

# Wenatchee School District Board of Directors



## WSD Regular Board Meeting

September 12, 2017

## District Office Agenda

6:00 PM

I. PLEDGE OF ALLEGIANCE		TIME
		2 min
Minutes: Reg. Bd. Mtg. 8/22/17	Action	1+
Vouchers	Action	2+
Personnel Report	Action	3+
Contracts	Action	4+
Surplus Report	Action	5+
2nd Reading: None	Action	6+
III. RECOGNITIONS: WHS Mock Trial National Champions The Honorable Judge Allan & Coaches & Students		15 Min
IV. CITIZEN COMMENTS:		03 Min
V. ASB REPORTS: WHS & WSHS		Information 05 Min
VI. FIELD TRIP REQUESTS:		Action 05 Min
VII. WENATCHEE LEARNS STRATEGIES:		40 Min
<b>Strategy 3: Use the Best Tools &amp; Resources to Advance Learning</b> <i>Objective 3.4 Facilities that Optimize Learning</i> Facility Projects Summary & Updates David Zeitlin, Senior Project Manager Hill International Gregg Herkenrath, Director of Facilities		Information 20 min
<b>Strategy 3: Use the Best Tools &amp; Resources to Advance Learning</b> <i>Objective 3.3 The Right Tools &amp; Resources for Staff</i> Board Policy & Procedure Updates - Policy 1 <sup>st</sup> Readings Updated Policies: #'s 3122, 4210, 4215 Mark Helm, Executive Director of Student Services		Information 10 min
<b>Strategy 4 – Balance Change for All with Excellence for All</b> <i>Objective: 4.2 Sound Fiscal &amp; Human Resource Management</i> Nutrition Services Bargaining Agreement 2017-20 WenEA Contract 2017-2018 Lisa Turner, HR Executive Director		Action 05 min Action 05 min
VIII. BOARD COMMUNICATION		05 Min
IX. SUPERINTENDENT'S REPORT		05 Min
X. ADJOURNMENT		
XI. EXECUTIVE SESSION		

SEE REVERSE SIDE



# CONSENT AGENDA

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# Wenatchee School District Regular Board Meeting

Minutes of August 22, 2017  
WSD District Office

Board Members	Staff Present
Robert Sealby, President Laura R. Jaecks, V. P. Walter Newman Jennifer Talbot Claudia De Robles	Brian Flonas, Superintendent Cabinet

I. Regular Meeting 6 p.m.

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

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

**MOTION MADE:** Laura Jaecks made the motion to approve the consent agenda as presented.  
**SECONDED:** Claudia De Robles  
**DISCUSSION:** None  
**PASSED UNANIMOUSLY**

II. Consent Agenda

1) Minutes

**Consent Agenda included:**

**MINUTES:** Bd. Wkshp. 8/01/17 & Reg. Bd. Mtg. 8/07/17

2) Personnel Report

**PERSONNEL REPORT PREPARED BY:**  
Lisa Turner, HR Executive Director: August 22, 2017- On file

3) Vouchers/Payroll

**PAYROLL PREPARED BY:**  
**\$6,695,185.93** for the month of **August 2017**  
Tami Hubensack, Director of Payroll:  
**VOUCHERS & CONTRACTS PREPARED BY:**  
Karen Walters, Director of Accounting –August 23, 2017  
**General Fund**

Check numbers 593112 through 593245 totaling \$427,962.06

Capital Projects Fund

Check numbers

Associated Student Body Fund

Check numbers 593246 through 593265 totaling \$38,679.49

4) Contracts

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?
08/15/17	Revision	No	Ricoh, USA, Inc	WHS copy machine for teachers in portables	\$71.65 mo	9/1/17 - 9/1/19	Kim White	Yes	Yes
					<b>Budget Code</b>				
					0100 27 7193 402				
08/11/17	Renewal	No	WHS Panther Athletic Booster	Concession Stand Agreement	N/A	2017-2018 School Year	Jim Beeson	Yes	No
					<b>Budget Code</b>				
					N/A				
07/18/17	Addendum	No	Campus Suite	Addition to existing contract #27888038	\$1,480	2017-2018 School Year	Ron Brown	Yes	Yes
					<b>Budget Code</b>				
					N/A				
08/07/17	New	No	School Data Solutions	Ease access to Skyward Data	N/A	7/25/17 - 7/24/18	Ron Brown	Yes	No
					<b>Budget Code</b>				
					N/A				
08/15/17	New	No	WaveDivision Holdings, LLC	WSD Dark Fiber	\$16,912	7/1/18 - 6/30/23	Dave Yancey	Yes	Yes
					<b>Budget Code</b>				
					9700 65 7016 000				
08/15/17	Renewal	No	PayneWest Insurance, Inc.	Client Service Agreements Property and Casualty	\$30,000	2017-2018 School Year	Denise Watson	Yes	No
					<b>Budget Code</b>				
					9700 68 7095 000				

5) Surplus Report & Other  
Consent Items

III. Citizen Comments:

IV. ASB Reports

V. Field Trips

**SURPLUS REPORT PREPARED BY:**  
Karen Walters, Director of Accounting: On File  
**CAMPS & CLINICS:** None  
**POLICIES 2<sup>nd</sup> READING:** Policies 2145 & 3235

Kris Cameron, WenEA President, along with Monika Christensen, WenEA Bargaining Team, reported to the board the results of the most recent bargaining results. The agreement was voted with a 99% approval resulting in 257 to 1 in favor of approval by the teachers.

Ms. Christensen reported on the amenable process that took place. Going out to the buildings helped a lot. Ms. Christensen thanked the district, Lisa Turner, HR Executive Director (lead bargainer) and the board and the superintendent for listening and for support during the process. It was a respectful and positive experience for everyone involved. She thanked each side of the bargaining table.

None

Mark Helm, Executive Director of Student Services presented the following:

Out of District/Overnight & Out of State Field Trip Requests for Board Approval on August 22, 2017									
Requesting Location	Trip Number	Dates	Destination	Teacher/Advisor Name	Group Making Trip/Chaperones	Educational Objective	# of Adults	# of Students	Estimated Cost
212 Foothills Middle School	2726	09/27/2017 08:45:00 AM - 09/29/2017 12:00:00 PM	Tall Timbers Ranch - Leavenworth WA	Sarah Cabbage	6th grade students and teachers	bonding and team building	12	73	\$ 8,193.86
402.3 Wenatchee High School - ASB	2931	01/03/2018 03:00:00 AM - 01/06/2018 08:00:00 PM	Gonzaga University - Spokane WA	Dave Carlson & Students	Debate Team	State Tournament for advanced competitors	3	8	\$ 1,023.42
402.3 Wenatchee High School - ASB	2948	11/10/2017 10:45:00 AM - 11/11/2017 11:00:00 PM	Snohomish High School - Snohomish WA	Dave Carlson & Students	Debate Team	State tournament #1 for advanced competitive students	3	8	\$ 1,931.64
402.3 Wenatchee High School - ASB	2953	02/02/2018 04:30:00 AM - 02/04/2018 02:00:00 AM	University High School - Spokane WA	Dave Carlson & Students	Debate Team	State Prep tournament for Regionals	3	10	\$ 1,298.51
Funding Source									
Foothills - BEA									
WHS - Debate									
WHS - Debate									
WHS - Debate									

Sarah Cabbage and Sarah Smith presented their field trip to the board and answered questions about history using Tall Timbers. Dave Carlson was not present for questions. Mark Helm answered some of the questions for the debate team field trips.

**MOTION MADE:** Jennifer Talbot made the motion to approve the four field trips; one to Tall Timbers and three to the state Debate Team tournaments, if they qualify, as presented by Mark Helm, Executive Director of Student Services.  
**SECONDED:** By Laura R. Jaecks  
**DISCUSSION:** NONE  
**PASSED:** Unanimously

VI. Wenatchee Learns Strategies

**Strategy 3: Use the Best Tools & Resources to Advance Learning**  
*Objective 3.4 Facilities that Optimize Learning*  
1) **Resolution No.09-17 – 1<sup>st</sup> Reading**

Jim McNeil, Foster Pepper PLLC & Les Vandervort, CFO read through the resolution in detail and answered all the board’s questions.

Discussion:

- Making the correct language in the resolution and keeping it at 75 words is tricky
- Three steps for process:
  1. First Step: Board authorizes the ballot
  2. Second Step: Approval of that measure
  3. Third Step: Adoption of Resolution
- Cover Sheet for resolution acts as a summary page for auditor and prosecutor – we have a good relationship with Chelan Co., we want to keep it clear.
- This is a draft and can be edited and changed if necessary
- School District credit rating is AA 3 –State best is AA +
- Filing times changed to accommodate schedules
- Does music area (program) include theater arts – “yes included” – but we can add it, we will need to change wording to get into the 75-word limit.
- Maybe add these details to materials that go out to the voters – keep this in mind, the whole program will be impacted



BONDS TO EXPAND AND MODERNIZE WENATCHEE HIGH SCHOOL

RESOLUTION NO. 09-17

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 on February 13, 2018, of a proposition authorizing the District to issue general obligation bonds in the principal amount of no more than \$120,000,000, for the purpose of paying costs of expanding and modernizing Wenatchee High School, the principal of and interest on such bonds to be payable from annual excess property tax levies; designating the Secretary to the Board and bond counsel to receive notice of the ballot title from the Auditor of Chelan County, Washington; authorizing a request for a Certificate of Eligibility from the State Treasurer pursuant to chapter 39.98 RCW; designating the Secretary to the Board and/or the District's Chief Financial Officer as the District officials authorized to file with the State Treasurer, on behalf of the District, the request for a Certificate of Eligibility; and providing for other matters properly related thereto, all as more particularly set forth herein.

Mr. McNeil broke down each section and explained in detail:

- Section 1. Findings and Determinations
- Section 2. Description of the Projects (resolution section)
- Section 3. Calling of Election
- Section 4. Authorization to Issue the Bonds
- Section 5. Intent to Reimburse
- Section 6. Sufficiency of Bond Proceeds
- Section 7. Use of State Financing Assistance
- Section 8. Alteration of Expenditures
- Section 9. Form of Ballot Title

PROPOSITION 1

WENATCHEE SCHOOL DISTRICT NO. 246

BONDS TO EXPAND AND MODERNIZE WENATCHEE HIGH SCHOOL

The Board of Directors of Wenatchee School District No. 246 adopted Resolution No. 09-17, concerning a proposition to relieve overcrowding and improve safety and infrastructure. This proposition would authorize the District to: expand and modernize Wenatchee High School (including constructing additional classrooms; making safety, technology and energy improvements; redesigning existing classrooms; constructing new space for library, music, kitchen, cafeteria and commons; upgrading HVAC, mechanical and electrical systems; acquiring land; and renovating athletic facilities); issue no more than \$120,000,000 of general obligation bonds maturing within 20 years; and levy annual excess property taxes to repay the bonds, all as provided in Resolution No. 09-17. Should this proposition be:

Approved ..... ☐  
Rejected ..... ☐

**Section 10. Authorization to Deliver Resolution to Auditor and Perform Other Necessary Duties.** The Secretary or his designee is directed to: (a) present a certified copy of this resolution to the Auditor no later than December 15, 2017; and (b) perform such other duties as are necessary or required by law to submit to the District's voters at the aforesaid special election, for their approval or rejection, the proposition of whether the District shall issue the Bonds to pay costs of the Projects and levy annual excess property taxes to pay and retire the Bonds.

- Section 11. Notices Relating to Ballot Title
- Section 12. Authorization to Request Participation in Washington State School District Credit Enhancement Program Authorized.
- Section 13. Authorization to Request Authority to Issue Tax Credit Bonds
- Section 14. General Authorization and Ratification
- Section 15. Severability
- Section 16. Effective Date, This resolution shall become effective immediately upon its adoption.

2) **Bond & Levy Combined Rates- CFO Les Vandervort gave the following information to the board for discussion:**

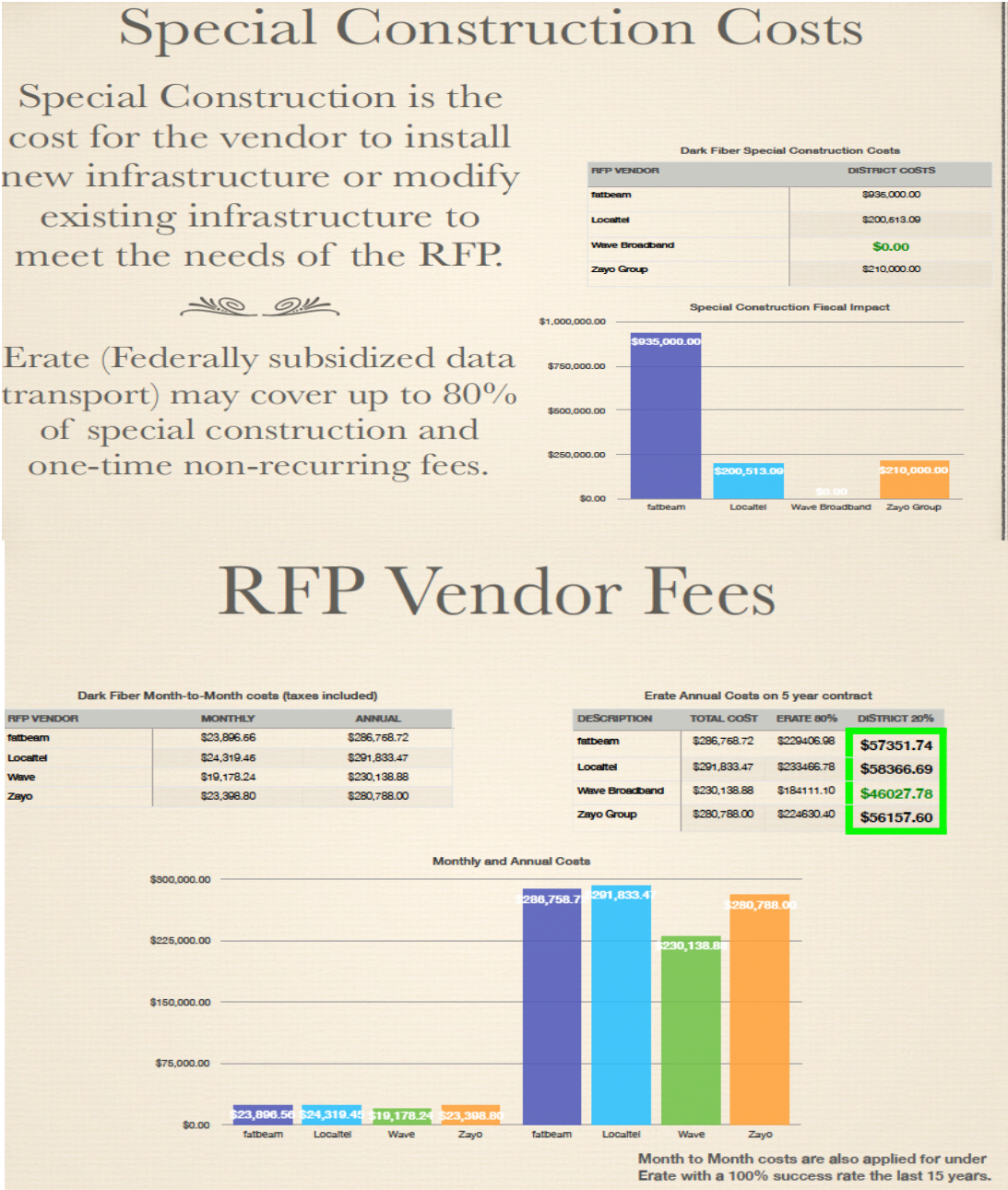
Wenatchee School District					
Combined Enrichment Levy and Bond Tax Rates per \$1,000 Assessed Value					
Collection Year	Enrichment Levy	Total Bonds	Combined Tax Rates		
2017	2.94	1.30	4.24		
2018	2.89	1.31	4.20		
2019	1.50	2.47	3.97		
2020	1.50	2.47	3.97		
2021	1.50	2.47	3.97		

Discussion:

- What is changing is the Levy
- Bond rate is what is happening in 2018 – estimate for 2019, fluid number

- The board thanked Mr. McNeil and Mr. Vandervort for the report and details of the bond resolution.

Dave Yancey, Director of Technology presented the following Powerpoint.





# Final Scoring of Vendors

Table 1											
Vendor Scoring											
		Fatbeam		Frontier Business		Localtel		Wave Broadband		Zayo Group	
		Raw	Weighted	Raw	Weighted	Raw	Weighted	Raw	Weighted	Raw	Weighted
Selection Criteria	Weight*	Score**	Score***	Score**	Score***	Score**	Score***	Score**	Score***	Score**	Score***
Prices/Charges	30%	1	6	0	0	2	12	5	30	3	18
Vendor Qualifications/ Experience/Track Record	25%	4	20	2	10	4	20	5	25	3	15
Completeness of Response	20%	5	20	5	20	5	20	5	20	5	20
E-rate Qualifications and References	15%	5	15	5	15	5	15	5	15	5	15
Local Market Presence	10%	3	6	5	10	5	10	4	8	1	2
Overall Ranking	100%		67		55		77		98		70

Mr. Yancey provided the following bid comparisons. He gave a summary of each.

## Fatbeam:

### Vendor Qualifications/Experience/Track Record

Knows Erate process, partnered with Ednetics  
K-12 market centric  
Growth oriented in market

### Completeness of Response

- Includes all required sections as outlined in the RFP

### E-rate Qualifications and References

- Centralia School District
- Franklin Pierce School District
- Yakima School District -depends on Erate for success

### Local Market Presence

Central Washington -Rural Market

- Remote technicians 12 hr service response service restored target

## Frontier

### Vendor Qualifications/Experience/Track Record

Low rating from Consumer Affairs

### Completeness of Response

- Offered no dark fiber option
- Includes all required sections as outlined in the RFP
- Construction will not begin until funding approval

### E-rate Qualifications and References

- Understand and able to meet all requirements
- References:
  - Granite Falls SD
  - Confluence Health (\*\*)
  - King County
  - Coastal Community Bank

### Local Market Presence

- Established in Eastern Washington- Enterprise
- K-20 ISP for region
- Local technicians 1 hr service response service restored target, no MTR provided.

## Wave

### Vendor Qualifications/Experience/Track Record

- Wave networks have 5500+ miles of fiber experience
- 24x7x365 live support
- Large dark fiber support experience
- Wave Broadband (Wave), a gigabit fiber and broadband services company, announced on May 17th the next step in its strategic growth plan by combining forces with RCN Telecom Services, LLC (RCN) to form the nation's sixth largest internet and cable operator, and one of the largest independent operators overall.
- Pg 21 SLA matrix for MTR meets requirements.

### Completeness of Response

- Includes all required sections as outlined in the RFP
- No constructions costs create no delays for infrastructure build
- Aerial photo shows linear design

### E-rate Qualifications and References

- References-dark:
  - Edmonds -Signed 3rd 5yr contract, started hun/spoke very reliable, rolled to loop mesh because of traffic hitting poles. Solid, highly recommended.
  - Everett -highly recommended, great experience.
  - Sumner -exact topology of needs and implementation, wave covered all construction costs, extremely satisfied, nothing hidden, costs match our scale.
  - Tumwater
- References -lit
  - North Thurston
  - K-20

Understands process and reimbursement procedures.

### Local Market Presence

- Wave broadband has a presence with an in-area support in Chelan, WA
- Presence established in the market as a full-service ISP (<http://residential.wavebroadband.com/>)
- Investment core capital (WA, OR, CA)
- Merge with Black Rock Cable in 2012 brought quality fiber skills into company.
- Raised \$130M for fiber expansion May/17
- Dedicated private-owned fiber
- Local technicians (Chelan) 4 hr service response service restored target

## Localtel:

### Vendor Qualifications/Experience/Track Record

- Vendor relies on CCPUD for fiber infrastructure.
- CCPUD continuing to upgrade circuits for planned expansion
- All planning must meet CCPUD schedules
- 

### Completeness of Response

- Includes all required sections as outlined in the RFP

### E-rate Qualifications and References

- Experience with district procedures
- Stimilt Growers
- Confluence Health (\*\*)

### Local Market Presence

- Established business model in Wenatchee valley
- Progressive local market growth
- Established relationship with CCPUD
- Local technicians (Chelan) 4 hr service response service restored target

## Zayo

### Vendor Qualifications/Experience/Track Record

### Completeness of Response

- Did not offer lit 12/24 month option, only 36/60.
- Construction will not begin until funding approval
- Aerial photo shows linear design
- Includes all required sections as outlined in the RFP

### E-rate Qualifications and References

I-Light/Indiana Gigapop

**Local Market Presence**

- **March 1, 2017 – Zayo Group Holdings, Inc. (NYSE: ZAYO) today announced it has closed its \$1.42 billion acquisition of Electric Lightwave (formerly known as Integra Telecom), an infrastructure and telecom services provider serving 35 markets in the western U.S. The acquisition adds 8,100 route miles of long haul fiber and 4,000 miles of dense metro fiber across Denver, Minneapolis, Phoenix, Portland, Seattle, Sacramento, San Francisco, San Jose, Salt Lake City, Spokane and Boise, with on-net connectivity to more than 3,100 enterprise buildings and 100 data centers.**
- **Remote technicians 12 hr service response service restored target**

Mr. Yancey also provided the 51-page RFP-WSD 062817 for consideration of approval. It included the following:

- Cover letter,
- Executive Summary,
- Company Profile,
- Leased LIT Fiber,
- Leased Dark Fiber,
- WAVE Fiber Build,
- Leased LIT Network Map,
- Leased LIT Equipment,
- Leased Dark Fiber Specifications,
- Implementation,
- Network Operations Center (NOC),
- Service Level Agreements,
- Customer References,
- Proposal Certification,
- Contract Exceptions,
- Federal Debarment and Suspension and
- Attachments

Discussion points: WAVE

- Allows us to grow in our capacity
- -0- cost for infrastructure
- They are pulling their own to extend service to us
- 150 M dollars into company for this growth
- Home office in Kirkland, WA
- Edmonds and Everett School Districts – reported incredible service to their districts, highly recommend
- The contract was reviewed by our legal counsel and approved with a couple clarifications
- July 2018 it will be up and running in our district
- No interruption to our service during transition
- Based on free and reduced percentage allows some credit
- Increase our capacity in all buildings
- We cannot control our capacity at this point
- We make the decision on how much capacity we need as we grow with this program
- Locks us into a great rate for growth in the future
- Board members are hearing about improvements like this in school districts across the nation

Board members feel comfortable taking action; this is the second presentation they have seen on dark fiber, which included a workshop and a Q&A segment recently.

**MOTION MADE:** Jennifer Talbot made the motion to approve the RFP Wave Broadband Contract as presented by Dave Yancey, Director of Technology.

**SECONDED:** By Claudia De Robles

**DISCUSSION:** A board member expressed excitement to see this kind of opportunity and improvement to our district and thanked Mr. Yancey for his efforts. This will help us as we move into the one-to-one model and will launch the district into the future. The board thanked Mr. Yancey for the excellent presentation at the board workshop. It was very comprehensible and easy to follow.

**PASSED:** Unanimously

**3) M&O Contract Bids: Paper & Plastic**

Jon DeJong, Deputy Superintendent presented the following for approval:

**From:** Greg Thompson

**Date:** 8/9/17

**Re:** Paper and Plastic Supplies for 2017/2018 School Year

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**I recommend the following for Paper and Plastic custodial supplies for 2017/2018 school year:**

**Paper and Plastic Supplies (Can Liners and Paper Towels):**

**WCP Solutions**

**Toilet Paper:**

**Supplyworks**

**Copies of all the bid documents are attached should the need arise that they be reviewed.**

**Greg Thompson, Director of Maintenance and Operations**

Brief discussion on comparisons from previous years’ bids. Paper towels went up in price \$1 per case. It split into two companies this year to provide best costs.

**MOTION MADE:** Jennifer Talbot made the motion to approve the Paper and Plastic Custodial supplies recommendation as presented by Jon DeJong, Deputy Superintendent.  
**SECONDED:** By Walter Newman  
**DISCUSSION**  
**PASSED:** Unanimously

**4) Strategy 4 – Balance Change for All with Excellence for All**

Objective: 4.2 Sound Fiscal Management  
Budget 2017-18 2<sup>nd</sup> Reading – Mr. Vandervort, CFO, presented the following for approval.

From: Les Vandervort, CFO  
Date: August 16, 2017  
Re: **2017-18 BUDGET**

Attached is **Resolution 11-17**, fixing the appropriations for the 2017-18 school year.

The 2017-18 Budget represents a marked reduction in General Fund Fund Balance by August 31, 2018. The deficit is a result of the addition of a net eleven (11) FTE certificated staff for schedule changes at Wenatchee High School and Foothills Middle School, the carryforward of this years enrollment loss, a loss of federal grant dollars and additional costs for collective bargaining agreements. This deficit is obviously not desired, nor sustainable, but it represents the reality of an uncertain transition period of reducing local funding for more state funding in 2018-19.

In trying to settle the McCleary “amply funding education” dilemma, the State of Washington legislature selectively provided significant new funding to categorical programs such as Learning Assistance (LAP), Vocational Ed, Skills Center, and Transitional Bilingual. Those funds are specific for only students eligible in those programs.

The legislature did provide a 2.3% cost of living (COLA) raise to all BEA program staff.  
An additional \$40 per month was provided for health insurance.  
Materials and supplies increased about 1.7% for Basic Education (BEA).

The average student FTE for **2015-16** was **7,894**.  
The average student FTE for **2016-17** was **7,727**.  
**The estimated average student FTE for 2017-18 is 7,741.**

	<u>Revenue</u>	(Appropriations) <u>Expenditure</u>	Excess of Revenue Over/(under) <u>Expenditures</u>
General Fund	\$99,875,361	\$103,101,483	(\$3,226,122)
ASB Fund	1,044,988	1,125,737	(80,749)
Debt Service Fund	5,412,000	5,519,563	(107,563)
Capital Projects	5,660,648	7,603,147	(1,942,499)
Transportation	167,000	447,000	(280,000)

The General Fund Budgeted Total Ending Fund Balance is **\$7,773,878** (7.54%).

Responsible stewardship of human and financial resources is our hallmark. All resource managers are accountable for the effective and efficient management of district funds.

**The General Fund M&O Levy increases from \$12,163,000 in 2017 (\$2.94 per \$1,000 Assessed Value (AV)) to \$12,527,890 in 2018 (estimated at \$2.96 per \$1,000 AV).**

**The Debt Service Levy is \$5,400,000 (\$1.30 per \$1,000 AV) in 2017 and \$5,400,000 (estimated at \$1.26 per \$1,000 AV) for 2017.**

**Budget Resolution No. 11-17**  
Les Vandervort, CFO asked for questions, he answered the board’s questions and he asked for adoption.

**Wenatchee School District No. 246  
Resolution 11-17**

**WHEREAS**, the **2017-18 Budget** must be adopted on or before August 31, 2017;

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Directors of Wenatchee School District No. 246, Chelan County, Washington that the 2017-18 Budget be adopted as follows:

<u>APPROPRIATIONS</u>	
General Fund.....	\$ 103,101,483
Associated Student Body Fund.....	1,125,737
Debt Service Fund.....	5,519,563
Capital Projects Fund.....	7,603,147
Transportation Vehicle Fund.....	447,000



**BE IT FURTHER RESOLVED** that the Board of Directors approve the 2017-18 applications for State and Federal grants and programs as follows:

Program No. 21 State Special Education	\$ 5,802,096
Program No. 22 State Special Ed – Infants and Toddlers	345,584
Program No. 24 Federal Special Education Supplemental	1,508,777
Program No. 38 Federal Secondary Vocational Ed	39,091
Program No. 46 Federal Perkins - Skills Center	17,181
Program No. 51 Federal Disadvantaged	1,715,638
Program No. 52 Federal School Improvement	1,170,510
Program No. 53 Federal Migrant, including Summer School	950,304
Program No. 55 State Learning Assistance	3,006,271
Program No. 56 State Institutions (Juvenile Detention)	130,000
Program No. 58 State Special and Pilot Programs	1,971,646
Program No. 64 Federal Limited English Proficiency	252,864
Program No. 65 State Transitional Bilingual	2,285,316
Program No. 74 State Highly Capable	178,899
Program No. 88 Day Care	120,000

**BE IT FURTHER RESOLVED** that the General Fund Maintenance and Operations Levy for 2018 collection be certified at \$12,527,890 and the Debt Service Levy for 2018 collection be certified at \$5,400,000, and

**BE IT FURTHER RESOLVED** that the Board of Directors approve the residual transfer of net rental and lease proceeds from the General Fund to the Capital Projects Fund at the close of the 2016-17 school year, and

DATED the 22nd of August, 2017 -

Discussion:

- State possibilities that could change the budget
- If enrollment stays firm, we are good to go

**Public Comment:**

Board President Robert Sealby asked for public comment on the adoption of Resolution 11-17 for the 2017-18 Budget.  
No one came forward for public comment.

**MOTION MADE:** Walter Newman made the motion to adopt Resolution 11-17 for the 2017-18 Budget as presented by CFO Les Vandervort.

**SECONDED:** By Claudia De Robles

**DISCUSSION:** The board thanked Mr. Vandervort for all the hard work, and the board feels confident in the budget.

**PASSED:** Unanimously

VIII. Board Communication

**BOARD COMMUNICATION:**

- Claudia De Robles reported that she attended the Mariachi Huenachi Concert; they raised \$9000, it was in Bellevue, WA. They have a matching funds donor. Congressman Reichert was present. There is a website that you can donate to their trip. Advisor Ramon Rivera spoke at the concert.
- Agenda Reviews will continue on Monday at noon and use Friday as a default day.
- The board school visits will change to Fridays and will not include a lunch due to conflicts.

**SUPERINTENDENT’S REPORT:**

- Projects will be ready for school to start. Foothills is also completed.
- Commissioning report on intake system at Foothills will be ready for the next meeting.
- Opening Day on August 25<sup>th</sup> – the board is invited; vendor fair, breakfast, welcoming & vendor prizes, district program and Superintendent’s message in the auditorium.
- Mr. Vandervort reported that the Pioneer flooring hit a snag, but they are working it out.

**EXECUTIVE SESSION:** Board President Robert Sealby read the following statement:

The school board will now enter into executive session in accordance with board policy 1410 (E) and RCW 42.30.110 to review the performance of a public employee and to discuss with legal counsel 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 45 minutes and no action will be taken.

President Robert Sealby will not be participating in the executive session on advise from Charles Leitch, legal counsel.

IX. Meeting Adjourned  
Into a Executive Session at 7:05 pm

X. Executive Session  
Reopened at 7:50 pm no action was taken & adjourned

**MEETING ADJOURNED:** President Robert Sealby adjourned the meeting at 7:50 pm and no action was taken:

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

**WENATCHEE SCHOOL DISTRICT**

**September, 12, 2017**

TO:	<b>BOARD OF EDUCATION</b>
FROM:	Brian L. Fones, Superintendent
PREPARED BY:	Lisa N. Turner, Exectutive Director of Human Resources
SUBJECT:	PERSONNEL REPORT

**HIRES**

Employee Name	Job	FTE	Hours/ day	Building	Effective Start Date	Effective End Date
<b>Classified:</b>						
Aalgaard, Natalee	Lifeguard	-	-	WHS	8/14/2017	7/30/2018
Alvarado, Joanna	Assistant Site Coordinator	-	2.00	PIO	8/30/2017	-
Armstrong, Lauren Cheryl	Workshop Instructor		1.00	VAL	8/30/2017	6/15/2018
Banken, Julie	Workshop Instructor		0.91	VAL	8/30/2017	6/15/2018
Bergstrom, Kerry	Para Ed	-	3.00	MV	8/30/2017	-
Bishop Jr., Thomas	Para-Ed		1.50	NBY	8/30/2107	-
Brown, Robert G.	Workshop Instructor		1.46	VAL	8/30/2017	6/15/2018
Cannedy, Rhonda	Sped Para Ed	-	6.00	OMS	8/30/2017	-
Carlson, Sara	LAP Para Ed	-	6.00	WA	8/30/2017	6/15/2018
Celustka, Connie	Workshop Instructor		5.33	VAL	8/30/2017	6/15/2018
Cutter, Charles	Lifeguard	-	-	WHS	8/14/2017	7/30/2018
Dagg, Ruth	Para Ed - Piano Accompanist	-	1.60	OMS	8/30/2017	-
Erho, Olga	Workshop Instructor		0.90	VAL	8/30/2017	6/15/2018
Graves, Kimberly	Directors Secretary	-	8.00	Transporation	8/28/2017	-
Guthrie, Galen	Reading Workshop Instructor	-	2.00	WSHS	8/30/2017	-
Hamilton, Quyn-ton	Head Lifeguard	-	-	WHS	8/14/2017	7/30/2018
Hernandez, Julia	Childcare Assistant Para	-	3.25	SS	8/30/2017	-
Higley, Erin	Lifeguard	-	-	WHS	8/14/2017	7/30/2018
Johnson, Catherine	Secondary Production		3.00	PIO	8/30/2017	-



Kerstetter, Rachael	Sped Para Ed	-	6.00	Special Ed	8/30/2017	-
Langager, Sandra	Workshop Instructor		2.25	VAL	8/30/2017	6/15/2018
Larson, Timothy	Head Lifeguard	-	-	WHS	8/14/2017	7/30/2018
Lopez, Valeria	Para Ed	-	6.00	OMS	8/30/2017	-
Marquis, Thomas	Head Lifeguard	-	-	WHS	8/14/2017	7/30/2018
Marsh, Brandon	Technical Support Systems Coordinator	-	8.00	OPTECH	8/29/2017	-
Martinez-Corrick, Maria	Sped Para Ed	-	6.00	WHS	8/30/2017	-
Mendoza, Silvia	Director's Secretary		8.00	L&T	9/5/2017	-
Miller, Colleen	Workshop Instructor	-	0.90	VAL	8/30/2017	6/15/2018
Morris, Chelsea	Workshop Instructor		3.32	VAL	8/30/2017	6/15/2018
Neace, Grace	Lifeguard		-	WHS	8/22/2017	7/30/2018
Pease, Christy	Workshop Instructor		3.92	VAL	8/30/2017	6/15/2018
Pugmire, Anne	Para Ed and Para Ed Piano Accompanist	-	4.50	PIO	8/30/2017	-
Rimes, Kevin	Sped Para Ed	-	6.00	FMS	8/30/2017	-
Schell-Dietsch, Susan	Para Ed- Musical Accompanist	-	3.50	WHS	8/30/2017	-
Smith, Maranda	Lead Childcare Para Ed & Para	-	5.65	SS	8/30/2017	-
Stoller, Heidi	Workshop Instructor		1.20	VAL	8/30/2017	6/15/2018
Techavimol, Ashley	Sped Para Ed	-	6.00	NBY	8/30/2017	-
Torres, Rosalina	Elementary Lead Server	-	7.00	NBY	8/30/2017	-
Walsh, Collin	Lifeguard		-	WHS	8/23/2017	7/30/2018
Walsh, Ian	Lifeguard	-	-	WHS	8/23/2017	7/30/2018
<b>Certificated:</b>						
Burbank, Katherine	Speech & Language Pathologist	0.60	-	Special Ed	8/30/2017	-
Childers, Nika	5th Grade Teacher	1.00	-	MV	8/30/2017	6/15/2018
Collins, Alanna	3rd Grade Teacher	1.00	-	L&C	8/30/2017	-
DeMarco, Kari	ELA Teacher	0.60	-	WSHS	8/30/2017	6/15/2018
Duncan, Kami	Library Media Specialist	0.50	-	OMS	8/30/2017	-
Howe, Larry	Sports Medicine Instructor	0.27	-	WHS	8/30/2017	6/15/2018
Hulse, Wendy	ALE Teacher	0.60	-	VAL	8/30/2017	-
Savage, Sunny	Elementary Assistant Principal	1.00	-	L&C/ NBY	8/10/2017	-
Sherwood, Jean	Counselor	0.50	-	FMS	8/30/2017	6/15/2018

Strozyk, Paula	Instructional Coach	1.00	-	DO/ NBY	8/30/2017	-
Tschritter, Carol	1st Grade Teacher	1.00	-	L&C	8/30/2017	6/15/2018
Visscher, Memory	ALE Teacher	0.50	-	VAL	8/30/2107	-
Wilson, Emily	Social Studies Teacher	1.00	-	WHS	8/30/2017	6/15/2018
Wright, Carrie	Sped Teacher	1.00	-	NBY	8/30/2017	-
Zehm, Shelly	School Nurse	1.00	-	MV/ OMS	8/30/2017	-
<b>LEAVE OF ABSENCE</b>						
Employee Name	Job	FTE	Hours/ day	Building	Effective Start Date	Effective End Date
<b>Classified:</b>						
Jordan, Dwayne	Trades 1	-	8.00	M&O	8/9/2017	8/20/2017
Morrell, Crystal	Utility Custodian	-	8.00	MV	8/1/2017	9/10/2017
Rudell, Laura	Para Ed	-	6.00	WA	8/30/2017	9/15/2018
Smith, Brandi	Sped Para Ed	-	6.25	NBY	8/30/2017	10/31/2017
<b>Certificated:</b>						
Larsen, Rebecca	1st Grade Teacher	1.00	-	WA	8/30/2017	11/5/2017
Malloy, Juanita	4th Grade Teacher	1.00	-	L&C	8/30/2017	11/5/2017
Rennie, Shayne	Intervention Specialist	1.00	-	WA	11/29/2017	5/31/2018
Sellers, Kevin	AVID/APEX Teacher	1.00	-	WHS	10/5/2017	1/2/2018
<b>RETURN FROM LEAVE OF ABSENCE</b>						
Employee Name	Job	FTE	Hours/ day	Building	Effective Start Date	Effective End Date
<b>Classified:</b>						
Jordan, Dwayne	Trades 1	-	8.00	M&O	8/21/2017	-
<b>RESIGNATIONS</b>						
Employee Name	Job	FTE	Hours/ day	Building	Effective Start Date	Effective End Date
<b>Classified:</b>						
Busch, Gavin	Sped Para Ed	-	6.00	PIO	8/14/2017	-

Clark, Colleen	Bus Para Ed	-	4.25	Transportation	8/30/2017	-
Cook, Kathren	Assistant Childcare	-	5.00	WSHS	8/15/2017	-
Gleason, Shelby	Para Ed	-	1.25	NBY	8/16/2017	-
Gordon, Michael	Bus Driver	-	3.25	Transportation	8/28/2017	-
Jones, Shelby	Satellite Production	-	8.00	FMS	8/18/2017	-
Larsen, Karen	Food Service Cashier	-	0.15	VAL	8/3/2017	-
Manke, Deborah	Transportation Router	-	8.00	Transportation	8/31/2017	-
Parks, Colleen	Sped Para Ed	-	6.00	FMS	8/14/2017	-
Turner, Laura	Sped Para Ed	-	6.00	LNC	8/11/2017	-
Williams, Susan	Sped Para Ed	-	6.00	COL	8/14/2017	-
<b>Certificated:</b>						
Baker, Shannon	Counselor	0.50	-	FMS	08/24/2017	-
Viall, Tiffany	Inst. Coach & New Teacher Mentor	1.00	-	NBY/DO	08/29/2017	-
Norwood, Diane	2nd Grade Teacher	0.50	-	SS	08/29/2017	-
Esquivel, Leticia	Spanish Teacher	1.00	-	WHS/FMS	08/14/2017	-
Hall, Andrew	5th Grade Teacher	1.00	-	MV	08/14/2017	-
<b>RETIREMENTS</b>						
<b>Employee Name</b>	<b>Job</b>	<b>FTE</b>	<b>Hours/ day</b>	<b>Building</b>	<b>Effective Start Date</b>	<b>Effective End Date</b>
<b>Certificated:</b>						
Paine, Cheri	Science Teacher	1.00	-	WHS	7/1/2017	-
<b>2017-2018 SUPPLEMENTAL CONTRACT RESIGNATIONS</b>						
<b>Employee Name</b>	<b>Job</b>	<b>FTE</b>	<b>Hours/ day</b>	<b>Building</b>	<b>Effective Start Date</b>	<b>Effective End Date</b>
<b>Classified:</b>						
Ulrich, Janel	5th Grade Math is Cool	1.00	-	WA	-	-
<b>2017-2018 SUPPLEMENTAL CONTRACTS</b>						
<b>Employee Name</b>	<b>Job</b>	<b>FTE</b>	<b>Hours/ day</b>	<b>Building</b>	<b>Effective Start Date</b>	<b>Effective End Date</b>

Carter, Jamison	Assistant Tennis	1.00	-	District	-	-
Kellogg, Jim	Assistant Tennis	1.00	-	District	-	-
Murie, Cindy	Assistant Cross Country	1.00	-	District	-	-
Permin, Jeff	Assistant Cross Country	1.00	-	District	-	-
Vickery, Brian	Head Cross Country	1.00	-	District	-	-
Anguiano, Leandro	Head Girls Soccer	1.00	-	FMS	-	-
Jobe, Michelle	Math is Cool Coordinator	1.00	-	FMS	-	-
Lara, Arlando	6th Grade Volleyball	1.00	-	FMS	-	-
Lara, Arlando	Assistant Volleyball	1.00	-	FMS	-	-
Marshlain, Kirk	Athletic Coordinator	1.00	-	FMS	-	-
Milanuk, Kathy	6th Grade Volleyball	1.00	-	FMS	-	-
Brandt, Theresa	5th Grade LIT Team Leader	1.00	-	L&C	-	-
Jarvis, Oliva	Kindergarten LIT Team Leader	1.00	-	L&C	-	-
Luna, Itzia	2nd Grade LIT Team Leader	1.00	-	L&C	-	-
Nunez, Ginger	3rd Grade LIT Team Leader	1.00	-	L&C	-	-
Smoots, Fonda	4th Grade LIT Team Leader	1.00	-	L&C	-	-
Kowatsch, Mikela	Safety Patrol Advisor	1.00	-	MV	-	-
Phelps, Theresa	5th Grade LIT Team Leader	1.00	-	MV	-	-
Gutierrez-Zamora, Leurisa	3rd Grade LIT Team Leader	1.00	-	NBY	-	-
Haberberger, Carl	Head Football	1.00	-	OMS	-	-
Hacho, Brittany	Head Volleyball	1.00	-	OMS	-	-
Lippert, Rachel	Assistant Volleyball	1.00	-	OMS	-	-
Spietz, Amy	Athletic Coordinator	1.00	-	OMS	-	-
Spietz, Neil	Assistant Football	1.00	-	OMS	-	-
Dotter, Carolyn	Head Soccer	1.00	-	PIO	-	-
Martinez, Alfredo	Assistant Football	1.00	-	PIO	-	-
McCardle, Michael	Assistant Football	1.00	-	PIO	-	-
Miller, Jennifer	Title/LAP Facilitator	1.00	-	PIO	-	-
Miller, Jennifer	LIT Team Member	1.00	-	PIO	-	-
Paine, Scott	Athletic Coordinator	1.00	-	PIO	-	-
Wise, Stefanie	Assistant Volleyball	1.00	-	PIO	-	-
Wood, Dawn	TRT	1.00	-	PIO	-	-

Baier, Erika	3-5 Mathematics LIT Team Leader	1.00	-	SS	-	-
Anguiano, Stefanie	2nd Grade LIT Team Leader	1.00	-	WA	-	-
Gillespie, Terry	TRT	1.00	-	WA	-	-
Gillespie, Terry	4th Grade LIT Team Leader	1.00	-	WA	-	-
Hannah, Betsy	Kindergarten LIT Team Leader	1.00	-	WA	-	-
McAllister, Brooke	5th Grade Math is Cool	1.00	-	WA	-	-
Rolfs, Sara	5th Grade Math is Cool	1.00	-	WA	-	-
Sutton, Jana	Safety Patrol Advisor	1.00	-	WA	-	-
Blair, Dale	Head Athletic Trainer-Fall	1.00	-	WHS	-	-
Blair, Dale	Head Athletic Trainer-Winter	1.00	-	WHS	-	-
Blair, Dale	Head Athletic Trainer-Spring	1.00	-	WHS	-	-
Critchell, Stephanie	Supervision-Girls Swim/Spec Needs	1.00	-	WHS	-	-
Devereaux, Scott	Head Football	1.00	-	WHS	-	-
Elwyn, James	Head Girls Swimming	1.00	-	WHS	-	-
Garza, David	Assistant Football	1.00	-	WHS	-	-
Hallberg, Diane	Assistant Volleyball	1.00	-	WHS	-	-
Harle, Brandon	Assistant Football	1.00	-	WHS	-	-
Howe, Larry	Assistant Athletic Trainer-Fall	1.00	-	WHS	-	-
Howe, Larry	Assistant Athletic Trainer-Winter	1.00	-	WHS	-	-
Howe, Larry	Assistant Athletic Trainer-Spring	1.00	-	WHS	-	-
Jagla, David	Assistant Football	1.00	-	WHS	-	-
McPhetridge, Holly	TRT	1.00	-	WHS	-	-
Reeves, Ron	Heads Up Football	1.00	-	WHS	-	-
Roche, Stephen	Assistant Cross Country	1.00	-	WHS	-	-
Sellers, Kevin	Assistant Football	1.00	-	WHS	-	-
Skalisky, Kevin	Assistant Football	1.00	-	WHS	-	-
Valdez, Susan	Head Cross Country	1.00	-	WHS	-	-
Williams, Travis	Strength & Conditioning - Fall	1.00	-	WHS	-	-
					-	-



### 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 593325 through 593576 totaling \$947,328.32

#### Capital Projects Fund

Check numbers 593577 through 593586 totaling \$103,320.44

#### Associated Student Body Fund

Check numbers 593587 through 593608 totaling \$90,809.45

#### Transportation Vehicle Fund

Check number

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.

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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 September 12, 2017, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,141,458.21. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP WARRANTS:

Warrant Numbers 593325 through 593608, totaling \$1,141,458.21

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
593325	ACCARDO, JULEE A	09/13/2017	51.87
593326	ADAMS, JOAN DENISE	09/13/2017	42.00
593327	AG SUPPLY COMPANY	09/13/2017	21.39
593328	ALLEN, KAREN A	09/13/2017	160.50
593329	AMAZON CAPITAL SERVICES	09/13/2017	10,465.01
593330	ANDERSON, KATHRYN E	09/13/2017	290.00
593331	ANDERSON, KIM T	09/13/2017	27.08
593332	ANDREWJESKI, JACQUELINE MARYAN	09/13/2017	160.00
593333	APPLE COMPUTER INC	09/13/2017	14,834.01
593334	ASCD	09/13/2017	79.00
593335	ASPLUND, MATTHEW G	09/13/2017	74.48
593336	BATTERY SYSTEMS	09/13/2017	63.26
593337	BECKSTEAD ELECTRIC INC	09/13/2017	3,962.02
593338	BEESON, JAMES ARTHUR	09/13/2017	1,600.93
593339	BIBBY, ANNIKA WINTER	09/13/2017	208.81
593340	BIO-RAD LABORTORIES	09/13/2017	274.26
593341	BIRKS, AMBER D	09/13/2017	42.00
593342	BIRKS, RAY R	09/13/2017	17.87
593343	BLAIR, DALE F	09/13/2017	190.00
593344	BLANKENSHIP, KORY	09/13/2017	60.00
593345	BORST, KELSEY A	09/13/2017	160.00
593346	BOUND TO STAY BOUND	09/13/2017	411.11
593347	BROCKIE, BRYAN JENNINGS	09/13/2017	1,085.70
593348	BROWN, LOREN DEAN	09/13/2017	252.00
593349	BROWN, ROBERT	09/13/2017	66.00
593350	BRYSON SALES & SERVICE	09/13/2017	4.00
593351	BSN SPORTS	09/13/2017	1,778.37
593352	BUREAU OF EDUCATION AND RESEAR	09/13/2017	5,762.00
593353	BURROWS TRACTOR INC	09/13/2017	560.67
593354	BUTLER, MOLLY NICOLE	09/13/2017	600.00
593355	CAEMMERER, ADELE L	09/13/2017	75.00
593356	CAMPBELL, RUTH ELVIRA	09/13/2017	32.38
593357	CASCADE NATURAL GAS CORP	09/13/2017	1,419.08



Check Nbr	Vendor Name	Check Date	Check Amount
593358	CASCADE QUALITY WATER CENTER	09/13/2017	9.50
593359	CH2O INC.	09/13/2017	542.00
593360	CHELAN CO FIRE DIST 1	09/13/2017	764.02
593361	CHELAN CO PUD	09/13/2017	2,000.00
593362	CHINOOK MUSIC SERVICE INC	09/13/2017	9,489.51
593363	CHRISTENSEN, MONIKA K	09/13/2017	91.96
593364	CINTAS CORPORATION	09/13/2017	253.64
593365	CITY OF WENATCHEE	09/13/2017	7,916.24
593366	CITY TREASURER	09/13/2017	20,705.83
593367	COLEMAN OIL	09/13/2017	4,742.89
593368	COLUMBIA PAINT CO	09/13/2017	201.34
593369	COMMERCIAL PRINTING INC	09/13/2017	11,274.87
593370	COMMUNITY GLASS	09/13/2017	2,444.33
593371	CONGDON MAILING SERVICE	09/13/2017	399.46
593372	CONGER, DENNIS DWIGHT	09/13/2017	64.91
593373	CONSOLIDATED ELECTRICAL DISTRI	09/13/2017	2,369.95
593374	COUGAR MOUNTAIN WOOD FLOORS	09/13/2017	17,110.54
593375	CRAIG, JULIE C	09/13/2017	15.00
593376	CRAIG, TRISHA	09/13/2017	208.81
593377	CROWDCONTROLSTORE.COM	09/13/2017	2,349.89
593378	CUMMINS INC	09/13/2017	31.68
593379	CUSTOMINK LLC	09/13/2017	631.85
593380	DAHLIN, PATRICE V	09/13/2017	43.26
593381	DALBECK, ABBY P	09/13/2017	265.00
593382	DANAHEY FEIL, ANDREA E	09/13/2017	900.00
593383	DANFORTH, MAURA G	09/13/2017	66.00
593384	DAY WIRELESS SYSTEMS	09/13/2017	62,874.82
593385	DECKER EQUIPMENT/SCHOOL FIX	09/13/2017	434.59
593386	DEJONG, JON DAVID	09/13/2017	2,817.32
593387	DILLEY, AMY M	09/13/2017	337.29
593388	DILLY DELI	09/13/2017	291.69
593389	DISCOVERY EDUCATION STORE	09/13/2017	2,500.00
593390	DOTZAUER, TANNER SCOTT	09/13/2017	160.00
593391	DUAL LANGUAGE EDUC NEW MEXICO	09/13/2017	759.00
593392	EAGLE, BILL DAVID	09/13/2017	496.11
593393	EASTMONT HIGH SCHOOL	09/13/2017	140.00
593394	ELLWOOD, DANIEL M	09/13/2017	87.41
593395	EQUIPMENT MANUFACTURING CO	09/13/2017	43.72
593396	ERICKSON, DEANNE M	09/13/2017	144.43
593397	ESD 123	09/13/2017	850.00
593398	FASTENAL COMPANY	09/13/2017	230.78
593399	FOLLETT SCHOOL SOLUTIONS, INC	09/13/2017	2,963.12
593400	FOOD SERVICE OF AMERICA	09/13/2017	6,840.38
593401	FORCE, MONIQUE LYNN	09/13/2017	260.29
593402	FRANCE & COMPANY	09/13/2017	1,914.50
593403	FRANZ FAMILY BAKERIES	09/13/2017	47.44
593404	FRED MEYER CUSTOMER CHARGES	09/13/2017	50.18
593405	FRODSHAM, TIFFANY KAY	09/13/2017	557.68
593406	FULL COMPASS SYSTEMS LIMITED	09/13/2017	989.15
593407	GASBAR ORCHARD	09/13/2017	20.00

Check Nbr	Vendor Name	Check Date	Check Amount
593408	GLOBAL EQUIPMENT CO INC	09/13/2017	429.85
593409	GO USA	09/13/2017	1,056.01
593410	GODINA, TERESA	09/13/2017	48.00
593411	DR JANET V GORDON	09/13/2017	6,375.00
593412	GOVEIA, TERRI ANN	09/13/2017	265.00
593413	GRANITE FALLS SD #332	09/13/2017	900.00
593414	GREAT FLOORS COMMERCIAL SALES	09/13/2017	8,169.26
593415	H D FOWLER	09/13/2017	851.58
593416	HAGLUNDS TROPHIES	09/13/2017	1,427.69
593417	HANCHEY, LISA M	09/13/2017	108.00
593418	HARUM, CINDY	09/13/2017	58.35
593419	HAWKINS, SHAWNA DIANNE	09/13/2017	102.08
593420	HEATH, MELINDA L	09/13/2017	1.71
593421	HELM, GRACIE	09/13/2017	52.54
593422	HOLLAND MACHINE CO	09/13/2017	484.37
593423	HOME DEPOT	09/13/2017	2,206.23
593424	HOWE, LARRY JOHN	09/13/2017	534.67
593425	HOWIE, MARY E	09/13/2017	56.00
593426	HURT, BROCK V	09/13/2017	225.00
593427	ICICLE BROADCASTING INC	09/13/2017	125.00
593428	ICICLE RIVER COMPANY	09/13/2017	4,737.08
593429	INLAND PIPE AND SUPPLY	09/13/2017	1,115.41
593430	J & G DISTRIBUTING INC	09/13/2017	48.00
593431	JACKSON, GIOCONDA	09/13/2017	181.99
593432	JACKSON, KAYLI MAURINE	09/13/2017	39.15
593433	JAEGER, JEFF	09/13/2017	350.40
593434	JAGLA, ANGELITA C	09/13/2017	240.00
593435	JAR SYSTEMS LLC	09/13/2017	1,920.00
593436	JELSING, PETER E	09/13/2017	295.48
593437	JERRYS AUTO SUPPLY	09/13/2017	988.24
593438	JIMMY JOHNS	09/13/2017	287.22
593439	JOHNSON, ASHLEE R	09/13/2017	22.00
593440	JOHNSON GAUKROGER SMITH &	09/13/2017	12,000.00
593441	JOHNSTONE SUPPLY INC	09/13/2017	114.58
593442	JOSTENS	09/13/2017	1,260.05
593443	JUNIOR LIBRARY GUILD	09/13/2017	648.23
593444	KAECH, GUADALUPE M	09/13/2017	125.00
593445	KELLER SUPPLY COMPANY	09/13/2017	472.15
593446	KENNELLY KEYS MUSIC	09/13/2017	16,736.94
593447	KING, ANDREW RAY	09/13/2017	12.00
593448	KING COUNTY DIRECTORS ASSN	09/13/2017	11,265.08
593449	KLINE, MATTHEW P	09/13/2017	70.00
593450	KNUDTSON, ANGELA M	09/13/2017	131.27
593451	LAKESHORE LEARNING MATERIALS	09/13/2017	58.72
593452	LANE, MICHAEL J	09/13/2017	235.29
593453	LINK TRANSPORTATION	09/13/2017	695.00
593454	LIQUIDS POWDERS & MACHINES	09/13/2017	546.27
593455	LOCAL TEL COMMUNICATIONS	09/13/2017	2,707.27
593456	LOWES HOME IMPROVEMENT	09/13/2017	1,279.48
593457	MACMILLAN HOLDINGS LLC	09/13/2017	23,665.98

Check Nbr	Vendor Name	Check Date	Check Amount
593458	MAHONEY-HOLLAND, MICHELLE LOUI	09/13/2017	15.44
593459	MANN, GRETCHEN L	09/13/2017	548.50
593460	MARENEM INC	09/13/2017	313.50
593461	MARIACHI UNLIMITED	09/13/2017	55.00
593462	MARSHALL MAHLER PHOTOGRAPHY	09/13/2017	1,994.56
593463	MARTINEZ, ALFREDO	09/13/2017	240.00
593464	MARTINEZ, CHERYL L	09/13/2017	60.55
593465	MCALLISTER, BROOKE ANNE	09/13/2017	285.02
593466	MCCOURT, HEATHER G	09/13/2017	30.00
593467	MCPHETRIDGE, HOLLY L	09/13/2017	160.00
593468	MENDOZA, SILVIA	09/13/2017	159.05
593469	MERRILL, DOUGLAS RAY	09/13/2017	1,979.23
593470	MICRO COMPUTER SYSTEMS	09/13/2017	12,866.06
593471	MIKES PIANO TUNING	09/13/2017	180.00
593472	MILANUK, KATHLEEN A	09/13/2017	38.42
593473	MOLITOR, REBECCA A	09/13/2017	172.02
593474	MORROW, CAROLINA	09/13/2017	212.72
593475	MOSAIC COOPERATIVE LLC	09/13/2017	3,000.00
593476	NAFZIGER & COMPANY	09/13/2017	2,057.43
593477	NAT GEO/CENGAGE LEARNING	09/13/2017	529.14
593478	NEOFUNDS BY NEOPOST	09/13/2017	1,000.00
593479	NORCO INC	09/13/2017	172.73
593480	NORTH CENTRAL ESD	09/13/2017	404,621.67
593481	NORTH COAST ELECTRIC	09/13/2017	4.47
593482	NW BEARING-BDI	09/13/2017	327.87
593483	NW TEXTBOOK DEPOSITORY	09/13/2017	1,988.55
593484	NW VITAL RECORDS CTR INC	09/13/2017	20.00
593485	O'REILLY AUTOMOTIVE STORES	09/13/2017	639.35
593486	OFFICE DEPOT	09/13/2017	9,413.70
593487	ON THE MEND MUSICAL INSTM REPA	09/13/2017	178.86
593488	OUTBACK SPRAYING	09/13/2017	1,411.80
593489	OXARC	09/13/2017	305.68
593490	PACIFIC SCIENCE CENTER	09/13/2017	1,180.00
593491	PACIFIC SECURITY	09/13/2017	275.00
593492	PALMER, BETTY D	09/13/2017	335.48
593493	PAPE	09/13/2017	845.40
593494	PARSONS, TOVAH	09/13/2017	160.00
593495	PATTERSON BUCHANAN FOBES	09/13/2017	936.00
593496	PAYNE, DONNA R	09/13/2017	448.50
593497	PC & MACEXCHANGE	09/13/2017	183.00
593498	PEHOWSKI, ERIN A	09/13/2017	124.01
593499	PFLUG-TILTON, CORINNE	09/13/2017	307.29
593500	PLATT ELECTRICAL SUPPLY	09/13/2017	2,130.18
593501	POLTZ FIRE PROTECTION INC	09/13/2017	3,698.15
593502	PRECISE PLUMBING INC	09/13/2017	21,029.60
593503	PRECISION EXAMS LLC	09/13/2017	878.04
593504	PRICHARD, LUCAS ROBERT	09/13/2017	284.28
593505	PRO BUILD CO., LLC	09/13/2017	269.21
593506	PTOLEMY, WENDY MARIE	09/13/2017	103.19
593507	PUD NO 1 OF CHELAN COUNTY	09/13/2017	2,605.86

Check Nbr	Vendor Name	Check Date	Check Amount
593508	PULIDO, LORENA N	09/13/2017	261.05
593509	REALLY GOOD STUFF	09/13/2017	94.34
593510	REHAB MART LLC	09/13/2017	2,197.52
593511	RENT ME MINI STORAGE	09/13/2017	271.00
593512	REV.COM INC	09/13/2017	6.00
593513	RHODES, DAWN	09/13/2017	32.20
593514	RICHMOND, ADAM E	09/13/2017	19.90
593515	RICOH USA, INC.	09/13/2017	1,621.50
593516	RIVERA, SILVIA L	09/13/2017	171.05
593517	ROBINSON, JULIE A	09/13/2017	71.33
593518	ROCHE, LAURA J	09/13/2017	18.53
593519	RODDA PAINT	09/13/2017	18.42
593520	ROYSTER, JANELL MARIA	09/13/2017	87.39
593521	RUSHING, KIM A	09/13/2017	60.00
593522	S & W IRRIGATION SUPPLY	09/13/2017	16.39
593523	SAN FRANCISCO SOURDOUGH EATERY	09/13/2017	636.13
593524	SANCHEZ, NANCY	09/13/2017	48.00
593525	SCHOOLS INSURANCE ASSOC OF WA	09/13/2017	109.14
593526	SHEPPARD, TIMOTHY H	09/13/2017	183.41
593527	SIMMONS, RACHAEL ALEXIS	09/13/2017	551.90
593528	SKILLSOURCE	09/13/2017	328.10
593529	SLIDEWATERS AT LAKE CHELAN	09/13/2017	230.00
593530	SMC CURRICULUM LLC	09/13/2017	3,000.00
593531	SMITH, JODI	09/13/2017	352.29
593532	SOLARWINDS.NET INC	09/13/2017	1,084.00
593533	SOLELYON BROADCASTING LLC	09/13/2017	500.00
593534	SOLORIO PRECIADO, CARMELA	09/13/2017	171.05
593535	SONGSMITH STRING INSTRUMENTS	09/13/2017	10,014.26
593536	STANDARD PAINT	09/13/2017	1,194.41
593537	STANS MERRY MART	09/13/2017	182.36
593538	STANSBERRY, GRAHAM M	09/13/2017	160.00
593539	STAR RENTALS INC	09/13/2017	159.24
593540	STONEWAY ELECTRIC	09/13/2017	11.21
593541	STUBBE, PAMELA JOAN	09/13/2017	26.75
593542	SUPPLYWORKS	09/13/2017	7,160.37
593543	SWEETWOOD BBQ	09/13/2017	419.51
593544	SYMONDS, HANNAH ELIZABETH	09/13/2017	40.00
593545	THE CONOVER COMPANY	09/13/2017	1,599.00
593546	THOMPSON, MICHAEL GREGORY	09/13/2017	3,394.47
593547	TOWN TOYOTA CENTER	09/13/2017	767.47
593548	TROXELL COMMUNICATIONS	09/13/2017	1,145.84
593549	ULINE	09/13/2017	1,655.19
593550	US BANK CORPORATE PAYMENT SYST	09/13/2017	42,875.28
593551	US LINEN & UNIFORM INC	09/13/2017	165.77
593552	VALDEZ, CYNTHIA	09/13/2017	443.05
593553	VAN WELL, CARMEN	09/13/2017	57.55
593554	VASQUEZ, DAVID	09/13/2017	609.53
593555	VERIZON WIRELESS	09/13/2017	383.84
593556	VERNIER SOFTWARE	09/13/2017	330.01
593557	VIRCO INC	09/13/2017	408.06

Check Nbr	Vendor Name	Check Date	Check Amount
593558	WA ST SCHOOL FOR THE BLIND	09/13/2017	150.00
593559	WA-ACTE	09/13/2017	640.00
593560	WAAE	09/13/2017	2,360.00
593561	WALSH, TRACY ANN	09/13/2017	522.47
593562	WASTE MANAGEMENT	09/13/2017	10,759.20
593563	WASWUG	09/13/2017	825.00
593564	WEINSTEIN BEVERAGE CO	09/13/2017	989.67
593565	WEN CONVENTION CNTR	09/13/2017	5,683.67
593566	WEN PETROLEUM CO	09/13/2017	9.02
593567	WEN VALLEY MUSEUM & CULTURAL C	09/13/2017	32,000.00
593568	WEN VALLEY HOSPITAL	09/13/2017	908.84
593569	WEST COAST PAPER CO	09/13/2017	872.84
593570	WHS ASB	09/13/2017	3,812.80
593571	WILSON, MICHAEL E	09/13/2017	69.60
593572	WOOLSEY, JON MARK	09/13/2017	33.54
593573	WORKLAND AUTO PARTS	09/13/2017	85.50
593574	WRIGHT, KASSIE D	09/13/2017	8.75
593575	WSD ADVANCE TRAVEL	09/13/2017	178.00
593576	ZEHNDER, JEFF A	09/13/2017	43.30
593577	CURB APPEAL LLC	09/13/2017	22,330.40
593578	FORTE ARCHITECTS INC	09/13/2017	3,343.00
593579	GREAT FLOORS COMMERCIAL SALES	09/13/2017	20,439.43
593580	GROUND PENET RADAR SYSTEMS INC	09/13/2017	2,750.00
593581	HILL INTL INC	09/13/2017	4,226.59
593582	KING COUNTY DIRECTORS ASSN	09/13/2017	22,227.42
593583	PACIFIC SECURITY	09/13/2017	25.00
593584	RED HAWK FIRE & SECURITY	09/13/2017	21,095.24
593585	TCF ARCHITECTURE PLLC	09/13/2017	5,511.50
593586	WSD ADMIN IMPREST	09/13/2017	1,371.86
593587	AMAZON CAPITAL SERVICES	09/13/2017	135.97
593588	BSN SPORTS	09/13/2017	5,756.27
593589	COMMERCIAL PRINTING INC	09/13/2017	858.90
593590	DANCEWEAR SOLUTIONS	09/13/2017	307.58
593591	DEVEREAUX, SCOTT L	09/13/2017	150.00
593592	GLAZE BAKERY LLC	09/13/2017	13.76
593593	HABITAT FOR HUMANITY GREAT WEN	09/13/2017	51,822.64
593594	ICICLE RIVER COMPANY	09/13/2017	5,146.80
593595	KIMMEL ATHLETIC SUPPLY	09/13/2017	560.40
593596	KOVACH, JAMES	09/13/2017	61.68
593597	MCLEAN, EMILY	09/13/2017	23.26
593598	MONTANA ST UNIV	09/13/2017	1,000.00
593599	OFFICE DEPOT	09/13/2017	36.65
593600	SADDLEROCK EMBROIDERY	09/13/2017	2,648.75
593601	THE ICE HOUSE LLC	09/13/2017	741.30
593602	UNIV OF WA./SCHOLARSHIPS	09/13/2017	2,000.00
593603	US BANK CORPORATE PAYMENT SYST	09/13/2017	107.01
593604	US BANK - C/O	09/13/2017	107.50
593605	VARSITY SPIRIT FASHIONS	09/13/2017	2,088.92
593606	WESTERN WA UNIV	09/13/2017	500.00
593607	WSD	09/13/2017	16,642.06

Check Nbr	Vendor Name	Check Date	Check Amount
593608	WSD FOOD SERVICES CATERING	09/13/2017	100.00
284	Computer	Check(s) For a Total of	1,141,458.21

	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
	284	Computer	Checks For a Total of	1,141,458.21
Total For	284	Manual, Wire Tran, ACH & Computer	Checks	1,141,458.21
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,141,458.21

## F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-3,758.60	0.00	951,086.92	947,328.32
20	Capital Projects	0.00	0.00	103,320.44	103,320.44
40	Associated Stude	-34.87	0.00	90,844.32	90,809.45





### 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 593609 through 593697 totaling \$1,048,094.60

#### Capital Projects Fund

Check numbers

#### Associated Student Body Fund

Check numbers 593698 through 593704 totaling \$6,946.88

#### Transportation Vehicle Fund

Check number

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.

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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 September 12, 2017, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,055,041.48. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP WARRANTS:

Warrant Numbers 593609 through 593704, totaling \$1,055,041.48

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

Check Nbr	Vendor Name	Check Date	Check Amount
593609	ABLENET INC	09/13/2017	172.59
593610	ACHIEVE3000 INC	09/13/2017	9,093.99
593611	ADOBE SYSTEMS INC	09/13/2017	194.99
593612	ADVANCE EDUCATION INC	09/13/2017	900.00
593613	AGE LLC	09/13/2017	2,000.00
593614	APEX LEARNING INC	09/13/2017	22,825.00
593615	APPLE COMPUTER INC	09/13/2017	1,135.02
593616	ARCHIVESOCIAL INC	09/13/2017	4,788.00
593617	ASCD	09/13/2017	89.00
593618	AUBURN BAND PARENTS ASSOCIATIO	09/13/2017	325.00
593619	AWSP	09/13/2017	19,136.00
593620	BLICK ART MATERIALS	09/13/2017	113.02
593621	CAMPBELLS	09/13/2017	23,810.45
593622	CENGAGE LEARNING INC	09/13/2017	3,636.82
593623	CLANCY'S FARM LLC	09/13/2017	1,176.58
593624	COMPUTER TECHNOLOGY LINK	09/13/2017	8,174.52
593625	CONGDON MAILING SERVICE	09/13/2017	251.37
593626	COOK CONSULTING INC	09/13/2017	5,922.00
593627	COSTCO MEMBERSHIP	09/13/2017	180.00
593628	EBSCO	09/13/2017	487.24
593629	EBSCO SUBSCRIPTION SERVICES	09/13/2017	945.25
593630	EISENHOWER HIGH SCHOOL	09/13/2017	250.00
593631	ELWYN, JAMES F	09/13/2017	35.00
593632	ERNN	09/13/2017	825.00
593633	FAMILY ID INC	09/13/2017	3,080.00
593634	FILEWAVE (USA) INC	09/13/2017	27,370.13
593635	FREE SPIRIT PUBLISHING INC	09/13/2017	131.67
593636	FREEDOM ENTERTAINMENT INC	09/13/2017	3,960.00
593637	GAGGLE.NET INC	09/13/2017	24,000.00
593638	GARZA, DAVID ABNER	09/13/2017	40.00
593639	GEMPLERS/ARIENS SPEC BRANDS	09/13/2017	107.21
593640	GWATA	09/13/2017	300.00
593641	HARLE, KARISSA JANELL	09/13/2017	35.00

Check Nbr	Vendor Name	Check Date	Check Amount
593642	HARTMAN PUBLISHING INC	09/13/2017	1,820.77
593643	HOUGHTON MIFFLIN HARCOURT	09/13/2017	790.87
593644	HOWE, LARRY JOHN	09/13/2017	40.00
593645	ILLUMINATE EDUCATION INC	09/13/2017	46,020.00
593646	IMAGINE LEARNING	09/13/2017	67,823.71
593647	INNERSYNC STUDIO LTD	09/13/2017	15,402.60
593648	J/C KREBS COMPANY	09/13/2017	374.97
593649	JAGLA, DAVID R	09/13/2017	35.00
593650	KAMIAK HIGH SCHOOL	09/13/2017	235.00
593651	KING COUNTY DIRECTORS ASSN	09/13/2017	42,660.94
593652	LAKE SHORE LEARNING MATERIALS	09/13/2017	234.26
593653	MACORE	09/13/2017	240.53
593654	MARENEM INC	09/13/2017	313.50
593655	MT BOUCHERIE SECONDARY SCHOOL	09/13/2017	2,500.00
593656	MURIE, CYNTHIA S	09/13/2017	35.00
593657	MYSTERY SCIENCE INC	09/13/2017	999.00
593658	NWEA MEMBERS SEMINAR	09/13/2017	24,380.00
593659	PACIFIC SECURITY	09/13/2017	4,340.00
593660	PAINE, SCOTT R	09/13/2017	135.00
593661	PEARSON ASSESSMENT	09/13/2017	1,912.70
593662	POSTMASTER C/O COL	09/13/2017	792.00
593663	PSYCHOLOGICAL ASSESS RESOURCE	09/13/2017	656.64
593664	REALLY GOOD STUFF	09/13/2017	716.58
593665	RICHLAND SCHOOL DISTRICT	09/13/2017	140.00
593666	RICOH USA, INC.	09/13/2017	11,148.47
593667	ROCHESTER 100 INC	09/13/2017	668.25
593668	SCHAFER-CLOKE, DANIELLE K	09/13/2017	35.00
593669	SCHOLASTIC INC	09/13/2017	320.40
593670	SCHOLASTIC ART	09/13/2017	254.60
593671	SCHOLASTIC BOOK FAIRS	09/13/2017	93.54
593672	SCHOOLS INSURANCE ASSOC OF WA	09/13/2017	599,215.83
593673	SCORETRONICS	09/13/2017	56.45
593674	SEATTLE TIMES	09/13/2017	338.00
593675	SELLERS, KEVIN M	09/13/2017	35.00
593676	SHADLE PARK HIGH SCHOOL	09/13/2017	70.00
593677	SIRMON, JOHN	09/13/2017	10.00
593678	SIRS	09/13/2017	1,195.00
593679	SOCIAL THINKING PUBL.	09/13/2017	449.23
593680	SPHERO INC	09/13/2017	1,277.99
593681	SUPER DUPER SCHOOL COMPANY	09/13/2017	234.74
593682	TEST OUT	09/13/2017	3,500.00
593683	TYPINGCLUB/EDCLUB INC	09/13/2017	8,031.87
593684	US BANK CORPORATE PAYMENT SYST	09/13/2017	138.74
593685	UZBL LLC	09/13/2017	7,440.00
593686	VALDEZ, ALEAH RACHEL	09/13/2017	40.00
593687	VALDEZ, EDWARD L	09/13/2017	40.00
593688	VALDEZ, SUSAN L	09/13/2017	40.00
593689	VERNIER SOFTWARE	09/13/2017	3,035.02
593690	WASA	09/13/2017	10,159.04
593691	WEN BUSINESS JOURNAL	09/13/2017	24.00

Check Nbr	Vendor Name	Check Date	Check Amount
593692	WEN VALLEY CHAMBER OF COMMERCE	09/13/2017	550.00
593693	WEN WORLD	09/13/2017	132.75
593694	WEST INTERACTIVE SERVICES CORP	09/13/2017	19,309.56
593695	WESTERN PSYCHOLOGICAL SERV	09/13/2017	376.20
593696	WSASCD	09/13/2017	1,650.00
593697	WSSAAA	09/13/2017	135.00
593698	ALEJANDRE CASTANEDA, ELDA A	09/13/2017	20.00
593699	ATHLETIC EQUIPMENT SERVICE LLC	09/13/2017	227.64
593700	BSN SPORTS	09/13/2017	1,620.30
593701	FIGUEROA, ELISEO	09/13/2017	89.00
593702	HENRY SCHEIN INC	09/13/2017	4,130.46
593703	JONES, SUZANNE	09/13/2017	16.00
593704	M R NYREN COMPANY	09/13/2017	843.48
96	Computer	Check(s) For a Total of	1,055,041.48

	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
	96	Computer	Checks For a Total of	1,055,041.48
Total For	96	Manual, Wire Tran, ACH & Computer	Checks	1,055,041.48
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,055,041.48

## FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-6,049.85	0.00	1,054,144.45	1,048,094.60
40	Associated Stude	0.00	0.00	6,946.88	6,946.88

## September 12, 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 Fones, 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?
08/31/17	Renewal	No	Skillsource	ALE services for student ineligible for Open Doors	\$10,000	2017-2018 School Year	Denise Watson	Yes	Yes
					<b>Budget Code</b>				
					0200 27 7096 000				
08/23/17	Renewal	No	Learning Science International	Full Package Marzano Ptolocol + Library	\$20,000	7/1/17 - 7/1/18	Lisa Turner	Yes	Yes
					<b>Budget Code</b>				
					0112 31 7000 000				
08/21/17	New	No	WA State Library	Columbia Elementary Library Update of Non-Fiction Books	\$2,000	2017-2018 School Year	Bill Eagle	Yes	Yes
					<b>Budget Code</b>				
					?				
08/22/17	New	No	NCESD	2 Days Literacy Support & Training	\$1,550	10/31/17 - 1/26/18	Si Stuber	Yes	Yes
					<b>Budget Code</b>				
					?				
08/21/17	Renewal	No	NCESD	Learn 360	\$2,697	2017-2018 School Year	Ron Brown	Yes	Yes
					<b>Budget Code</b>				
					0100 22 7198 402				
08/18/17	Renewal	No	FileWave	Software Support	\$27,370	11/1/17 - 10/31/2018	Ron Brown	Yes	Yes
					<b>Budget Code</b>				
					0116 32 5000 & 0179 27 7000				
08/18/17	Renewal	No	Gaggle	Non-Binding Letter of Intent	\$24,000	2017-2018 School Year	Ron Brown	Yes	Yes
					<b>Budget Code</b>				
					0116 32 5000 & 0179 27 7000				
08/09/17	New	No	Port of Seattle	Mariachi Performance	\$1,000	9/19/17	Ricardo Iniguez / Ramon Rivera	Yes	Yes
					<b>Budget Code</b>				
					402-4458				


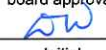
## Contract Coversheet (Non-Federal)

### 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 Fones, 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?
08/31/17	Renewal	Skillsourc	To provide ALE services to students ineligible to attend Open Doors due to age	\$10,000	2017-2018 School Year	<u>Denise Watson</u>		Yes	This is decided at the district office.
				<b>Budget Code</b>		I have read this contract and recommend it for board approval. 			
				0200 27 7096 000		Initial <u>8/31/17</u> Date			

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

Agency Name Skillsourc  
 Attention: Dave Petersen  
 Street address or PO Box 233 N Chelan Ave  
 City, State, Zip Code Wenatchee, WA 98801  
 Email Address \_\_\_\_\_  
 Phone Number 509-663-3091

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

If this is a revision, what has changed?

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

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

Signature

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



August 25, 2017

**RECEIVED**

**AUG 29 2017**

Brian Flones, Superintendent  
Wenatchee School District No. 246  
P.O. Box 1767  
Wenatchee, Washington 98807

**WENATCHEE SCHOOL DIST. 246**  
**WENATCHEE, WA 98801**

RE: Letter of Agreement

Dear Brian,

I have enclosed two copies of a proposed 2017-2018 Letter of Agreement between SkillSource and Wenatchee School District to continue serving younger dropouts. This agreement provides instruction at the Downtown Learning Center for students ineligible under the 1418 Dropout Reengagement Contract commonly called Open Doors.

Open Doors requires students attain age 16 by September 1. However, over the course of the year, about 10% of 16 year olds who apply downtown were 15 September 1st. This agreement enables them, and occasionally older 15 year olds, to attend class downtown.

I appreciate your continued support and involvement in this unique partnership to reengage disconnected and disadvantaged teens from throughout the region. Please contact me at (509) 663-3091 with any questions.

Sincerely

  
David L. Petersen  
Director

Enclosure

**LETTER OF AGREEMENT BETWEEN  
WENATCHEE SCHOOL DISTRICT NO. 246 and  
SKILLSOURCE, A WASHINGTON NON-PROFIT AGENCY**

This document serves as a contract for instruction between SkillSource and the Wenatchee School District (hereafter referred to as District) for the period of September 1, 2017 to August 31, 2018 consistent with WAC 392-121-188.

This agreement makes formal a relationship between SkillSource and the District for the purpose of providing education services for students at the Downtown Learning Center.

**DISTRICT RESPONSIBILITIES**

1. Make payment of \$ 223.20 per eligible enrolled student per month of full-time enrollment, not to exceed \$ 2,232.00 per school year per student. The total amount is further limited by months claimed by other schools during the school year. A full-time enrolled student is defined as an eligible student who has completed all District required enrollment procedures and forms and who is enrolled on an official count date in instructional activities for a minimum of twenty-five (25) hours per week of scheduled instruction including alternative learning experiences. Count days are the fourth school day of September and the first school day of each month for October through June.
2. Make payments no later than sixty (60) days after student enrollment information is reported to the District.
3. Assist SkillSource with enrollment and reporting.

**SKILLSOURCE RESPONSIBILITIES**

1. Provide facility, personnel, equipment, materials and supplies necessary to instruct to each enrolled student.
2. Maintain enrollment, attendance, and academic records.
3. Provide a Washington State certificated and appropriately endorsed teacher to instruct students and supervise others who may assist in the instruction of students.
4. Maintain records and provide access to student records and instructional facility for appropriate District employees.
5. Award high school credits for secondary level course work completed.
6. Collaborate with various district personnel to maximize positive outcomes under this agreement.

## JOINT RESPONSIBILITIES

Each party to this Agreement shall be responsible for all liability, loss, damage, expense, actions and claims to damages to persons or property resulting from action or omissions on this part of itself, its employees, agents or officers. Neither party to this Agreement shall be considered the agent of the other party.

The District and SkillSource will cooperatively agree on the certified staff employed to work in the program.

## MODIFICATION AND CANCELLATION PROVISIONS


Modification to this Agreement must be agreed to by both authorized parties. Notwithstanding any other provision of this Agreement, either party may cancel this Agreement by giving the other party thirty (30) calendar day's written notice.

**Wenatchee School District No. 246**

\_\_\_\_\_  
Brian Flones  
Superintendent

\_\_\_\_\_  
Date

**SkillSource**

  
\_\_\_\_\_  
Dave Petersen  
Executive Director


8-25-2017  
\_\_\_\_\_  
Date



## Contract Coversheet (Non-Federal)

### Request Board Approval

Please submit this form with your **unsigned** contract to Les Vandervort for approval at least two weeks before the scheduled School Board meeting. Upon 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 Fones, 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?
08/23/17	New	Lerning Science International	Full Package Marzano Protocol + Library	\$20,000	07/01/17-07/01/18	<u>Lisa Turner</u>		No
				<b>Budget Code</b>		I have read this contract and recommend it for board approval.		
				0112 31 7000		Initial  Date		

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

Agency Name Learning Sciences International

Attention: Kelly Fees

Street address or PO Box 175 Cornell Rd Suite 18

City, State, Zip Code Blairsville, PA 15717

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

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

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

IObservation training and program

## Quotation

**Company Address** Learning Sciences International  
175 Cornell Rd., Suite 18  
Blairsville PA 15717  
US

**Quote Number** Q-08355  
**Expiration Date** 7/31/2017

**Program Partner** Kelly Fees  
**Phone**

**Payment Terms** Net 30

**Implementation**

Make checks payable to: Learning Sciences International

Fax Signed Quote to: (724) 299-8133

**Bill To Name** Wenatchee Public Schools  
**Bill To** Accounts Payable  
PO Box 1767  
Wenatchee,  
WA  
98807-1767  
US

**Contact Name** Lisa Turner  
**Phone** (509) 663-8161  
**Email** turner.l@wenatecheschools.org

QTY	PRODUCT	CODE	DESCRIPTION	UNIT PRICE	TOTAL PRICE
10.00	Full Package Marzano Protocol + Library	IO300-M1	Full Package Marzano Protocol + Library 7/1/17-7/1/18	USD 2,000.00	USD 20,000.00
<b>SUBTOTAL:</b>					USD 20,000.00
<b>TOTAL:</b>					USD 20,000.00

**Notes:**

## Learning Sciences International Terms & Conditions

### Customer Acknowledgment

Customer acknowledges agreement with these Terms & Conditions of Sale by placement of an order to purchase products or services from Learning Sciences International, LLC.

### Prices

Prices quoted are good for 30 days from the date of proposal or quote, unless otherwise stated in writing. All prices stated in USD unless otherwise noted.

### Payment

Purchase order or payment is required prior to order fulfillment. Make checks payable in USD to "Learning Sciences International" and submit to 175 Cornell Road, Suite 18, Blairsville, PA 15717.

### Purchase Orders

Please reference quote number (shown above) on all purchase orders. Purchase orders should be sent to Learning Sciences International, 175 Cornell Road, Suite 18, Blairsville, PA 15717 or faxed to (724) 299-8133 or emailed to: [AccountsReceivable@learningsciences.com](mailto:AccountsReceivable@learningsciences.com)

### Terms

Standard payment terms are net 30 from date of invoice. Seller reserves the right to charge interest at the rate of 0.5% per month on past due balances. Seller also reserves the right to submit invoices greater than 90 days past due to a third party agency for collection.

### Scheduling

On-site training and professional development sessions requires 30 days advance notice. Purchase order or payment must be received before training dates can be reserved. Trainings scheduled at the Customer's request with less than 30 days advance notice are subject to availability and a \$500 expediting fee.

All training sessions must be scheduled no later than 12 months following receipt of purchase order.

### Cancellation

On-site training and professional development sessions may be rescheduled prior to 30 days in advance without penalty. Districts who cancel / reschedule within the 30 day window will be charged a \$500 fee + travel expenses incurred (including cancellation and airline booking fees.)

### Shipping and Handling

Shipping and Handling for print materials shown at standard ground rates. Please allow 7-10 business days for order processing and delivery. Expedited or overnight shipping available for some items. Additional fees may apply.

LSI will fulfill your order based on the quantity of materials shown on your purchase order. Should you request additional copies of materials, you will be invoiced for the materials plus shipping and handling. Expedited or overnight shipping may apply.

### Sales, Use, Value Add and other Taxes

Customers exempt from sales taxes must provide a copy of their current exemption certificate, if applicable. LSI reserves the right to charge sales, use, and/or value added tax in addition to quoted product prices as required by taxing authorities, if applicable. Actual sales tax billed will be based on Seller's sales tax collection requirements and Customer's current jurisdiction rates in effect on the date of invoice.

### Materials Reprint Licenses

Professional development sessions and related materials are revised periodically to reflect most current research and provide the best possible experience for the learners. Updates to materials covered under reprint licenses will be provided free of charge upon request during the terms of the license. Customers are advised to print only sufficient quantities to cover their immediate training needs.

### Recording of Presentations

All audio and video recording is prohibited without written consent from Learning Sciences International, LLC.

### iObservation Terms of Use

iObservation terms of use can be found at [www.effectiveeducators.com](http://www.effectiveeducators.com).

Signature: \_\_\_\_\_

Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Please sign and return with Purchase Order.

THANK YOU FOR YOUR BUSINESS!




## 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 Flones, 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?
08/21/17	New	State of Washington, Office of the Secretary of State, Washington State Library Division	Award Columbia Elementary School Library Update of Non-Fiction Books and Materials.	\$2,000	2017-2018 School Year	<u>Bill Eagle</u>		No	
				<b>Budget Code</b>		I have read this contract and recommend it for board approval.			
				Initial <u>BE</u> Date <u>8/21/17</u>					

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

Agency Name Office of the Sec. of St. WA State Library Development  
 Attention: Maura Walsh  
 Street address or PO Box PO Box 42460  
 City, State, Zip Code Olympia, WA 98504-2460  
 Email Address maura.walsh@sos.wa.gov  
 Phone Number (306) 704-5246

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

Columbia Elementary will be purchasing non-fiction books for its library.

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

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

Signature

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



**INTERGOVERNMENTAL USER AGREEMENT  
BETWEEN  
THE STATE OF WASHINGTON,  
OFFICE OF THE SECRETARY OF STATE,  
WASHINGTON STATE LIBRARY DIVISION,  
AND THE  
Wenatchee School District 246**

THIS AGREEMENT is made and entered into between the Office of the Secretary of State, Washington State Library Division, hereinafter referred to as the "OSOS," and, **Wenatchee School District 246** hereinafter referred to as the "Awardee."

IT IS THE PURPOSE OF THIS AGREEMENT to help an Awardee school library update its nonfiction materials and thereby helping fulfill common core standards.

NOW, THEREFORE, IT IS MUTUALLY AGREED THAT:

**STATEMENT OF WORK**

OSOS will reimburse the Awardee up to \$2,000 each for nonfiction books purchased for the school library(s) listed in Exhibit A.

**Requirements**

1. The print, nonfiction books must be purchased and reimbursement claimed by January 15, 2018.
2. Reimbursements must be on the OSOS reimbursement form provided to the Awardee.
3. To document these allowable costs the Awardee must submit
  - A copy of the official accounting system disbursement/expenditure report or copies of vendor endorsed payment instruments, **and**
  - A copy of the invoice from the service provider/vendor
4. The OSOS, Washington State library, and IMLS must be acknowledged as providing funding to support the project in all project-related public events, press releases, printed materials, and Web sites. OSOS will provide stickers to affix to each book. Copies of press releases and printed materials related to the grant must be submitted with the final report.
5. A one-page initial report is due November 15, 2017. It must be in Word or RTF format and sent electronically. OSOS will send a report form to awardee schools. The reports may be used to promote both school libraries and OSOS on social media. Please send the report to [wslgrants@sos.wa.gov](mailto:wslgrants@sos.wa.gov).
6. A one-page final report is due March 31, 2018. It must be in Word or RTF format and sent electronically. OSOS will send a report form to awardee schools. The reports may be used to promote both school libraries and OSOS on social media. Please send the report to [wslgrants@sos.wa.gov](mailto:wslgrants@sos.wa.gov).

7. The final report must include:

- The completed OSOS form that will include a statement showing how this grant impacted the recipient school's students.
- The updated copyright average for the school's nonfiction collection.

**PERIOD OF PERFORMANCE**

The period of performance of this Agreement shall commence on date of execution and continue to March 31, 2018, unless terminated sooner as provided herein.

**FUNDING CONTINGENCY**

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to completion of the work in this Agreement, OSOS may:

- Terminate this Agreement with ten (10) working days advance notice. If this Agreement is terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination,
- Renegotiate the terms of the Agreement under those new funding limitations and conditions,
- After a review of project expenditures and deliverable status, extend the end date of this Agreement and postpone deliverables or portions of deliverables, or
- Pursue such other alternative as the parties mutually agree to writing.

**TERMINATION FOR CONVENIENCE**

Except as otherwise provided in the Contract, OSOS may, by ten (10) days written notice, beginning on the second day after the mailing, terminate the Contract, in whole or in part. If the Contract is so terminated, OSOS shall be liable only for payment required under the terms of the Contract for services rendered or goods delivered prior to the effective date of termination.

**INDEMNIFICATION**

Each party to this Agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents. No party to this Agreement shall be responsible for the act and/or omissions of entities or individuals not a party to this Agreement.

**DISPUTES**

Except as otherwise provided in this Agreement, when a bona fide dispute arises between the OSOS and the Awardee and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Secretary of State.

1. The request for a dispute hearing must:

- be in writing;



- state the disputed issue(s);
  - state the relative positions of the parties;
  - state the Awardee's name, address, and Agreement number; and
  - be mailed to the Secretary of State and the other party's (respondent's) Agreement Manager within 3 working days after the parties agree that they cannot resolve the dispute.
2. The respondent shall send a written answer to the requester's statement to both the agent and the requester within 15 working days.
  3. The Secretary of State shall review the written statements and reply in writing to both parties within 10 working days. The Secretary of State may extend this period if necessary by notifying the parties.
  4. The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this Agreement shall be construed to limit the parties' choice of a mutually acceptable Alternate Dispute Resolution method in addition to the dispute resolution procedure outlined above.

#### **AGREEMENT MANAGEMENT**

The Contracting Authority for each of the parties shall be the contact person for communications regarding the performance of this Agreement.

<b><u>Project Manager for the Agreement is:</u></b>	<b><u>Project Manager for the OSOS is:</u></b>
Bill Eagle  Wenatchee School District 246 235 Sunset Wenatchee, WA 98801  Phone: 509-662-7256 Email: eagle.b@wenatcheeschools.org	Maura Walsh  Office of the Secretary of State Washington State Library, Library Development P.O. Box 42460 Olympia, Washington 98504-2460  Phone: 360.704.5246 Email: maura.walsh@sos.wa.gov

#### **GOVERNANCE**

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed and interpreted in accordance with those laws, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable Federal and state of Washington statutes and regulations
- Special Terms and Conditions as contained in this basic Agreement instrument
- Any other provisions of the agreement, including materials incorporated by reference.

#### **ALL WRITINGS CONTAINED HEREIN**

This Agreement contains the entire understanding between the parties, and there are no other agreements, understandings, or representations set forth or incorporated by reference herein.

No subsequent modifications or amendments of this Agreement shall be of any force or effect unless in writing, signed by authorized representatives of the OSOS and the Awardee and made part of this original Agreement.

**Wenatchee School District 246**

**OFFICE OF THE SECRETARY OF  
STATE**

---

Bill Eagle                      Date  
District authority

---

Jeff Martin                      Date  
Program Manager, Library Development

APPROVED AS TO FORM:  
Attorney General's Office

**Exhibit A**

Wenatchee School District 246 will receive one award of up to \$2,000 each in reimbursable funds for print, nonfiction books for the following school(s):

Columbia Elementary

The school librarian is responsible for selecting the books and grant reporting, following any local regulations imposed by Wenatchee School District 246.

The Contracting Authority is responsible for processing reimbursements, which will be paid to Wenatchee School District 246.



## 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?
8-22-17	N	NCESD #171	Two days Literacy Support Training for Columbia Elementary	\$ 1550.00 total	10-13-17 thru 1-26-18	(Put Your Name Here) [Signature] I have read this contract and recommend it for board approval. [Signature] Initial 8/21/17 Date	[Signature]		This is decided at the district office.
				Budget Code					

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

Agency Name NCESD #171  
 Attention: Shae Eldredge  
 Street address or PO Box 430 Olds Station Rd.  
 City, State, Zip Code Wenatchee WA 98801  
 Email Address shae@ncesd.org  
 Phone Number 509 665 2610

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

If this is a revision, what has changed?

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

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

Signature

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

Contract # 2017-231

Prepared by: Shae Eldredge

## AGREEMENT FOR INTERAGENCY SERVICES BETWEEN

Si Stuber  
Columbia Elementary/Wenatchee SD  
600 Alaska St  
Wenatchee, WA 98801  
509-662-7256  
(Hereinafter referred to as Contracting Agency)

North Central Educational Service District 171  
(Hereinafter referred to as North Central ESD)  
430 Olds Station Road, Wenatchee, WA 98801  
  
(509) 665-2610 FAX (509) 662-9027

In consideration of the promises and conditions contained herein,  
North Central ESD and Contracting Agency do mutually agree as  
follows:

### DUTIES OF THE North Central ESD, EFFECTIVE DATE, AND DURATION

North Central ESD shall perform the following duties to the satisfaction of Contracting Agency or its designee:

- A. General objective(s) of this contract shall be:  
Provide 2 days of Literacy Support and training for Columbia Elementary.
- B. North Central ESD will complete any additional documents required by this contract.
- C. Following its approval by the authorized signatory for the Contracting Agency this agreement shall commence and be effective for the period beginning 10/13/17 and ending 1/26/18, with the exception of Sections III and V on page 2, which will continue to bind the parties, their heirs, and successors.

### DUTIES OF THE CONTRACTING AGENCY

In consideration of the North Central ESD's satisfactory performance of the duties set forth herein and submission of a properly completed claim form, the Contracting Agency shall compensate the North Central ESD as shown below.

Contract Fees	Description of Service	Total
\$ 775.00/day	Provide 2 days of Literacy Support and training for Columbia Elementary.	\$1,550.00

DS

Jw 1606

North Central ESD Budget Account Code

DS

SB

In witness whereof, the Contracting Agency and the North Central ESD have read, understand, and executed this entire agreement.

#### North Central ESD's Signature and Certification

*Linda McKay*

Assistant Superintendent 8/20/2017

*Michael Price*

North Central ESD Superintendent 8/20/2017

#### Contracting Agency's Signature and Certification

*Si Stuber*

Authorized Signatory for Contractor August 21, 2017 | 7:11 AM PDT

**Original copy to be signed and returned to North  
Central ESD Business Office prior to the  
commencement of services.**

Federal Tax ID No. 91-0923400  
Business License No. UBI 600-087-495, State of Washington

(See Sections XII and XIII on reverse for information on backup  
withholding certification and explanation of option to void.)



## **I. PAYMENTS**

A. All payments to the NCESD shall be conditioned upon:

1. Submission of a properly prepared claim form which supports that performance has been rendered for which payment is requested and
2. Performance is to the satisfaction of the Contracting Agency or its designee, provided that approval shall not be unreasonably withheld.

B. Interim payments during the contract are allowed as specified.

## **II. PROHIBITION AGAINST ASSIGNMENT**

Neither this contract nor any interest therein may be assigned by either party without first obtaining the consent of the other party.

## **III. OWNERSHIP OF WORK PRODUCTS AND RESTRICTION AGAINST DISSEMINATION**

This section is intentionally left blank.

## **IV. COPYRIGHT**

The NCESD shall be responsible for the acquisition of any necessary copyright releases for materials used in the performance of services under this Contract. This shall not include materials originated under this Contract to which ownership belongs to the NCESD.

## **V. INDEMNIFICATION**

Any and all claims which hereafter arise on the part of any and all persons as a direct or indirect result of NCESD or its employee's(s) or agent's(s) performance or failure to perform duties pursuant to the agreement, shall be the NCESD's sole obligation and the NCESD shall indemnify and hold harmless the Contracting Agency in full for any and all such acts or failures to act on the part of the NCESD or its employee(s) or agent(s).

## **VI. MALPRACTICE INSURANCE**

All individuals providing services to minors must have valid malpractice insurance coverage. Upon request by North Central ESD, individuals must be able to show evidence of such coverage.

## **VII. TERMINATION**

Either the NCESD or the Contracting Agency can initiate termination of this contract with or without reason upon 30 days written notice to the other party. The notice shall specify the date of termination. In the event of termination by Contracting Agency, NCESD shall be entitled to an equitable proration of the total compensation provided herein for uncompensated services which have been performed as of termination and to the reimbursement of expenses incurred as of termination, but solely to the extent such expenses are reimbursable pursuant to the provision of the agreement.

## **VIII. VERBAL AGREEMENTS**

This written agreement constitutes the mutual agreement of NCESD and the Contracting Agency in whole. No alteration or variation of the terms of this agreement and no oral understandings or agreements not incorporated herein, unless made in writing between the parties hereto, shall be binding.

## **IX. APPLICABLE LAW**

This agreement shall be governed by the laws of the State of Washington. Venue for this contract will be Chelan County of the State of Washington.

## **X. NONDISCRIMINATION**

No person shall on the ground of race, creed, color, national origin, marital status, handicapping condition, or sex be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any activity performed pursuant to this agreement.

## **XI. BACKGROUND CHECKS**

Employees of the NCESD who may during the activities of this contract, work with persons under the age of 16 years shall, as part of this contract, complete background check forms submitted by NCESD.

## **XII. CONFLICT OF INTEREST**

This section is intentionally left blank.

## **XIII. FEDERAL BACKUP WITHHOLDING INFORMATION/OPTION TO VOID**

This section is intentionally left blank.

## **XIV. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND INELIGIBILITY**

If federal funds are the basis for this contract, the Contractor certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any federal department or agency.

## **XV. SIGNATURES**

Contracting Agency and/or Contracting Agency's employee(s) or agent(s) signing this document certifies that he/she is the person duly qualified and authorized to bind the Contracting Agency so identified to the foregoing agreement.

Initial <sup>DS</sup> SS

## Certificate Of Completion

Envelope Id: 897333BABA74435EB812892F8E671EE4  
 Subject: Columbia Elementary Shanna Brooks 10/13/17 and 1/26/18  
 Source Envelope:  
 Document Pages: 2  
 Supplemental Document Pages: 0  
 Certificate Pages: 5  
 AutoNav: Enabled  
 EnvelopeId Stamping: Enabled  
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Signatures: 3  
 Initials: 3  
 Payments: 0

Status: Completed

Envelope Originator:  
 Shae Eldredge

430 Olds Station Road  
 Wenatchee, WA 98801  
 shae@ncesd.org  
 IP Address: 152.157.5.226

## Record Tracking

Status: Original  
 August 17, 2017 | 11:32 AM

Holder: Shae Eldredge  
 shae@ncesd.org

Location: DocuSign

## Signer Events

Shae Eldredge  
 shae@ncesd.org  
 North Central ESD  
 Security Level: Email, Account Authentication (None)

## Signature

Completed

Using IP Address: 152.157.5.226

## Timestamp

Sent: August 17, 2017 | 1:08 PM  
 Viewed: August 17, 2017 | 1:09 PM  
 Signed: August 17, 2017 | 1:09 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Shanna Brooks  
 shannab@ncesd.org  
 Security Level: Email, Account Authentication (None)

DS  
 SB

Using IP Address: 75.139.180.189

Sent: August 17, 2017 | 1:09 PM  
 Viewed: August 18, 2017 | 9:07 AM  
 Signed: August 18, 2017 | 9:07 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: August 18, 2017 | 9:07 AM  
 ID: 37107a93-4537-4aa6-8f93-0ababab7fdc5

Jason Williams  
 jasonw@ncesd.org  
 Business Operations Specialist  
 North Central Educational Service District  
 Security Level: Email, Account Authentication (None)

DS  
 JW

Using IP Address: 96.46.24.139  
 Signed using mobile

Sent: August 18, 2017 | 9:07 AM  
 Viewed: August 20, 2017 | 7:10 AM  
 Signed: August 20, 2017 | 7:10 AM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Linda McKay  
 lindam@ncesd.org  
 Security Level: Email, Account Authentication (None)

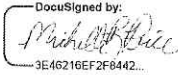
DocuSigned by:  
 Linda McKay  
 D26FA83495474E9

Using IP Address: 172.58.44.200  
 Signed using mobile

Sent: August 20, 2017 | 7:10 AM  
 Viewed: August 20, 2017 | 7:32 AM  
 Signed: August 20, 2017 | 7:32 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: April 7, 2017 | 11:54 AM  
 ID: 9b8c82ba-7b9f-4a54-ad13-66e93e010766



Signer Events	Signature	Timestamp
Michelle Price MichelleP@ncesd.org Security Level: Email, Account Authentication (None)	 DocuSigned by: Michelle Price 3E46216EF2F8442...	Sent: August 20, 2017   7:32 AM Viewed: August 20, 2017   8:57 AM Signed: August 20, 2017   8:58 AM
Using IP Address: 63.135.55.81		

**Electronic Record and Signature Disclosure:**  
Accepted: July 15, 2017 | 10:21 AM  
ID: e6f364f3-c8a5-4c33-bcbd-30826126c20c

Si Stuber stuber.si@wenatcheeschools.org Security Level: Email, Account Authentication (None)	 DocuSigned by: Si Stuber BDDDD5E0C1C146F...	Sent: August 20, 2017   8:58 AM Viewed: August 21, 2017   7:10 AM Signed: August 21, 2017   7:11 AM
Using IP Address: 168.99.111.45		

**Electronic Record and Signature Disclosure:**  
Accepted: August 21, 2017 | 7:10 AM  
ID: be0e158e-a286-4aef-b0cf-d5c8e4fc1205

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	August 20, 2017   8:58 AM
Certified Delivered	Security Checked	August 21, 2017   7:10 AM
Signing Complete	Security Checked	August 21, 2017   7:11 AM
Completed	Security Checked	August 21, 2017   7:11 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		



## **CONSUMER DISCLOSURE**

From time to time, North Central ESD (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the "I agree"™ button at the bottom of this document.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign "Withdraw Consent"™ form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

electronically from us.

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**To advise North Central ESD of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at davea@ncesd.org and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to davea@ncesd.org and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with North Central ESD**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to davea@ncesd.org and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari®, 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

\*\* These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

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other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the "I agree"™ button below.

By checking the "I agree"™ box, I confirm that:


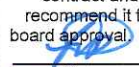
- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify North Central ESD as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by North Central ESD during the course of my relationship with you.

**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 Flones, 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?
08/21/2017	Renewal	NCESD	NCESD will provide full acces to Online Resource Databases, Learn 360 with all services using the March 1, 2017 FTE.	\$2,696.66	09/01/2017 - 08/31/2018	Ron Brown		Yes, PO 750170006	
				Budget Code		I have read this contract and recommend it for board approval.  Initial _____ 8-22 Date			
				0100 22 7198 402 0000					

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

Agency Name North Central Educational Services District 171  
 Attention: Pete Phillips  
 Street address or PO Box 430 Olds Station Road  
 City, State, Zip Code Wenatchee, WA 98801  
 Email Address petep@ncesd.org  
 Phone Number (509) 665-2610

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

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

NCESD will provide full access to Online Resource Databases, Learn 360 with all services using the March 1, 2017 FTE.

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

Requies Edits? \_\_\_\_\_

Signature

Rev 08/18/2015



Contract # 2017-218

Prepared by: Nancy Zahn

## AGREEMENT FOR INTERAGENCY SERVICES BETWEEN

Wenatchee School District  
PO Box 1767  
Wenatchee, WA 98801  
509.663.8161

North Central Educational Service District 171  
(Hereinafter referred to as North Central ESD)  
430 Olds Station Road, Wenatchee, WA 98801

(509) 665-2610 FAX (509) 662-9027

(Hereinafter referred to as Contracting Agency)

In consideration of the promises and conditions contained herein,  
North Central ESD and Contracting Agency do mutually agree as  
follows:

### DUTIES OF THE North Central ESD, EFFECTIVE DATE, AND DURATION

North Central ESD shall perform the following duties to the satisfaction of Contracting Agency or its designee:

A. General objective(s) of this contract shall be:

NCESD will provide full access to all media services on the attached document. Pricing is based on the March 1, 2017 FTE.

B. North Central ESD will complete any additional documents required by this contract.

C. Following its approval by the authorized signatory for the Contracting Agency this agreement shall commence and be effective for the period beginning 9/1/2017 and ending 8/31/2018, with the exception of Sections III and V on page 2, which will continue to bind the parties, their heirs, and successors.

### DUTIES OF THE CONTRACTING AGENCY

In consideration of the North Central ESD's satisfactory performance of the duties set forth herein and submission of a properly completed claim form, the Contracting Agency shall compensate the North Central ESD as shown below.

Contract Fees	Description of Service	Total
\$ 2,696.66	NCESD will provide full access to all media services on the attached document.	\$2,696.66

10-00  
North Central ESD Budget Account Code

In witness whereof, the Contracting Agency and the North Central ESD have read, understand, and executed this entire agreement.

#### North Central ESD's Signature and Certification

Linda McKay  
Assistant Superintendent 8/18/2017  
[Signature]  
North Central ESD Superintendent 8/18/2017

#### Contracting Agency's Signature and Certification

\_\_\_\_\_  
Authorized Signatory for Contractor

**Original copy to be signed and returned to North  
Central ESD Business Office prior to the  
commencement of services.**

Federal Tax ID No. 91-0923400  
Business License No. UBI 600-087-495, State of Washington

(See Sections XII and XIII on reverse for information on backup  
withholding certification and explanation of option to void.)

## **I. PAYMENTS**

- A. All payments to the NCESD shall be conditioned upon:
1. Submission of a properly prepared claim form which supports that performance has been rendered for which payment is requested and
  2. Performance is to the satisfaction of the Contracting Agency or its designee, provided that approval shall not be unreasonably withheld.
- B. Interim payments during the contract are allowed as specified.

## **II. PROHIBITION AGAINST ASSIGNMENT**

Neither this contract nor any interest therein may be assigned by either party without first obtaining the consent of the other party.

## **III. OWNERSHIP OF WORK PRODUCTS AND RESTRICTION AGAINST DISSEMINATION**

This section is intentionally left blank.

## **IV. COPYRIGHT**

The NCESD shall be responsible for the acquisition of any necessary copyright releases for materials used in the performance of services under this Contract. This shall not include materials originated under this Contract to which ownership belongs to the NCESD.

## **V. INDEMNIFICATION**

Any and all claims which hereafter arise on the part of any and all persons as a direct or indirect result of NCESD or its employee's(s) or agent's(s) performance or failure to perform duties pursuant to the agreement, shall be the NCESD's sole obligation and the NCESD shall indemnify and hold harmless the Contracting Agency in full for any and all such acts or failures to act on the part of the NCESD or its employee(s) or agent(s).

## **VI. MALPRACTICE INSURANCE**

All individuals providing services to minors must have valid malpractice insurance coverage. Upon request by North Central ESD, individuals must be able to show evidence of such coverage.

## **VII. TERMINATION**

Either the NCESD or the Contracting Agency can initiate termination of this contract with or without reason upon 30 days written notice to the other party. The notice shall specify the date of termination. In the event of termination by Contracting Agency, NCESD shall be entitled to an equitable proration of the total compensation provided herein for uncompensated services which have been performed as of termination and to the reimbursement of expenses incurred as of termination, but solely to the extent such expenses are reimbursable pursuant to the provision of the agreement.

## **VIII. VERBAL AGREEMENTS**

This written agreement constitutes the mutual agreement of NCESD and the Contracting Agency in whole. No alteration or variation of the terms of this agreement and no oral understandings or agreements not incorporated herein, unless made in writing between the parties hereto, shall be binding.

## **IX. APPLICABLE LAW**

This agreement shall be governed by the laws of the State of Washington. Venue for this contract will be Chelan County of the State of Washington.

## **X. NONDISCRIMINATION**

No person shall on the ground of race, creed, color, national origin, marital status, handicapping condition, or sex be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any activity performed pursuant to this agreement.

## **XI. BACKGROUND CHECKS**

Employees of the NCESD who may during the activities of this contract, work with persons under the age of 16 years shall, as part of this contract, complete background check forms submitted by NCESD.

## **XII. CONFLICT OF INTEREST**

This section is intentionally left blank.

## **XIII. FEDERAL BACKUP WITHHOLDING INFORMATION/OPTION TO VOID**

This section is intentionally left blank.

## **XIV. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND INELIGIBILITY**

If federal funds are the basis for this contract, the Contractor certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any federal department or agency.

## **XV. SIGNATURES**

Contracting Agency and/or Contracting Agency's employee(s) or agent(s) signing this document certifies that he/she is the person duly qualified and authorized to bind the Contracting Agency so identified to the foregoing agreement.

Initial \_\_\_\_\_



**Prepared for:**

Wenatchee School District  
 PO Box 1767  
 Wenatchee, WA 98801

**Prepared by:**

Nancy Zahn  
[nancyz@ncesd.org](mailto:nancyz@ncesd.org)  
 P 509.667.3631  
 F 509.662.9027

Description of Service	Per FTE	Min/Max	Wenatchee High School	Total FTE	Total
Online Research Databases	\$ 0.54		2279	2279	\$ 1,230.66
World Book	\$ 0.62				
Learn360 Streaming	\$ 1.13	\$430 min \$966 max per building	\$966.00 max		\$ 966.00
CVOD Middle/High School Master Collection (Available if subscribed)	\$ 0.56	\$220 min \$500 max	\$500.00 max		\$ 500.00
Infobase Learning:					
Infobase Learning: Issues & Controversies in American History	\$ 0.68				
Today's Science	\$ 0.79	\$230 min \$552 max			
World Almanac for Kids	\$ 0.79	\$250 min \$620 max			
Rosetta Stone		\$100 per seat			
<b>Total</b>					<b>\$ 2,696.66</b>

## Certificate Of Completion

Envelope Id: 5B900A7319A94C4F94F6FB7DC8F3143C

Status: Sent

Subject: Wenatchee S.D. Media Services Contract 2017-218

Source Envelope:

Document Pages: 3

Signatures: 2

Envelope Originator:

Supplemental Document Pages: 0

Initials: 2

Nancy Zahn

Certificate Pages: 5

AutoNav: Enabled

Payments: 0

430 Olds Station Road

EnvelopeId Stamping: Enabled

Wenatchee, WA 98801

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

nancyz@ncesd.org

IP Address: 152.157.5.226

## Record Tracking

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nancyz@ncesd.org

## Signer Events

## Signature

## Timestamp

Nancy Zahn

nancyz@ncesd.org

North Central ESD

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**Completed**

Sent: August 8, 2017 | 12:35 PM

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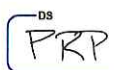
Signed: August 8, 2017 | 12:35 PM

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Pete Phillips

petep@ncesd.org

Security Level: Email, Account Authentication (None)



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Viewed: August 16, 2017 | 10:54 AM

Signed: August 16, 2017 | 10:54 AM

Using IP Address: 173.209.174.153

**Electronic Record and Signature Disclosure:**  
Accepted: August 1, 2017 | 12:21 PM  
ID: bd71d371-95c3-47b7-af6f-ccbf9777c198

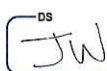
Jason

jasonw@ncesd.org

Business Operations Specialist

North Central Educational Service District

Security Level: Email, Account Authentication (None)



Sent: August 16, 2017 | 10:54 AM

Viewed: August 18, 2017 | 4:23 AM

Signed: August 18, 2017 | 4:23 AM

Using IP Address: 96.46.24.139

Signed using mobile

**Electronic Record and Signature Disclosure:**  
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Linda McKay

lindam@ncesd.org

Security Level: Email, Account Authentication (None)



Sent: August 18, 2017 | 4:23 AM

Viewed: August 18, 2017 | 9:49 AM

Signed: August 18, 2017 | 9:49 AM

Using IP Address: 172.56.42.147

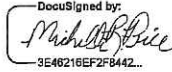
Signed using mobile

**Electronic Record and Signature Disclosure:**  
Accepted: April 7, 2017 | 11:54 AM  
ID: 9b8c82ba-7b9f-4a54-ad13-66e93e010766

**Signer Events**

Michelle Price  
michellep@ncesd.org  
Security Level: Email, Account Authentication  
(None)

**Signature**

DocuSigned by:  
  
3E46216EF2F8442...

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**Timestamp**

Sent: August 18, 2017 | 9:49 AM  
Viewed: August 18, 2017 | 11:33 AM  
Signed: August 18, 2017 | 11:34 AM

**Electronic Record and Signature Disclosure:**

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ID: e6f364f3-c8a5-4c33-bcbd-30826126c20c

Ron Brown  
brown.r@wenatcheeschools.org  
Security Level: Email, Account Authentication  
(None)

Sent: August 18, 2017 | 11:34 AM  
Viewed: August 19, 2017 | 11:03 AM

**Electronic Record and Signature Disclosure:**

Accepted: August 19, 2017 | 11:03 AM  
ID: 74670aae-b486-4506-a0d4-811995a070bb

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Holly McDonough  
mcdonough.h@wenatcheeschools.org  
Security Level: Email, Account Authentication  
(None)

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**Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

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- ii. send us an e-mail to [davea@ncesd.org](mailto:davea@ncesd.org) and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari®, 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

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- ii. send us an e-mail to [davea@ncesd.org](mailto:davea@ncesd.org) and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari®, 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

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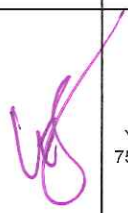
## Contract Coversheet (Non-Federal)

### 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 Flones, 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?
08/18/2017	Renewal	Filewave	By entering into this contract, Filewave agrees to provide, and Customer agrees to pay for, software support for the software licenses as listed under section Licenses Covered.	\$27,370.13	11/01/2017 - 10/31/2018	Ron Brown		Yes, PO 750170002	
				<b>Budget Code</b>		I have read this contract and recommend it for board approval.			
				0116 32 5000 000 0179 27 7000 000		Initial 8-22 Date			

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

Agency Name Filewave  
 Attention: Susan Boyd  
 Street address or PO Box 7320 E. 86th Street  
 City, State, Zip Code Indianapolis, IN 46256  
 Email Address susanb@filewave.com  
 Phone Number (317) 863-6293

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

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

Filewave's software support program includes providing support via phone, email, and FileWave Alliance for the licensed products, and providing updates for the licensed products and support for such updates. Updates include future versions of FileWave or Inventory (former Asset Trustee), but not necessarily added functionality. Filewave may, in its sole discretion, charge an additional fee for providing new functionality in upgrades and/or separate products. Customer shall not be required to install any upgrades for which there is an additional or separate charge as a condition of receiving software support under this contract. The initial term of this support contract is for 12 months beginning from the date of Customer's initial purchase of Developer's product. This support contract will be renewed annually on November 01 for additional one-year terms.

Reviewed by Attorney

Requires Edits?

Signature

Rev 08/18/2015

## Software Support Contract # 01-1118 for Education Edition FW

**This Contract is between:**

**(Developer)**

FileWave (USA) Inc.  
7320 E. 86th Street, Suite 100  
Indianapolis, IN 46256

**(Customer)**

Wenatchee School District  
250 Sunset Ave  
Wenatchee, WA 98801

1. **Purpose of Contract:** By entering into this contract, Developer agrees to provide, and Customer agrees to pay for, software support for the software licenses as listed under section Licenses Covered and with the initial software provided at no cost to the Customer.
2. **Scope of Contract:** Developer's software support program includes providing support via phone, email, and FileWave Alliance for the licensed products, and providing updates for the licensed products and support for such updates. Updates include future versions of FileWave or Inventory (former Asset Trustee), but not necessarily added functionality. Developer may, in its sole discretion, charge an additional fee for providing new functionality in upgrades and/or separate products. Customer shall not be required to install any upgrades for which there is an additional or separate charge as a condition of receiving software support under this contract.
3. **Term of Contract:**
  - a. **Initial Term:** The initial term of this support contract is for 12 months beginning from the date of Customer's initial purchase of Developer's product.
  - b. **Renewal:** This support contract will be renewed annually on November 01 for additional one-year terms. This contract must be cancelled in writing by either party to this contract at least sixty (60) days prior to the annual renewal date listed above. Customer will be contacted, in writing, 90 days prior to the last day of term.
4. **Contract Price:** The fee to be paid by Customer for the initial term shall be \$25,249.20 plus applicable sales tax. The fee to be paid by Customer for the renewal period shall be the then-prevailing contract price being charged by Developer. If the renewal fee is more than 5% greater per license than the initial term fee, Customer has the right to cancel the contract in writing within thirty (30) days of notification of the increased fee.
5. **Payment Terms:** Fees charged under this support contract are due and payable within thirty (30) days of invoicing by Developer, irrespective of any dispute or disagreement between Developer and Customer, whatever its nature or origin. Developer has the right to suspend support if Customer fails to meet any of its obligations under this contract, including these payment terms.
6. **Additional Licenses:** Support for additional licenses must be ordered and purchased at the time the additional licenses are ordered and purchased. The fee for such additional support shall be based on the contract price then in effect.



## 7. Customer Obligations:

- a. **Points of Contact:** Customer shall designate one or two points of contact for the support to be provided under this contract:

**Support Contact 1**  
Travis Weedman

**Phone Contact 1**  
509-393-2077

**Email Contact 1**  
weedman.t@wenatcheeschools.org

**Support Contact 2**  
Adam Richmond

**Phone Contact 2**  
509-663-8117

**Email Contact 2**  
richmond.adam@wenatcheeschools.org

Additional points of contact may be designated for an additional fee of \$2,500 per contact per year or prorated period thereof.

- b. **Backup:** Customer must perform a daily backup. Any problems relating to Customer's failure to perform such backup are outside of the scope of this support contract, and Developer will charge its standard consulting fees for assisting Customer to resolve such problems.
- c. **Signed Contract:** Customer must ensure that a signed contract is returned to Developer. Developer is not obligated to perform any form of support unless a valid, signed contract is on file.

## 8. Client Licensing (if applicable): The Developer sells the following components on a perpetual and non-perpetual basis as defined below:

- a. **Client & Mobile Licenses:** The parties acknowledge and agree that, on installation of the software and under a separate license agreement, developer has granted to customer the Client & Mobile licenses set out in clause 11 on a perpetual worldwide, non-exclusive basis and the license to use any and all components, other than the software, which may be provided hereunder to customer.
- b. **The customer will be issued:** A software license key in alignment with their signed support agreement. Where the customer has purchased non-perpetual licenses, and at the expiry of the support contract, decides not to continue with the annual support fees for the non-perpetual licenses, the client will remove all installed non-perpetual licenses on the expiry date of the contract.

## 9. FTE Licensing (if applicable): FTE License is provided based on district's Full Time Equivalent (FTE) numbers. FileWave uses the district's FTE number times a standard unit price to calculate the annual district site license. The District FTE is calculated as - [Full Time Faculty + (Part Time Faculty / 3)] + [Full Time Staff + (Part Time Staff / 2)].

- a. **The parties acknowledge and agree:** On installation of the software and under a separate license agreement, developer has granted to customer the FTE license set out in clause 11 on a non-perpetual worldwide, non-exclusive basis and the license to use any and all components, other than the software, which may be provided hereunder to customer.
- b. **The customer will be issued:** A software license key in alignment with their signed support agreement. Where the customer has purchased non-perpetual licenses, and at the expiry of the support contract, decides not to continue with the annual support fees for the non-perpetual licenses, the client will remove all installed non-perpetual licenses on the expiry date of the contract.
- c. **By signing this support agreement:** You are confirming the district's FTE number provided to FileWave is accurate. FTE count will be reviewed annually in order to calculate the current FTE license price as part of the renewal process.

**10. Hosted Services (if applicable):** FileWave will use commercially reasonable efforts to make FileWave's Cloud (hosted) Service available with an annual uptime percentage of at least 99.95% during your service year(s).

- a. **Service Year(s)** Service Year(s) refers to your current support period as covered in this agreement.
- b. **Annual Uptime Percentage** Annual Uptime Percentage is calculated by subtracting from 100% the percentage of 30 minute periods during the service year, in which FileWave's Cloud was in the state of "Unavailable".
- c. **Unavailable** Unavailable means that all of your running instances have no external connectivity during a 30 minute period and we were unable to launch replacement instances during that time.

**11. Licenses Covered:** The following licenses are covered by this support contract:

<b>Client Licenses</b>	1635	<b>Booster Licenses</b>	13
<b>Admin Licenses</b>	17	<b>FTE Count Licenses</b>	
<b>Server Licenses</b>	1	<b>iOS Licenses</b>	2500
<b>Android Licenses</b>		(on-premise, or hosted)	
<b>Chromebook Licenses</b>			

**12. Signatures:** Please submit an original completed and signed contract back to us!

**FileWave (USA) Inc.**  
(Developer)

**Wenatchee School District**  
(Customer)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_





Invoice # 14741  
 Invoice Date: 08/18/2017  
 PO Number: 7501700002  
 Payment Terms: Net 30  
 Due Date: 09/17/2017  
 Shipping Method: Download

FileWave (USA), Inc.  
 7320 E 86th Street Suite 100  
 Indianapolis, IN 46256  
 317-863-6282  
 317-755-0944 (fax)  
 Federal Tax ID: 68-0435953

**Bill To:**

Wenatchee School District  
 Accounts Payable  
 235 Sunset Avenue  
 PO Box 1767  
 Wenatchee, WA 98807

**Ship To:**

Wenatchee School District  
 Ron Brown  
 1001 Circle Street  
 Wenatchee, WA 98801

Description	Unit	No. of Licenses	Support Months	List Price	Quoted Price	Total \$
US Education Client Support *Current support contract pricing	Support	1,635	12	\$8.88	\$7.92	\$12,949.20
US Education MDM Support *Current support contract pricing	Support	2,500	12	\$6.00	\$4.92	\$12,300.00
8.4% Sales Tax		1		\$2,120.93	\$2,120.93	\$2,120.93

List Price Subtotal: \$31,639.73  
 Total Discount: \$4,269.60  
**Total: \$27,370.13**

**Notes**

This invoice is for the 12 month renewal of your FileWave support agreement #01-1118.

Total number of supported FileWave Client licenses: 1635

Total number of supported FileWave MDM licenses: 2500

Support period: 11/1/2017 to 10/31/2018

**For check payments, please remit to: FileWave (USA), Inc. – P.O. Box 7096 Dept. 303, Indianapolis, IN 46207**

**For credit card payments, please visit our secure online payment portal at:**

<https://smartpay.profitstars.com/express/FileWave>

By paying this invoice, Customer agrees to FileWave's terms and conditions as set forth in the Software Support Contract.

<b>PO DATE</b>
<b>08/16/2017</b>



PAGE 1 OF 2

<b>PURCHASE ORDER NUMBER</b>
<b>7501700002</b>

PRINTED 08/17/2017  
\*REPRINTED PO\*

VENDOR KEY : FILEWAVE000  
SHIP DATE : 07/18/2017  
FISCAL YEAR : 2017-2018  
ENTERED BY : MCDONHOL001

**VENDOR:**  
FILEWAVE (USA) INC  
DEPT 303  
PO BOX 7096  
INDIANAPOLIS, IN 46207

**SHIP TO:**  
WENATCHEE SCHOOL DISTRICT  
1001 CIRCLE ST  
SHIPPING ADDRESS ONLY  
WENATCHEE, WA 98801

PHONE: (317) 863-6293 FAX: (317) 755-0944

ATTN: RON BROWN/InstrTech/hm

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1635	EACH	CATALOG/ITEM NUMBER: US Education Client Support 12-month renewal of existing 1,635 Client licenses (11/01/2017-10/31/2018); \$0.66/ea license/month	7.92000	12,949.20
2500	EACH	CATALOG/ITEM NUMBER: US Education MDM Support 12-month renewal of existing 2,500 MDM licenses (11/01/2017-10/31/2018); \$0.41/ea license/month  Filewave Quote #2408 This PO is for the 12-month renewal of FileWave support agreement #01-1118. Total number of supported FileWave Client licenses after this purchase: 1,635 Total number of supported FileWave iOS/MDM licenses after this purchase: 2,500 Support period of existing 1,635 Client licenses and 2,500 iOS/MDM licenses: 11/01/2017 to 10/31/2018 (12 months)  ACCOUNT SUMMARY (FOR INTERNAL USE) ACCOUNT NUMBER ACCOUNT AMOUNT 10 E 530 0116 32 5000 000 0000 0000 13,333.20 10 E 530 0179 27 7000 000 0000 0000 14,036.93	4.92000	12,300.00
CONTINUED ON NEXT PAGE			<b>PAGE TOTAL</b>	25,249.20
WENATCHEE SCHOOL DISTRICT IS NOT TAX EXEMPT SCHOOL DISTRICT FISCAL YEAR IS SEPT 1 - AUG 31 PLEASE REFERENCE PO NUMBER ON SHIPPING LABEL & ALL CORRESPONDENCE			<b>TOTAL</b>	27,370.13



Invoice #: 14741  
 Invoice Date: 08/18/2017  
 PO Number: 7501700002  
 Payment Terms: Net 30  
 Due Date: 09/17/2017  
 Shipping Method: Download

FileWave (USA), Inc.  
 7320 E 86th Street Suite 100  
 Indianapolis, IN 46256  
 317-863-6282  
 317-755-0944 (fax)  
 Federal Tax ID: 68-0435953

**Bill To:**

Wenatchee School District  
 Accounts Payable  
 235 Sunset Avenue  
 PO Box 1767  
 Wenatchee, WA 98807

**Ship To:**

Wenatchee School District  
 Ron Brown  
 1001 Circle Street  
 Wenatchee, WA 98801

Description	Unit	No. of Licenses	Support Months	List Price	Quoted Price	Total \$
US Education Client Support *Current support contract pricing	Support	1,635	12	\$8.88	\$7.92	\$12,949.20
US Education MDM Support *Current support contract pricing	Support	2,500	12	\$6.00	\$4.92	\$12,300.00
8.4% Sales Tax		1		\$2,120.93	\$2,120.93	\$2,120.93

List Price Subtotal: \$31,639.73  
 Total Discount: \$4,269.60  
**Total: \$27,370.13**

**Notes**

This invoice is for the 12 month renewal of your FileWave support agreement #01-1118.

Total number of supported FileWave Client licenses: 1635

Total number of supported FileWave MDM licenses: 2500

Support period: 11/1/2017 to 10/31/2018

**For check payments, please remit to: FileWave (USA), Inc. – P.O. Box 7096 Dept. 303, Indianapolis, IN 46207**

**For credit card payments, please visit our secure online payment portal at:**

**<https://smartpay.profitstars.com/express/FileWave>**


By paying this invoice, Customer agrees to FileWave's terms and conditions as set forth in the Software Support Contract.

**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.

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The only authorized signatures on a contract are Brian Flones, 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?
08/18/2017	Renewal	Gaggle	Non-Binding Letter of Intent	\$24,000.00	09/01/2017 - 08/31/2018	Ron Brown		Yes, PO 750170004	
				<b>Budget Code</b>		I have read this contract and recommend it for board approval. _____ Initial _____ _____ Date			
				0116 32 5000 000 0179 27 7000 000					

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

Agency Name Gaggle  
 Attention: Brian Grant  
 Street address or PO Box PO Box 1352  
 City, State, Zip Code Bloomington, IL 61702  
 Email Address brian@gaggle.net  
 Phone Number (800) 288-7750, x838

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

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

This document states that the Wenatchee School District intends to implement and use the Gaggle services as outlined in the letter, and while it shall not constitute a legal binding license, it is an expression of the intent of both parties to work towards formalizing a legally binding agreement.

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

Signature

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

Rev 08/18/2015





Gaggle.Net, Inc.

P.O. Box 1352, Bloomington, IL 61702-1352

800-288-7750 Fax: 309-665-0171

FEIN:04-3602422

## Non-Binding Letter of Intent

Wenatchee School District - Wenatchee, WA intends to implement and use the Gaggle services as outlined below:

### Service Details

Service Description	Quantity	Unit Cost	Total Cost
Gaggle Safety Management for Google Drive - Students	4,000	\$2.00	\$8,000.00
Gaggle Safety Management for Google - Students (Drive + Email)	3,200	\$5.00	\$16,000.00
TOTAL*			\$24,000.00

\* Does not include any applicable sales tax.

Pricing Term: 12 Month

Service Term: September 1, 2017 - August 31, 2018

Valid Through: October 15, 2017

While this letter shall not constitute a legal binding license, it is an expression of the intent of both parties to work towards formalizing a legally binding agreement.

IN WITNESS WHEREOF, by their signature below, the parties agree in principle with this letter of intent.

\_\_\_\_\_  
Wenatchee School District - Wenatchee, WA      Date

\_\_\_\_\_  
Gaggle      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title



PO DATE

08/15/2017



235 Sunset Avenue  
P.O. Box 1767  
Wenatchee, WA 98807-1767  
Phone: 509-663-8161  
Fax: 509-663-5929

PURCHASE ORDER NUMBER

7501700004

VENDOR KEY : GAGGLE.N000  
SHIP DATE : 07/21/2017  
FISCAL YEAR : 2017-2018  
ENTERED BY : MCDONHOL001

PRINTED 08/18/2017  
\*REPRINTED PO\*

**VENDOR:**  
GAGGLE.NET INC  
PO BOX 1352  
BLOOMINGTON, IL 61702

**SHIP TO:**  
WENATCHEE SCHOOL DISTRICT  
1001 CIRCLE ST  
SHIPPING ADDRESS ONLY  
WENATCHEE, WA 98801

PHONE: (800) 288-7750 FAX: (309) 665-0171

ATTN: RON BROWN/InstrTech/hm

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
3200	EACH	CATALOG/ITEM NUMBER: 1801 Gaggle Safety Management for Google - Students (Drive + Email)	5.00000	16,000.00
4000	EACH	CATALOG/ITEM NUMBER: 1802 Gaggle Safety Management for Google Drive - Students	2.00000	8,000.00
TERM: September 1, 2017 - August 31, 2018				
ACCOUNT SUMMARY (FOR INTERNAL USE)				
ACCOUNT NUMBER		ACCOUNT AMOUNT		
10 E 530 0116 32 5000 000 0000 0000		5,420.00		
10 E 530 0179 27 7000 000 0000 0000		20,596.00		
Appointments are required for ALL deliveries. *UPS & FEDEX HAVE STANDING APPOINTMENTS* Others please call (509) 663-1448 to schedule. Chemicals shipped to WSD must be accompanied by a MSDS sheet or order may be refused.				
CONTINUED ON NEXT PAGE			PAGE TOTAL	24,000.00
WENATCHEE SCHOOL DISTRICT IS NOT TAX EXEMPT SCHOOL DISTRICT FISCAL YEAR IS SEPT 1 - AUG 31 PLEASE REFERENCE PO NUMBER ON SHIPPING LABEL & ALL CORRESPONDENCE			TOTAL	26,016.00

## Contract Coversheet (Non-Federal)

### Request Board Approval



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**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?
08/09/17	New	Port of Seattle Seattle Hispanic Heritage Month	Mariachi Performance September 19, 2017 at the Sea Tac Airport	\$1,000	September 19, 2017	<u>Ramon Rivera</u>			
				Budget Code		I have read this contract and recommend it for board approval.			
				402-4458		Initial <u>RR</u> Date			

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

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

Agency Name Port of Seattle  
 Attention: Alma Harrell  
 Street address or PO Box PO Box 1209  
 City, State, Zip Code Seattle WA 98111  
 Email Address Harrell, Alma <Harrell.A@portseattle.org>  
 Phone Number \_\_\_\_\_

Mariachi Performance September 19, 2017 at Sea Tac Airport for Hispanic Heritage Month

**Be sure to follow state bid requirements as outlined in RCW**

**Reviewed by Attorney**

\_\_\_\_\_  
 Signature

**Requires Edits?**

August 9, 2017

Wenatchee High School Mariachi  
Attn: Ramon Rivera/Tamera Walters  
1101 Millerdale Wenatchee  
Wenatchee, WA 98801

Dear Rivera/ Walters:

This letter is to confirm the agreement for services provided by Wenatchee High School Mariachi to the Port of Seattle for the following A Mariachi performance in recognition of Hispanic Heritage Month:

Date: September 19, 2017  
Event: Hispanic Heritage Month Celebration  
Address: SeaTac International Airport – Gina Marie Lindsay Hall,  
17801 International Blvd, Seattle, WA 98158  
Time: Performance will take place 12:00-1:00 pm

Wenatchee High School Mariachi will:

- Perform Mariachi Music at the Port of Seattle Hispanic Heritage Month event September 19, 2017 12:00 – 1:00 pm at SeaTac Airport
- Be on-site one-half hour prior to start time
- Submit an invoice to the Port of Seattle for this event
- Invoice referencing purchase order [A-0000280248] shall be submitted to:  
Port of Seattle  
Accounts Payable  
PO Box 1209  
Seattle WA 98111
- Complete and return the attached Hold Harmless Agreement and required Certificate of Insurance and applicable endorsements prior to 9/19/2017

The Port of Seattle will:

- Provide stage and sound equipment
- Invite Port of Seattle employees
- Provide parking at SeaTac Airport (bring parking ticket with you for validation)
- Pay Company/Individual \$1000.00 for services

PORT OF SEATTLE

Wenatchee High School Mariachi

BY: \_\_\_\_\_  
*(Print Name of Signer)*

Title: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

BY: \_\_\_\_\_  
*(Print Name of Signer)*

Title: \_\_\_\_\_

\_\_\_\_\_  
*Signature*



## SITE ACCESS HOLD HARMLESS AGREEMENT

*Where the sustainable world is headed.*

The **Wenatchee High School Mariachi Band/Ramon Rivera and Temera Walters** agrees to defend, indemnify, and hold harmless the Port of Seattle, its commissioners, officers, agents and employees (hereafter, collectively, the "Port"), from claims, actions, losses and damages to persons or property (including but not limited to attorney's fees and expenses) suffered as a consequence of or arising as a result of access, use of and entrance onto any portion of Port of Seattle property, at **Sea-Tac International Airport on September 19, 2017** in conjunction **Port of Seattle Hispanic Heritage Month**. In no case shall any Entity/User be responsible or liable for any defense, claims, loss, or judgments that results from the sole negligence of the Port.

Entity/User assumes all risks involved in accessing and using Port of Seattle property and understands that there may be risks and hazards unknown and assumes the risk of injury or harm and releases the Port from all liability for injury, illness, and death or property damage resulting from access onto Port premises owned by the Port of Seattle property.

I \_\_\_\_\_ (Signature Name) on behalf of \_\_\_\_\_ (Print Entity Name/User) am authorized to have read the foregoing, understand it and sign this Agreement voluntarily.

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

No oral representation, statements or inducements, apart from the foregoing written Agreement have been made. If more than one date applies to the User for their access onto Port property, please identify each of the dates below.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## 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.

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The **only** authorized signatures on a contract are Brian Flones, 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?
09/12/17	New	Community Truancy Board Chelan County Juvenile Center	Required by law to have an interlocal agreement for a Community Truancy Board	Budget Code	8/30/17 - TBD	<u>Mark Helm</u> I have read this contract and recommend it for board approval. <u>MM</u> Initial <u>9/7/17</u> Date			This is decided at the district office.

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

Agency Name Chelan County Juvenile Center

Attention: Gary Smith

Street address or PO Box 316 Washington St #202

City, State, Zip Code Wenatchee, WA 98801

Email Address [gary.smith@co.chelan.wa.us](mailto:gary.smith@co.chelan.wa.us)

Phone Number 509.667.6350

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

If this is a revision, what has changed?

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

Reviewed by Attorney

  
 Signature

Requires Edits?

\_\_\_\_\_

**INTERLOCAL AGREEMENT FOR PROVISION OF  
COMMUNITY TRUANCY BOARD BETWEEN CHELAN COUNTY AND  
WENATCHEE PUBLIC SCHOOL DISTRICT NO. 246**

THIS INTERLOCAL AGREEMENT is made between Chelan County, a political subdivision of the State of Washington, on behalf of its Juvenile Center, (CCJC), and the Wenatchee Public School District No. 246, (WSD), a duly authorized public school district in the State of Washington, regarding the provision of a Community Truancy Board, (CTB), pursuant to RCW 28A.225.026.

**I. RECITALS**

A. Whereas, pursuant to RCW 28A.225.026, the CCJC and each school district in Chelan County must execute a memorandum of understanding expressing a coordinated and collaborative approach to address truancy through the establishment and operation of a community truancy board, or other means, as provided for in said statute, and

B. Whereas, the CCJC and WSD desire hereby to memorialize their commitment to the requirements of RCW 28A.225.026, and

C. Whereas, the CCJC has operated a CTB since February, 2014, and

D. Whereas, RCW 39.34.030 expresses the requisite provisions for contracts between local governments to perform certain functions which each may legally perform.

Based on the foregoing, the parties agree as follows:

**II. AGREEMENT**

A. Incorporation of Recitals. The recitals are incorporated into this Agreement by this reference as binding commitments and representations.

B. Purpose. The purpose of this Agreement is to memorialize the terms pursuant to which the CCJC and WSD shall continue to operate a CTB, or other authorized means, to provide a coordinated and collaborative approach to address truancy consistent with the terms and provisions of Chapter 28A.225 RCW, including but not limited to RCW 28A.225.026. The parties seek to reduce chronic absenteeism and truant students' involvement in the court system through the continued operation of culturally appropriate practices and evidence-based services that include, but are not limited to a CTB. This Agreement is not intended to expand or modify the Parties' obligations under Chapter 28A.225 RCW.

C. Organization. No separate legal or administrative entity is created by this Agreement. The CTB shall not own or acquire any personal or real property and no financing is necessary or required. The Juvenile Court Administrator of the CCJC shall be the administrator of the CTB. The CTB shall be composed of at least one employee from the WSD and the CCJC, and at least one community member that resides within the WSD boundaries. The CTB shall have a minimum of three members and a maximum of seven members. No CTB members shall be paid separately for their participation in the CTB.

D. Responsibilities of WSD:

1. Partner with the CCJC to continue the operation of the CTB in accordance with RCW 28A.225.025.
2. Collaborate with the CCJC as needed to coordinate interventions for truant and chronically absent students.
3. Assign at least one WSD employee to work with the CTB to address truancy concerns or any concerns listed in RCW 28A.225.026(4), as it now appears or is hereafter amended.
4. Provide the CTB with information relating to attendance, grades, and any relevant information needed to process the CTB case.
5. Utilize data to determine appropriate interventions.
6. Jointly coordinate, participate, and maintain at least one CTB.

E. Responsibilities of CCJC:

1. Partner with the WSD to operate the CTB in accordance with RCW 28A.225.025.
2. Collaborate with WSD as needed to coordinate interventions for truant and chronically absent students.
3. Assign at least one CCJC employee to work with each the CTB to address truancy concerns.
4. Utilize data to determine appropriate interventions.
5. Jointly coordinate, participate, and maintain at least one CTB.
6. Maintain a probation counselor assigned as the BECCA program coordinator who will assist with the flow of information between WDS and court.
7. Process truancy petitions from the WSD, per RCW 28A.225.035, including:
  - a. Assist the WSD in filing truancy documents.
  - b. Provide service upon the student and parent/guardian(s).
  - c. If the CCJC truancy coordinator rejects a request for a petition, he/she shall inform the WSD by letter of the rejection and the basis for the rejection.

F. Responsibilities of the CTB:

1. Identify the barriers to school attendance.
2. Use and recommend methods for improving attendance such as:



- a. Connecting students and their families with community services.
- b. Culturally appropriate promising practices.
- c. Evidence-based services such as functional family therapy, as funding is available.
- d. Suggesting to the school district that the child enroll in another school, an alternative education program, an education center, a skill center, a dropout prevention program, or another public or private educational program.
- e. Recommending to the juvenile court that the juvenile be offered the opportunity for placement in a HOPE center or crisis residential center if appropriate.

**G. Training: CTB's must include members who receive training in:**

- 1. Identification of barriers to school attendance.
- 2. The use of the Washington assessment of the risks and needs of students (WARNS) or other assessment tools to identify the specific needs of individual children.
- 3. Culturally responsive interactions.
- 4. Trauma-informed approaches to discipline.
- 5. Evidence-based treatments that have been found effective in supporting at-risk youth and their families.
- 6. Specific services and treatment available in the particular school, court, community, and elsewhere.

**H. Term.** The term of this Agreement shall commence August 30, 2017, and shall remain in effect as necessary to comply with RCW 28A.225.026, unless terminated as provided herein.

**I. Termination.** Either party may terminate this Agreement without cause by providing written notice to the other as directed herein. Termination shall be effective 30 days after date of delivery upon nonterminating party of the notice of termination. In the event of termination, CCJC shall continue to operate the CTB, only without a representative from the WSD, as necessary to continue compliance with applicable laws.

**J. Hold Harmless and Indemnity.** Chelan County/CCJC and the WSD shall mutually indemnify, defend and hold each other and each other's officers, agents and employees, harmless from and against any and all claims, losses, liability, demands, causes of actions, suits, judgments or any portion thereof including but not limited to, attorney's fees, costs and expenses incurred in connection therewith and in enforcing this indemnity, for all losses or damages arising from the operation of the CTB.

**K. Modification; Binding Effect.** The terms and conditions of this Agreement shall be binding on the parties, and their successors, administrators,

and assigns and shall be construed in accordance with the laws of the State of Washington. Venue for any action arising out of this Agreement shall be Chelan County, Washington. No alteration, changes, or amendments of this Agreement will be binding upon either party unless the same are written and executed by the parties.

L. Waiver. The waiver by a party of any breach of any term contained in this Agreement shall not be deemed to be a waiver of such term for any subsequent breach of the same or any other term.

M. Relationship of the Parties. Chelan County and the WSD are separate and independent governmental entities in all respects. Nothing in this Agreement shall be construed as creating any other relationship between the parties.

N. Recording and Effective Date. Upon execution, this Agreement shall be recorded with the Chelan County Auditor's office, and upon such recording shall constitute an agreement binding upon the parties.

O. Third Party Rights. Nothing in this Agreement shall be construed to permit anyone other than the parties and their successors to rely upon the covenants and agreements contained in this Agreement, nor to give any such third party a cause of action, as a third party beneficiary or otherwise, on account of any nonperformance of the provisions of this Agreement.

P. Attorney Fees. In the event either party elects to utilize the services of an attorney to enforce any of the terms of this Agreement, each party shall be responsible for the costs of its own attorney's fees, regardless of which party is deemed to be the substantially prevailing party.

Q. Entire Agreement, Headings and Severability. The parties acknowledge this Agreement constitutes the entire agreement between them and supersedes all prior representations, warranties, agreements, and understandings oral or written between the parties with respect to its subject matter. The headings to this Agreement are for convenience and reference purposes only and shall not constitute a part of this Agreement. If any element of this Agreement is later held to violate the law or a regulation, it shall be deemed void, and all remaining provisions shall continue in force.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2017, at Wenatchee, Washington,

WENATCHEE PUBLIC SCHOOL DISTRICT NO. 246:

By \_\_\_\_\_ By \_\_\_\_\_  
ROBERT SEALBY, President LAURA JAECKS, Vice President

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

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

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

ATTEST:

\_\_\_\_\_  
BRIAN L. FLONES, Superintendent  
Date: \_\_\_\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_, 2017, at Wenatchee, Washington,

CHELAN COUNTY BOARD OF COMMISSIONERS:

By \_\_\_\_\_ By \_\_\_\_\_  
DOUG ENGLAND, Chair KEVIN OVERBAY, Commissioner

By \_\_\_\_\_  
KEITH W. GOEHNER, Commissioner

ATTEST:

\_\_\_\_\_  
Carlye Baity, Clerk of the Board  
Date: \_\_\_\_\_

ATTEST:

CHELAN COUNTY SUPERIOR COURT  
CENTER

\_\_\_\_\_  
LESLEY A. ALLAN, Judge  
Date: \_\_\_\_\_

ATTEST:

CHELAN COUNTY JUVENILE

\_\_\_\_\_  
PHILIP J. JANS, Juvenile Court  
Administrator  
Date: \_\_\_\_\_





# MEMORANDUM

## Inventory Surplus

TO: Board of Education  
 FROM: Karen Walters, Director of Accounting  
 DATE: September 12, 2017  
 SUBJECT: Declaration of Surplus

The Administration recommends that the items on the attached list be declared surplus and requests

Building	Quantity	Item
<b>Columbia</b>	1	Puppet Theater
	1 Box	Misc. Art Supplies
	1	Teacher Chair
	1 Box	Spanish Books
	1	Flip Chart
	1	4 Drawer File Cabinet
	4	Headphones
	2 Boxes	Spanish Curriculum Books
	1	Tape Player
	1	Listening Center Hub
	1	Microphone System
	1	VCR
	1	Sand Table
	1	Kid Chair
	2 Boxes	Spanish Books on Tape
	1	Into English Cassettes
	1	Projector Screen
<b>Orchard</b>	7 Boxes	Misc. Books
	1	VCR
	1	Overhead Projector
<b>Nutrition Services</b>	1	Grill
	1	Ice Maker
<b>Transition House</b>	1	Washer
	1	Dryer
	1	Dishwasher
<b>Technology</b>		
<i>Special Programs</i>	2	Chrome Book
<i>Columbia</i>	3	MacBook
	3	iBook
	2	Epson Projector
	1	Epson Lite
	1	Epson Powerlite

# WENATCHEE LEARNS STRATEGIES

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- *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*



Date: September 12, 2017 Board Meeting

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 with possible handouts at the meeting and posted on the moodle when available. Let me know if you have any questions.

Thank you,  
Lindee

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

**3000 Policy Series Review**

Policy	Title	Suggested Action	District Recommendation	Rationale
3122	Excused and Unexcused Absences	Priority	Approve	Updated to reflect new RCW about parent notification of importance of attendance.
4210	Regulation of Dangerous Weapons on School Premises	Priority	Approve	Added definitions of “dangerous weapons” and district requirements to continue educational services if student is expelled.
4215	Use of Tobacco and Nicotine Substances	Priority	Approve	Now prohibits use of vapor products within 500 ft of schools.



## 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 languages in which they are fluent. Parents will be required to date and acknowledge review of this information online or in writing.

### 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 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. 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.225.015 Attendance mandatory—Six or seven year olds—  
Unexcused absences—Petition~~

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

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

[Policy 4218 – Language Access Plan](#)

#### **Management Resources:**

[July Policy Issue - 2016](#)

June Policy Issue – 2015

December Policy Issue - 2012

December Policy Issue - 2011

Policy News, June 2001 More Tweaking of Becca Petitions

OSPI Memorandum No. 052-11M Unexcused Absence Definition

Adoption Date: 08.11.03

Wenatchee School District: Revised: 12.06; 06.11; 12.11; 03.27.12; 9.11.12, 9/15, \_\_/17

## REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities [unless specifically authorized by state law](#). [Carrying a dangerous weapon onto school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities in violation of RCW 9.41.280 is a criminal offense.](#)

The superintendent is directed to see that all school facilities post “Gun-Free Zone” signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the superintendent of Public Instruction.

### **Dangerous Weapons**

The term “dangerous weapons” under state law includes:

- Any firearm;
- Any device commonly known as “nun-chu-ka sticks,” consisting of two or more length of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- Any device, commonly known as “throwing stars,” which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
- Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse;
- Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse;
- The following instruments:
  - Any dirk or dagger;
  - Any knife with a blade longer than three inches;
  - Any knife with a blade which is automatically released by a spring mechanism or other mechanical device;
  - Any knife having a blade which opens, or falls or is ejected into position by the force of gravity, or by outward, downward, or centrifugal thrust or movement; and
  - Any razor with an unguarded blade;
- Any slung shot, sandbag, or sandclub;
- Metal knuckles;
- A sling shot;
- Any metal pipe or bar used or intended to be used as a club;
- Any explosive;
- Any weapon containing poisonous or injurious gas;



Any implement or instrument which has the capacity to inflict death and from the manner in which it is used, is likely to produce or may easily and readily produce death.

In addition, the District considers the following weapons in violation of this policy:

- Any knife or razor not listed above, except for instruments authorized or provided for specific school activities;

Any object other than those listed above which is used in a manner to intimidate, threaten, or injure another person and is capable of easily and readily producing such injury.

### **Reporting Dangerous Weapons**

An appropriate school authority will promptly notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy will be subject to discipline. Students who have possessed a firearm on any school premises, school-provided transportation, or school-sponsored activities at any facility shall be expelled for not less than one year pursuant to RCW 28A.600.420. The superintendent may modify the one-year expulsion for a firearm on a case-by-case basis.

The district may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays a device that appears to be a firearm.

No expulsion under RCW 28A.600.420 prevents the district from continuing to provide educational services in an alternative educational setting in compliance with RCW 28A.600.015. Any alternative setting should be comparable, equitable, and appropriate to the regular education services a student would have received without the exclusionary discipline. Example alternative settings include one-on-one tutoring and online learning.

### **Exceptions to State Law and this Policy**

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- A. Persons engaged in military, law enforcement, or school district security activities;
- B. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
- C. Persons competing in school authorized firearm or air gun competitions; and
- D. Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- A. Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and
- B. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons

are lawfully within the person's possession and are to be used in a school-authorized martial arts class.

### **Personal Protection Spray**

Persons over eighteen years of age and persons between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone eighteen years or older deliver a spray device to anyone under fourteen or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

~~School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis.~~ (moved above)

Cross References:	Board Policy 3240 Student Conduct Board Policy 3241 Corrective Actions or Punishment
Legal References:	RCW 9A.16.020 Dangerous weapons on school grounds RCW 9A.16.020 Use of force — when lawful RCW 9.91.160 Personal Protection Spray devices RCW 28A.600.420 Firearms on school premises, transportation, or facilities — Penalty — Exemptions
Management Resources:	<a href="#">July Policy Issue - 2016</a> August Policy Issue - 2006 Policy News, August 1998 State Encourages Modification of Weapons Policy Policy News, October 1997 Legislature also addresses “look-alike” firearms

Adoption Date: 6/14/11  
Wenatchee School District  
Revised: \_\_/17

## USE OF TOBACCO AND NICOTINE SUBSTANCES

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from tobacco ~~products and delivery devices use~~ on school property at all times. Tobacco ~~products and delivery devices or chemicals~~ includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, ~~electronic smoking/vapor devices and vapor products, non-prescribed inhalers,~~ nicotine delivering devices or chemicals ~~that are not FDA approved to help people quit using tobacco,~~ devices that produce the same flavor or physical effect of nicotine substances; and any other ~~smoking equipment, device, material, or tobacco~~ innovation.

Any use of such products ~~and delivery devices~~ by staff, students, visitors and community members shall be prohibited on ~~all~~ school district property ~~including all district buildings, grounds, and district-owned vehicles, and within five hundred feet of schools.~~ Possession or distribution of tobacco products by minors is prohibited. ~~This shall include all district buildings, grounds and district-owned vehicles.~~ (moved)

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy is permitted. However, students must have a physician's prescription for the FDA approved nicotine replacement therapy and must follow applicable policies regarding use of medication by students.

Notices advising students, district employees and community members of this policy shall be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and shall be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

Cross References:           Board Policy 3200 Student Rights and Responsibilities  
                                  Board Policy 3241 Classroom Management, Corrective Actions or Punishments  
                                  Board Policy 5280 Termination of Employment

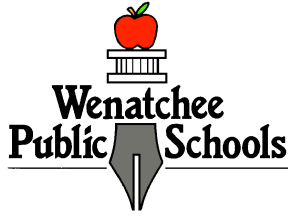
Legal References:           RCW 28A.210.310 Prohibition on use of tobacco products on school property  
                                  RCW 70.155.080 Purchasing, obtaining or possessing tobacco by Minors — Civil infraction

Management Resources:   July Policy Issue – 2016  
                                  February Policy Issue - 2014  
                                  December Policy Issue - 2010  
                                  October Policy Issue - 2010

Adoption Date: 11.14.94

Wenatchee School District  
Revised: 6.14.11, [\\_\\_/17](#)





**TO:** Board of Directors

**FROM:** Lisa Turner, Human Resource Director  
Christopher Lutgen, Director of Nutritional Services

**RE:** Nutrition Services Contract Ratification

**DATE:** September 12, 2017

The District recently concluded negotiations with our Nutrition Services employees and all members have ratified the new contract.

We will be seeking your approval of this contract at the September 12, 2017 board meeting. The significant changes were in the re-branding of the department, professional development support, and salary schedule adjustments.

1. All employees have annual access the SNA conferences/trainings
2. Positions on the salary schedule have been re-classed to reflect current duties and allow for greater flexibility and skill progression.
3. Addition of 2 salary steps, one at 4 years and one at 15 years.
4. 3-Year contract with salary adjustments in 17-18 and a 3.5% salary increase or state flow through, whichever is greater in 18-19 and 19-20.

Please do not hesitate to call me if you have any questions or need clarification.  
We will see you on Tuesday night.

COLLECTIVE BARGAINING AGREEMENT BETWEEN

**Wenatchee School District No. 246**

AND

**Nutrition Services Employees**

An Affiliate Of

LOCAL 846 FS  
WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEE,  
AFL-CIO

September 1, 2017 through August 31, 2020

# **NUTRITION SERVICE AGREEMENT**

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LABOR AGREEMENT  
between  
WENATCHEE SCHOOL DISTRICT NO. 246  
and  
LOCAL 846 FS,  
WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, AFL-CIO  
NUTRITION SERVICE EMPLOYEES

THIS LABOR AGREEMENT entered into between WENATCHEE SCHOOL DISTRICT NO. 246, a public employer, hereinafter referred to as District, and WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, AFL-CIO hereinafter referred to as Union, WITNESSETH:

WHEREAS, the Union has been certified by the Public Employment Relations Commission (PERC) for the State of Washington as the exclusive bargaining representative for the District employees hereinafter described; and

WHEREAS, the District and the Union in accordance with the Public Employees Collective Bargaining Act (R.C.W. 46.56.010 et. seq.) have negotiated with respect to wages, hours, and working conditions, and the establishment of grievance procedures, which pertain to the public employees represented by the Union, and

WHEREAS, the parties hereto desire to enter into a written agreement with respect to the matters negotiated;

NOW, THEREFORE, in consideration of the mutual covenant and promises hereinafter set forth, it is agreed as follows:

**ARTICLE I - UNION RECOGNITION**

**Section 1.1: Recognition**

The District recognizes the Union as the sole and exclusive bargaining agent for all non-supervisory employees in the District's Food Service department excluding Substitutes.

**Section 1.2: Labor Management Committee**

The parties agree to jointly maintain and support a Nutrition Service Employee Labor/Management Committee with the aim of promoting communication and understanding between labor and

management on issues of mutual concern; and, studying and discussing possible solutions to mutual problems affecting labor management relations.

The Committee will meet at the request of either the Union or the District. The Committee may not intervene in, add to or delete from the Collective Bargaining Agreement. The Committee shall consist of no more than three (3) members appointed by the Union and no more than three (3) members appointed by the District. Committee members will set the guidelines for the Committee's operation.

## **ARTICLE II - MANAGEMENT RIGHTS**

Neither this Agreement nor the act of negotiating shall be construed to be a delegation to others of the policy-making authority of the Board, which authority the Board specifically reserves unto itself. The management of the District and the direction of the work force is vested exclusively in the Employer subject to the terms of this Agreement. All matters not specifically and expressly covered or treated by the languages of this Agreement may be administered by the District in accordance with such policy or procedure, as the District from time to time may determine. Management officials retain the right and obligation to determine the method, number and kinds of personnel by which operations undertaken by employees in the unit are to be conducted. Management prerogatives shall not be deemed to exclude other management rights not herein specifically enumerated.

## **ARTICLE III - DUES DEDUCTION**

### **Section 3.1: Members**

Upon receipt of written authorization, the District shall deduct from the wages of each employee a sum for fees and dues required for membership in the Union. The District shall forward this sum once each month in accordance with District disbursement procedures.

### **Section 3.2: Union Membership**

No non-member employee shall be required to join the Union. All new employees hired to work three (3) hours or more per day shall be, after thirty (30) days, required to become a member or to pay a representation fee to the Union as condition of employment. Non-member employees shall be exempt from this representation fee.

Those individuals who have bona fide religious tenets or teaching of a church or religious body that would prevent them from paying a representation fee shall have deducted from his/her salary an amount of money equivalent to the representation fee. This amount shall be forwarded to a mutually agreed upon charitable organization or scholarship fund in accordance with District disbursement procedures and RCWs.

## **ARTICLE IV- WORK RULES**

### **Section 4.1: Job Descriptions**

Copies of job descriptions are to be kept at the Human Resources Office and shall be available upon request. The District will notify the Union of any modification of the content of existing job descriptions. The Union and the District will meet to negotiate any significant impact.

### **Section 4.2: Rest Period/Lunch Breaks**

Employees are required to take a rest period of 15 minutes, on the employer's time, for each 4 hours of working time. Rest periods shall be scheduled as near as possible to the midpoint of the work period. No employee shall be required to work more than three (3) hours without a rest period. Employees working a shift of five (5) hours or longer shall also be required to take an unpaid 30-minute lunch break. Each kitchen manager will schedule each employee's rest period and 30-minute lunch periods according to the daily schedule.

### **Section 4.3: District Meetings**

When employees are required by the District to attend District meetings or staff meetings, they shall receive their regular rate of pay.

### **Section 4.4: Personnel File**

An employee shall have the right to review their personnel file by making an appointment for such purpose through the Human Resource Office. The employee shall have the right to copy at their expense and attach his/her own comments to material included in his/her personnel file.

### **Section 4.5: Staff Development**

The District will reimburse employees for one-half (1/2) the tuition cost of an accredited college coursework or other approved professional development opportunities that directly apply to the employee's current job description. Tuition reimbursement shall be based on an actual cost to a

maximum of \$450 per year, which may be carried forward one year for a maximum of \$900.00. Reimbursement will require prior approval from the Food Services Director and prior approval from the Human Resources Department. Employees shall follow the District procedure for Classified Tuition Reimbursement, HRO-P005 to receive reimbursement.

#### **Section 4.5.A: Continuing Education**

In order to fulfill the required six (6) credit hours of continuing education, the Nutrition Services Director will offer the following options:

1. The Nutrition Services Director will offer continuing education opportunities throughout the school year. All employees in this bargaining unit will have access to attend these trainings at their discretion.
2. At the discretion of the Director, based on budget and content, any member of this bargaining unit may attend one (1) of the SNA Workshops (Fall, Spring, or Winter) provided the interested party is an active SNA member and registration is submitted to the Nutrition Service Office thirty (30) days prior to the date of the workshop.

SNA membership will also be awarded to any member of this bargaining unit interested in joining.

#### **Section 4.6: Food Handler's Permit**

All employees must have a valid food handler's permit. The employer agrees to reimburse the cost of the food handler's permit for the employee.

#### **Section 4.7: Substituting for a Higher Position**

In the event the District needs a substitute in any position for a period of more than three (3) days it shall offer the position to qualified employees on the Substitute Desired List (SDL) in that kitchen. If no qualified employee from that kitchen is available, then the opportunity shall be offered to other qualified employees within Nutrition Services on the District Substitute Desired List (SDL). If no qualified employee is available then the District may fill the position, as it deems appropriate. Assignments made from the Substitute Desired List (SDL) shall be made on a rotating basis. If an employee is asked by the District (excluding calls from the automated sub-system) to work in a position with a lower rate of pay, the person would retain their current wage and step.



#### **Section 4.8: Temporary Additional Hours**

Additional hours shall be assigned to qualified employees on a rotating basis from the Additional Hours Desired List (AHDL) maintained at each secondary kitchen. Employees working in the kitchen with a temporary need of additional hours will be given preference for the additional hours. A separate catering list will be maintained by the caterer for hours beginning at or after 3:15 pm. Eight (8) hour employees will not be eligible for additional hours until the pool of employees with less than eight (8) hours has been exhausted. Any employee who refuses additional hours three (3) consecutive times shall have their name removed from the AHDL. An employee who is refused hours because they have been determined to be unqualified may appeal the unqualified status to the Director of Food Services. The Director will establish a training process to enable the employee to become qualified.

### **ARTICLE V - WAGES AND HEALTH BENEFITS**

#### **Section 5.1: Salaries**

Salaries contained in Schedule A shall be for the entire term of this Agreement subject to the terms and conditions of Article XVII, Section 17.1.

#### **Section 5.2: Salary Adjustments**

Salary schedule adjustments shall not fall below the amount and/or percentage of compensation increases or decreases allocated by the State for classified employees.

**Section 5.2.A: Starting Rate Upon Initial Employment:** The District reserves the right to determine wage step placement for all newly hired employees.

**Section 5.2.B: Pay Range Upon Promotion:** Promoted employees shall be paid at the step in the new pay range which represents at least a two point five percent (2.5%) increase over the rate of pay received immediately prior to the promotion not to exceed the maximum step of the new pay classification. The District may fill the position at some higher step of the pay classification.

**Section 5.2.C: Pay Rate Upon Demotion from Promotion:** An employee who is demoted during the probationary period in a new position shall receive the same step in the lower pay classification as held before promotion, provided that, adjustments shall be made to take into account, any step increases which would have occurred had the employee not been promoted.

**Section 5.2.D: Pay Rate Upon Transfer:** An employee who transfers from one position to another within the same classification that has the same pay range shall continue to receive the same rate of pay as before the transfer.

**Section 5.2.E: Pay Rate Upon Employee's Request to Step Down to Lower Pay Classification:** An employee who transfers to a lower paying position/classification will be paid at the step in the lower paying position based on total number of years within the Wenatchee Nutrition Service Department provided that the placement does not exceed the maximum step of the pay classification.

**Section 5.2.F: Pay Rate Upon Employee Being Bumped to a Lower Paying Position:**

An employee, who is bumped to a lower paying position/classification due to a reduction of hours, or layoff per Article XI, will be paid at the step in the lower paying position/classification that will have the least effect without increasing the employees pay rate prior to moving to the lower paying position/classification. Provided that the placement does not exceed the maximum step of the new pay range.

**Section 5.3: Differential Pay/Stipend Pay**

Any employee required to work between the hours of 12:00 midnight and 6:00 a.m. shall receive thirty (.30¢) cents per hour differential pay for the hours worked. School Nutrition Association certified employees shall receive the following stipends: Level 1- forty (.40) cents, Level 2- fifty (.50) cents, Level 3- sixty (.60) cents per hour for all hours worked. To remain eligible for this stipend, employees must submit certification documentation.

**Section 5.4: Salary Proration**

Nutrition Service employees working enough hours to qualify for medical coverage, as provided in Section 5.8, will automatically have their salaries prorated over twelve (12) months.

**Section 5.5: Additional Hours**

When the District determines that more time is needed in a kitchen, the employee with less than eight (8) hours will get to bid on the extra time by seniority. If, after bidding on the extra time, a person reaches eight (8) hours, any remaining time will go to the next service employee until they reach eight (8) hours. Should no one in the kitchen be available for the additional time, then the District shall post the additional time as a new position to be filled as per Section 13.1. If there are

no qualified applicants for the position, the District may utilize a substitute to work the hours if less than a 2-hour vacancy.

**Section 5.6: New Job Classification**

When any job within the bargaining group encompassed by this contract and not listed on the wage schedule attached hereto is established, the District may designate a job classification and rate structure for said job. In the event the Union does not agree that the classification and rate are proper, the Union shall have the right to submit the issue for negotiation.

**Section 5.7: Fulfilling Responsibilities of Higher Classification**

Employees working to fill a temporary vacancy of a higher classification shall receive the lowest step of the higher classification for which they are filling as long as, the step is at least \$.25 greater than the employee's current rate of pay.

**Section 5.8: Direct Deposit**

Employees shall be enrolled in the District's direct deposit plan. All salaries will be deposited directly to each employee's bank account.

**Section 5.9: Health Benefits**

For the term of this Agreement the District shall contribute (flow through) the state funded insurance benefit amount per month toward the cost of District approved medical, vision and dental plans for full time equivalent (FTE) employees, net of any amounts funded for purposes specified by the legislature or the state. Effective October 1, 2014 the District will pay, for those employees who qualify for benefits, one hundred (100%) percent of the State Health Care Authority retiree subsidy, also known as Carve-out, per 1.0 FTE prorated per qualified employee. Employees must work four (4) hours per day or more (or total 720 hours annually) to be eligible for prorated insurance coverage. The insurance contribution shall be prorated to the amount of full-time equivalency. For this Section, the full-time employee shall be 1440 hours, and eligibility shall be four (4) hours per day or a total of 720 hours annually. The parties agree to abide by state laws relating to school district employee benefits. Excess contributions shall be pooled.

### **Section 5.9.A: Minimum Contribution**

In accordance with ESSB 5940, each employee included in the pooling arrangement and who is covered by this agreement, which elects medical benefit coverage shall pay a minimum premium charge of \$1.00 per month. This minimum payment will be effective October 1, 2014. Both parties agree to abide by state law relating to school district employee benefits, including the new requirements of ESSB 5940, which went into effect July 11, 2012.

## **ARTICLE VI - OVERTIME AND CALLBACK**

### **Section 6.1: Workweek**

The workweek will consist of five (5) consecutive days, Monday through Friday, followed by two (2) consecutive days of rest, Saturday and Sunday. Each employee shall be assigned to a definite and regular shift and workweek, which shall not be changed without five (5) working days prior notification to the employee and the union. The catering coordinator position will work a flexible schedule.

### **Section 6.2: Overtime**

Time and one-half the employee's regular hourly rate shall be paid for work under any of the following conditions, but compensation shall not be paid twice for the same hours:

1. All work performed in excess of eight hours in any workday.
2. All work performed in excess of forty hours in any workweek.
3. All work performed on Saturday and Sunday.

### **Section 6.3: Callback**

When an employee is called in outside of their regular shift, they shall be paid for a minimum of two (2) hours unless the callback occurs within fifteen minutes following the end of the shift, which will be considered a continuation of that shift, requiring the District only to pay for the actual time worked.

## **ARTICLE VII - HOLIDAYS**

### **Section 7.1: Paid Holidays**

Any employee who holds at least a 180-day position shall receive the following holidays:

1. Labor Day
6. New Year's Day

- |                           |                    |
|---------------------------|--------------------|
| 2. Veterans Day           | 7. M.L. King Day   |
| 3. Thanksgiving Day       | 8. Presidents' Day |
| 4. Day after Thanksgiving | 9. Memorial Day    |
| 5. Christmas Day          |                    |

**Section 7.2: Day Before and After Holiday**

Employees must work or be on approved paid leave the scheduled day before and after recognized holidays to receive holiday pay.

**Section 7.3: Holiday Pay**

Eligible employees shall receive pay equal to their normal work shift and at their base rate of pay in effect at the time the holiday occurs.

**ARTICLE VIII- SICK AND EMERGENCY LEAVE**

**Section 8.1: Sick Leave**

Sick leave with compensation for illness, injury and emergencies shall accrue at a rate not to exceed one (1) prorated day for each calendar month worked. Beginning of each school year sick leave shall accrue to the employee on a monthly basis. Leave provided in this section shall accumulate up to one hundred eighty (180) days and may be taken at any time during the employee's work year. Emergency leave shall be deducted from accrued sick leave and used for:

1. Serious illness in the immediate family. The immediate family shall be defined as a spouse (as defined in the Washington Family Care Act), child, legal dependent, parent, parent-in-law or grandparent.
2. Serious illness of a person not in the immediate family if approved by the Superintendent or designee.
3. Circumstances beyond the control of the employee such as fire, flood, accident, etc., if approved by the Superintendent or designee. After expiration of five (5) days of emergency leave, additional leave may be granted with approval of the Superintendent or designee.
4. Up to one day of Emergency Leave may be granted to attend a funeral not specifically covered in Section 9.3, Bereavement Leave, with Director's prior approval.



### **Section 8.2: Part Time Employees**

Employees with the District less than full-time shall accrue and be granted sick and emergency leave in the same proportion as their part-time employment bears to full-time employment.

### **Section 8.3: Physician Verification**

The District may request verification by a physician's certificate or other suitable proof of sick leave of three (3) or less consecutive days if an abuse of sick leave is indicated or in accordance with State and Federal family leave laws.

### **Section 8.4: Notification**

An employee who knows in advance that he/she will be absent pursuant to this section shall notify the kitchen manager and/or Food Service Director or designee, as soon as possible, to insure proper planning for a substitute if necessary.

### **Section 8.5: Sick Leave Cash Out**

In January of the year following any year in which a minimum of sixty days of leave for illness or injury is accrued, and each January thereafter, any eligible employee may exercise an option to receive remuneration of unused leave for illness or injury accumulated in the previous year at a rate equal to one day's monetary compensation of the employee for each four full days of accrued leave for illness or injury in excess of sixty days. Leave for illness or injury for which compensation has been received shall be deducted from accrued leave for illness or injury at the rate of four days for every one day's monetary compensation.

Conversion of sick leave upon separation from District employment WAC 392-139-015

1. Employees who separate from employment due to retirement or death;
2. Employees who separate from employment and are at least age fifty-five (55) and have at least ten (10) years of service in SERS 3 or;
3. Employees who separate from employment and who are at least age fifty-five (55) and have at least fifteen (15) years of service in SERS 2.

Employee or the employee's estate shall receive remuneration at a rate equal to one day's current monetary compensation of the employee for each four full day's accrued leave for illness or injury.

Days in excess of 180 will not be allowed for cash-out purposes.

### **Section 8.6: Industrial Insurance Payment**

When an employee is injured on the job and is unable to perform his/her duties as a result of on the job injury or occupational disease or illness, and is certified off work by a doctor, the employee may elect to use leave as follows:

- 1.) Choose unpaid leave thus receiving on his/her entitled temporary total disability (TTD) benefit payment from the District's Industrial Insurance; or
- 2.) Elect to use a full day of accumulated leave (sick, annual, or other similar benefit) in addition to their entitled TTD benefits; or
- 3.) Elect to use a proportionate share of accumulated leave to make up the difference between the workers' compensation payments and the employees regular pay at the time of injury.

### **Section 8.7: Sick Leave Sharing**

1. Right to Donate: Employees may donate sick leave to come to the aid of another employee if the employee suffers from or has a relative or household member suffering from, an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature which causes or is likely to cause the employee to take leave without pay or terminate his/her employment.
2. Bargaining unit members who have accumulated more than twenty-two (22) sick leave days may request that the Superintendent transfer a specified amount of sick leave to another staff member authorized to receive such leave. In no event may such an employee request a transfer that would result in his or her sick leave account going below twenty-two (22) days.
3. Maximum Donation: Employees are allowed to grant up to six (6) days during any school calendar year.
4. Status of Leave Employees: While an employee is on leave under this section, he or she shall be classified as an employee and shall receive the same treatment in respect to salary, wages, and employee benefits as the employee would normally receive. Payment of sick leave shall be in accordance with state statutes, rules and regulations.

## **ARTICLE IX - OTHER PAID/UNPAID LEAVES**

### **Section 9.1: Jury Duty**

Employees shall be granted a leave of absence with pay at any time they are required to report for jury duty or jury service. The District may allow employees to retain their jury earnings without deduction, as the District deems appropriate. If the District collects jury compensation, employees shall be paid the difference between any jury duty compensation they receive and their regular wage for each day of jury service. At no time shall employee compensation be less than the amount awarded by the court. In the event the jury award exceeds the employees normal wage, the employee shall be granted leave without pay for the jury time served and retain the full jury earnings. The employees shall continue to accrue benefits during the unpaid leave period.

### **Section 9.2: Subpoena**

Appearance before a court, legislative committee or quasi-judicial body as a witness in response to a subpoena or other legal directive should be approved as authorized leave with pay. However, the school salary shall be reduced by the amount paid to the employee for such appearance. No compensation shall be granted if the employee is a witness in their own behalf or interest; or if the employee is the plaintiff or defendant in a case.

### **Section 9.3: Bereavement Leave**

In the event of a death in the immediate family of the employee, an absence of up to five (5) days may be permitted. Compensation shall be at the employee's regular rate of pay. The immediate family of an employee shall be defined as spouse, parent, parent-in-law, siblings, child, grandparent or other legal dependents. Bereavement leave is non-cumulative.

### **Section 9.4: Personal Leave**

Each employee will be entitled to up to two (2) paid personal business leave days per year. Use of such leave requires a minimum of one (1) week notice to the District and the approval of the Superintendent or designee prior to taking such leave. Employees may carry forward one (1) unused personal leave day into the following year for a maximum of three (3) days in any given year.

### **Section 9.5: Leave of Absence**

Leave of absence without pay may be granted to an employee for good and sufficient reasons. The employee shall not accumulate seniority during such absence and shall be reinstated in accordance with their prior work experience upon termination of the leave of absence.

1. An employee shall be required to exhaust all appropriate paid leave prior to the beginning of the leave without pay.
2. The leave of absence will not extend beyond the school year in which it began and will not exceed twelve (12) months. An employee returning to work from a leave of absence must report for work within twenty-four (24) hours of the final date of the leave or be subject to termination.

### **Section 9.6: Family and Disability Leave**

Family and Disability Leave (including maternity leave) shall be granted in accordance with Federal and State statutes.

### **Section 9.7: Military Leave**

Military leave will be granted in accordance with State and Federal law.

### **Section 9.8: Leave of Absence for Union Work**

Any employee, but not more than one (1) at a time, who is selected to fill the position of Area Representative of the Union may be granted a leave of absence without pay, not in excess of one (1) school year upon written application of such employee to the District.

## **ARTICLE X - NON-DISCRIMINATION**

Neither the District nor the Union shall discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all staff and for students who are interested in participating in educational programs and/or extracurricular school activities.

In the event that an employee elects to pursue a statutory remedy through the state Human Rights Commission, E.E.O.C., or any other State or Federal tribunal, then such election shall bar the utilization of the grievance procedure. In the event that the grievance procedure has been utilized and the grievant elects to pursue a statutory remedy, through the above agencies then such election shall void the decision reached under the grievance procedure.

## **ARTICLE XI - LAYOFFS**

### **Section 11.1: Layoffs**

The District shall be the sole determiner of when layoffs are necessary. In the event of a reduction in work hours or a layoff the District will make reasonable efforts to maintain the hours of the most senior employees, by reviewing multiple options with the intention of having the least impact to senior employees. The District will notify in writing both the affected employees and the Union at least ten (10) working days in advance of the effective date. Such notification will include the names of employees scheduled for a reduction of hours or layoff.

#### **Section 11.1.A: Temporary and Probationary Employees:**

Temporary and probationary employees will be selected for reduced hours or layoff first before regular employees. The last person hired shall be the first person laid off or to have their hour's reduced. Employees selected for layoff or reduced hours, when qualified, shall have the first opportunity to transfer to vacant position(s) or bid on additional hours within the same classification.

### **Section 11.2: Layoffs Due to Contracting Out of Service**

In the event the District deems it to be appropriate to contract out a service being performed by employee(s) covered in this Agreement, and as a result of such contracting out of service(s) an employee(s) would be displaced, or bargaining unit work would be affected, the District agrees to inform the Union of such intent sixty (60) calendar days prior to making the final decision to contract.

### **Section 11.3: Recall**

Employees shall be recalled from layoff in the reverse order of layoff or to regain their lost hours, insomuch as reasonably possible. Employees are eligible for recall from layoff or reduced hours for



fifteen (15) months. No benefits shall accrue during such term of layoff. Employees called back to work within fifteen (15) months of layoff shall have the break in continuous service removed from the record and the employee shall be restored to prior seniority standing.

Any notice of an offer for re-employment shall be sent by certified mail, return receipt requested, to the last address of record. It is the employee's responsibility to keep the District advised of his/her current address.

Employees on layoff who have been offered re-employment by certified mail, and who fail to acknowledge availability for work within forty-eight (48) hours after receipt of notice, shall be removed from the layoff list and forfeit all re-employment rights.

#### **Section 11.4: Seniority**

Seniority means an employee's length of continuous service since last date of hire within Nutrition Service bargaining unit.

1. **Break in Service:** An employee's continuous service record and seniority standing shall be broken by voluntary resignation, discharge for just cause or retirement. However, if an employee returns to work with the District in any capacity in the Food Service Department, with the exception of substitutes, within fifteen (15) months the break in continuous service shall be removed from the employee's record and the employee shall be restored to the employee's prior seniority standing.
2. **Annual List:** Upon request a date of hire list shall be provided to the Union President and Staff Representative.

### **ARTICLE XII - UNION BULLETIN BOARDS/VISITS**

#### **Section 12.1: Bulletin Boards**

The District agrees to furnish bulletin boards on which the Union may post notices of general interest and notices of Union meetings. Posted notices shall not contain material that is derogatory in nature.

#### **Section 12.2: Union Visits**

The District shall admit to the District property during working hours any authorized representative or representatives of the Union for the purpose of ascertaining whether or not this

Agreement is being observed by the parties hereto and to assist in adjusting grievance. This privilege shall be exercised so that no time is lost to the District. Such Union representative(s) shall make arrangements for such visits with the immediate supervisors or designated district supervisor, before entering the District premises.

### **ARTICLE XIII – WORK FORCE CHANGES**

#### **Section 13.1: Job Opening**

Whenever a vacancy occurs of more than 2 hours in any existing job classification with Nutrition Services, such opening shall be posted within two (2) weeks of the vacancy. A copy of the job posting shall be sent to the Union President. During this period, employees who wish to apply for the open position may do so. The application shall be submitted via the District's electronic application process. Vacancies of two (2) hours or less will be offered as per Section 5.4.A. A temporary opening of more than two (2) hours must be posted or eliminated after being filled for a period of thirty (30) days, unless agreed to by the Union.

##### **Section 13.1.1: Transfer**

The District retains the right to transfer employees. Should the District need to transfer employees, it will first be done on a voluntary basis. If that is not successful, transfers will be made based upon qualification and seniority.

#### **Section 13.2: Job Assignment**

Selection and assignment of an employee to a new job shall be made by the District according to ability, qualifications and seniority. If ability and qualifications are equal, as determined by the District, seniority shall be the determining factor in filling the position.

#### **Section 13.3: Probation**

New employees shall be placed on ninety (90) working days probation. Upon mutual agreement, between the District and the Union, the initial probationary period may be extended for an additional sixty (60) working days. New employees are not eligible for personal leave during their probationary period.

#### **Section 13.4: Promoted Employees**

Any promotion or change in job classification within the Nutrition Service Department shall be considered temporary for a period of sixty (60) calendar days from the date of such promotion or change. Within the sixty (60) day period, if the employee so promoted should decide they don't want the job or the District decides the employee is unsuited for the job, the employee shall revert to their former classification without prejudice.

#### **ARTICLE XIV - DISCIPLINE AND DISCHARGE**

The District shall have the right to discipline or discharge an employee for just cause. Any disciplinary action or measure imposed upon an employee may be processed as a grievance through the regular grievance procedure hereafter provided. If the District has reason to discipline an employee it shall be done in private, in a manner that will not embarrass the employee before other employees or the public. The employee shall have the right to Union representation. Upon the written request of the employee and the approval of the Supervisor and Superintendent Designee, records of oral warnings and written reprimands may be removed from the employee's personnel file after a one (1) year period if no related violations have occurred.

#### **ARTICLE XV - GRIEVANCE PROCEDURE**

##### **Section 15.1: Disagreements**

Any grievance, which may arise between the District, the Union and/or an employee within the bargaining unit, over the application or interpretation of this Agreement, shall be resolved under this Grievance Procedure. The parties agree that they shall attempt to resolve all grievances informally prior to the application of Step Two.

##### **Section 15.2: Timelines**

Any grievance which is not timely filed or pursued in accordance with these procedures, or within the time limit specified, shall be waived and the right to pursue said grievance will be barred, provided that the time limits may be extended by mutual agreement. If, after timely filing a grievance, appropriate action is not taken by the administrator required to take action, the grievance may be advanced to the next appropriate level.

### **Section 15.3: Grievance Steps**

**Step One:** The employee shall first discuss the grievance with the immediate supervisor. The employee may be accompanied by a Union representative at such discussion. The employee shall bring the grievance to the Immediate Supervisor at Step One within ten (10) working days of the occurrence or knowledge thereof. The Supervisor shall respond to the employee within ten (10) working days of being presented with the grievance.

**Step Two:** If the grievance is not resolved at the completion of Step One, the grievance shall be reduced to writing within ten (10) working days of the supervisor's response in Step 1. The written grievance should contain the following:

- A. The facts on which the grievance is based.
- B. A reference to the provisions in this Agreement, which have allegedly been violated.
- C. The remedy sought.

The grievance shall be submitted to the Immediate Supervisor for reconsideration. The supervisor shall have ten (10) working days from submission of the grievance to resolve it by indicating the disposition in writing to the employee and Union Representative.

**Step Three:** If the grievance is not resolved after completion of Step Two, the written grievance shall be presented to the District Superintendent/or designee within ten (10) working days by the Employee or Union Representative. The District Superintendent/or designee shall set up a hearing within ten (10) working days to meet with the grievant and the Union to hear the merits of the grievance. The District Superintendent/or designee shall respond in writing within five (5) working days of the hearing as to the disposition of the grievance to the Employee, or Union Representative.

**Step Four: Arbitration:** If the grievance is still unresolved the Union has fifteen (15) working days to request an arbitration hearing. The Union will give written notice to the Superintendent or designee, of the Union's intent to request an arbitration hearing of the grievance.

The arbitration proceedings shall be conducted by an arbitrator to be selected by the School District and the Union. If the parties fail to select an arbitrator, the Public Employment Relations Commission (PERC) shall be requested by either or both parties to provide a panel of nine (9)

recognized arbitrators. Both the School District and the Union shall then strike one (1) name. The process will be repeated and the remaining person shall be the arbitrator.

The decision of the arbitrator shall be final and binding on the parties and the arbitrator shall be requested to issue his/her decision within thirty (30) days after the conclusion of testimony and argument.

Expenses for the arbitrator shall be borne by the loser. Each party shall be responsible for compensating its own representative and witnesses.

Arbitration hearings normally will be held during working hours where practical. Employees whose attendance as witnesses is required at hearings during their regular working hours shall be on Employer time when appearing at the hearing, provided the time spent as a witness is part of the employee's regular working hours.

#### **ARTICLE XVI - NO STRIKE CLAUSE**

The Union agrees that during the term of this Agreement it will not encourage, condone, or participate in any strike, slowdown, complete or partial refusal to perform work, or any other type of concerted work stoppage. It is agreed that such activity is specifically prohibited during the term of this Agreement. It is agreed that participation by an employee in such prohibited activity is cause for discipline, including dismissal.

In the event such prohibited activity occurs, the District will notify the Union of such, and the Union agrees that it will take immediate action to end such prohibited activity. The failure or reluctance of the Union to take such immediate action constitutes evidence that the Union is encouraging, condoning and participating in such prohibited activity.

#### **ARTICLE XVII - TERM AND SEPARABILITY OF PROVISIONS**

##### **Section 17.1: Term of Agreement**

This Agreement shall remain in full force and effect from September 1, 2017 until August 31, 2020. Salaries in Schedule A, and Health Benefits shall be adjusted for each school year in accordance with Section 5.2 and 5.8; and the salary and insurance funds allocated from the state.

##### **Section 17.2: Provisions**

All provisions of this Agreement shall be applicable to the entire term of this Agreement.



### **Section 17.3: Openers**

This Agreement may be reopened and modified at any time during its term upon mutual consent of the parties in writing.

### **Section 17.4: Unlawful Provisions**

If any provision of this Agreement or the application of any provision is held invalid or unlawful, the remainder of this Agreement shall not be affected thereby and shall be deemed valid and enforceable.

### **Section 17.5: Conflicts with Statute**

Neither party shall be compelled to comply to any provision of this Agreement which conflicts with Federal, State, County or City statute or regulations promulgated pursuant thereto.

### **Section 17.6: Re-negotiating**

In the event either Section 17.4 or 17.5 is determined to apply to any provision of the Agreement, such provision shall be renegotiated.

### **Section 17.7: Entire Agreement**

The parties acknowledge that during the negotiations resulting in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any and all subjects or matters not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after exercise of that right and opportunity are set forth in this Agreement. The Union voluntarily and unqualifiedly waives the right, and agrees that the District shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement. This Agreement constitutes the entire Agreement between the parties and concludes collective bargaining for its term.

WASHINGTON STATE COUNCIL  
OF COUNTY AND CITY EMPLOYEES,  
AFL-CIO

WENATCHEE SCHOOL DISTRICT NO. 246

\_\_\_\_\_  
President

\_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
Negotiator

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

\_\_\_\_\_  
Negotiator

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

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

## SALARY SCHEDULE

### Wenatchee School District #246

#### Food Service Worker's Salary Schedule 2017-2018

##### Schedule A

**Effective September 1, 2017**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 10	Step 15	Step 20
Food Service Driver	17.16	17.50	17.85	18.21	18.57	18.82	19.07	19.32
Catering Coordinator	15.08	15.38	15.69	16.00	16.32	16.57	16.82	17.07
Nutrition Elementary Lead	14.75	15.05	15.35	15.65	15.97	16.22	16.47	16.72
Nutrition Service Associate II	14.35	14.64	14.93	15.23	15.53	15.78	16.03	16.28
Nutrition Service Associate I	12.95	13.21	13.47	13.74	14.02	14.27	14.52	14.77

Employee's shall receive a longevity additive of \$0.25 at the beginning of years 10, 15 and 20 years of service with the WSD

Effective September 1, 2018, a 3.5% increase or state flow through whichever is greater.

Effective September 1, 2019, a 3.5% increase or state flow through whichever is greater.



**MEMO TO:** Board of Directors

**FROM:** Lisa Turner

**RE:** WenEA Contract Ratification

**DATE:** September 12, 2017

We recently concluded negotiations with our WenEA employees. We are continuing to work with the bargaining team to finalize the edits to the printed contract. I am presenting summary highlights of the changes to language and compensation improvements. A signature sheet will be provided when the contract is finalized for printing.

We will be seeking your approval of this contract at the September 12, 2017 board meeting. I have attached the following documents for your review prior to the board meeting.

1. Summary of the material changes to language – 1 page
2. Summary of the Compensation improvements – 2 pages
3. 17-18 Salary Allocation Model with Per Diem days included
4. Appendix B for supplemental Salaries

Please do not hesitate to call me if you have any questions or need clarification. We will see you on Tuesday night.

## Tentative Agreement - Contract Proposal - *Language Clean-Up/Changes/Clarifications*

Attribute	Proposed Language Changes (TA): 2017-2018
Contract Length	1 YEAR Both the District and Association were confident with settling a 3 year contract UNTIL the legislature made decisions that impact years 18-19 and 19-20. A one year contract is in the best interests of both parties.
Safe & Healthy Working Environment	New Sections: ~ Matters relating to unsafe health or safety conditions will be reported to building administration. ~ If an employee has a health and/or safety concern, the situation will be brought to the attention of building administrators. Building administrators will meet with impacted employee to discuss appropriate steps needed to address the concern. <u>Examples:</u> radios for high school P.E. teachers when classes are away from building; class size or supervision duties with more students than employee feels is safe.
Right to Due Process and Just Cause	Language clean-up/clarification along with list of progressive discipline steps.
Employee Protection	Language in the contract to address threats made against them online, or any threatening communication through electronic text, photos, or video.
Assignment and Transfer	Language clean-up and clarification of District vacancy hiring process - maintain most qualified as per the job posting.
Contract Day - Normal Day	An alternative schedule to the workday needs to be mutually agreed upon by the building administration and teacher when it is necessary to alter the workday into 7.5 <b>non</b> -continuous hours (meaning a break during the day).
Daily Structured Breaks	Building administrators will work with members to identify support and/or resources needed to incorporate breaks into their daily schedules (puts responsibility on principal). - Specifically around short school days or modified schedule days.
Travel (Itinerants)	~ Employees who must travel/transition from one building to another as a regular part of his/her assignment will be assigned reasonable travel/transition time. ~ Travel/transition time will not infringe upon the member's planning periods and/or thirty (30) minute duty-free lunch periods. This has been the practice, there is now language in the contract.
Provision of Instruction by Intervention Specialists	Direct instruction will be provided by certificated staff and ancillary reading instruction (i.e; Read Naturally and Imagine Learning, etc.) may be provided by qualified, trained para-educators. CLARIFICATION: The 48 daily load limit for Intervention Specialists, is just that, a daily load. This does not include para's or total caseload. The max is 8 sections a day with no more than 48 students a day.
Teacher's Role as Parent (Parental Release Time)	Employees who have children attending school in the WSD, may be granted leave in hourly increments to attend their child's special events such as parent-teacher conferences, awards assemblies, plays, musical performances, sporting events, and others during the school day. This must be approved by their principal.
Basic Supplies and Equipment	All certificated staff will have access to basic supplies in each of the buildings in which they serve. District administrators will address this with building principals during district leadership meetings. Itinerants need to know which building is their "home" building as assigned by the district on Principal's Day.
Long-Term Leave	Language to limit leaves to one school year only, no cross over years
Monday LID Calendar	Addition of 2 building directed days



# Tentative Agreement - Contract Proposal

Attribute	Current: 2016-2017	Proposed (TA): 2017-2018
Responsibility Days (Employee Controlled)	21 per diem days Time Sheets Required	<b>25</b> per diem days Time Sheets Required
District Controlled	6 per diem days Time Sheets Required	<b>6</b> per diem days Time Sheets Required
Total TRI Days - Paid on Time Sheet Time/Responsibility/Incentive	27 per diem days	<b>31</b> per diem days
Personal Leave	2 days with ability to accumulate up to five days 3 days for those with 20 or more years experience in WSD	<b>3</b> days with ability to accumulate up to five days <b>4</b> days for those with 20 or more years experience
Salary Schedule (Appendix B)	Base - \$33,530	Base - \$36,521
Professional Growth Reimbursement	0-6 years experience \$900 7-12 years experience \$600 13+ years experience \$450 Not to be used for travel	<b>\$1000</b> per year <b>Can be used for travel</b> (mileage, food, lodging)
National Board Support	10 candidates \$600 per year	Under Professional Growth
Overload Pay - K-5	\$10 per day	<b>\$13</b> per day
Overload Pay - 6-12 and Specialists	\$2 per student/per section	<b>\$3</b> per student/per section
Longevity Stipend	Based on WSD last hire date	Based on new seniority definition
Seniority Definition	Employee's length of service in WA and up to 3 years from other states	Employee's length of service for all teaching experience, including substitute, all in state, out of state, and foreign experience
Certificated Pay Rate	\$30.21 per hour	<b>\$37.50</b> per hour (24% increase)
New-to-District Teacher Support	none	<b>\$150</b> in the first year for equipment and supplies
Early Resignation Notice	5 per diem days for early notification (by last board meeting in January) <b>and</b> must qualify for retirement	~ Qualify for Retirement - 5 days per diem ~ Separation from contract - <b>\$500</b> ~ Separation from contract <u>with 20 or more years in dist.</u> - <b>\$500</b> with recognition at retirement function - ~ Early notification required (by last board meeting in January)
Long Term Leave	District intent was to remove	1 year leave - not to overlap multiple school years

Attribute	Current: 2016-2017	Proposed: 2017-2018
SPED - IEP Days	4 per diem days	<b>5</b> per diem days for all SPED staff
SPED - WA-AIM	none	<b>\$100</b> <u>per student portfolio</u>
SPED - Caseload	Psychologist - 1250 SLP - 61 OT/PT - 52 Secondary Resource - 45 Elementary Resource - 36 Self Contained - 18 Pre-School - 25	Psychologist - 1200 SLP - 50 OT/PT - 45 Secondary Resource - 42 Elementary Resource - 32 Learning Center/Structured LC - 18 Pre-School - 24 IEP K-8 Communication Rm. - 10 9-12 Communication Rm. - 16 Transition House - 16
SPED - Overload	SPED - Overload	Psychologist - 100 additional students = 1 per diem day All other staff - <b>\$50</b> <u>per student per month</u> (based on beginning of month caseload count)
SPED - Medicaid billing reimbursement	Verbal agreement to pay	Certificated staff, who bill Medicaid, will have state licensure (initial/renewal) fully paid by District (reimbursement).
K-5 Intervention Specialists Caseload	none	caseload - 48
6-12 PE & Tech Lab Class Size	PE - 38 students per class Tech Lab - 36 students per class	34 students per class Effective in 18-19 school year
Evaluation	<u>Comprehensive -</u> 1 professional/instructional growth goal  2 student growth goals (1 whole group and 1 sub group) Distinguished 90-100% Proficient 70-89% Basic 50-69% Unsatisfactory 0-49%	<u>Comprehensive -</u> <b>0</b> written professional/instructional growth goals 2 student growth goals (1 whole group and 1 sub group) Distinguished 90-100% <u>Proficient 60-89%</u> <u>Basic 50-59%</u> Unsatisfactory 0-49%
Evaluation	<u>Focused -</u> 1 professional/instructional growth goal  1 student growth goal (1 whole group or 1 sub group) Distinguished 90-100% Proficient 70-89% Basic 50-69% Unsatisfactory 0-49%	<u>Focused -</u> <b>0</b> written professional/instructional growth goals 1 student growth goal (1 whole group or 1 sub group) Distinguished 90-100% <u>Proficient 60-89%</u> <u>Basic 50-59%</u> Unsatisfactory 0-49%
Evaluation	Walk-through used for evaluation - no minimum length of time	Walk-through used for evaluation - minimum of 10 minutes

**WENATCHEE SCHOOL DISTRICT NO. 246**  
**2017-2018 180 Days Certificated Employee Salary Schedule**

Yrs	BA+0		BA+15		BA+30		BA+45		BA+90		*BA+135		MA		MA+45		MA+90/PHD	
	\$36,521		\$36,521		\$36,521		\$36,521		\$36,521		\$36,521		\$36,521		\$36,521		\$36,521	
0	1.00000	202.89	1.02701	208.37	1.05499	214.05	1.08304	219.74	1.17303	238.00	1.23099	249.76	1.19891	243.25	1.28891	261.51	1.34693	273.28
	\$36,521	6289.73	\$37,507	6459.61	\$38,529	6635.60	\$39,554	6812.03	\$42,840	7378.04	\$44,957	7742.59	\$43,785	7540.82	\$47,072	8106.89	\$49,191	8471.82
1	1.01346	205.63	1.04084	211.18	1.06918	216.93	1.09846	222.87	1.18939	241.32	1.24704	253.02	1.21224	245.96	1.30317	264.41	1.36079	276.10
	\$37,013	6374.39	\$38,013	6546.60	\$39,048	6724.85	\$40,117	6909.01	\$43,438	7480.94	\$45,543	7843.54	\$44,272	7624.66	\$47,593	8196.58	\$49,697	8559.00
2	1.02628	208.23	1.05393	213.84	1.08257	219.65	1.11411	226.05	1.20478	244.44	1.26303	256.26	1.22566	248.68	1.31632	267.07	1.37458	278.89
	\$37,481	6455.02	\$38,491	6628.93	\$39,537	6809.07	\$40,688	7007.45	\$44,000	7577.74	\$46,127	7944.11	\$44,762	7709.07	\$48,073	8279.29	\$50,201	8645.73
3	1.03950	210.91	1.06741	216.57	1.09636	222.45	1.12890	229.05	1.21940	247.41	1.27905	259.51	1.23838	251.26	1.32881	269.61	1.38850	281.72
	\$37,964	6538.17	\$38,983	6713.72	\$40,040	6895.81	\$41,229	7100.47	\$44,534	7669.69	\$46,712	8044.88	\$45,227	7789.07	\$48,529	8357.85	\$50,709	8733.29
4	1.05246	213.54	1.08160	219.45	1.11072	225.36	1.14439	232.19	1.23542	250.66	1.29551	262.85	1.25171	253.97	1.34274	272.43	1.40286	284.63
	\$38,437	6619.69	\$39,501	6802.97	\$40,565	6986.13	\$41,794	7197.90	\$45,119	7770.46	\$47,313	8148.41	\$45,714	7872.92	\$49,038	8445.47	\$51,234	8823.61
5	1.06585	216.26	1.09513	222.20	1.12454	228.16	1.16008	235.37	1.25077	253.77	1.31206	266.21	1.26526	256.71	1.35599	275.12	1.41728	287.56
	\$38,926	6703.91	\$39,995	6888.07	\$41,069	7073.05	\$42,367	7296.59	\$45,679	7867.00	\$47,918	8252.50	\$46,209	7958.14	\$49,522	8528.81	\$51,760	8914.31
6	1.07961	219.05	1.10825	224.86	1.13866	231.03	1.17597	238.60	1.26623	256.91	1.32785	269.41	1.27915	259.53	1.36942	277.85	1.43100	290.34
	\$39,428	6790.45	\$40,474	6970.59	\$41,585	7161.86	\$42,948	7396.53	\$46,244	7964.24	\$48,494	8351.82	\$46,716	8045.51	\$50,013	8613.28	\$52,262	9000.60
7	1.10379	223.95	1.13286	229.85	1.16367	236.10	1.20301	244.08	1.29461	262.67	1.35793	275.52	1.30517	264.81	1.39673	283.39	1.46008	296.24
	\$40,312	6942.54	\$41,373	7125.38	\$42,498	7319.17	\$43,935	7566.61	\$47,280	8142.74	\$49,593	8541.01	\$47,666	8209.16	\$51,010	8785.05	\$53,324	9183.51
8	1.13919	231.14	1.16984	237.35	1.20138	243.75	1.24398	252.40	1.33681	271.23	1.40246	284.55	1.34610	273.12	1.43896	291.96	1.50458	305.27
	\$41,604	7165.19	\$42,724	7357.98	\$43,876	7556.35	\$45,431	7824.30	\$48,822	8408.17	\$51,219	8821.09	\$49,161	8466.60	\$52,552	9050.67	\$54,949	9463.40
9			1.20814	245.12	1.24125	251.84	1.28538	260.80	1.38038	280.07	1.44826	293.84	1.38747	281.51	1.48253	300.80	1.55041	314.57
			\$44,122	7598.87	\$45,332	7807.12	\$46,943	8084.69	\$50,413	8682.21	\$52,892	9109.16	\$50,672	8726.81	\$54,143	9324.71	\$56,623	9751.66
10					1.28158	260.03	1.32891	269.63	1.42517	289.16	1.49532	303.39	1.43104	290.35	1.52733	309.89	1.59744	324.11
					\$46,805	8060.79	\$48,533	8358.48	\$52,049	8963.93	\$54,611	9405.16	\$52,263	9000.85	\$55,780	9606.49	\$58,340	10047.46
11							1.37371	278.72	1.47207	298.67	1.54362	313.19	1.47584	299.44	1.57423	319.40	1.64574	333.91
							\$50,169	8640.26	\$53,761	9258.92	\$56,375	9708.95	\$53,899	9282.63	\$57,492	9901.48	\$60,104	10351.26
12							1.41708	287.52	1.52023	308.45	1.59391	323.40	1.52240	308.89	1.62236	329.17	1.69607	344.12
							\$51,753	8913.05	\$55,520	9561.83	\$58,211	10025.26	\$55,600	9575.48	\$59,250	10204.20	\$61,942	10667.82
13							1.56956	318.46			1.64544	333.85	1.57060	318.67	1.67169	339.18	1.74756	354.57
							\$57,322	9872.11			\$60,093	10349.37	\$57,360	9878.65	\$61,052	10514.48	\$63,823	10991.68
14							1.61913	328.51			1.69890	344.70	1.62022	328.73	1.72451	349.89	1.80105	365.42
							\$59,132	10183.89			\$62,046	10685.62	\$59,172	10190.74	\$62,981	10846.70	\$65,776	11328.11
15							1.66126	337.06			1.74310	353.67	1.66233	337.28	1.76934	358.99	1.84788	374.92
							\$60,671	10448.87			\$63,660	10963.62	\$60,710	10455.60	\$64,618	11128.67	\$67,486	11622.66
16							1.69447	343.80			1.77794	360.73	1.69557	344.02	1.80472	366.17	1.88482	382.42
							\$61,884	10657.76			\$64,932	11182.76	\$61,924	10664.67	\$65,910	11351.20	\$68,836	11855.00

\*BA+135 Column not accessible after 1992

\*UPDATED 9/6/2017\*

**WENATCHEE SCHOOL DISTRICT #246**  
**2017-2018**

127  
Bd Mtg. 9/12/17

# APPENDIX B - WenEA Agreement

WENATCHEE SCHOOL DISTRICT #246  
2017-2018

BASE	\$36,521
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## LEVEL: DISTRICT

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>8</u>	<u>12</u>	<u>15</u>
Tech. Resource Teacher (TRT)	0.070 \$2,556	0.074 \$2,703	0.079 \$2,885	0.084 \$3,068	0.088 \$3,214	0.094 \$3,433	0.104 \$3,798

Team Leader	0.056 \$2,045
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New Teacher Mentor	0.025 \$913
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### Co-Facilitator Learning Improvement Team Stipends by position

Partner/Mentor	0.010 \$365
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*Co-Fac. if Elementary Team Leader	0.066 \$2,410
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WSHS LIT Member	0.051
MS LIT Member - Option 2 Certificated only	\$1,863

Sunnyslope Elementary only	
*Co-Fac if Elem. TL/LIT (Option 2 Grade Level)	0.059 \$2,155

Elementary Team Leader	0.056
Sunnyslope Elementary only	\$2,045

*Co-Fac. If Middle School Team Leader	0.08 \$2,922
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Elementary Team Leader/LIT (Option 2 Grade level TL/LIT)	0.049 \$1,790
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### Special Program Facilitators

Middle School Team Leader	0.070 \$2,556
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Time sheet at Certificated Rate for  
hours required for program

### Longevity Stipend

Employees are eligible for a longevity stipend outlined on the schedule below. This will be paid in one lump sum in the month of July, at the end of the qualifying year of service. Employees on un-paid leave will receive a prorated benefit during the year of unpaid leave.

August 31st of each year will be used for calculation

17 years of service	\$500
20 years of service	\$1,500
25 years of service	\$2,000
30 years of service	\$2,500
35 years of service	\$3,000