component of the solution. The goal of the test phase is to conduct user acceptance testing with the customer assigned resources, and gain customer acceptance on each test scenario. Should any workflow fail UAT, the Engineer will remedy, and return to the customer for another test validation. This will repeat until all solution components are customer validated.

### Customer Tasks During the Test Phase

1. Provide User Acceptance Test Validations as Dictated by the Constructed UAT Scenarios

### Customer Resource Allocation During the Test Phase

- Project Manager 4 Hours
- System Admin 24 Hours
- System Owners 4 Hours Each

### Identity Automation Tasks During the Test Phase

1. Generate User Acceptance Test (UAT) Plan
  - a. Design Document to Serve as UAT Framework
  - b. Customer Item: Customer to sign off on UAT Plan**
2. Perform Unit Testing on Built Workflows
3. Perform System Testing on Built Workflows
4. Execute on UAT Plan with Customer
  - a. Customer Item: Customer to Sign UAT Completion Form**

## DEPLOYMENT PHASE

During the Deployment Phase, the Identity Automation Engineer will enable RapidPortal Components for Production Use Cases, and Schedule RapidConnect Actions to Occur at Customer Design Validated Intervals. The Engineer will be available for any production issues that arise for 60-days after deployment, after which time the customer will be directed to Identity Automation Support.

### Customer Tasks During the Deployment Phase

1. Validate Product Deployment Items

### Customer Resource Allocation During the Deployment Phase

- Project Manager 2 Hours
- System Admin 8 Hours

### Identity Automation Tasks During the Deployment Phase

1. Solution Actions Scheduled in Production as defined in the Design Document
  - a. Actions may be scheduled and put on hold to allow customer to self-enable them when ready
2. No staged deployments
  - a. Product is considered deployed when actions are scheduled either in an active state or on hold

## PROJECT CLOSE-OUT

The customer will review the delivered project with their assigned Account Manager. Customer will receive Design Documentation, Runbooks, and will be brought on board with the following items:

- Review Support Options
- Online Customer Resources
- Review Training Options Available



## **RENAMES -- Two options are available:**

### **Option 1: Forced Change**

- Immediate detection of name element changes keyed off of change in authoritative source data
- Username/login name/UPN/Email Address immediately changed and synchronized to Google and Office 365
- No staging, no approval
- Email notification sent to designated distribution list of name change

### **Option 2: Manual Change**

- Immediate detection of name element changes keyed off of change in authoritative source data
- Email notification sent to designated distribution list of pending name change
- Customer technology administrator will need to manually execute name change action in system to rename account and synchronize changes to Google/Office 365
- Email report will be produced and sent to Customer Technology Administrator with accounts that were renamed including identifiable information and new username/email address

## **DELETIONS -- Two options are available:**

### **Option 1: Accounts are Never Deleted**

- Recommended to avoid reusing previous usernames or email addresses

### **Option 2: Timed Deletion**

- Provides the customer with a configurable value that can be set by the customer for number of days between disabling of account and deletion of account
- Deletion process will run nightly and only delete accounts where the number of days between disable date and current date is equal to setting
- Will apply to all managed/synchronized accounts

# APPENDIX C: ORDER FORM

Effective Date: March 1<sup>st</sup> 2017

<b>Subscription Fees and Term</b>	
Initial term of this Order Form (Term): [ 36 ] months	
<b>Auto Renewal:</b> Subscription Term of an Order Form shall automatically renew for additional 3-year terms, unless either party gives the other written notice of non-renewal at least 90 days prior to the end of the relevant Subscription Term.	

			<b>Extended Costs</b>			
			<b>Pro-Rated Term</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>SKU Item</b>	<b>Qty.</b>	<b>Unit Cost</b>	3/1/17 - 8/31/17	9/1/17 to 8/30/18	9/1/18 to 8/30/19	9/1/19 to 8/30/20
RapidIdentity Core	1100	\$28.00	\$13,197.59	\$26,180.00	\$26,180.00	\$26,180.00
Total Roster	1100	\$9.00	\$4,990.68	\$9,900.00	\$9,900.00	\$9,900.00
<b>Total Cost</b>			\$18,188.27	\$36,080.00	\$36,080.00	\$36,080.00

<b>Governing Agreement</b>	
<ul style="list-style-type: none"> <li>▪ <b>Governing Agreement:</b> This order is governed by the terms of the Software License and Subscription Agreement ( <a href="https://confluence-prd.identitymgmt.net/display/RID42GUIDES/User+License+Agreement">https://confluence-prd.identitymgmt.net/display/RID42GUIDES/User+License+Agreement</a>) between the parties dated <u>March 1<sup>st</sup>, 2017</u> (Effective Date).</li> <li>▪ <b>Changes:</b> All changes to this order must be in writing signed by both parties to be enforceable.</li> <li>▪ <b>Entire Agreement:</b> This order and the Agreement are the final agreement between the parties, and supersede all prior and contemporaneous agreement, representations and understanding, with respect to this subject matter.</li> <li>▪ <b>Defined Terms:</b> All terms not defined in this order, have the defined meanings in the Agreement.</li> </ul>	

<b>Accepted By</b>	<b>Accepted By</b>
Customer: <b>Wenatchee Public Schools</b>	<b>Identity Automation, LP</b>
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____



**IDENTITY  
AUTOMATION**

Contact Sales: [sales@identityautomation.com](mailto:sales@identityautomation.com)

Contact Support: [support@identityautomation.com](mailto:support@identityautomation.com)

Other information: [info@identityautomation.com](mailto:info@identityautomation.com)

Toll Free: 877-221-8401

Voice: 281-220-0021

Fax: 281-817-5579

Corporate Headquarters:

8833 N. Sam Houston Pkwy. W.

Houston, TX 77064

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**INSTRUCTIONS/CONTENTS**

Please use this workbook to answer questions regarding your current configuration. If you have any questions or do not understand what is being asked, please make a note of it in the "Answer" field for each question.

**TABLE OF CONTENTS**

SHEET NAME	PURPOSE
Team List	Identifies all stakeholders in the project
General	Basic questions
Source Data for Employees	Questions relating to your existing Human Resource Management System - NOTE: If there is more than one HRMS, please duplicate the tab
Source Data for Students (Education Customers)	(Education Customers) Questions for your existing Student Information System
Source Data for External Accounts	External Accounts (contractors, vendors, partners, parents, guardians, etc.)
Active Directory	Questions pertaining to your current and / or future Active Directory
Office 365	Questions regarding Office 365
Google	Questions regarding Google Apps
eDirectory	Questions regarding eDirectory configuration



IA Project\_Questionnaire F 3\_25\_16 - Team List



CONTACTS & TEAM LIST

Please add your team contact information in the "Customer" table below.

**IDENTITY AUTOMATION**

NAME	TITLE	ROLE	PRIMARY PHONE	ALT. PHONE	EMAIL
Greg Pearson	Service Manager	Project Manager	281-220-0021 x1070		gpearson@identityautomation.com
Eric Capistran	Regional Sales Manager	Sales	832-730-2241 x4020		ecapistran@identityautomation.com

**CUSTOMER**

NAME	TITLE	ROLE	PRIMARY PHONE	ALT. PHONE	EMAIL
Mike Guizzetti	Technical Support Systems	AD, O365, Google Admin	509-630-0589	509-663-8162 x10265	guizzetti.m@wenatcheeschools.org
Dave Yancey	Operational Technology Dir	Network Services, Firewall,	509-293-0390	509 663-8162 x10001	yancey.d@wenatcheeschools.org
Ron Brown	Instructional Technology Dir	One Roster, Curriculum App	509-393-9417	509-663-8162 x10249	brown.r@wenatcheeschools.org
Janet Hill	Information Processing Sp	Student Information Service	509-663-8162 x33240	NA	hill.j@wenatcheeschools.org
Lisa Turner	Executive Director of Human	HR	509-264-1184	509-663-8161	turner.l@wenatcheeschools.org



STUDENT INFORMATION SYSTEM

If project will not be connecting with this system then Ignore this Tab

Q#	QUESTION	ANSWER
1	Do you enter future-dated transactions? If yes, when would a student registration be granted access to systems?	yes, immediately
2	If yes, when would a student registration be granted access to systems?	yes, immediately
3	Do you make corrections to transactions?	yes
4	Are student accounts currently being created?	yes
5	What is the unique identifier in your system for students?	currently Skyward Other ID for most systems
6	Is the unique identifier ever deleted or re-used?	Yes it get's reused (it's been 9 years since one has been reused)
7	Can a student have more than one unique identifier?	no, but students have several types of ID's
8	Is data stored in proper or all upper case strings?	Upper, but we would like them to be proper
9	How many active students do you currently have in the system?	about 8000
10	Do you store legal and preferred names? How are the fields formatted?	yes
11	Do you use non-alpha characters in names?	yes
12	Do you use prefix and/or suffix names (e.g. Ms., Jr.)?	yes
13	Answer only if project scope will include cloud systems or on-premise folders that require course data. Do you track campus assignments, course-section assignments, grade levels and other key values that would be useful for this solution?	yes

StateID (SSID)

IA Project\_ Questionnaire F 3\_25\_16 - Source Data for Students

14	Answer only if project scope will include cloud systems or on-premise folders that require course data. For course assignments, can you provide a unique value or do we need to concatenate values such as course, section, term and period?	yes
15	Can you provide the associated HRMS employee ID or identifier of teachers for the course schedule data associated with students?	yes
16	Is there data available in other systems you would like sent back to the SIS?	possibly
17	Are there any known data cleansing issues?	yes
18	Do you have the ability to validate state reporting data elements prior to submission?	yes
19	What is your process for new student registration?	Students/parents complete an enrollment packet that includes a registration form. The office managers then enter the information into the SIS.
20	What is the process for registration cancellation?	<p>Cancellation depends on whether student has attended in the past...</p> <p>a. If the student has attended that building, the enrollment information is deleted, but the student remains in the system with historical data.</p> <p>b. If the student has not attended in that building, they are deleted from the building.</p> <p>c. If the student has not attended in that building or anywhere else in the district, they are deleted from the entire district.</p>
21	What is the process for de-registration?	<p>Students who withdraw can be withdrawn</p> <p>a. By the parent phoning or entering the building and telling us the student is moving.</p> <p>b. By a records request from the new school building/district.</p>
22	What is the process for returning students?	Students returning will fill out a new registration form just as if they are new to the building. We are required to have a original signature and original date for each new enrollment.
23	What is the process for campus transfers?	Students who are shared between buildings will complete registration information at each location, and the staff will input the information into the SIS. Students are shared between several locations throughout the year including some middle schools students may attend a class at the high school.
24	Can a student be assigned to more than one campus?	As stated in the previous question, a student may be shared between several locations.
25	What is the name and version of the system being used?	Skyward, ver 05.16.10.00.06
26	What database and version does the system utilize?	SQL
27	What platform does the system run on?	Skyward
28	Is the system using external authentication?	No

IA Project\_Questionnaire F 3\_25\_16 - Source Data for Students

29	Are there any additional comments, risks, assumptions or issues that we should be aware of for this project?	No
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IA Project\_Questionnaire F 3\_25\_16 - Source Data for Employees



HUMAN RESOURCE MANAGEMENT SYSTEM

If project will not be connecting with this system then Ignore this Tab

Q#	QUESTION	ANSWER
1	Do you enter future-dated transactions? If yes, should new hires be provisioned immediately or on their start date?	Yes, Immediately
2	Do you make corrections to transactions?	Yes
3	What is the unique identifier in your system for person records?	AlphaKey but needs to change to unique ID
4	Are unique identifiers ever deleted or re-used?	Yes but needs to change to unique ID
5	Can an employee have more than one unique identifier?	no
6	Is data stored in proper or all upper case strings?	Upper
7	Can employees have more than one position?	yes
8	Do you have non-employee person records in the system?	Yes
9	If so, how are they identified?	by type
10	How many active employees & non-employees exist in the system currently?	1,260
11	Do you store network logins, email or other pieces of information that is owned by I.T.?	AD is local
12	Do you store legal and preferred names? How are the name fields formatted?	No but would like to
13	Do you allow non-alpha characters in names?	Yes
14	Do you use personal titles and/or generational qualifiers (e.g. Mr., Dr., III, Jr.)? Where are they stored?	Yes, skyward field
15	Does this system maintain values for jobs, locations, departments or other position related information? Describe these values and provide a list of the codes and descriptions in a separate document.	Not currently but are working on adding it in and would like to use it
16	Are there any known data cleansing issues?	yes
17	What is the process for new hires?	Add new employee, or update from a guardian or emergency contact. If a student, they get new record from us.

IA Project\_Questionnaire F 3\_25\_16 - Source Data for Employees

18	What is the process for involuntary termination?	end on date of termination
19	What is the process for voluntary termination (e.g. resignation, retirement)?	1 day after termination date
20	Do terminated employees require any system access after termination?	no
21	What is the process for re-hires?	re-activate if still in system
22	What is the process for extended leave (e.g. leave of absence, medical leave, etc.)?	all handled by payroll
23	What application are you running and what is the currently deployed version?	Skyward, ver 05.16.10.00.06
24	What is the database and the currently deployed version?	Skyward (SQL)
25	Is the application using external authentication?	NCESD AD Authentication
26	Are there any additional comments, risks, assumptions or issues that we should be aware of for this project?	social security number security



**GENERAL QUESTIONS**

Q#	QUESTION	ANSWER
1	Do you currently have a single directory service that holds all of your users?	No. all but one building in the district use wsd.k12.wa.us, all c
2	In case it is recommended, does your Microsoft licensing allow you to stand up a new Active Directory instance to act as a metadirectory?	Yes
3	Do you currently maintain a Development/Test environment for all connected systems? If not, could this be done and what is the lead time?	No
4	Do you employ staff that fully understand the business processes and technical implementations for all connected systems?	Yes
5	Do you have a technical support contract with the vendors of the connected systems?	Yes
6	Do you have access to API or Support Knowledgebase information for the connected systems?	Yes



If project will not be connecting with this system then ignore this Tab

Q#	QUESTION	ANSWER
1	Is this a single forest, single domain AD implementation? If not, please describe the layout.	Yes
2	What is the name of your AD domain(s)?	wsd.k12.wa.us, wvtsc.wsd.k12.wa.us
3	What is the current Windows environment (e.g. Windows 2003, Windows 2008)?	2012 R2
4	What servers are domain controllers?	WSDAD01; WSD545AD01
5	What server is the schema master?	WSDAD01
6	What other services/software are linked with the directory (e.g. Email, File & Print)?	Print Server, WebHelpDesk, O365/Google Email, FileServer, SQL, Backup
7	If applicable, describe the domain model (e.g. Multiple domain trusts, Multiple trees).	N/A
8	What is the OU structure for the directory? Most importantly what OU objects store user and group objects to be managed by solution?	OU=Staff,DC=wsd,DC=k12,DC=wa,DC=us OU=Student,DC=wsd,DC=k12,DC=wa,DC=us OU=Staff,OU=DisabledUsers,DC=wsd,DC=k12,DC=wa,DC=us OU=Student,OU=DisabledUsers,DC=wsd,DC=k12,DC=wa,DC=us OU=DISTRIBUTION,OU=GROUPS,DC=wsd,DC=k12,DC=wa,DC=us OU=SECURITY,OU=GROUPS,DC=wsd,DC=k12,DC=wa,DC=us
9	What determines placement in different OU's?	staff vs student, active vs disabled, distribution group vs security or google non-person user
10	What determines where home directories are created?	not currently configured
11	Approximately how many user and group objects exists in the directory?	10028 - Students 1436 - Staff 162 - Disabled Staff 937 - Disabled Student 82 - Distribution Groups 123 - Security Groups/Google non-person user
12	What user types, other than employees, are maintained in the directory?	Students, service, & Google non-person user
13	How are they distinguished from one another?	OU & Groups
14	What attributes are currently populated for existing users?	cn, company, description, displayname, distinguishedname, employeeid, employeenumber, givenname, l, mail, name, physicaldeliveryofficename, postalcode, proxyaddresses, samaccountname, sn, st, streetaddress, title, userprincipalname, wwwhomepage





If project will not be connecting with this system then ignore this Tab

Q#	QUESTION	ANSWER
1	Is this a single forest, single domain AD implementation? If not, please describe the layout.	Yes
15	Are there plans to upgrade domain controllers in the near future?	We currently have a central Server. We may expand to have one server in each building.
16	Explain any known data cleansing issues that exist in the environment today.	samaccountname is currently based off Alphakey in Skyward, however we have learned this is not a static key, if a person has a namechange then it creates a new alphakey. Google Account names we created before AD was in place, therefor AD username and Google user names do not match.
17	Do values for CN and sAMAccountName currently match in the directory?	mostly, there are a few that are off.
18	Who are the network administrators responsible for managing user and group objects?	Mike Guizzetti
19	What is the business process for adding new users?	Users must be entered into Skyward, be active, and have an @wenatcheeschools.org email address in their Skyward profile.
20	What is the standard syntax for derived attributes (e.g. CN, sAMAccountName, userPrincipalName, displayName and mail)?	CN, sAMAccountName = Skyward Alphakey UserPrincipalName, mail = Alphakey@wsd.k12.wa.us DisplayName = First Last
21	What is the preferred pattern for creating unique usernames?	Open to suggestions
22	What attributes are typically populated when accounts are created?	Name, displayName, givenName, surName, Description, Title, EmployeeNumber, EmployeeID, AccountExpiration, StreetAddress, Office, MemberOf, EmailAddress, proxyAddresses, Homepage, City, State, PostalCode, Company, SamAccountName, userPrincipalName, CN
23	What is the initial password for new accounts?	randomly generated
24	What attributes are not currently getting populated that you would like to see in this solution?	Title, Office Phone, Department, Manager. This is something that needs to be updated in Skyward, Data not currently available.
25	What is the process for disabling user accounts?	When an employee/student is marked inactive in skyward or they are not assigned an email address in skyward they will be disabled in AD.
26	What is the process for deleting user accounts?	Accounts are currently not deleted
27	What is the process for renaming user accounts?	accounts are currently named the same as the alphakey



If project will not be connecting with this system then ignore this Tab

Q#	QUESTION	ANSWER
1	Is this a single forest, single domain AD implementation? If not, please describe the layout.	Yes
28	What is the process for moving user accounts?	account location is based off staff/student & active/disabled status.
29	What attributes are owned by the directory?	N/A
30	Are there attributes in the directory that, if changed, you want written back to their previous value?	N/A
31	What are the current password policies in the directory?	Minimum password length 8 characters Password must meet complexity requirements Enabled
32	Are user objects in the directory currently populated with a distinguishing attribute (e.g. employee ID, student ID)?	Students Yes (EmployeeNumber = Student #), Staff No
33	Do you maintain a separate directory for a test environment? If not, what is the lead time to build a test environment that mimics production?	Yes, it's not currently 100% identical but it can be very easily.
34	Do you have issues with extending the schema of the directory?	no
35	Do you have issues with installing password filters on your domain controllers for capturing password changes?	no
36	Do you have a formal change management process that affects changes to the directory?	no
37	How much lead time is required for getting a change window?	1 day
38	What backup and recovery procedures do you currently have in place for the directory?	none
39	Do you have a maintenance schedule for making changes to the directory?	small changes anytime, large changes, after hours or weekend/holidays.



**ACTIVE DIRECTORY**

If project will not be connecting with this system then Ignore this Tab

Q#	QUESTION	ANSWER
1	Is this a single forest, single domain AD implementation? If not, please describe the layout.	Yes
40	Are there any other items related to comments, risks, assumptions or issues that we should be aware of regarding the directory?	no
41	Do you have a formal change management process that affects changes to the directory?	no



OFFICE 365

If project will not be connecting with this system then Ignore this Tab

Q#	QUESTION	ANSWER
1	What domains are associated to your Office 365? [Production, Dev, Test]	<u>wsd.k12.wa.us</u>
4	Are there Office 365 groups associated with these domain(s)?	yes
5	Are there currently sync tools or SSO tools currently in place (i.e. DirSync, ADFS)?	DirSync
6	Does every managed account get an Office 365 account? Are there exceptions?	yes, only staff get email
7	Does the current domain password policy comply with Office 365 password policy of 3 of 4 complexity?	yes
8	Are there currently archive, retention, in place policies in place? for all users?	Yes
9	Are you able to grant Identity Automation an account that has Global Admin access?	Yes
10	Are there license(s) to associate with segments of users (i.e. staff, students, etc)? Are there different active/disabled plans within the user segments (example: based on grade or job code)?	All staff and students get standard by default. Other staff and manually assigned Enterprise. wenatcheeschooldistrict: STANDARDWOFFPACK_FACULTY wenatcheeschooldistrict:ENTERPRISEPACK_FACULTY wenatcheeschooldistrict: STANDARDWOFFPACK_STUDENT
11	Is the Office 365 identity/username the same as sAMAccountName?	O365 username is alphakey@wsd.k12.wa.us sAmAccountName is Alphakey





GOOGLE APPS

If project will not be connecting with this system then ignore this Tab

Q#	QUESTION	ANSWER
1	What domains are associated to your Google Account? [Production, Dev, Test]	wenatcheeschools.org - Production
2	If multiple domains, can accounts move between domains?	n/a
3	Is there organizational information associated with Google accounts (company info, phone, etc.)?	no
4	Are there currently sync tools to provision accounts to Google (i.e. Google Account Directory Sync or Google Sync)?	Google Sync
5	Are you able to grant Identity Automation an account that has Super Admin access?	yes
6	Does every managed account get a Google account? Or are there exceptions?	yes
7	Does the current domain password policy comply with Google's minimum length requirement of eight (8)?	yes
8	Are there Google groups associated with these domain(s)?	yes
9	Provide example of Google Org Unit structure. Does it mimic the AD OU structure?	It does not match: AD: memberof=CN=Abraham_Lincoln_Student, OU=DISTRIBUTION,OU=GROUPS,DC=wsd,DC=k12, DC=wa,DC=us Google: ELEMENTARY/ABRAHAM LINCOLN ELEMENTARY/STUDENT
10	Is the Google username equivalent to the sAMAccountName?	no
11	Is the Developers Console for the IDAuto User Account in Order to establish a successful OAuth Connection?	TBD
12	If AD account is DISABLED, is the related Google account suspended?	yes
13	If AD account is DELETED, can the Google account be deleted?	no



**EXTERNAL USER MANAGEMENT**

If project will not be connecting with this system then Ignore this Tab

Q#	QUESTION	ANSWER
1	What type of external accounts will be managed as part of this project (Parents, Contractors, Customers, Partners, etc.)	Not part of package
2	Is it possible for an external account to become an internal (employee) account? If so, what is the frequency of this occurrence in terms of number of accounts per month.	Not part of package
3	What is the current source of authority for external accounts? If there are multiple kinds of external accounts, what is the source of authority for each account type? For example, if customers are an external account, are those users principally managed in a CRM? If so, which one?	Not part of package
4	For each type of external account, at what point should they be given an account, and in to which internal systems? Please specify for each account type managed. For example, if Partner Accounts, then specify they need access into potentially warehouse, or ordering system.	Not part of package
5	Does access for these external users need to undergo a certification campaign for continued access? Additionally, when should they be removed from access? For example, if a customer, are they removed when they unsubscribe? Describe the business workflow for determining removal of access.	Not part of package

**THIS GROUP OF POLICIES HAVE BEEN APPROVED BY  
FOR REVISIONS BASED ON WSSDA RECOMMENDATIONS**

**6000 Policy Series Review**

**“OK” or “YES” –(means): follow WSSDA’s recommendation**

<b>Policy</b>	<b>Title</b>	<b>Suggested Action</b>	<b>District Recommendation</b>	<b>Rationale</b>
6512	Infection Control Program	Revise	YES	Update in vaccine/immunization terminology, updates from Department of Health, update of shall/will

# MEMORANDUM

## Inventory Surplus

**TO:** Board of Education  
**FROM:** Karen Walters, Director of Accounting  
**DATE:** February 28, 2017  
**SUBJECT:** Declaration of Surplus

The Administration recommends that the items on the attached list be declared surplus and requests authorization to dispose of them.

Building	Quantity	Item
<b>Columbia</b>	5 boxes	Outdate Library Books
	5 boxes	Surplused Library Books
<b>Lewis and Clark</b>	20	Books - Weeded and Surplused
	1	Student Desk
<b>Lincoln</b>	1	Square Box wood with lid and caster wheels
	1	Metal cart with wheels
	1	Metal child's chair
	1	Rolling adult chair
	1	Rolling padded chair
	1	Green cart
	1	Speaker
	1	Record player
	1	Rolling tech cart
	2	Wooden guitars
<b>Washington</b>	1	Art drying rack
<b>Wenatchee High</b>	1	Steel Office Institute: 4-Drawer Vertical File Cabinet
	20	Books
	5	Audio/Video
<b>District Office</b>	14	Wenatchee Learns Mail Boxes
	1	Sharp Desk top Calculator
<b>Technology</b> <i>WHS</i>	10	MacBook 4,1
	2	MacBook 2,1
	24	MacBook 5,2
	2	MacBook 3,1
	1	MacBooks 6,1
	1	MacBook 7,1
	2	Network Cabinet
	2	iMac 4,1
	1	Box Keyboards, Misc.
	1	Mitsubishi Diamond Plus 73 Monitor
	1	No tag: Timeliner Software
	1	No tag:MECA Career Planner
	1	MacBook Pro 4,1
	1	MacMini 1,1
	1	MacBook 3,1
	1	iMac
	1	Mitsubishi Monitor
	2	HP Printer
	2	Doc Cam



# MEMORANDUM

## Inventory Surplus

*Technology*

1 MacData Display  
2 Epson Projector  
1 Box accessories  
1 PowerBook G4  
2 HP Monitor

*Westside*

1 MacBook  
1 HP Office Jet  
1 HP Photosmart  
1 Brother HL  
3 iMac  
2 Emac

# Wenatchee School District Sports Camp/Clinic Application

This application must be completed and approved by the school board prior to the start of any activity including pre-registration. Please include a prior year's camp flyer if you have one.

- |   |  |
|---|--|
| <p>1. Dance Camp</p> <p>3. WHS AppleEttas</p> <p>5. Precision Dance</p> <p>7. July 20, 21, &amp; 22, 2017</p> <p>9. 9th-12th graders.</p> <p>11. 0 male campers</p> | <p>2. Dance Camp for Wenatchee &amp; Eastmont</p> <p>4. Wenatchee High School</p> <p>6. To be provided in brochure</p> <p>8. Many different dance classes available</p> <p>10. \$190/participant</p> <p>12. 25-35 female campers</p> |
|---|--|

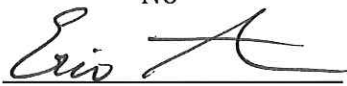
13. Is the insurance/liability statement to the parent/legal guardian included on the pupil registration form?

**Yes**

**No**

Lynsey Loudon

Camp Sponsor Signature



Building Principal Signature



District AD Signature

01-24-2017

Date of Signature

2/22/17

Date of Signature

2/22/17

Date of Signature

## School Board Section

\_\_\_\_\_ Approved

\_\_\_\_\_ Rejected

Reason for Rejection:

\_\_\_\_\_ WSD Administrative Signature

\_\_\_\_\_ Date

# Wenatchee School District Sports Camp/Clinic Application

This application must be completed and approved by the school board prior to the start of any activity including pre-registration. Please include a prior year's camp flyer if you have one.

- |   |   |
|---|---|
| <p>1. <u>Youth Basketball</u><br/>Type of Camp</p> <p>3. <u>WHS GBB</u><br/>Group Sponsoring Camp</p> <p>5. <u>Pat Loftus</u><br/>Name of Clinician</p> <p>7. <u>June 19, 20, 21 (2017)</u><br/>Date(s) of Camp</p> <p>9. <u>Grade 1-5/6-8</u><br/>Age (Grade) of Participants</p> <p>11. <u>N/A</u><br/>Anticipated Number of Male Campers</p> | <p>2. <u>Clinic / Fundraiser</u><br/>Purpose of Camp</p> <p>4. <u>WHS</u><br/>Camp Location</p> <p>6. <u>313 Chapel St / Cashmere, WA</u><br/>Address of Clinician</p> <p>8. <u>3 days AM / PM</u><br/>Number &amp; Types of Sessions</p> <p>10. <u>\$50</u><br/>Cost Per Participant</p> <p>12. <u>40</u><br/>Anticipated Number of Female Campers</p> |
|---|---|

13. Is the insurance/liability statement to the parent/legal guardian included on the pupil registration form?

<p><input checked="" type="checkbox"/> Yes</p> <p><u>Pat Loftus</u> Camp Sponsor Signature</p> <p><u>2/17/17</u> Date of Signature</p>	<p><input type="checkbox"/> No</p> <p><u>Eric [Signature]</u> Building Principal Signature</p> <p><u>2/22/17</u> Date of Signature</p>	<p><u>[Signature]</u> District AD Signature</p> <p><u>2/22/17</u> Date of Signature</p>
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## School Board Section

\_\_\_\_\_ Approved

\_\_\_\_\_ Rejected

Reason for Rejection:

\_\_\_\_\_

\_\_\_\_\_ WSD Administrative Signature

\_\_\_\_\_ Date

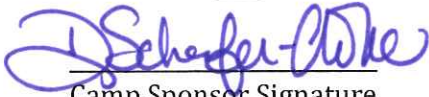
# Wenatchee School District Sports Camp/Clinic Application


This application must be completed and approved by the school board prior to the start of any activity including pre-registration. Please include a prior year's camp flyer if you have one.

- |   |   |
|---|---|
| 1. Cheerleading Camp<br>Type of Camp                            | 2. Learn new stunts and cheers<br>Purpose of Camp           |
| 3. Universal Cheerleader's Association<br>Group Sponsoring Camp | 4. University of Puget Sound<br>Camp Location               |
| 5. Varies<br>Name of Clinician                                  | 6. Varies<br>Address of Clinician                           |
| 7. 6/18/17-6/21/17<br>Date(s) of Camp                           | 8. Full Day-Cheer/Dance/Stunt<br>Number & Types of Sessions |
| 9. 9th-12th grade<br>Age (Grade) of Participants                | 10. \$364<br>Cost Per Participant                           |
| 11. 2<br>Anticipated Number of Male Campers                     | 12. 16<br>Anticipated Number of Female Campers              |
13. Is the insurance/liability statement to the parent/legal guardian included on the pupil registration form?

**Yes**

No







Camp Sponsor Signature

Building Principal Signature

District AD Signature

2/17/17  
Date of Signature

2/22/17  
Date of Signature

2/17/17  
Date of Signature

## School Board Section

\_\_\_\_\_ Approved

\_\_\_\_\_ Rejected

Reason for Rejection:

\_\_\_\_\_  
WSD Administrative Signature

\_\_\_\_\_  
Date





## THE OVERNIGHT CAMP EXPERIENCE

At UCA, cheerleading is our passion and spirit is our game. The most talented staff in the country is ready to infuse that love into you and your squad! Let UCA take you from camp to game day, competitions to special events, instilling leadership skills at every step that last a lifetime. What is not to love about that!



## UCA, SPIRIT LIVES HERE!

- **Game Day Training**—Learn new sidelines and cheers to become the ultimate crowd leaders at your school! You will also be able to take your crowd leading skills to the next level with the NEW interactive Game Day Traditions Class!
- **Squad Credentialing**—Guided by the UCA Staff, squads will learn and demonstrate the Roles of a Cheerleader - Crowd Leaders, Spirit Raisers, Ambassadors, Athletes, and Entertainers! Plus, your squad will receive training in the areas of safety and leadership!
- **Sideline Private Coaching**—Sideline instruction for football or basketball with training on motions, voice, crowd interaction, and more! The UCA staff will personalize offensive and defensive sidelines unique to your squad!
- **Stunt Class**—Take your stunting skills to the next level at UCA camp. Stunt class includes Safety Awareness Testing/Spotting Seminar/Stunt Qualification, daily Stunt Classes, Transition classes, and Elective Classes.
- **Cheer Private Coaching**—Work one on one with the UCA Staff on a personalized cheer just for your squad! Incorporate signs, poms, megaphones, stunts, and more into your customized cheer that you can take home and perform during a Timeout or Pep Rally!
- **Pyramid Class**—Up to three classes, including a Personalized Pyramid Class, training on safety and progressions, UCA Staff Demonstrations, and more! The UCA staff will teach countless pyramid types including structures, braced rolls, braced flips, inversions, and more!
- **Pep Rally**—Celebrate the 2017 UCA Camp Spirit Theme "So Much to Love!" at a fun and interactive "Summer Lovin" Pep Rally on Day 3! Increase pride and enthusiasm at your school by implementing the spirit theme from UCA each day throughout camp. You can then take what you've learned at camp straight to your school! Your team will love the updated pep rally planning class, too!
- **Leadership Training**—The Leadership Training has been expanded, pushing cheerleaders to dig deep and develop their leadership skills! Seniors, captains and underclassman will all experience their own unique session specifically for their roles on the squad! Captains and co-captains will be invited to attend two additional leadership sessions just for them.
- **Xtreme Routine Private Coaching**—UCA Staff helps create an eleven 8-count performance customized to your squad's unique strengths and abilities! You are able to incorporate stunts, jumps, pyramids, and more into this personalized routine.
- **Big Brother / Big Sister**—Spend time with the UCA Staff and work on your own team priorities, plus get special help in achieving your camp goals!
- **Camp Awards**—UCA Camp brings out the best in teams through daily spirit awards, camp wide leadership, tradition awards, and more!

## UCA Camp: Become the Best Cheerleader



# **DISTRICT POLICY**

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## **UPDATES**

**Strategy Four – Balance Change for All  
with Excellence for All**

**Objective 4.1 Continuous Improvement of Service  
Quality**

# WENATCHEE LEARNS

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# STRATEGIES

- *Strategy One - Personalized Learning*
- *Strategy Two – Tapping into the Power of the Community*
- *Strategy Three – Use Best Tools & Resources to Advance Learning*
- *Strategy Four – Balance Change for All with Excellence for All*

**THIS GROUP OF POLICIES/PROCEDURES HAVE BEEN RECOMMENDED BY WSSDA  
FOR REVISIONS & Possible WSD Changes Added**

**2000/3000 Policy Series Review**

Policy	Title	Suggested Action	District Recommendation	Rationale
3131P	In-District Transfer		<b>FYI</b>	Removing the inter-district agreement option for on-line learning.
3122	Excused and Unexcused Absences	Essential	<b>Approve</b>	Requires greater prevention and intervention efforts by the schools.
3122P	Excused and Unexcused Absences		<b>FYI</b>	Specifies the prevention and intervention steps required for both excused and unexcused absences.
3246	Restraint, Isolation and Other Uses of Reasonable Force	Essential	<b>Approve</b>	Meets revisions to WAC392-172 narrowing the use of restraint and isolation for any student.
3246P	Restraint, Isolation and Other Uses of Reasonable Force		<b>FYI</b>	Lots of changes to meet WAC mentioned above.
				Feb 2017



## Excused and Unexcused Absences

Students are expected to attend all assigned classes each day. Upon enrollment and at the beginning of each school year, the district shall inform students and their parents/guardians of this expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the district in regard to truancy, and resources available to assist the student and their parents and guardians in correcting truancy. The district will also make this information available online and will take reasonable steps to ensure parents can request and be provided such information in a language they can understand. Parents will be required to date and acknowledge review of this information online or in writing. ~~School staff will keep a record of absence and tardiness including a call log and/or a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences.~~

### Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. The following principles will govern the development and administration of attendance procedures within the district:

A. The Following are valid excuses for absences:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
3. Family emergency, including but not limited to a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

A. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

B. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

### **Unexcused Absences**

A. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.

B. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.

C. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absences.

D. A conference with the parent or guardian will be held after two unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences.

E. Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

F. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.

G. All suspensions and/or expulsions will be reported in writing to the superintendent within 24 hours after imposition. The superintendent will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents and students annually.

## Students dependent pursuant to Chapter 13.34, RCW

A school district representative or certificated staff member will review unexpected or excessive absences of a student who has been found dependent under the Juvenile Court Act with that student and adults involved with that student. Adults includes the student's caseworker, educational liaison, attorney if one is appointed, parent or guardians, foster parents and/or the person providing placement for the student. The review will take into consideration the cause of the absences, unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues, and the student's unavoidable appointments that occur during the school day. The representative or staff member must proactively support the student's management of their school work.

### Legal References

[RCW 28A.225 Compulsory school attendance and admission](#)

~~[RCW 28A.225.015 Attendance mandatory—Six or seven year olds—Unexcused absences—Petition](#)~~

RCW 13.34.300 Relevance of failure to cause juvenile to attend school to neglect petition  
RCW 28A.225.010 Attendance mandatory – Age – Exceptions

RCW 28A.225.020 School's duties upon child's failure to attend school

RCW 28A.225.023 Youth dependent pursuant to chapter 13.34

RCW – Review of unexpected or excessive absences – Support for youth's school work  
RCW 28A.225.055 Excused absences – Search and rescue activities

WAC 392-400-325 Discipline — Statewide definition of excused and unexcused daily absences

### Cross References

Policy 3120 -Enrollment

Policy 3230 – Student Privacy and Searches

Policy 3240 – Student Conduct Expectations and Reasonable Sanctions

Policy 3241 – Classroom Management, Discipline and Corrective Action

### Management Resources:

[July Policy Issue – 2016](#)

June Policy Issue – 2015

December Policy Issue -2012

Policy News, December 2011 Revision of Excused/Unexcused Definitions

Policy News, June 2001 More Tweaking of Becca Petitions

Adoption Date: 08.11.03

Revised: 12.06; 06.11; 12.11; 03.27.12; 9.11.12, 9/15, ??/17

## Procedure 3122P

### Excused and Unexcused Absences

~~Students are expected to attend all assigned classes each day. Teachers and school staff will keep a record of absence and tardiness, including a call log and/or a record of excuse statements submitted by a parent/guardian or, in certain cases, students, to document a student's excused absences.~~

#### Excused Absences

The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher.

- A. **Participation in school-approved activity or instructional program.** To be excused this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
- B. **Absence due to illness; health condition; medical appointment; family emergency; religious purposes; court, judicial proceeding or serving on a jury; post-secondary, technical school or apprenticeship program visitation, or scholarship interview; State-recognized search and rescue activities consistent with RCW 28A.225.055; and directly related to the student's homeless status.** When possible, the parent/guardian is expected to notify the school office on the morning of the absence by phone, e-mail or written note and to provide the excuse for the absence. If no excuse is provided with the notification, or no notification is provided, the parent/guardian will submit an excuse via phone, e-mail or written note upon the student's return to school. Adult students (those over eighteen) and emancipated students (those over sixteen who have been emancipated by court action) will notify the school office of their absences with a signed note of explanation. Students fourteen years old or older who are absent from school due to testing or treatment for a sexually transmitted disease will notify the school of their absence with a signed note of explanation, which will be kept confidential. Students thirteen years and older may do the same for mental health, drug or alcohol treatment; and all students have that right for family planning and abortion. A parent/guardian may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. A student will be allowed one makeup day for each day of absence. **Once 5 consecutive days of absence due to illness/medical issue have been reached, a note from a licensed physician will be required in order for the absences to continue to be considered excused.**
- C. **Absence for parental-approved activities.** This category of absence will be counted as excused for purposes agreed to by the principal and the parent/guardian. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g., certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent or guardian approved absence would have an adverse effect on the student's educational progress which would ultimately be reflected in the grade for such a course. A student, upon the request of his/her parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or otherwise involves the school to any degree.
- D. **Absence resulting from disciplinary actions — or short-term suspension.** As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension will have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments will be a substantial lowering of the course grade.
- E. **Extended illness or health condition.** If a student is confined to home or hospital for an extended period, the school will arrange for the accomplishment of assignments at the place of confinement whenever



practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class the student may be required to take an incomplete or withdraw from the class without penalty.

- F. **Excused absence for chronic health condition.** Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent/guardian will apply to the principal or counselor, and a limited program will be written following the advice and recommendations of the student's medical advisor. The recommended limited program will be approved by the principal. Staff will be informed of the student's needs, though the confidentiality of medical information will be respected at the parent's request.

### **Required conference for elementary school students**

If an elementary school student has five or more excused absences in a single month during the current school year or ten or more excused absences in the current school year, the district will schedule a conference with the student and their parent(s) at a reasonably convenient time. The conference is intended to identify barriers to the student's regular attendance and to identify supports and resources so the student may regularly attend school.

The conference must include at least one school district employee, preferably a nurse, counselor, social worker, teacher of community human service provider, and may occur on the same day as the scheduled parent-teacher conference, provided it takes place within thirty days of the absences. If the student has an Individualized Education Program or a Section 504 plan, the team that created that program must convene. A conference is not required if prior notice of the excused absences was provided to the district or if a doctor's note has been provided and a plan is in place to ensure the student will not fall behind in their coursework.

### **Unexcused Absences**

An "unexcused absence" means that a student has failed to attend the majority of hours or periods in an average school day or has failed to comply with a more restrictive school district policy on absences. A parent/guardian or adult student who refuses to communicate with the school building office staff the reason for an absence, will result in that absence being labeled an unexcused absence.

Unexcused absences occur when ~~fall into two categories:~~

1. The parent, guardian or adult student submits an excuse that does not meet the definition of an excused absence as defined above, ~~Submitting a signed excuse which does not constitute an excused absence as defined previously;~~ or
2. The parent, guardian or adult student fails to submit any type of excuse statement, whether by phone, e-mail, or in writing, for an absence. ~~Failing to submit any type of excuse statement signed by the parent, guardian or adult student.~~

Each unexcused absence within any month of the current school year, will be followed by a warning letter or phone call to the parent/guardian of the student informing them of the consequences of additional unexcused absences. The school will make reasonable efforts to provide this information in a language in which the parent is fluent. ~~Each notice will be in writing in English or in the primary language of the parent.~~ A student's grade will not be affected if no graded activity is missed during such an absence.

After two unexcused absences within any month of the current school year, a conference will be held between the parent, student and principal to analyze the causes of the student's absenteeism. If a regularly scheduled parent-teacher conference is scheduled to take place within thirty days of the second unexcused absence, the district may schedule the attendance conference on the same day. The district

will designate a staff member to apply the Washington Assessment of the Risks and Needs of Students (WARNS) and, where appropriate, provide the student with best practice or research-based interventions consistent with WARNS. As appropriate, the district will also consider:

~~At such a conference the principal, student and parent will consider:-~~

- a. Adjusting the student's course assignments program;
- b. Providing more individualized instruction; ~~preparing the student for employment with specific vocational experience or both;~~
- c. providing appropriate vocational courses or work experience;
- d. requiring the student to attend an alternative school or program;
- ~~e. Transferring the student to another school;-~~
- e. Assisting the parent or student to obtain supplementary services ~~that might eliminate or ameliorate the causes of absence;~~ or,
- f. referring the student to a community truancy board ~~Imposing other corrective actions that are deemed to be appropriate.~~

### Transfers

In the case of a student who transfers from one district to another during the school year, the sending district will provide to the receiving district, together with a copy of the WARNS assessment and any interventions previously provided to the student, the most recent truancy information for that student. The information will include the online or written acknowledgment by the parent and student.

Not later than the student's fifth unexcused absence in a month the district will:

- a. enter into an agreement with the student and parents/guardians that establishes school attendance requirements,
- b. refer the student to a community truancy board or
- c. file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

~~If the above action fails to correct the attendance problem, the student will be declared an habitual absentee. The principal will interview the student and his/her family and prescribe corrective action, which may include suspension for the current semester and expulsion.~~

### Community Truancy Board

A "community truancy board" means a board established pursuant to a memorandum of understanding (MOU) between a juvenile court and the school district and composed of members of the local community in which the student attend school. The district will enter into an MOU with the juvenile court in Chelan County to establish a community truancy board prior to the 2017-18 school year.

The district will designate and identify to the juvenile court (and update as necessary) a staff member to coordinate district efforts to address excessive absenteeism and truancy, including outreach and conferences, coordinating the MOU, establishing protocols and procedures with the court, coordinating trainings, sharing evidence-based and culturally appropriate promising practices. The district will also identify a person within each school to serve as a contact regarding excessive absenteeism and truancy and assisting in the recruitment of community truancy board members.

No later than the seventh unexcused absence within any month during the current school year, or upon the tenth unexcused absence during the current school year, if the district's attempts to substantially reduce a student's absences have not been successful and if the student is under the age of seventeen, the district will file a petition and supporting affidavit for a civil action in juvenile court. ~~with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student. The petition consists of written notification to the court alleging that:~~

## Petition to Juvenile Court

The petition will contain the following:

- a. A statement that the student has unexcused absences in the current school year. While petitions must be filed if the student has seven or more unexcused absences within any month during the current school year or ten or more unexcused absences in the current school year, but a petition may be filed earlier. In addition, unexcused absences accumulated in another school or school district will be counted when preparing the petition.
- b. An attestation ~~Attesting~~ that actions taken by the school district have not been successful in substantially reducing the student's absences from school; and
- c. A statement that court intervention and supervision are necessary to assist the school district to reduce the student's absences from school;
- d. A statement that RCW 28A.225.010 has been violated by the parent, student or parent and student;
- e. ~~Additionally, the petition will include~~ the student's name, date of birth, school, address, gender, race and ethnicity; and the names and addresses of the student's parents/guardians, whether the student and parent are fluent in English, whether there is an existing individualized education program (IEP) and the student's current academic status in school. ~~The petition must include facts that support the allegations made in the petition, must generally request relief available under the statute, and must describe what the court might order.~~
- f. A list of all interventions that have been attempted, a copy of any previous truancy assessment completed by the student's current school district, the history of approved best practices intervention or research-based intervention(s) previously provided to the student by the district, and a copy of the most recent truancy information document signed by the parent and student.
- g. Facts that support the above allegations.

Petitions may be served by certified mail, return receipt requested, but if such service is unsuccessful, personal service is required. At the district's choice, it may be represented by a person who is not an attorney at hearings related to truancy petitions.

If the allegations in the petition are established by a preponderance of the evidence, the court shall grant the petition and enter an order assuming jurisdiction to intervene for a period of time determined by the court, after considering the facts alleged in the petition and the circumstances of the student, to most likely cause the student to return to and remain in school while the student is subject to the court's jurisdiction.

If the court assumes jurisdiction, the school district will periodically report to the court any additional unexcused absences by the student, actions taken by the school district, and an update on the student's academic status in school at a schedule specified by the court. The first report must be received no later than three (3) months from the date that the court assumes jurisdiction.

~~4. A student who has been expelled for attendance violations may petition the superintendent for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment~~

~~to maintain regular attendance.~~

- ~~5. Any student who presents false evidence, with or without the consent of his/her parent, in order to wrongfully qualify for an excused absence will be subject to the same corrective action that would have occurred had the false excuse not been used.~~
- ~~6. Students six or seven years of age, who have been enrolled in the district are required to attend school and their parents are responsible for ensuring that they attend. Parents who wish to withdraw their children before the age of eight, and against whom no truancy petition has been filed, may withdraw the students from school. When a six or seven year old student has unexcused absences, the district will do the following:~~
  - ~~a. Notify the parent or guardian in writing or by telephone after one unexcused absence in any month.~~
  - ~~b. Request a conference with the parent or guardian and child to analyze the causes of the student's absences after two unexcused absences in any month (a regularly scheduled teacher parent conference held within thirty days may substitute).~~
  - ~~c. Take steps to eliminate or reduce the student's absences, including: adjusting the school program, school or course assignment; providing more individualized or remedial instruction; offering enrollment in alternative schools or programs; or assisting in obtaining supplementary services.~~
  - ~~d. After seven unexcused absences in a month, or ten in a school year, the district will file a truancy petition.~~

~~Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student will be referred to the principal or counselor. If counseling, parent conferencing or disciplinary action is ineffective in changing the student's attendance behavior, he/she may be suspended from the class.~~

### **Discipline and corrective action**

All sanctions imposed for failure to comply with the attendance policies and procedures will be implemented in conformance with state and district regulations regarding corrective action or punishment.

**Date: 06.99; 06.01; 06.11; 3.12, 9/15, ??/17**



## STUDENT SERVICES

### **DISTRICT ATTENDANCE AREA TRANSFERS**

#### **A. Residency Requirements**

Consistent with Policy 3130, students shall attend the school designated for their respective residential area.

##### **1. Residence Definition**

A student's residence shall be defined as stated in WAC 392-137-115, as it now appears or is hereafter amended.

##### **2. Acceptable Documentation for Proof of Residence**

The district requires that students or their parent or guardian provide proof of residence. Proof of residence may be verified using any of the following current documents:

- a. Water/Utility bill
- b. Electricity bill
- c. Rent payment receipt, which shows the address for the rented or leased residence
- d. Rental or lease agreement
- e. Declaration signed under the penalty of perjury stating the residence location
- f. Washington State Driver's license
- g. Washington State issued ID
- h. Real estate purchase and sale agreement where the closing date is within 45 days of submission of the agreement to the District
- i. Rental or lease agreement specifying a future date of occupancy within 45 days of submission of the agreement to the District

##### **3. Change of Residence During School Year**

A parent or guardian must notify the District, in writing or verbally, within ten (10) school business days whenever the student has a change of residential address.

**a. Remaining a Resident of the District**

A student who moves out of the resident school's boundary area but remains a resident of the District may continue to be enrolled at such school for the remainder of the current school year provided they submit an In-District Transfer Request Form. The building principal may require the parent or guardian to complete an In-District Transfer Request Form at any time and undergo the formal approval process for the current school year if:

- i. The student fails to maintain regular attendance;
- ii. The student's disciplinary records indicate a history of convictions for offenses or crimes, violent or disruptive behavior, or gang membership; or
- iii. The student has been expelled or suspended from school for more than ten consecutive days during the last calendar year.

**b. Becoming a Resident of Another District**

A student that moves out of the District must comply with Policy 3141 for Choice Transfer Applications for Non-Resident Students. However, a senior may elect to finish the school year without transferring to their resident district, but must declare his or her preference prior to the beginning of the last semester and complete the choice transfer application process in Policy 3141.

**4. Students Residing with a Person Other Than a Parent or Guardian**

Students living with someone other than their parent or guardian, are required to provide a "Verification and Hold Harmless Agreement" (HHA). The "Verification and Hold Harmless Agreement Form" may be obtained from the school attendance office. A parent or guardian must sign the form before a NOTARY and then return the form to the school attendance office. Additional verification may be required from the person with whom the student resides, e.g., letter describing the living arrangements.

**5. Falsification of Address**

Falsification of an address, residence or conditions of living arrangements to obtain a school assignment may be cause for the withdrawal of the student at the end of the grading period. Written notice of intent to withdraw the student will be forwarded to the parent or guardian. Such a falsification will also cause forfeiture of any future in-district transfer rights through the highest grade level of that school.

**B. In-District Transfer Request**

Any parent or guardian who wishes for their student to attend a school other than the school designated for the student's respective residential area may request an in-district transfer. A parent or guardian must complete an In-District Transfer Request Form for each student that is requesting to attend a school other than their resident school. An in-district transfer request is limited to one (1)

student for each school year unless otherwise allowed by this Procedure. The Form may only list one requested school. Forms that list more than one requested school will be denied as incomplete. In-District Transfer Request Forms must be signed by the parent or guardian of the student.

Students participating in home-based instruction who wish to be part-time students in a school other than their resident school must submit an In-District Transfer Request Form.

In-District Transfer Request Forms are available at each school site as well as at the Wenatchee School District Office. Completed forms need to be submitted to the Wenatchee School District Office.

If a student moves to a new residence at any time after the In-District Transfer Request Form is submitted, an amended In-District Transfer Request Form must be completed with the address of the new residence. Submitting the amended In-District Transfer Request Form will not restart the date of the application for purposes of priority within any waitlist or consideration for approval.

### **C. Open Enrollment Period**

#### **1. Current School Year**

In-District Transfer Request Forms for the current school year will be accepted during the open enrollment period of the first day of school through January 31<sup>st</sup>. In-District Transfer Request Forms for the current school year will not be accepted after January 31<sup>st</sup> unless the student's residential address has changed within the thirty (30) calendar days prior to the submission of the In-District Transfer Request Form.

#### **2. Next School Year**

In-District Transfer Request Forms for the following school year will be accepted during the open enrollment period of February 1<sup>st</sup> through March 31<sup>st</sup>.

In-District Transfer Request Forms received after the open enrollment window shall be placed on a waiting list; provided that the request has not been approved or denied.

### **D. Approval or Denial**

#### **1. Criteria**

In-district transfer requests will be approved, denied or placed on a waitlist based upon the criteria established in Policy 3131. In addition to the criteria listed in Policy 3131, an in-district transfer request may be approved if there is some other special hardship or detrimental condition affecting the student or the student's immediate family, which would be alleviated as a result of the in-district transfer. For purposes of this provision, daycare is not considered a hardship and "immediate family" means the student's parent, stepparent, grandparent, sibling, stepsibling, child, legal guardian, or registered domestic partner of a parent.

In addition to the reasons for denial listed in Policy 3131, any In-District Transfer Request Form that is missing information, lists more than one requested school, or contains false information may be deemed incomplete and denied.

## **2. Current School Year**

For In-District Transfer Request Forms received for the current school year, the parent or guardian will be notified in writing of approval, denial or waitlist status no later than twenty (20) school business days after the Form was received by the District.

## **3. Student's Entering into 1<sup>st</sup> Grade through 8<sup>th</sup> Grade**

For In-District Transfer Request Forms received during the open enrollment period for students entering grades 1<sup>st</sup> through 8<sup>th</sup> the following school year, the parent or guardian will be notified in writing of approval, denial or waitlist status no later than May 15<sup>th</sup>. If denied, the notice shall state the basis for the denial.

## **4. Student's Entering into Kindergarten**

For In-District Transfer Request Forms received during the open enrollment period for students entering kindergarten the following school year, the parent or guardian will be notified in writing of approval, denial or waitlist status no later than the Friday prior to the start of the school year. If denied, the notice shall state the basis for the denial.

## **5. In-District Transfer Request Forms Received After Open Enrollment Period**

For In-District Transfer Request Forms received after the open enrollment period for the following school year, the parent or guardian will be notified in writing of approval, denial or waitlist status no later than ten (10) business days after the start of the school year. If denied, the notice shall state the basis for the denial.

## **6. Presumed Denial**

If a parent or guardian has not received notification by the dates outlined above, the In-District Transfer Request Form is deemed to have been denied.

## **7. Service of Notice**

Any notice of approval, denial or waitlist status may be personally served or mailed by regular mail. If the notice is mailed, it shall be deemed received by the parent or guardian three (3) school business days after mailing.

## **E. Waitlist Status**

In-District Transfer Request Forms not approved based solely upon no space availability in the grade level, program or class at the site in which the student desired to be enrolled will be placed on a



waiting list in the order the In-District Transfer Request Form was received by the District. If more than one In-District Transfer Request Form is received on any given day, the requests shall be placed on the waiting list in alphabetical order for that day.

The District will use its best efforts to review space availability in grade levels, programs or classes on a monthly basis. As space becomes available, the District will review the applicants on the waitlist to determine if approval is warranted. The District will notify waitlist applicants in writing if their In-District Transfer Request Form has been approved. Notice shall be served as outlined in Section D(7) of this Procedure.

Students on the waitlist must enroll or continue enrollment at their residential school until notification of an approval.

#### **F. Homeless Students**

For homeless students, the District shall be comply with Policy No. 3115. Homeless students shall have the same availability for in-district transfer requests afforded to students with a residential address.

#### **G. Placement of Student**

The decision of where to place a student seeking to enroll at a transfer school rests with the school's principal; provided that Special Education and English Language Learners (ELL) and State Transitional Bilingual Program Students will be assigned to schools according to the placement procedures of special education and the migrant/bilingual programs.

#### **H. Duration of Approval**

A parent or guardian that has received prior approval of an In-District Transfer Request Form is not required to submit an In-District Transfer Request Form for each new school year for the transfer school. The in-district transfer shall be effective for whatever length of time as is desired at the approved transfer school, unless otherwise revoked or denied, or the student moves outside of the District.

In-district transfers of elementary school students shall not carry over into middle school. A parent or guardian must submit a new In-District Transfer Request Form for any student entering middle school.

#### **I. Withdraw of In-District Transfer Request**

The parent or legal guardian may withdraw the In-District Transfer Request within five (5) school business days following receipt of the notice of approval by presenting a written and signed notice of withdrawal to the Superintendent or designee at the District's Central Business Office. Unless such a notice of withdrawal is received within the five-day period, the approval will be deemed valid and will become effective.

## **J. Revocation of Approval**

Once an in-district transfer request has been approved, the student may be enrolled in the requested school. Approval may be revoked at the end of any grading period if:

1. The student fails to maintain regular attendance;
2. The student's disciplinary records indicate a history of convictions for offenses or crimes, violent or disruptive behavior, or gang membership; or
3. The student has been expelled or suspended from school for more than ten consecutive days after the date of approval;
4. The student is not making satisfactory academic progress; or
5. There is overcrowding at the grade level in which the student is enrolled.

If approval has been revoked, the student shall enroll at his or her resident school. Any corrective action and/or discipline imposed by the transfer school shall continue at the resident school until such corrective action and/or discipline is completed.

Any notice of revocation shall be done in writing to the parent or guardian and shall state the basis for the revocation. The notice of revocation may be personally served or mailed by regular mail. If the notice of revocation is mailed, it shall be deemed received by the parent or guardian three (3) school business days after mailing.

## **K. Appeal of Denial or Revocation**

If an in-district transfer request has been denied or revoked, the parent or guardian may request the Superintendent or designee for an appeal of the denial or revocation. The request for an appeal may be in writing or verbally and must be received at the District's Central Business Office within five (5) school business days from the day on which the notice of denial or revocation was received by the parent or guardian. If a request for an appeal is not timely made, the right to an appeal is waived.

For the appeal, the Superintendent or designee will review the In-District Transfer Request Form, any documents of the District, and any documents submitted by the parent or guardian. The Superintendent or designee will issue a written decision within ten (10) school business days after receiving the request for an appeal. The decision may be personally served or mailed by regular mail. If the decision is mailed, it shall be deemed received by the parent or guardian three (3) school business days after mailing. The decision of the Superintendent or designee is final and may not be appealed.

During any appeal period, the student shall enroll at his or her resident school.

## L. Online Learning Program

### 1. Dual Enrollment Request

A student who is enrolled in the District and who wants to enroll part-time in a public online learning program in another school district, such as Washington Virtual Academy (WAVA), while continuing to attend part-time a school within this District is referred to as “dual enrollment” and requires an inter-district agreement.

#### a. Students who seek dual enrollment prior to February 15, 2017.

The following governs students who remain a student of the Wenatchee School District and apply for part-time enrollment in another district’s online learning program prior to February 15, 2017.

- i. The Wenatchee School District is under no legal obligation to provide shared FTE with another district or program.
- ii. Total enrollment in grades K-12 for each student must not exceed 1.0 FTE.
- iii. The “WSD Interdistrict Agreement Request” (*Form 3131 IA*) must be completed and approved prior to partial enrollment in another district’s online learning program.
- iv. The inter-district agreement must specify the maximum amount of FTE each district or program is allowed to claim for the student.
- v. When sharing enrollment combined with another district or program, the Wenatchee School District’s FTE will be claimed prior to any shared FTE.
- vi. Wenatchee School District will determine the amount of remaining FTE available for shared enrollment based how much FTE is not being claimed after District expenses are established and secured.

#### b. Students who seek dual enrollment on or after February 15, 2017.

The District provides an appropriate educational program for its students. Dual enrollment increases administrative staff time tracking enrollment, drafting inter-district agreements, and monitoring inter-district agreements. The District will not grant a request for dual enrollment for students who apply for such after February 15, 2017, unless dual enrollment is necessary to provide educational services to a student pursuant to an individualized educational plan (IEP), a section 504 Plan, during a period of corrective action or as part of a reengagement plan.

**2. Students who seek full-time enrollment in an online learning program.**

A resident student who wants to be released to another school district to attend an online learning program as a full-time student must complete the forms for an inter-district release (*Form 3131 CT*), which may be obtained at the District’s Central Business Office.

**M. Deadlines**

Any deadline date stated in this Procedure that falls on a weekend or holiday will move to the following school business day.

**In-District Transfer Request  
Timelines - Overview**

January 31 <sup>st</sup>	Last day for transfer requests for current school year
February 1 – March 31	Open enrollment window for transfer requests for next school year
April 1 <sup>st</sup> – Last day of summer break	New transfer request may be placed on waiting list
May 15 <sup>th</sup>	Students entering grades 1-8 placement status will have been received
The Friday prior to the start of school	Students entering kindergarten placement status will be received

Cross Reference: Board Policy 3141 – Nonresident Students  
 Board Policy 3130 – District Attendance Areas  
 Board Policy 3115 – Homeless Students: Enrollment Rights and Services  
 Board Policy 3110 – Qualification of Attendance and Placement  
 Board Policy 3241 – Classroom Management, Corrective Actions or Punishments

Legal Reference: RCW 28A.225.250  
 WAC 392-121-188  
 WAC 392-135-015

Revised 4/22/14  
 Revised 12/05/15  
 Revised 2/12/16  
 Revised \_\_/\_\_/17



## **Restraint, Isolation and Other Uses of Reasonable Force**

It is the policy of the Wenatchee School Board of Directors that the district maintains a safe learning environment while treating all students with dignity and respect. All students in the district, including those who have an individualized education program (IEP) or plan developed under section 504 of the Rehabilitation Act of 1973, will remain free from unreasonable restraint, restraint devices, isolation, and other uses of physical force. Under no circumstances will these techniques be used as a form of discipline or punishment.

This policy is intended to address district students. It is not intended to prevent or limit the use of restraint or other reasonable force as necessary with adults or other youth from outside the district as allowed by law.

~~Restraint and other uses of physical force, as defined in this the procedure accompanying this policy, may be used when necessary to prevent or minimize imminent bodily injury to self or others. Restraint and other uses of physical force may be used to protect district property if de-escalation interventions have failed or are inappropriate.~~

Use of restraint, isolation, and other forms of reasonable force may be used on any student when reasonably necessary to control spontaneous behavior that poses an "imminent likelihood of serious harm" as defined by RCW 70.96B.010 [and Chapter 392-172A WAC](#) and explained in the procedure accompanying this policy. Serious harm includes physical harm to self, another, or district property. Staff will closely monitor such actions to prevent harm to the student and will use the minimum amount of restraint and isolation appropriate to protect the safety of students and staff. The restraint, isolation, and other forms of reasonable force will be discontinued when the likelihood of serious harm has dissipated.

The superintendent or a designee will develop procedures to implement this policy, including review, reporting and parent/guardian notification of incidents involving restraint or isolation as required by law.

### Legal References

RCW 9A.16.020 Use of force — When lawful

RCW 9A.16.100 Use of force on children — Policy — Actions presumed unreasonable

RCW 28A.150.300 Corporal Punishment Prohibited - Adoption of policy

RCW 28A.155.210 Use of restraint or isolation — Requirement for procedures to notify parent or guardian.

RCW 28A.600.485 - Restraint of students with individualized education programs or plans developed under section 504 of the rehabilitation act of 1973—Procedures—Definitions. [as amended by SHB 1240]

RCW 70.96B.010 - Definitions

WAC 392-400-235 Discipline — Conditions and limitations

### Cross References

2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973  
2161 - Special Education and Related Services for Eligible Students

Management Resources

2015 - July Policy Alert

2013 - December Issue

2013 - July Issue

Policy News, December 2008 Use of Reasonable Force Policy

Adopted: 2/2/11

Revised: 12.08; 12.11; 07.13; 12.13; 4/16; \_\_/17

## Procedure Restraint, Isolation and Other Uses of Reasonable Force

This procedure is intended to apply to a broad range of circumstances whenever it is deemed reasonably necessary by district staff to control spontaneous behavior by any student that poses an imminent likelihood of serious harm. This procedure is intended to be interpreted consistent with the requirements of RCW 28A.600.485, RCW 9A.16.020, RCW 9A.16.100, RCW 28A.160.300, RCW 28A.155.210, WAC 392-400-235, and, for students with an IEP, consistent with the regulations of Chapter 392-172A, WAC.

### A. Definitions:

- 1) **Behavioral intervention plan:** A plan incorporated into a student's Individualized Education Program (IEP), which at a minimum describes: 1) The pattern of behavior that impedes the student's learning or the learning of others; 2) The instruction and/or environmental conditions or circumstances that contribute to the pattern of behavior(s) being addressed by the IEP team; 3) The positive behavioral interventions and supports to: i) reduce the pattern of behavior(s) that impedes the student's learning or the learning of others and increases the student's desired pro-social behaviors; and ii) ensure the consistency of the implementation of the positive behavioral interventions across the student's school-sponsored instruction or activities); and d) The skills that will be taught and monitored as alternatives to challenging behavior(s) for a specific pattern of behavior of the student.
- 2) **Chemical spray:** Pepper spray, OcSpray, or other similar chemicals that are used to control a student or limit a student's freedom of movement.
- 3) **De-escalation:** The use of positive interventions and other district-approved strategies to defuse a student who has lost self-control, is non-compliant or is demonstrating unacceptable behavior. These strategies address behavior that is dangerous, disruptive or otherwise impedes the learning of a student or others.
- 4) **Imminent:** The state or condition of being likely to occur at any moment or near at hand, rather than distant or remote.
- 5) **Isolation:** Restricting a student alone within a room or any other form of enclosure, from which the student may not leave. It does not include a student's voluntary use of a quiet space for self-calming, or temporary removal of a student from his or her regular instructional area to an unlocked area for purposes of carrying out an appropriate positive behavior intervention plan.
- 6) **Likelihood of serious harm:** a substantial risk that physical harm will be inflicted by a student: upon his or her own person, as evidenced by threats or attempts to commit suicide or inflict physical harm on oneself; upon another, as evidenced by behavior that has caused such harm or that places another person or persons in reasonable fear of sustaining such harm; upon the property of others, as evidenced by behavior that has caused substantial loss or damage to the property of others; or after the student has threatened the physical safety of another and has a history of one or more violent acts.
- 7) **Physical force:** The use of bodily force or physical restriction that substantially immobilizes or reduces the free movement of a student.
- 8) **Positive behavioral interventions:** Strategies and instruction that can be implemented in a strategic manner in order to provide alternatives to challenging behaviors, reinforce desired behaviors, and reduce or eliminate the frequency and severity of challenging behaviors.

Positive behavioral interventions include the consideration of environmental factors that may trigger challenging behaviors and teaching a student the skills to manage his or her own behavior.

- 9) **Restraint:** Physical intervention or force used to control a student, including the use of a restraint device. It does not include appropriate use of a prescribed medical, orthopedic or therapeutic device when used as intended, such as to achieve proper body position, balance or alignment or to permit a student to safely participate in activities.
- 10) **Restraint device:** A device used to assist in controlling a student, including, but not limited to metal handcuffs, plastic ties, ankle restraints, leather cuffs, other hospital-type restraints, pepper spray, tasers or batons. Restraint device does not mean a seat harness used to safely transport students. This definition is consistent with RCW 28A.600.485 (1)(c), and is not intended to endorse or encourage the use of such devices or techniques with students.
- 11) **School police officer:** An employee of the school district responsible for security services in the district under the direction of a school administrator, but who also is a commissioned officer.
- 12) **School resource officer:** A commissioned law enforcement officer who provides law enforcement services and may perform other duties for the district, and is assigned by the employing police department or agency to work in collaboration with the district.
- 13) **School security officer:** A classified or contracted school district employee other than a school resource officer who provides security services in the district under the direction of a school administrator.

#### **B. Use of restraint, isolation, or other forms of reasonable force:**

Restraint, isolation, or other forms of reasonable force may be used to prevent or minimize imminent bodily harm to self or others, or if de-escalation or other positive behavioral interventions fail or are inappropriate, to protect district property, where there is a likelihood of such serious harm occurring.

Restraint, isolation, or other forms of reasonable physical force may be used when a student has caused a substantial loss or damage to the property of others, and the student's behavior poses a substantial risk that such property damage will be inflicted.

Restraint devices may be used as needed to obtain possession of a known or reasonably-suspected weapon or other dangerous object on a person or within the control of a person.

An IEP or plan developed under Section 504 of the Rehabilitation Act of 1973 must not include the use of restraint or isolation as a planned behavior intervention unless a student's individual needs require more specific advanced education planning and the student's parent or guardian agrees. Nothing in these procedures is intended to limit the provision of a free appropriate public education (FAPE) under Part B of the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

~~Consistent with the provisions found in chapter 392-172A WAC, nothing in this procedure precludes the use of restraint or isolation as part of a behavior intervention plan in an Individualized Education Program (IEP) or a Section 504 Plan, provided that the student requires more specific advanced educational planning and the parent/guardian agrees to the use of these techniques in writing.~~

Restraint, isolation, or other forms of reasonable physical force will not be used as a form of discipline or punishment.

Restraint, isolation, or other forms of reasonable physical force will not be used as an initial response to destruction of property, school disruption, refusal of the student to comply with school rules or a staff directive; or a verbal threat that does not constitute a threat of imminent bodily injury, unless other forms of de-escalation and positive interventions fail or are inappropriate.

Restraint, isolation, or other forms of reasonable physical force should not be used as an intervention if the school employee, school resource officer or school security officer knows that the student has a health condition or physical problem and the condition or problem would be exacerbated by the use of such techniques.

**Practices presumed to be unreasonable when correcting or restraining any child (RCW 9A.16.100):**

Under RCW 9A.16.100, the following is a non-exclusive list of acts that are presumed unreasonable when correcting or restraining a child:

- throwing, kicking, burning, or cutting a child;
- striking a child with a closed fist;
- shaking a child under age three;
- interfering with a child's breathing;
- threatening a child with a deadly weapon; or
- doing any other act that is likely to cause bodily harm to a student greater than transient pain or minor temporary marks.

This non-exclusive list should not be read so as to imply that another, unlisted form of correction or restraint is permissible. Whether or not an unlisted use of force or restraint is presumptively permissible depends upon a balanced consideration of all relevant state laws and regulations, and whether the use is reasonable under the totality of the circumstances.

**Conditions specific to use of isolation with students eligible for special education (consistent with WAC 392-172A-02110):**

- The isolation enclosure will be ventilated, lighted and temperature controlled from inside or outside for purposes of human occupancy.
- The isolation enclosure will permit continuous visual monitoring of the student from outside the enclosure.
- An adult responsible for supervising the student will remain in visual or auditory range of the student at all times.
- Either the student shall be capable of releasing himself or herself from the enclosure, or the student shall continuously remain within view of an adult responsible for supervising the student.
- Any staff member or other adults using isolation must be trained and certified by a qualified provider in the use of isolation, unless trained personnel are not immediately available due to the unforeseeable nature of the emergency.

**Prohibited practices involving restraint, use of force, and discipline specifically for students eligible for special education (consistent with WAC 392-172A-02076):**

The following practices are prohibited with students eligible for special education services:



- District personnel are prohibited from using aversive interventions with a student;
- District personnel are prohibited from physically restraining or isolating any student, except when the student's behavior poses an imminent likelihood of serious harm as defined above;
- No student may be stimulated by contact with electric current, including, but not limited to, tasers;
- A student may not be denied or subjected to an unreasonable delay in the provision of food or liquid from when the food or liquid is customarily served as a form of punishment;
- A student may not be the recipient of force or restraint that is either unreasonable under the circumstances or deemed to be an unreasonable form of corporal punishment as a matter of state law (see above, for example, for a list of practices presumed to be unreasonable when used in correcting or restraining a child);
- A student must not be denied or subjected to an unreasonable delay in the provision of common hygiene care;
- A student must not be denied or subjected to an unreasonable delay in the provision of medication;
- A student may not be excluded from his or her regular instructional or service area and isolated within a room or any other form of enclosure, except under the conditions set forth in WAC 392-172A-02110;
- A student must not be forced to listen to noise or sound that the student finds painful;
- A student must not be forced to smell or be sprayed in the face with a noxious or potentially harmful substance;
- A student must not be forced to taste or ingest a substance which is not commonly consumed or which is not commonly consumed in its existing form or concentration;
- A student's head must not be partially or wholly submerged in water or any other liquid.
- A student must not be physically restrained or immobilized by binding or otherwise attaching the student's limbs together or by binding or otherwise attaching any part of the student's body to an object, except under the conditions set forth in WAC 392-172A.02110.

### C. Degree of force:

Restraint, isolation, or other forms of reasonable physical force ~~must not be continued if~~ will be discontinued as soon as a determination is made by the staff member administering the restraint, isolation, or other forms of reasonable physical force that the ~~student is no longer at risk of causing imminent bodily harm to himself/herself or others or property~~ likelihood of serious harm has dissipated.

Restraint, isolation, or other forms of reasonable physical force must be administered in such a way so as to prevent or minimize physical harm to the student. If, at any time during the use of restraint, isolation, or other forms of reasonable physical force, the student demonstrates significant physical distress, the technique must be reduced immediately and, if necessary, school staff must take immediate steps to seek medical assistance.

### D. Monitoring:

An adult must continually monitor any student when restraint, isolation, or other forms of reasonable physical force is used. The monitoring must be conducted by ~~direct observation~~ continuous visual monitoring of the student. Monitoring must include regularly evaluating the student for signs of physical distress.

### **E. Post-incident notification and review with parent/guardian:**

Within twenty-four (24) hours following the use of restraint, isolation, or other forms of reasonable physical force with a student, the principal or designee must make a reasonable effort to verbally inform the student's parent or guardian of the incident. The principal or designee must also send written notification as soon as practical, but postmarked no later than five (5) business days after restraint, isolation, or other forms of reasonable physical force has been used with a student. If the school or district customarily provides the parent or guardian with school-related information in a language **or mode of communication** other than English, the written report must be provided to the parent or guardian in that language **or mode of communication**.

The principal or designee will review the incident with the student and the parent or guardian (though not necessarily at the same time) to address the behavior that precipitated the use of the technique and the appropriateness of the response. The principal or designee will review the incident with the staff person(s) who administered the restraint, isolation, or other forms of reasonable physical force to discuss whether proper procedures were followed and what staff training or support is needed to help the student avoid similar incidents.

IEPs and 504 plans will include the above procedures for notification of parents/guardians regarding the use of isolation and restraint on their student.

### **F. Incident report**

Any school employee, school resource officer or school security officer who uses restraint, isolation, or other forms of reasonable physical force, as defined in this procedure, on a student during school-sponsored instruction or activities, will inform the principal or a designee as soon as possible and within two (2) business days submit a written report of the incident to the district office. The written report will contain, at a minimum:

- a. The date and time of the incident;
- b. The name and job title of the staff member who administered the restraint, isolation, or other form of reasonable physical force;
- c. A description of the activity that led to the restraint, isolation, or other form of reasonable physical force;
- d. The type of restraint, isolation, or other forms of reasonable physical force used on the student, and the duration;
- e. Whether the student or staff was physically injured during incident involving restraint, isolation, or other forms of reasonable physical force;
- f. Any medical care provided to the student or staff; and
- g. Any recommendations for changing the nature or amount of resources available to the student and staff members in order to avoid similar incidents.

### **G. Resolution of concerns about the use of force incident**

A student or his/her parent or guardian who has concerns regarding a specific incident involving restraint, isolation, or other forms of reasonable physical force may seek to resolve the concern by using the district's complaint process which is set forth in Policy 4220, Complaints Concerning Staff or Programs.

### **H. Providing parents/guardians with Restraint, Isolation, and Other Use of Reasonable Force policy**

The district will make available to all parents/guardians of students the district's policy on Restraint, Isolation and Other Use of Reasonable Force. If the student has an IEP or 504 plan, the District will provide the parents/guardians a copy of the policy ~~when the~~ each time an initial or annual IEP or 504 plan is ~~created~~ developed.

#### **I. Staff training requirements**

All training will include instruction in positive management of student behavior, cultural sensitivity, effective communication for defusing and de-escalating disruptive or dangerous behavior and safe and appropriate use of force, isolation and restraint. Annually, administrators will provide all staff with the district established policy and procedure regarding the use of reasonable force.

All staff should be informed of de-escalation strategies and proper physical intervention procedures. Appropriate staff and those who are required or reasonably anticipated to provide physical force intervention will be trained in the use of physical force intervention.

Only staff trained by a qualified provider and authorized to use isolation, restraint devices, restraint devices or chemical spray procedures will administer it to students. The appropriate personnel will include those staff members who are most likely to be called upon to use isolation, restraint, restraint devices or chemical spray to prevent or address disruptive or dangerous student behavior.

#### **J. Submission of incident reports to the Office of Superintendent of Public Instruction**

Beginning January 1, 2016 and annually by January 1 thereafter, the district will summarize the written incident reports described above and submit those summaries to OSPI. The summaries will include:

- the number of individual incidents of restraint and isolation;
- the number of students involved in the incidents;
- the number of injuries to students and staff; and
- the types of restraint or isolation used.

Adopted: 2/2/2011

Revision Dates: 12.08; 12.11; 07.13; 09.13; 12.13; 4/16, \_\_/17



# FACILITY

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# PROJECTS UPDATES

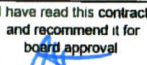
## ITEM # 1

**Contract Coversheet (Non-Federal)  
 Request Board Approval**

Please submit this form with your **unsigned** contract to Denise Watson at least **3** weeks before the scheduled School Board meeting. Upon attorney review and approval (if necessary), Les will submit the contract to the Superintendent's office, where it will be included on the agenda for School Board approval.

**All contracts require school board approval.**

The **only** authorized signatures on a contract are Brian Flores, Jon DeJong, Les Vandervort, or the School Board.

Date	New or Renewal or Revision	Agency	Purpose	Amount	Contract Start Date & End Date	Staff Person Responsible for Contract	Approved by Les?	PO Required?	Attorney Review Required?
02/21/17	New	City of Wenatchee	Interlocal Agreement between WSD and City of Wenatchee to collectively improve the Lewis & Clark Elementary Sidewalk project.	\$135,095.70	Upon Approval thru completion (Sept. 2017)	Gregg Herkenrath			This is decided at the district office.
				Budget Code		I have read this contract and recommend it for board approval  Initial 2-22-17 Date			
				CPF - TBD					

**Agency Contact Information** (who & where contract needs to be mailed to for signing):

Agency Name: City of Wenatchee  
 Attention: Charlotte Mitchell, Project Engineer  
 Street address or PO Box: 1350 McKittrick Street  
 City, State, Zip Code: Wenatchee, WA 98801  
 Email Address: cmitchell@wenatcheewa.gov  
 Phone Number: (509) 888-3221

**Contract Details** (Give a brief description of the contract):

If this is a revision, what has changed?

Interlocal Agreement between WSD and City of Wenatchee to collectively work together to improve the sidewalks and bus pullout at Lewis & Clark Elementary School. Exhibit 'A' shows a depiction of work to be done by both parties. Exhibit 'B' shows the breakdown of costs.  
 THIS AGREEMENT HAS BEEN REVIEWED AND APPROVED BY WSD ATTORNEY FIRM JOHNSON, GAUKROGER, SMITH & MARCHANT PS (AARON J. HARRIS FOR DANIELLE MARCHANT) ON FEBRUARY 21, 2017

**Be sure to follow state bid requirements as outlined in RCW 28A.335.190**

Reviewed by Attorney   
 Signature

Requires Edits? \_\_\_\_\_



# INTERLOCAL AGREEMENT BETWEEN CITY OF WENATCHEE AND WENATCHEE SCHOOL DISTRICT NO. 246

THIS INTERLOCAL AGREEMENT (“Agreement”) is hereby entered into by and between City of Wenatchee, Washington (the “City”), and Wenatchee School District No. 246 of Wenatchee, Washington (the “WSD”), sometimes collectively referred to as the “Parties”. This Agreement is made pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.

WHEREAS, the City is engaged in Lewis and Clark Elementary Sidewalk Improvements, involving improvements to Princeton Avenue in Wenatchee, Chelan County, Washington (the “Project”); and,

WHEREAS, the City staff and the WSD staff will work cooperatively through the design phase of the Project for the mutual benefit of the Parties; and

WHEREAS, as a result of the cooperative planning between the Parties, the City will develop plans and specifications for roadway and sidewalk improvement work (the “WSD Work”) for inclusion in the Contract Bid Documents. WSD Work will be specifically referred to as Group 3 Work in the Contract Bid Documents. The Project is scheduled to be advertised for bid around July 27, 2017; and

WHEREAS, as set forth in this Agreement, the City and the WSD desire to continue their cooperative efforts through bidding, construction of the WSD Work and the Project by the City Contractor (“Contractor”), and for such work as may be performed by the Parties’ respective forces in addition to each Party’s work under the awarded Project Contract (“Contract”); and

WHEREAS, the Project is funded with a combination of federal, state, and local funding, the Washington State Department of Transportation (“WSDOT”), Federal Highway Administration (“FHWA”) and other federal and state agencies have oversight responsibility and authority and the parties will be required to cooperate with oversight.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, and the foregoing representations, which are incorporated by this reference into the Agreement, the City and the WSD agree as follows:

- 1. Purpose.** The purpose of this Agreement is to coordinate WSD Work concurrent with Project construction improvements, by inclusion of the WSD Work as Group 3 Work in the Contract Bid Documents, and to set forth duties and responsibilities of each Party for the WSD Work done in conjunction with the Project.
- 2. Scope of Work.** WSD Work for the Project is set forth in Exhibit A. WSD Work includes the installation of approximately 200 feet of new sidewalk and installation of

approximately 450 feet of sidewalk and drop-off lane by the Contractor. Also included is removal of two islands in the current parking area.

**3. City Obligations.** The City shall:

3.1. Provide plans, specifications, and an engineering estimate of costs for the WSD Work.

3.2. Administer the bidding and contract award, consistent with bid laws applicable to the Project, including:

- a.) Preparing the Contract Bid Documents to include the WSD Work as provided in Exhibit A;
- b.) Advertising for Project bids and administering the Project bidding process, answering and documenting responses to prospective bidders questions relating to WSD Work prior to bid award and provide the WSD with copies of the documentation;
- c.) Requiring the Contractor to name the WSD as an additional insured under its insurance obligations in the Contract;
- d.) Allow for WSD inspection of bid proposals after bid opening; and
- e.) Awarding of the Contract.

3.3. Administer the Contract subject to the provisions of this Agreement for WSD Work, including:

- a.) Contract administration for the complete Contract, including WSD Work;
- b.) Communication and coordination with the Contractor to schedule all Work, including WSD Work, and to be the lead agency for inspection and for coordinating resolution of questions and issues arising during the performance of the Contract;
- c.) Disbursement of payments to the Project Contractor relating to WSD Work, subject to the WSD's written approval in advance;
- d.) Administration of change orders relating to WSD Work subject to the WSD's written approval in advance; and
- e.) Allowing for WSD inspection of the WSD Work performed by the Contractor.

3.4. Provide construction engineering, including survey control (except as set forth in paragraph 4.1 below).

3.4 Determine Final Project completion. Final completion shall not be determined until the WSD has provided written acceptance to the City of WSD Work performed by the Contractor under the terms of the Contract.

3.5 Determine final acceptance of the Project.

3.6 Assign to the WSD any claims or defenses it has related to the WSD Work and the WSD's obligations set forth in Sections 4.7 below.

**4. WSD Obligations.** The WSD shall:

- 4.1. Provide review and written approval to the City for any change orders for WSD Work before implementation.
- 4.2. Reimburse the City for actual City administration and Preliminary Engineering (Design) costs for WSD Work and Construction Engineering (Inspection), as shown in Exhibit B.
- 4.3. Reimburse the City for Costs of WSD Work.
- 4.4. Provide the City with written acceptance of WSD Work, performed by the Contractor, at and as a prerequisite to Final Project completion.
- 4.5. Cooperate with oversight, audits and public record requests related to the Project.
- 4.6. Pursue and prosecute at its sole cost and discretion any actions against the Contractor for breach of contract related to WSD Work.
- 4.7. Grant City a temporary construction permit allowing its' contractor to work on WSD property to construct the work. Unless modified by separate agreement, this ILA shall suffice as such temporary construction permit.
- 4.8. Grant City a permanent easement to allow the public to use the sidewalk along the west edge for the subject WSD property to the mutual agreement of both parties. Said permanent easement shall be recorded with the Chelan County Auditor.

**5. Filing and Effective Date.** This Agreement shall become effective upon the date of filing of the executed Agreement with the Chelan County Auditor or upon posting to the City's web site. The City shall file this Agreement with the Chelan County Auditor or post it to its' web site promptly after the Agreement is executed.

**6. Duration and Termination.** Subject to the provisions of section 6.1 below, this Agreement shall terminate upon the following: (1) the City receives final payment from WSD for all work performed by the City on behalf of the WSD as set forth in this Agreement, and (2) upon the final completion of the Project; provided, however, this Agreement may be terminated prior to the award of the Contract by written mutual agreement signed by authorized personnel of each party, by City rejection of all bids, or by the WSD directing the City in writing to reject all bids for the Group 3 WSD Work. Additionally, WSDOT and FHWA must approve incorporation of the WSD Work into the Project. This Agreement terminates if WSDOT and FHWA do not

approve incorporation of the WSD Work into the project. The City shall promptly notify the WSD in writing in the event that this Agreement is terminated due to WSDOT and FHWA failure to timely grant the required approval.

6.1 The WSD's obligations for the following matters shall survive the termination of this Agreement:

a. The WSD's obligation to cooperate with audits of the Project as set forth in section 4.5 above; and

b. The WSD's obligation to pursue and prosecute at its sole cost and discretion any actions against the Contractor for breach of contract related to WSD Work as set forth in Section 4.6 above.

**7. Property and Equipment.** It is not anticipated by the Parties that property or equipment will be purchased in furtherance of this Agreement. That notwithstanding, upon termination of this Agreement, all property and equipment purchased by the City in furtherance of this Agreement shall remain property of the City and all property and equipment purchased by the WSD in furtherance of this Agreement shall remain property of the WSD. All property and equipment shall be returned to the owner within a reasonable time after termination of this Agreement.

**8. Costs.** Each Party shall be responsible for its respective costs of work under the Contract.

8.1. The Costs of WSD Work shall be the actual cost to complete Group 3 Work, and shall be adjusted for changes to WSD Work, if any, as set forth under Section 1-04.4 of the Standard Specifications 2016, adopted below.

8.2. The WSD shall reimburse the City in the amount of seven percent (7%) of the completed Costs of WSD Work for City administration of construction of WSD Work.

8.3. The Costs of preliminary engineering shall be the actual cost to the City to design WSD's Group 3 work. This amount is estimated as shown in Exhibit B.

**9. Payment.** Upon receipt of periodic invoices from the City, the WSD shall make corresponding periodic progress payments to the City. Each progress payment and the final payment are due within thirty (30) days from the date the related invoice is mailed by the City to the WSD. The WSD shall timely contact the City regarding any concerns arising from related invoices, and upon such notice to the City, the City shall promptly respond, investigate, and resolve any such concerns so as to avoid delay in payment from the WSD to the City.

**10. Records.** The Parties shall be responsible for record keeping, record retention, and access to records as follows:

- 9.1. The City shall keep and maintain accurate and complete cost records pertaining to the Project as administered under the Contract and this Agreement (“City Records”). The WSD shall have full access and the right to examine City Records during the term of this Agreement and until expiration of the applicable record retention period.
- 9.2. All records, books, documents and other materials owned, used, retained, maintained, prepared, or issued by the WSD in the implementation of this Agreement (“WSD Records”) shall be the property of the WSD, which shall have the responsibility of the retention and release of those materials. The City shall have full access and the right to examine WSD Records during the term of this Agreement and until expiration of the applicable record retention period. Federal and state agencies with funding, oversight, auditing or investigative need or right to examine WSD Records shall likewise have full access and the right to examine WSD Records during the term of this Agreement and until expiration of the applicable record retention period.

**11. Mutual Indemnity.** To the fullest extent allowed by law:

- 11.1. The WSD shall indemnify, defend and hold harmless the City, its officers, agents and employees, from and against any and all claims, losses or liability, or any portion thereof, arising from injury or death to persons or damage to property occasioned by any negligent act, omission or failure of the WSD, its officers, agents, and employees, in connection with the WSD Work, or arising out of the WSD’s non-observance or non-performance of any law, ordinance, or regulation applicable to the WSD Work.
- 11.2. The indemnification obligation of the WSD shall not be limited in any way by the application of any workmen’s compensation acts, disability benefit acts or other employee benefit acts and the WSD expressly waives the protection afforded by such laws. The foregoing waiver and indemnification obligations have been mutually negotiated.
- 11.3. The City shall indemnify, defend and hold harmless the WSD, its officers, agents, employees, contractors, and subcontractors from and against any and all claims, losses or liability, or any portion thereof, arising from injury or death to persons or damage to property occasioned by any negligent act, omission or failure of the City, its officers, agents, and employees, in connection with the Project, or arising out of the City’s non-observance or non-performance of any law, ordinance, or regulation applicable to the Project.
- 11.4. The indemnification obligation of the City shall not be limited in any way by the application of any workmen’s compensation acts, disability benefit acts or other employee benefit acts and the City expressly waives the protection afforded by



such laws. The foregoing waiver and indemnification obligations have been mutually negotiated.

**12. Amendment.** The City and the WSD may mutually amend this Agreement. Such amendment(s) shall not be binding unless made in writing and signed by personnel authorized to the bind the City and the WSD.

**13. Public Records Act.** Public records of either party to this agreement which contain confidential information may be subject to state public records act and other public records laws, as now exist or as may be hereafter amended. If inspection and/or copying of public records containing confidential information is requested, the party to this agreement receiving such request agrees to notify the other party's Public Records Officer of the request at least ten (10) business days prior to the records being made available for inspection or copying by the requestor. The other party to this agreement may promptly seek a protective order in the appropriate court. The party to which a public records act request is made will reasonably cooperate with the other party to this agreement in its protective order action, but is under no obligation to obtain or seek any court protection. The Parties Public Records Officers are:

13.1. The City

City Clerk  
PO Box 519  
129 South Chelan Avenue  
Wenatchee, WA 98801  
tel. (509)888-6204  
fax (509)888-3636  
cityclerk@wenatcheewa.gov

13.2. The WSD

Public Records Officer  
Wenatchee School District No. 246  
235 Sunset Avenue  
Wenatchee, WA 98801  
tel. 509-663-8161 ext. 33223  
akers.l@wenatcheeschools.org

**14. Relationship of Parties.** The Parties intend that an independent contractor relationship will be created by this Agreement. Neither party, their officers, employees, agents, contractors or subcontractors shall be considered an agent or employee of the other for any purpose and neither party is entitled to any of the benefits that the other provides for its respective employees.

**15. Contact Information.** The following shall be the contact person for each party:

15.1. The WSD

Brian Flonas, Superintendent  
Wenatchee School District No. 246  
235 Sunset Ave.  
PO Box 1767  
Wenatchee, WA 98801  
tel. 509-663-6181  
fax 509-663-3082  
flonas.b@wenatcheeschools.org

15.2. The City

Charlotte Mitchell, Project Engineer  
City of Wenatchee  
1350 McKittrick Street  
Wenatchee, WA 98801  
tel. 509-888-3221  
fax 509-888-3201  
cmitchell@wenatcheewa.gov

15.3. Each party shall arrange for an alternate contact person in the circumstance that the aforementioned contact person is unavailable.

**16. Governing Law; Venue.** This Agreement is governed by the laws of the State of Washington, both as to interpretation and performance. Any action at law, suit in equity or other judicial proceeding for enforcement of this Agreement shall be instituted only in the Superior Court of Chelan County, State of Washington.

**17. Disputes.** In the event that a dispute arises under this Agreement and prior to initiation of any legal action, authorized representatives of each party shall meet and negotiate in good faith to attempt to resolve the dispute.

**18. Attorney Fees; Costs.** If it is necessary for either party to utilize the services of an attorney to enforce any of the terms of this agreement, each party shall be responsible for its own attorneys' fees and costs.

**19. Mutual Negotiation and Construction.** This Agreement and each of the terms and provisions hereof are deemed to have been explicitly negotiated between, and mutually drafted by, the Parties, and the language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either Party.

**20. Severability.** In the event that any provision of this Agreement shall be determined to be unenforceable or otherwise invalid for any reason, such provision shall be enforced and validated to the extent permitted by law. All other provisions of this Agreement are severable, and the unenforceability or invalidity of any single provision hereof shall not affect the remaining provisions.

**20. Standard Specifications.** The 2016 edition of the Washington State Department of Transportation's *Standard Specifications for Road, Bridge, and Municipal Construction*, as amended on the effective date of this Agreement, ("Standard Specifications: 2016") is adopted by this reference and incorporated in this Agreement, except, the express provisions of this Agreement, the Contract Bid Documents, and the Contract shall govern over any conflicting corresponding provision in the Standard Specifications: 2016.

**21. Entire Agreement.** The preamble and the Exhibit A and the Exhibit B attached to this Agreement are incorporated into this Agreement. This instrument embodies the whole agreement of the Parties. There are no promises, terms, conditions, or obligations between the Parties with regard to the subject matter of this Agreement other than those contained in this Agreement. This Agreement supersedes all previous communications, representations or agreements, either oral or written between the parties about the subject matter of the Agreement.

Dated this \_\_\_\_ day of \_\_\_\_\_ 2017.

APPROVED BY

**City of Wenatchee**

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Frank Kuntz, Mayor

ATTEST:

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Tammy Stanger, City Clerk

Dated: \_\_\_\_\_

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

APPROVED BY

WENATCHEE SCHOOL DISTRICT NO. 246

\_\_\_\_\_  
Brian Fones, Superintendent



# EXHIBIT A

Project Boundaries

East of the pink line = CITY Work

West of the pink line = WSD Work



## EXHIBIT B

### Estimated Cost

N. Princeton Ave - Bus Pullout and Sidewalk					
Item Number	Unit	Item	Total Quantity	Unit Cost	Group 3 Prelim. Estimate
<b>PREPARATION</b>					
1	L.S.	MOBILIZATION	1	\$8,000.00	\$8,000.00
2	ACRE	CLEARING AND GRUBBING	0.1	\$10,000.00	\$1,000.00
3	L.S.	REMOVAL OF STRUCTURES AND OBSTRUCTION	1	\$12,000.00	\$12,000.00
<b>SURFACING/PAVING</b>					
4	TON	CRUSHED SURFACING TOP COURSE	141	\$50.00	\$7,050.00
5	TON	CRUSHED SURFACING BASE COURSE	50	\$45.00	\$2,250.00
6	TON	HMA CL. 1/2" PG 64-28	130	\$150.00	\$19,500.00
<b>GRADING</b>					
7	C.Y.	ROADWAY EXCAVATION INCL. HAUL	30	\$50.00	\$1,500.00
<b>EROSION CONTROL AND PLANTING</b>					
8	DOL	EROSION/WATER POLLUTION CONTROL	500	\$1.00	\$500.00
9	EA.	INLET PROTECTION	2	\$100.00	\$200.00
10	S.Y.	SOD INSTALLATION	209	\$20.00	\$4,180.00
<b>TRAFFIC</b>					
11	L.F.	CEMENT CONC. TRAFFIC CURB AND GUTTER	600	\$20.00	\$12,000.00
12	L.F.	PAINT LINE	330	\$3.00	\$990.00
13	L.S.	PROJECT TEMPORARY TRAFFIC CONTROL	1	\$3,000.00	\$3,000.00
14	L.S.	PERMANENT SIGNING	1	\$800.00	\$800.00
<b>OTHER ITEMS</b>					
15	S.Y.	CEMENT CONC. SIDEWALK	298	\$55.00	\$16,390.00
16	S.Y.	CEMENT CONC. DRIVEWAY ENTRANCE TYPE 2	20	\$70.00	\$1,400.00
17	EA.	ADJUST CATCH BASIN	1	\$400.00	\$400.00
18	EA.	ADJUST WATER VALVE	2	\$350.00	\$700.00
19	EA.	ADJUST WATER METER BOX	1	\$400.00	\$400.00
20	L.S.	ROADWAY SURVEYING	1	\$1,350.00	\$1,350.00
21	DOL	UNKNOWN IRRIGATION REPAIR	5000	\$1.00	\$5,000.00

Construction Total	\$98,610.00
Contingencies (10%)	\$9,861.00
Preliminary Engineering (20%)	\$19,722.00
Construction Engineering (7%)	\$6,902.70
<b>Group 3 Total</b>	<b>\$135,095.70</b>



# FACILITY

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# PROJECTS UPDATES

## ITEM # 2

**RESOLUTION NO. \_\_\_\_\_-17**

WHEREAS, Wenatchee School District No. 246 (“the School District”), is the owner of the following described real property (“the subject property”):

That portion of Government Lot 6, Section 14, Township 22 North, Range 20 East of the Willamette Meridian, Chelan County, Washington, as described in Quit Claim Deed, recorded under Auditor's File Number (AFN) 256481, records of Chelan County, Washington lying within a strip of land adjoining and parallel with the following described line:

Commencing at the quarter comer common to Sections 14 and 15, Township 22 North, Range 20 East of the Willamette Meridian, Chelan County, Washington, a 3 ½ inch brass cap in a monument case;

Thence along the east-west center of section line North 89° 48' 36" East for 1216.83 feet to the centerline of South Wenatchee Avenue, Engineer's Right-of-way Station 28+48.77, Chelan County Road Project 466, (CRP466), an iron pin in a monument case;

Thence along the centerline of South Wenatchee Avenue, South 18° 57' 41" East for 553.56 feet to the intersection of right-of-way centerlines for South Wenatchee Avenue and Terminal Avenue, Engineer's Right-of-way Station for South Wenatchee Avenue 34+02.63 = Terminal Avenue 0+00, THE POINT OF BEGINNING of said described line;

Thence along the centerline of Terminal Avenue South 71° 02' 19" West for 44.72 feet to Engineer's Right-of-way Station PC 0+44.72;

Thence continuing along said centerline on the arc of tangent curve to the left 93.60 feet to Engineer's Right-of-way Station PT 1+38.32, said curve having a central angle of 71° 30' 31", a radius of 75.00 feet, and a chord bearing and length of South 35° 17' 04" West for 87.65 feet;

Thence continuing along said centerline, South 0° 28' 12" East for 153.14 feet to Engineer's Right-of-way Station PC 2+91.46;

Thence continuing along said centerline of the arc of tangent curve to the right 135.81 feet to Engineer's Right-of-way Station PT 4+27.28, said curve having a

central angle of 76° 03' 45", a radius of 102.30 feet, and a chord bearing and length of South 37° 35' 41" West for 126.06 feet;

Thence continuing along said centerline, South 75° 35' 34" West for 574.87 feet to Engineer's Right-of-way Station PI 10+02.14 and iron pin in a monument case;

Thence continuing along said centerline, South 89° 43' 14" West for 665.44 feet to the intersection of Right-of-way centerlines for Terminal Avenue and South Mission Street, Engineer's Right-of-way Station 16+67.54, a found iron pin in a monument case and THE END OF SAID DESCRIBED LINE;

Said strip lies Northerly (right) of and adjoins the above described line, and has the following stations and width:

Northerly (right)

Engineer's Right-of-way Station 9+30 to 10+75 25 feet in width.

EXCEPT existing Chelan County right of way for Terminal Avenue.

Said strip containing 0.016 acres (more or less).

Said strip depicted on Exhibit "A" and "B"; the specific details concerning all of which may be found within the Right-of-way Plan for South Wenatchee Pedestrian Safety, Chelan County Road Project No. 694 (CRP 694), of record and on file in the office of the Chelan County Public Works Department, Wenatchee, Washington.

WHEREAS, the subject property is not subject to an authorized school use;

WHEREAS, the subject property is no longer required for school purposes;

WHEREAS, the School District has no foreseeable use for the subject property in the future;

WHEREAS, the School District desires to designate the subject property as surplus real property for the purpose of selling the subject property; and

WHEREAS, any sale of the subject property shall be in accordance with Board Policy No. 9271 and RCW 28A.335.090-RCW 28A.335.130.

NOW, THEREFORE, be it resolved by the Board of Directors of Wenatchee School District No. 246 as follows:

1. The subject property be and is hereby declared to be surplus.



2. The designation of the subject property as surplus is for the purpose of selling the subject property.

ADOPTED at a regular open meeting of the Board of Directors held on \_\_\_\_\_, 2017.

WENATCHEE SCHOOL DISTRICT NO. 246

By \_\_\_\_\_  
ROBERT SEALBY  
President

By \_\_\_\_\_  
LAURA JAECKS  
Vice President

By \_\_\_\_\_  
CLAUDIA DE ROBLES, Member

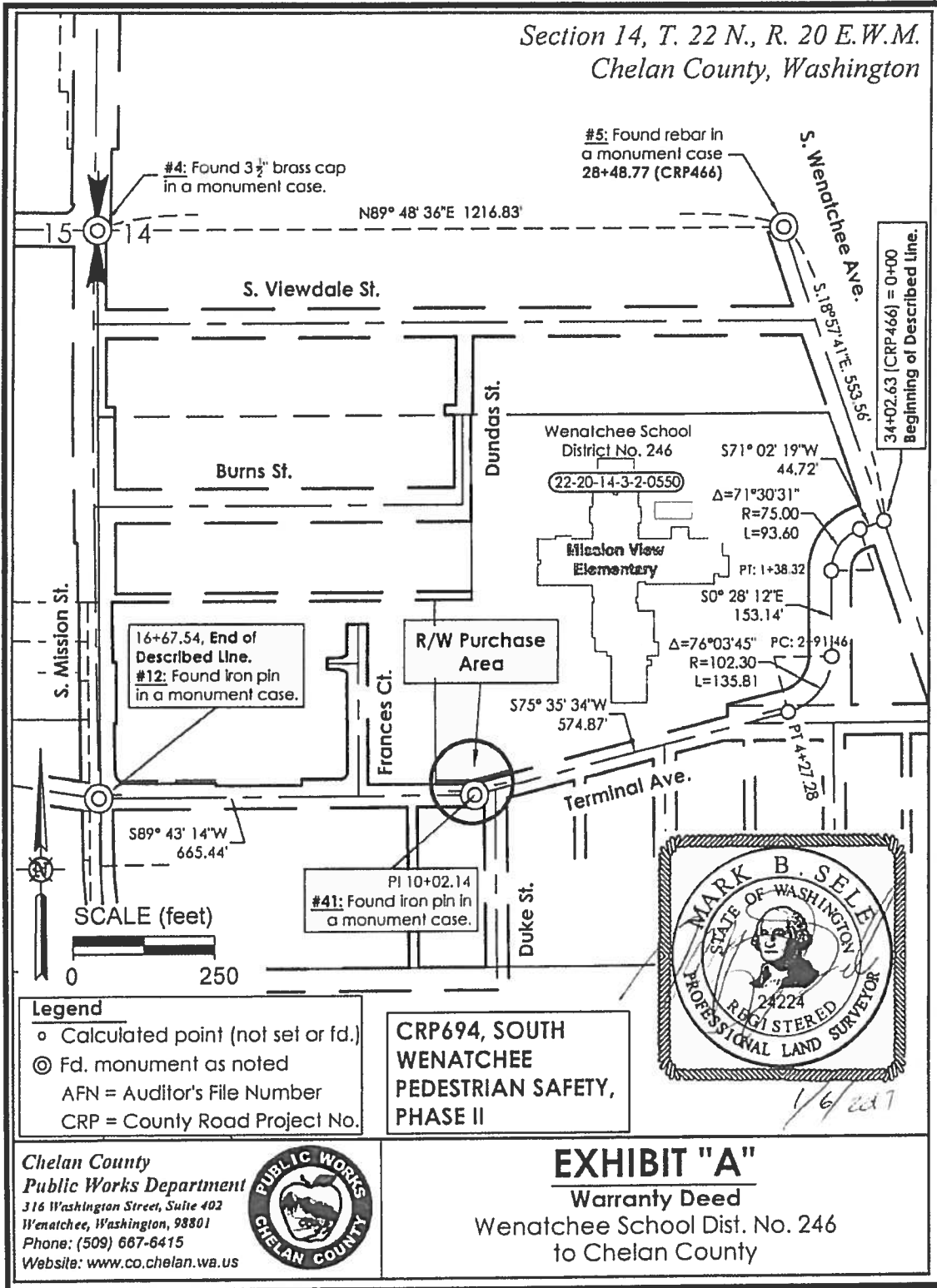
By \_\_\_\_\_  
DR. WALTER S. NEWMAN, Member

By \_\_\_\_\_  
JENNIFER TALBOT, Member

Attest:

\_\_\_\_\_  
BRIAN L. FLONES  
Secretary/Superintendent

Section 14, T. 22 N., R. 20 E.W.M.  
Chelan County, Washington



**Legend**

- Calculated point (not set or fd.)
- ⊙ Fd. monument as noted
- AFN = Auditor's File Number
- CRP = County Road Project No.

**CRP694, SOUTH WENATCHEE PEDESTRIAN SAFETY, PHASE II**

Chelan County  
Public Works Department  
316 Washington Street, Suite 402  
Wenatchee, Washington, 98801  
Phone: (509) 667-6415  
Website: www.co.chelan.wa.us



**EXHIBIT "A"**  
Warranty Deed  
Wenatchee School Dist. No. 246  
to Chelan County

Warranty Deed  
Wenatchee School District No. 246 to  
Chelan County

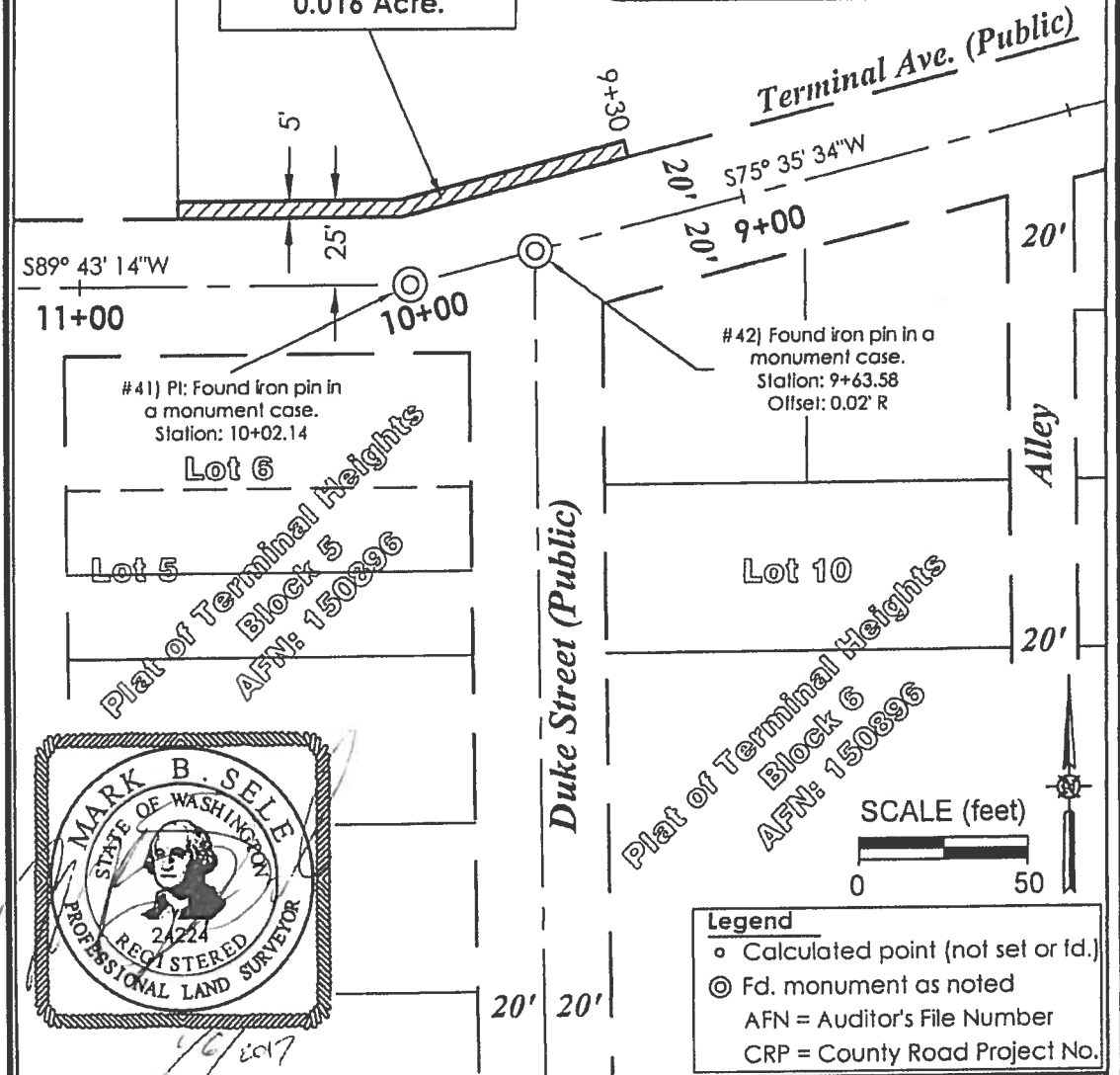
FA#: TIB PE-004(P02)-1  
CRP 694  
Assessor's Parcel Number: 22-20-14-3-2-0550

Section 14 and 15, T. 22 N., R. 20 E.W.M.  
Chelan County, Washington

Mission View  
Elementary  
Wenatchee School  
District No. 246

22-20-14-3-2-0550

R/W Purchase Area:  
0.016 Acre.



**Legend**  
 ○ Calculated point (not set or fd.)  
 ⊙ Fd. monument as noted  
 AFN = Auditor's File Number  
 CRP = County Road Project No.

Chelan County  
Public Works Department  
316 Washington Street, Suite 402  
Wenatchee, Washington, 98801  
Phone: (509) 667-6415  
Website: www.co.chelan.wa.us



**EXHIBIT "B"**  
Warranty Deed  
Wenatchee School Dist. No. 246  
to Chelan County

Warranty Deed  
Wenatchee School District No. 246 to  
Chelan County



Date: February 23, 2017

To: Board of Directors

From: Lindee Akers

Re: Facilities Update

## MEMORANDUM

There are no handouts for the board packet at this time, this will be a verbal update. Let me know if you have any questions.

Thank you,  
Lindee

**Wenatchee School District No. 246**  
**MEMORANDUM**

To: Wenatchee School Board  
Brian Fones, Superintendent

From: Les Vandervort, Chief Financial Officer

Date: February 5, 2017

Re: Enrollment Reports for **February 2017**

**Exhibit A** - Monthly Enrollments.

The **February 2017** count of K-12 students is **7,760.75 full-time equivalents (FTE)** including 207.27 FTE Running Start students (Running Start students are counted starting in October).

The *average* FTE is **7,761.66** which are **118.34** FTE below budgeted *average* FTE of 7,880.

Running Start, Open Doors and Alternative Learning FTE are shown as separate line items for comparison to budget numbers on the original F-195 Budget.

Enrollment continues to shift around somewhat although it's generally stabilized. I don't see a significant increase (or decrease for that matter) in enrollment this year though. I expect a similar pattern of historically slow decreases throughout the rest of the year.

**Exhibit B** shows the changes in average FTE enrollment, as reported to SPI, since 2004-05. Exhibit B reflects the history of our actual state funding level of FTE.

**Exhibit C** is a comparison of student FTE by school and by grade level for the current month and the same month in the prior year (2015-16).

**Exhibit D** shows the monthly information in graphic form, with a comparison to last year's (2015-16) actual enrollment and 2016-17 budgeted numbers.



**WENATCHEE SCHOOL DISTRICT NO. 246**  
 Monthly Average FTE Enrollment 2016-17 School Year

GRADE	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	AVERAGE	2016-17 AVG to BUD	
												BUDGET	DIFFERENCE
1/2 Day KINDERGARTEN	0.00	0.00	0.00	0.00	0.00	0.00					0.00	0	0.00
All-day Kindergarte	507.00	519.51	521.72	525.72	527.72	529.72					521.90	584	-62.10
FIRST	575.03	576.03	575.03	572.00	569.00	574.63					573.62	591	-17.38
SECOND	558.00	560.00	558.00	556.00	558.00	561.00					558.50	595	-36.50
THIRD	569.76	568.71	565.71	564.45	562.45	565.45					566.09	587	-20.91
FOURTH	535.89	538.89	540.17	540.17	537.17	546.17					539.74	550	-10.26
FIFTH	588.07	597.07	591.07	594.07	590.07	593.07					592.24	593	-0.76
SIXTH	542.51	544.51	544.25	546.25	542.25	545.31					544.18	535	9.18
SEVENTH	570.71	573.71	570.71	568.71	564.48	565.19					568.92	554	14.92
EIGHTH	530.36	532.34	524.34	525.69	520.69	523.59					526.17	530	-3.83
NINTH	585.16	588.73	591.13	590.16	584.77	586.73					587.78	590	-2.22
TENTH	619.88	613.68	618.48	620.88	621.83	614.56					618.22	630	-11.78
ELEVENTH	504.18	504.89	503.41	506.16	501.75	497.40					502.97	495	7.97
TWELFTH	456.97	459.80	456.49	451.76	448.63	434.14					451.30	515	-63.70
Kindergarten	507.00	519.51	521.72	525.72	527.72	529.72	0.00	0.00	0.00	0.00	521.90	584	-62.10
GRADES 1-5	2826.75	2840.70	2829.98	2826.69	2816.69	2840.32	0.00	0.00	0.00	0.00	2830.19	2,916	-85.81
GRADES 6-8	1643.58	1650.56	1639.30	1640.65	1627.42	1634.09	0.00	0.00	0.00	0.00	1639.27	1,619	20.27
GRADES 9-12	2166.19	2167.10	2169.51	2168.96	2156.98	2132.83	0.00	0.00	0.00	0.00	2160.26	2,230	-69.74
K-12 Subtotal	7143.52	7177.87	7160.51	7162.02	7128.81	7136.96	0.00	0.00	0.00	0.00	7151.62	7,349	-197.39
Running Start		212.68	206.80	204.40	212.13	207.27					208.66	155	53.66
Open Doors	71.00	83.73	92.73	89.60	90.60	99.40					87.84	135	-47.16
Alternative	302.79	324.87	310.01	313.09	313.42	317.12					313.55	241	72.55
<b>TOTAL</b>	<b>7,517.31</b>	<b>7,799.15</b>	<b>7,770.05</b>	<b>7,769.11</b>	<b>7,744.96</b>	<b>7,760.75</b>					<b>7,761.66</b>	<b>7,880</b>	<b>-118.34</b>

Exhibit A

**WENATCHEE SCHOOL DISTRICT NO. 246**

Yearly Average FTE Enrollment 2004-05 to Present

GRADE	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
KINDERGARTEN	281.17	294.44	325.23	256.86	116.96	122.84	112.17	133.51	116.35	76.00	80.90	20.80	0.00
ALL DAY KINDER				79.00	323.67	337.56	345.67	363.68	335.50	437.61	429.60	533.21	521.90
FIRST	597.44	551.22	583.11	639.86	591.49	571.00	587.64	542.76	617.63	575.55	620.01	596.50	573.62
SECOND	541.56	576.22	546.18	582.82	614.54	585.44	550.85	563.55	541.33	613.44	557.85	581.99	558.50
THIRD	502.93	532.89	577.61	517.25	576.33	618.96	588.12	545.74	549.19	566.04	606.64	547.60	566.09
FOURTH	583.44	493.07	522.99	574.31	529.02	569.18	614.14	576.66	536.59	546.98	571.30	593.90	539.74
FIFTH	555.03	593.47	486.97	531.43	578.29	536.22	560.76	607.33	573.57	544.19	560.36	539.50	592.24
SIXTH	550.39	557.45	620.13	510.27	559.34	622.04	549.62	590.30	649.06	589.00	543.32	554.94	544.18
SEVENTH	589.08	560.45	548.39	612.88	516.99	576.10	617.67	545.57	606.48	654.62	584.36	528.73	568.92
EIGHTH	611.02	588.62	554.19	539.08	613.53	539.12	574.79	625.61	552.01	620.59	644.19	584.41	526.17
NINTH	726.00	773.57	651.42	604.75	599.07	630.85	561.78	584.60	652.18	548.75	619.92	622.99	587.78
TENTH	487.57	504.76	620.21	596.66	569.28	548.37	611.61	545.59	570.70	620.98	553.04	599.52	618.22
ELEVENTH	534.76	488.48	524.59	569.84	527.16	591.15	593.50	625.30	562.71	568.94	573.12	536.48	502.97
TWELFTH	355.74	378.50	384.40	465.71	511.17	674.92	690.73	659.13	665.68	583.40	594.84	543.74	451.30
KINDERGARTEN	281.17	294.44	325.23	335.86	440.63	460.40	457.84	497.19	451.85	513.61	510.50	554.01	521.90
GRADES 1-5	2780.40	2746.87	2716.86	2845.67	2889.67	2880.80	2901.51	2836.04	2818.31	2846.20	2916.16	2859.49	2830.19
GRADES 6-8	1750.49	1706.52	1722.71	1662.23	1689.86	1737.26	1742.08	1761.48	1807.55	1864.21	1771.87	1668.08	1639.27
GRADES 9-12	2104.07	2145.31	2180.62	2236.96	2206.68	2445.29	2457.62	2414.62	2451.27	2322.07	2340.92	2302.73	2160.26
Total K-12	6916.13	6893.14	6945.42	7080.72	7226.84	7523.75	7559.05	7509.33	7528.98	7546.09	7539.45	7384.31	7151.62
Running Start	82.79	96.61	101.59	86.18	128.56	140.00	138.52	138.34	133.51	125.55	172.90	155.49	208.66
Skill Source/Open Door										89.23	89.98	101.14	87.84
Alternative												253.49	313.55
TOTAL	6998.92	6989.75	7047.01	7166.90	7355.40	7663.75	7697.57	7647.67	7662.49	7760.87	7,802.33	7,894.43	7761.66
Percent Change		-0.1%	0.8%	1.7%	2.6%	4.2%	0.4%	-0.6%	0.2%	1.3%	0.5%	1.2%	-1.7%

Exhibit B

WENATCHEE SCHOOL DISTRICT NO. 246				Current Month 2016-17 FTE Comparison to same month 2015-16					
School	February 2016	February 2017	increase (decrease)	Grade	February 2016	February 2017	increase (decrease)		
Columbia	475	435	-40	K	20	0	-20		
Lewis & Clark	474	492	18	ADK	535	530	-5		
Lincoln	506	517	11	1	595	575	-20		
Mission View	528	545	17	2	580	561	-19		
Newbery	529	517	-12	3	551	565	14		
Sunnyslope	288	295	7	4	593	546	-47		
Washington	615	570	-45	5	541	593	52		
Elementary	3,415	3,370	-44		3,415	3,370	-44		
Foothills	628	587	-41	6	556	545	-11		
Orchard	393	431	38	7	535	565	30		
Pioneer	658	616	-42	8	587	524	-63		
Middle Schools	1,679	1,634	-44		1,679	1,634	-44		
WHS	1,959	1,810	-149	9	622	587	-35		
WSHS	244	277	32	10	600	615	15		
High Schools	2,204	2,087	-117	11	546	497	-49		
				12	548	434	-113		
Skill Source	8	5	-3		2,316	2,133	-183		
Skill Source/Open Door	97	89	-8						
Open Doors/Grad Alliance	20	10	-10	Total Regular	7,409	7,137	-272		
Valley Academy	150	172	23						
WV Tech Ctr	196	186	-10						
Other Enrollment	471	463	-9	ALE	242	317	75		
				Open Door	117	99	-18		
Subtotal Enrollment	7,768	7,553	-215	Running Start	161	207	46		
Running Start	161	207	46		7,929	7,761	-168		
Total Enrollment	7,929	7,761	-168						
Juvenile Detention Center	8	12	4						
Special Ed	926	916	-10						

Exhibit C

## Enrollment 16-17

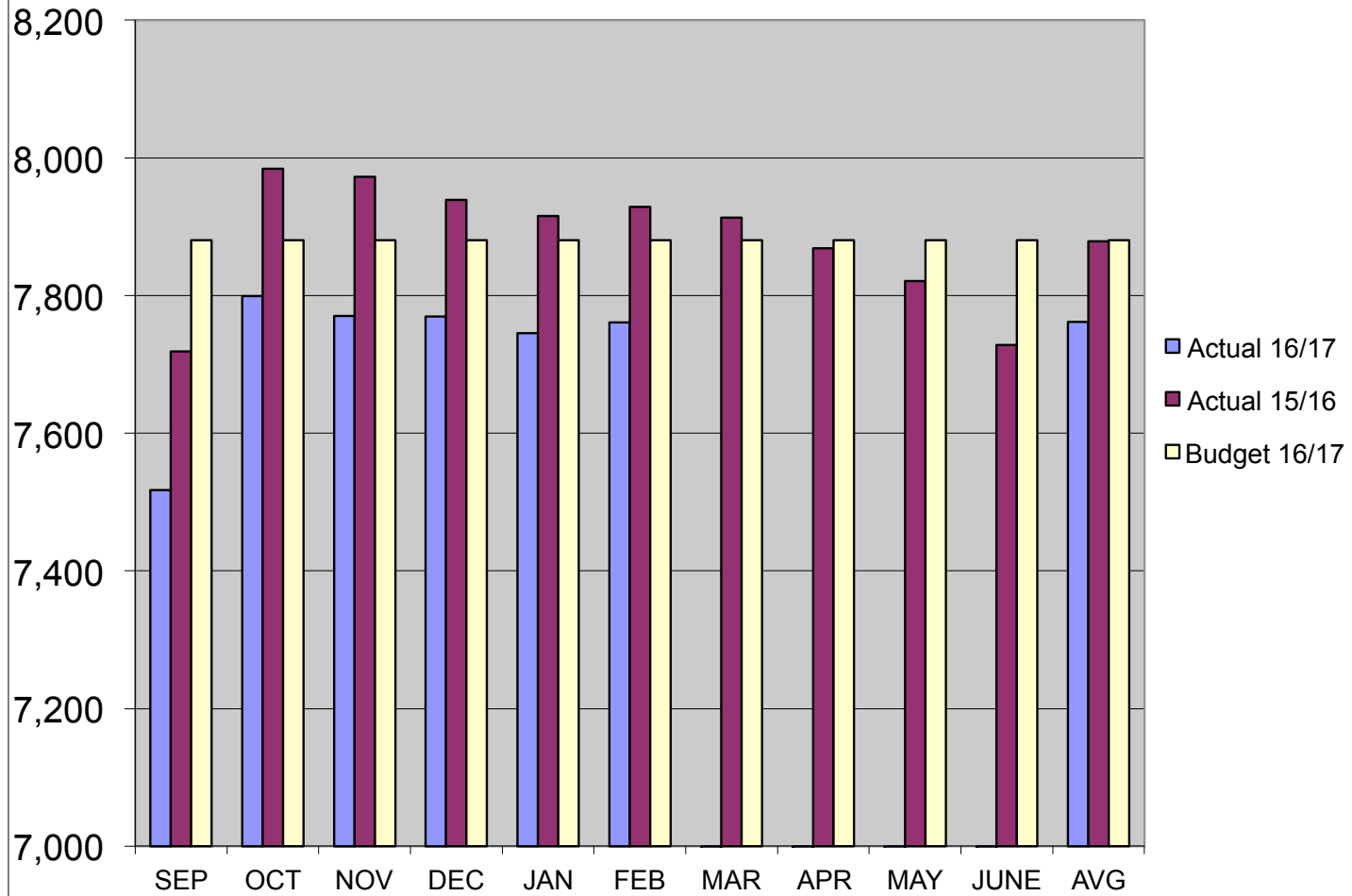


Exhibit D

	24 KINDER		24 GRADE 1		25 GRADE 2		25 GRADE 3		27 GRADE 4		27 GRADE 5		
	#		#		#		#		#		#		
Columbia	Dimova-West, R <b>B</b>	16	Ells, Joe	20	Bentsen, Carolyn <b>B</b>	22	Heffron, Rebecca (mixed)	19	Avila, Dahlia (mixed)	21	Cline, Gretchen	25	<b>FTE</b> 435.00 <b>Head</b>
	Holland, Courtney	15	Lopez, Lizbeth <b>B</b>	14	Card-Roley, Laurie	18	Kniveton, Jenifer	20	Hetterle, Rachel	20	Hill, Courtney	26	
	Ryan-Kelzenberg (Shel)	15	McCarl, Megan	21	Vanatta (Shelt'd)	20	Lemus-Pulido, Anayss	19	Siepmann, Connie	21	Weaver, Katie	27	
	Wiggins, Cameron	16	Smith, Lynette	21	Weaver, Ryan	20	Searles, Rachel	19					
			Speech Only										
	62		76		80		77		62		78	435	
Lewis & Clark	Jarvis, Oliva <b>B</b>	19	McGuire, Ana	23	Collins, Alanna	22	Black, Maria	21	Smots, Fonda	23	Boyle, Heidi	24	<b>FTE</b> 491.76 <b>Head</b>
	Limon, Donna	23	Navarro, Nancy <b>B</b>	23	Luna, Itzia <b>B</b>	20	Brandt, Theresa	22	Lopez, Daniz <b>B</b>	26	Sanchez, Juan	24	
	Springer, Megan	20	Savage, Sunny	23	Malloy, Juanita <b>B</b>	21	De La Mora <b>B</b>	21	Martinez, Eva	24	Sleeper, Tracie <b>B</b>	24	
	Yanez, Carmen <b>B</b>	22	Solis, Anadelita <b>B</b>	23	Schmidt, Desiree	22	Nunez, Ginger	22					
		84		92		85		86		73		72	
Lincoln	Charles, Katie	19	Blankenship, Marea <b>B</b>	19	McKee, Nancy	24	Heinz, Teresa	21	Gaytley, Todd	22	Bullis, Jacob	19	<b>FTE</b> 517.00 <b>Head</b>
	Clive, Cassandra	19	Hurt, Allison (Shelt'd)	23	Rodriguez, Christina <b>B</b>	20	Mason, Kristina	20	Guerrero, Marta	23	Ferson, Darrin	19	
	Gonzalez, Rocio <b>B</b>	21	Pattison, Lisa	23	Schmidt, Sandra	24	Nelson, Tessa	21	Mahler, Cynthia	22	Nicpan-Brown, Kristina	19	
	Smith, Candy (Shelt'd)	17	Robins, Jessica	24	Wilson, Carmen <b>B</b>	20	Williams, Dianna <b>B</b>	20	Parr, Kevin <b>B</b>	23	Williams, Jeffrey	19	
	SpEd Noble	4	SpEd Noble	2	SpEd Noble	2	SpEd McFarland	3	SpEd McFarland	3	SpEd McFarland	2	
		80		91		90		85		93		78	
Mission View	Hepton, Tiffany	21	Berdine, Mary	20	Christensen, Jen <b>B</b>	22	Brown, Sarah	25	Avila, Armando <b>B</b>	19	Alto, Angie <b>B</b>	26	<b>FTE</b> 545.07 <b>Head</b>
	Martinez, Lupe <b>B</b>	17	Chang Marr, Maria <b>B</b>	26	Hill, Carol	22	Chavez, Gabriela <b>B</b>	25	Avila, Mario <b>B</b>	19	Hall, Andrew	26	
	Mendoza, Liliana	19	Montalvo, Patricia <b>B</b>	16	Martinez, Brandy	22	Savage, Tamara	24	Lewis, Lisa	19	Pass, Scott	25	
	Orozco Blanco, Eliza <b>B</b>	22	Morgan, Coni	22	Yanez, Socorro <b>B</b>	22			Wirth, Debra	21	Phelps, Theresa	23	
	Valdovinos, Cari	22	O'Banion, Heidi	21									
		101		105		88		74		78		100	
Newbery	Cannan, Eric	2	Cannan, Eric	1	Cannan, Eric	1	Brooks, Ingrid <b>B</b>	22	Keeene, Stephanie	22	Kniveton, Kyle <b>B</b>	25	<b>FTE</b> 516.95 <b>Head</b>
	Fischer, Leticia	17	Arneson, Imelda <b>B</b>	17	Dundas, Cheri	20	Crollard, Debbie	21	Peterson, Tracy	23	London, Flora	25	
	Reyna-Smith, Soyla	19	Garza, Ashley	21	Morrell, Blake	17	Dickson, Kimberly	22	Schott, Robert <b>B</b>	22	Preuss, J. Austin	25	
	Vivanco, Matilde <b>B</b>	19	McLaughlin, Lori	19	Page, Brooke <b>B</b>	20	Gutierrez-Zamora <b>B</b>	23	Stubbe, Stephanie	23	Strozyk, Paula	24	
	Wise, Jill	19	Woolsey, Tami	20	Riggan, Brooke	21	Cannan, Eric	3	Cannan, Eric	2	Cannan, Eric	2	
		76		78		79		91		92		101	
Sunnyslope	LeFebvre, S	19	Anspach, Julie	21	Howard, Jeri	23	Dalbeck, Abby	27	Baier, Erika	27	King/Morgan	20	<b>FTE</b> 294.63 <b>Head</b>
	Steitz, Lisa	21	Jansen, Kelli	21	Norwood/Gale	24	Martin, Peggy	27	Loomis, Meredith	26	Lammert, Amy	20	
		40		42		47		54		53	Weber, Karen	19	
Washington	Arredondo, Zuly	20	Garcia/Wilkens	21	Anguiano, Stephanie	22	Bucholz, Heidi	25	Detwiler, Tamera	24	Christensen, Monika	27	<b>FTE</b> 569.63 <b>Head</b>
	Connor, Michelle	23	Knell, Molly	23	Clayson, Wendi	24	McGinnis, Lance	26	Gillespie, Terry	23	Roche, Laura	27	
	Reiber, Erin	22	Larsen, Rebecca	23	Huson, Lynda	23	Reinfeld, Jill	24	Parr, Maia <b>B</b>	23	Sutton, Jana	27	
	Rodriguez, Melody	21	Rodriguez, Erin	23	Lake, Caroline	23	Williams, David	23	Smith, Jodee	23	Walsh, Tracy	24	
	SpEd Cannan	1	SpEd Ptolemy	1	SpEd Cannan		SpEd Cannan		SpEd Mueller	1	SpEd Lyon Cannan		
	SpEd White	1			SpEd Ptolemy		SpEd Ptolemy	1	SpEd Ptolemy	2	SpEd Ptolemy	1	
		88		91		92		99		96		106	
<b>TOTAL FTE</b>												<b>3370.04</b>	
<b>TOTAL Head Count</b>												<b>3374</b>	
<b>Special Ed Count</b>												<b>5</b>	
<b>Average Class size</b>												<b>23.56</b>	
<b># of Teachers/Classes</b>												<b>25</b>	
<b>B = Bilingual</b>													
<b>D = Dual Language</b>													



Feb 2017

2016-2017 Enrollment

Official Count Day

	K	FTE	1	FTE	2	FTE	3	FTE	4	FTE	5	FTE	Head Total	FTE Total
Columbia	62	62.00	76	76.00	80	80.00	77	77.00	62	62.00	78	78.00	435	435.00
Lewis & Clark	84	84.00	92	92.00	85	85.00	86	85.76	73	73.00	72	72.00	492	491.76
Lincoln	80	80.00	91	91.00	90	90.00	85	85.00	93	93.00	78	78.00	517	517.00
Mission View	101	101.00	105	105.00	88	88.00	74	74.00	78	78.00	100	99.07	546	545.07
Newbery	76	75.95	78	78.00	79	79.00	91	91.00	92	92.00	101	101.00	517	516.95
Sunnyslope	40	40.00	42	41.63	47	47.00	54	54.00	53	53.00	59	59.00	295	294.63
Washington	88	86.77	91	91.00	92	92.00	99	98.69	96	95.17	106	106.00	572	569.63
<b>Total</b>	<b>531</b>	<b>529.72</b>	<b>575</b>	<b>574.63</b>	<b>561</b>	<b>561.00</b>	<b>566</b>	<b>565.45</b>	<b>547</b>	<b>546.17</b>	<b>594</b>	<b>593.07</b>	<b>3374</b>	<b>3370.04</b>
	<b>6</b>		<b>7</b>		<b>8</b>									
Foothills	185	184.51	219	218.73	185	184.25							589	587.49
Orchard	157	156.80	144	144.00	130	130.03							431	430.83
Pioneer	204	204.00	203	202.46	210	209.31							617	615.77
<b>Total</b>	<b>546</b>	<b>545.31</b>	<b>566</b>	<b>565.19</b>	<b>525</b>	<b>523.59</b>							<b>1637</b>	<b>1634.09</b>
	<b>9</b>		<b>10</b>		<b>11</b>		<b>12</b>							
WHS	556	534.56	556	549.08	466	387.00	393	339.56					1971	1810.20
WSHS	22	21.97	59	58.30	72	69.20	130	127.03					283	276.50
<b>Total</b>	<b>578</b>	<b>556.53</b>	<b>615</b>	<b>607.38</b>	<b>538</b>	<b>456.20</b>	<b>523</b>	<b>466.59</b>					<b>2254</b>	<b>2086.70</b>
	<b>9</b>		<b>10</b>		<b>11</b>		<b>12</b>							
Skillsource	1	1.00	4	3.60	0	0.00	0	0.00					5	4.60
	<b>K</b>		<b>1</b>		<b>2</b>		<b>3</b>		<b>4</b>		<b>5</b>			
Valley Academy	26	13.00	20	19.77	19	18.80	28	28.00	21	21.00	19	19.00		
	<b>6</b>		<b>7</b>		<b>8</b>		<b>9</b>		<b>10</b>					
	19	18.60	10	10.00	11	9.48	7	6.90	8	7.70			188	172.25
Special Ed-Bldg 511													0	0.00
	<b>9</b>		<b>10</b>		<b>11</b>		<b>12</b>							
WVTSC	0	30.60	5	16.78	51	67.47	47	71.55					202	186.40
Running Start													233	207.27
Open Doors - Skillsource	0	0.00	10	9.92	30	29.12	51	50.36					91	89.40
Open Doors - Grad Alliance	0	0.00	1	1.00	2	2.00	7	7.00					10	10.00
	0	0.00	11	10.92	32	31.12	58	57.36					101	99.40
<b>Totals</b>													<b>7895</b>	<b>7760.75</b>

WHS Only	202	103	186.40
<b>Subtotal</b>	<b>7561</b>	<b>7454.08</b>	

<b>Subtotal W/RS</b>	<b>7794</b>	<b>7661.35</b>
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Juvenile Detention Center

Age	FTE	Age	FTE	Age	FTE		
0-2	42.00	3-5	70.00	K-21	804.00	12	12.00
Special Education						916	916.00

**Wenatchee School District No. 246**  
**MEMORANDUM**

To: Wenatchee School Board  
Brian Flones, Superintendent

From: Les Vandervort, Chief Financial Officer

Date: February 22, 2017

Re: **January 2017 Budget Status Report**

**GENERAL FUND** With **42%** of the fiscal year elapsed, Total General Fund revenues were **38.3%** and expenditures were **37.6%** of budgeted amounts, respectively.

General Fund Total Fund Balance at January 31, 2017 is **\$12,302,476** (12.77%).

Total Fund Balance at January 31, 2016 was **\$11,570,669** (12.89%).

Districts are funded on budgeted numbers through December of each year. SPI adjusts funding to actual numbers (such as enrollment and staffing) beginning in January through the end of the year.

**CAPITAL PROJECTS FUND** The Month Ending Fund Balance is **\$7,276,641**.

Construction work is almost complete for the Washington and Lincoln Elementary projects. Change orders still rule the day however.

Prep work is in progress for the Phase II WHS bond election in 2017.

**DEBT SERVICE FUND** The Month Ending Fund balance of **\$1,130,177** is 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.

The Debt Service levy for 2017 collection is \$5,400,000 or \$1.34 per \$1,000 assessed value.

The M&O levy for 2017 collection is \$12,163,000 or \$2.96 per \$1,000 assessed value.

**ASB FUND** Revenues are **46.6%** of the amount budgeted for the year. Expenditures are **29.2%** of budget.

The Total Month Ending Fund Balance is **\$670,721**.

**TRANSPORTATION VEHICLE FUND** The Month Ending fund balance is **\$100,783**.

Bus purchases are made only when funds are actually received by the district.

One (1) bus purchase for \$154,549 has been encumbered for 16-17.

# Wenatchee School District No. 246

# General Fund

Budget Status Report  
January 31, 2017

42%

	Annual Budget	Actual For Year	Rec'd/Spent
<b>Revenues/Other Financing Sources</b>			
1000 Local Taxes	11,997,080	5,183,143	43.2%
2000 Local Nontax	2,115,515	979,423	46.3%
3000 State, General Purpose	57,550,422	22,673,191	39.4%
4000 State, Special Purpose	14,478,507	5,027,412	34.7%
5000 Federal, General Purpose	385,000	0	0.0%
6000 Federal, Special Purpose	8,545,882	2,529,877	29.6%
7000 Revenues fr Other Dists	27,000	10,602	39.3%
8000 Revenues fr Other Agencies	90,000	15,476	17.2%
9000 Other Financing Sources	0		
<b>Total Revenues/Other Sources</b>	<b>95,189,406</b>	<b>36,419,124</b>	<b>38.3%</b>
<b>Expenditures</b>			
00 Regular Instruction	52,841,566	20,400,825	38.6%
20 Special Ed Instruction	9,509,071	3,924,859	41.3%
30 Vocational Instruction	2,994,311	1,076,341	35.9%
40 Skill Ctr / Voc-Tec Instruction	1,542,146	411,977	26.7%
50/60 Compensatory Instruction	10,041,856	3,118,449	31.1%
70 Other Instructional Program	1,230,989	354,219	28.8%
80 Community Support	729,212	274,899	37.7%
90 Support Services	17,416,181	6,689,591	38.4%
<b>Total Expenditures</b>	<b>96,305,332</b>	<b>36,251,160</b>	<b>37.6%</b>
Excess of Revenues / Other Sources Over (Under) Expenditures	<b>-1,115,926</b>	167,964	
Operating Trans Out to TVF, DSF and CPF	<b>-150,000</b>		
Total Beginning Fund Balance	9,923,956	12,134,512	
<b>Total Ending Fund Balance</b>	<b>8,658,030</b>	<b>12,302,476</b>	<b>12.77%</b>
821 Restricted for Carryovers	400,000	335,159	
825 Restricted for Skill Center	30,000	-	
840 Nonspendable for Inventory	35,000	28,123	
884 Assigned to Capital Projects	75,000	150,000	
888 Assigned to Other Purposes (L&I, motor pool)	152,000	600,000	
891 Unassigned Minimum Fund Balance	5,052,000	4,815,266	5.00%
890 Unassigned Fund Balance	2,914,030	6,373,928	6.62%

# Wenatchee School District No. 246

# Capital Projects Fund

Budget Status Report  
January 31, 2017

42%

	Annual Budget	Actual For Year	Percent Rec'd/Spent
<b>Revenues/Other Financing Sources</b>			
1000 Local Taxes			0.0%
2000 Local Nontax	247,501	20,367	8.2%
3000 State, General Purpose			
4000 State, Special Purpose	16,366,474	11,751,204	71.8%
5000 Federal, General Purpose			
6000 Federal, Special Purpose			
7000 Revenues fr Other Dists			
8000 Revenues fr Other Agencies	59,411	49,727	
9000 Other Financing Sources	150,000		
<b>Total Revenues/Other Sources</b>	<b>16,823,386</b>	<b>11,821,298</b>	<b>70.3%</b>
<b>Expenditures</b>			
10 Sites	1,287,073	891,347	69.3%
20 Buildings	30,983,971	4,375,360	14.1%
30 Equipment	4,045,430	1,042,226	25.8%
40 Energy	75,000	1,776	
50 Sales & Lease Equipment			
60 Bond Issuance Expenditure	0	2,923	
90 Debt			
<b>Total Expenditures</b>	<b>36,391,474</b>	<b>6,313,631</b>	<b>17.3%</b>
Transfers in (out)	0	0	
Excess of Revenues / Other Sources Over (Under) Expenditures	<b>-19,568,088</b>	5,507,667	
Total Beginning Fund Balance	21,000,000	1,768,974	
<b>Total Ending Fund Balance</b>	<b>1,431,912</b>	<b>7,276,641</b>	

# Wenatchee School District No. 246

# Debt Service Fund

Budget Status Report  
January 31, 2017

42%

	Annual Budget	Actual For Year	Percent Rec'd/Spent
<b>Revenues/Other Financing Sources</b>			
1000 Local Taxes	5,402,000	2,364,673	43.8%
2000 Local Nontax	5,000	4,740	94.8%
3000 State, General Purpose			
5000 Federal, General Purpose			
6000 Federal, Special Purpose			
9000 Other Financing Sources			
<hr/>			
Total Revenues/Other Sources	5,407,000	2,369,413	43.8%
<b>Expenditures</b>			
Matured Bond Expenditures	2,000,000	2,000,000	100.0%
Interest on Bonds	3,415,713	1,727,081	50.6%
Interfund Loan Interest			
Bond Transfer Fees	50,000		0.0%
Arbitrage Rebate			
<hr/>			
Total Expenditures	5,465,713	3,727,081	68.2%
Other Financing Uses	0		
Excess of Revenues / Other Sources Over (Under) Expenditures	-58,713	-1,357,668	
Total Beginning Fund Balance	2,400,000	2,487,845	
Total Ending Fund Balance	2,341,287	1,130,177	



# Wenatchee School District No. 246

Budget Status Report  
January 31, 2017

## Associated Student Body Fund 42%

	Annual Budget	Actual For Year	Percent Rec'd/Spent
<b>Revenues/Other Financing Sources</b>			
1000 General Student Body	164,089	116,607	71.1%
2000 Athletics	228,850	148,909	65.1%
3000 Classes	27,500	55	0.2%
4000 Clubs	582,493	197,787	34.0%
6000 Private Moneys	47,600	26,343	55.3%
<b>Total Revenues</b>	<b>1,050,532</b>	<b>489,701</b>	<b>46.6%</b>
<b>Expenditures</b>			
1000 General Student Body	144,525	41,167	28.5%
2000 Athletics	279,722	123,379	44.1%
3000 Classes	20,100	66	0.3%
4000 Clubs	659,119	161,639	24.5%
6000 Private Moneys	58,100	13,439	23.1%
<b>Total Expenditures</b>	<b>1,161,566</b>	<b>339,690</b>	<b>29.2%</b>
Excess of Revenues / Other Sources Over (Under) Expenditures	<b>-111,034</b>	150,012	
Total Beginning Fund Balance	550,000	520,709	
<b>Total Ending Fund Balance</b>	<b>438,966</b>	<b>670,721</b>	

# Wenatchee School District No. 246

Budget Status Report  
January 31, 2017

## Transportation Vehicle Fund 42%

	Annual Budget	Actual For Year	Percent Rec'd/Spent
<b>Revenues/Other Financing Sources</b>			
1000 Local Taxes			
2000 Local Nontax	550	473	86.0%
3000 State, General Purpose			
4000 State, Special Purpose	205,000		0.0%
8000 Revenues fr Other Agencies			
9000 Other Financing Sources		2,140	
<b>Operating Transfers In from Gen Fund</b>			
Total Revenues/Other Sources	205,550	2,613	1.3%
<b>Program 92 DEBT SERVICE</b>			
Act 82 Warrant Interest			
Act 83 Other Interest			
Act 84 Debt			
Act 85 Arbitrage Rebate			
<b>Program 99 PUPIL TRANSPORTATION *</b>			
Act 33 Cash Purch/Rebuild Buses	420,550	154,549	36.7%
Act 34 Contract Purchase/Rebuild	35,000		0.0%
Total Expenditures	455,550	154,549	33.9%
<b>Operating Transfers Out to DSF</b>			
<b>Excess of Revenues / Other Sources Over (Under) Expenditures</b>			
	-250,000	-151,936	
Total Beginning Fund Balance	250,000	252,719	
Total Ending Fund Balance	0	100,783	

\* encumbered

**Retire - Resign - Replace**

**2017-2018 Hiring Plan**

	<b>Name</b>	<b>Assignment</b>	<b>Location</b>	<b>FTE</b>	<b>Notes</b>	<b>Replaced by</b>
1	Dimova-West, Rosista (maggie martinez)	Kindergarten -	COL	1.00		
2	Woodworth, Janet	Special Education Teacher - N/C	COL	1.00	Posted	
3	Black, Maria	3rd Grade Teacher - N/C	L&C	1.00		
4	Collins, Alanna	2nd Grade Dual Language Teacher - N/C	L&C	1.00		
5	Malloy, Juanita	2nd Grade Teacher - N/C	L&C	1.00		
6	Savage, Sunny (maria Gonzales)	1st Grade Teacher - N/C, L/R	L&C	1.00		
7	New Position	4th Grade	L&C	1.00	Posted	
8	McKee, Nancy	2nd Grade Teacher	LNC	1.00		
9	Hill, Carol	2nd Grade Teacher	MV	1.00		
10	Butcherite, Jennifer	Librarian/Elective Teacher - N/C	OMS	0.64	posted	
11	Depersio, Pam	Healthy Living	OMS	0.50	Posted	
12	Miller, Kerry	Special Education Teacher	PIO	1.00	posted	
13	Carlson, Deborah	Counselor	SS	0.60		
14	King, Margaret	.5 FTE 5th Grade Teacher	SS	0.50	filled by current staff going full time	
15	Brizendine, Andrea	PE Teacher	WA	1.00	filled with current staff internal transfer	
16	Smith, Jodee (dan Johnson)	4th Grade Teacher - N/C, L/R	WA	1.00	posted	
17	Berg, Kim	Art Specialist	WA/COL	1.00		
18	Alexander, Tom	Math Teacher	WHS	1.00	posted	
19	Allen, Roxcy	Family & Consumer Science	WHS	0.50	posted- 1.0 FTE	
20	DeLong, Adchara	Science Teacher	WHS	1.00	posted	
21	Gaylord, Drew	Math Teacher	WHS	1.00	posted	
22	Rix McMahan, Maureen	PE Specialist	WHS	1.00	posted	
23	Sherwood, Jean	Counselor -N/C	WHS	1.00		
24	Spencer, John	Science Teacher	WHS	1.00	posted	
25	Riggs, David	Journalism Teacher	WHS/WSHS	0.80	1.0 hire	
26	Maynard, Tracy	Math/Science Teacher	WSHS	1.00		
27	Pakinas, Matt	Business Ed	WHS	1.00		
28	Crollard, Debra	3rd Grade Teacher	NBY	1.00		
29	Crown, Kim	PE Specialist	WA, MV, NBY, L&C	1.00		
		<b>Total FTE</b>		<b>26.54</b>		

## Requests for New Positions

	POSITION	BLDG	FTE	NOTES	FILLED BY
1	Nurse	District	1.00	add 1 more certificated nurse	
2	Nurse	District	0.80	move all nurses from .8 to 1.0	
	Nurse	District/Sped		replace classified nurse with certificated nurse	
3	Art Teacher	WHS	1.00	New schedule	
4	English	WHS	1.00	New schedule	
5	Math	WHS	1.00	New schedule	
6	Science	WHS	1.00	New schedule	
7	CTE	WHS	0.60	New schedule	
8	Additional Teachers for new schedule	FMS		Staff reviewing schedule options, total FTE pending	
9	Journalism	WHS	0.20	Increase .8 position to 1.0	
10	Roll Ups	WHS	1.05	For partial FTE - new schedule	
11	Specialist	MV	0.40	Big Brains - for new schedule	
12	Art Specialist	MV	0.50	for new schedule - but lose .8 FTE for Music & PE - Net add .1 FTE	
13	Art Specialist	COL	0.50	Net add of .1 FTE, doesn't need .2 music and .2 PE	
<b>Total Requested FTE</b>			<b>9.05</b>		

## Unfilled and/or Absorbed

	POSITION	BLDG	FTE	NOTES	FILLED BY
1	2nd Grade	SS	1.00	Jansen opening to be filled by overload teacher from last year	



Date: February 23, 2017  
To: Board of Directors  
From: Lindee Akers  
Re: Superintendent's Contract

## MEMORANDUM

The Superintendent's Contract has not changed. Thank you,  
Lindee