

Wenatchee School District Board of Directors



WSD Regular Board Meeting

November 14, 2017

District Office Agenda

6:00 PM

	TIME
I. PLEDGE OF ALLEGIANCE	2 min
Minutes: Reg. Bd. Mtg. 10/24/17 & 11/01/17 Special Mtg.	Action 1+
Vouchers	Action 2+
Personnel Report	Action 3+
Contracts	Action 4+
II. RECOGNITIONS:	15 Min
III. CITIZEN COMMENTS:	03 Min
IV. ASB REPORTS: WHS & WSHS	Information 05 Min
V. FIELD TRIP APPROVALS:	Action 05 Min
Jodi Smith Payne, Assist. Supt. L&T & Advisors	
VI. WENATCHEE LEARNS STRATEGIES:	85 Min
Strategy 4: Balance Change for All with Excellence for All	
<i>Objective 4.i Continuous Improvement of Service Quality</i>	
Love the Bus Program	Information 10 min
Transportation Staff	
School Bus Purchasing/Depreciation Schedule	Information 05 min
Bob Sanford, Director of Transportation	
Resolution # 13-17 – Funds Transferred to Vehicle Fund	Action 05 min
Les Vandervort, CFO WSD	
<i>Objective 4.2 Sound Fiscal Resource Management</i>	
Cancellation of Warrants - Resolution 12-17	Action 05 min
Budget Status	Information 10 min
Enrollment Report - October	Information 10 min
Les Vandervort, CFO WSD	
Choice Enrollment Report	Information 10 min
Mark Helm, Executive Director of Student Services	
Strategy 1: Design the Personalized Learning System of the Future	
<i>Objective 1.2 Students Exploring Career Paths</i>	
WVTSC Perkins Grant	Action 10 min
Pete Jelsing, Director of WVTSC	
Strategy 3: Use the Best Tools & Resources to Advance Learning	
<i>Objective 3.3 The Right Tools & Resources for Staff</i>	
Board Policy & Procedure Updates - 1 st Reading	Information 10 min
Mark Helm, Executive Director of Student Services	
<i>Objective 3.4 Facilities that Optimize Learning</i>	
Facility Projects Updates:	
Chelan Co. Public Works Easement & Interlock Agreement	Action 10 min
Gregg Herkenrath, Dir. of Facilities	
VII. BOARD COMMUNICATION	05 Min
VIII. SUPERINTENDENT'S REPORT	05 Min
IX. ADJOURNMENT	SEE REVERSE SIDE



CONSENT AGENDA



Wenatchee School District

Regular Board Meeting

Minutes of October 24, 2017
WSD District Office

Board Members

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

Staff Present

Brian Flones, Superintendent
 Cabinet

I. Regular Meeting 6 p.m.

Robert Sealby, 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 R. Jaecks made the motion to approve the consent agenda as presented.

SECONDED: Claudia De Robles

DISCUSSION: Ms. Talbot mentioned that a form on the Apple-Ettes Camp application needed to be revised to be opened to all who wanted to participate, President Sealy said that had been conveyed.

PASSED UNANIMOUSLY

Consent Agenda included:

MINUTES: Reg. Bd. Mtg. 10/10/17

PERSONNEL REPORT PREPARED BY:

Lisa Turner, HR Executive Director: Oct. 24, 2017- On file

PAYROLL PREPARED BY:

Tami Hubensack, Director of Payroll:
\$6,885,991.58 for the month of October 2017

VOUCHERS & CONTRACTS PREPARED BY:

Karen Walters, Director of Accounting -Oct. 24, 2017
General Fund

Check numbers 594473 through 594733 totaling \$652,329.99

Capital Projects Fund

Check numbers 594734 through 594740 totaling \$197,313.27

Associated Student Body Fund

Check numbers 594741 through 594779 totaling \$22,528.72

II. Consent Agenda

1) Minutes

2) Personnel Report

3) Vouchers/Payroll

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?
09/08/17	Renewal	No	River Academy	Private School Partnership Agreement	\$0	Upon Approval	Teresa Hagen	Yes	No
					Budget Code				
					N/A				
09/11/17	Renewal	No	SEEDS Learning Academy	Private School Partnership Agreement	\$0	Upon Approval	Teresa Hagen	Yes	No
					Budget Code				
					N/A				
10/10/17	New	No	The Don't Wait Project	How to Unmake a Bully Campaign	\$4,000	10/16/2017 - 10/20/2017	Ron Brown	Yes	Yes
					Budget Code				
					0116 21 7000 000 0000				
10/10/17	Revision	No	Eastmont School District	To Amend the Original Contract	\$47,282	09/13/2017 - 06152018	Trisha Craig	Yes	Yes
					Budget Code				
					2100 27 7000 000				
10/12/17	New	No	Washington State Center for Childhood Deafness and Hearing loss	Education Consultative Services	\$2,010	Upon Approval	Trisha Craig	Yes	Yes
					Budget Code				
					2100 27 7000 000				

5) Surplus Report & Other Consent Items

SURPLUS REPORT PREPARED BY:

Karen Walters, Director of Accounting: On File

CAMPS & CLINICS: Apple-Ettes Camp

POLICIES 2nd READING: None

OTHER: Decco Donation

III. Citizen Comments:

None

IV. Recognitions:

NATIONAL WINNERS: There are 1800 GLAD Trainers and our WSD ladies where chosen as the GLAD Team Trainers of the Year – Kathy Anderson & Terry Goveia (WSD Coaches) were introduced by Jodi Smith, Assist. Superintendent L&T & last year’s National winner of GLAD Administrator of the Year, and Cynthia Valdez, Assist. Dir. of State & Federal Programs & last year’s National winner of GLAD Trainer of the Year. The board recognized them with Certificates of Recognition. The board congratulated them all for outstanding, dedicated efforts on behalf of our WSD students.

WSD MARIACHI HUENACHI: Recognized by the board for being chosen to play for the US Congress in Washington DC out of hundreds of Mariachi bands across the nation. Mr. Ramon Rivera showed a slide show of their tours and the students shared their favorite experiences on the trip. They also shared experience with Speaker Ryan and Senator Reichert. Students: Kelly Marquez, Maria Vasquez, Yessenia Barerra and Mariachi para Eddie Cortes. The board thanked Mr. Riveria for all his work and dedication and they also congratulated the students.

IV. ASB Reports

WHS ASB President Marc Hernandez and Sec. Cole Hansen reported:

- Best Homecoming, Oct. 16-21- ever over 1000 attended dance
- Halloween Food Drive Trick or Treat for food
- Fundraiser to raise money to help those affected by Hurricane Harvey & Pink Out for the fight against Breast Cancer
- Three goals this year: Breakdown gender/cultural barriers, Open up learning areas in the high school
- Student Rep council Homework center – students helping students

WHS: Seny Gonzales, Leadership Representative reported the following:

- Students and staff have been volunteering a lot together
- Lunch buddy program at John Newbery participation
- “Socktober” Drive, collecting socks for homeless
- Canned food drive now also
- Student-Tutors for those struggling with math
- Reading at the Learning Center for little kids
- All-girls STEM program a big success
- We had to think of community issue and design something that would help that issue – winners walked away with new Kindles.
- Spirit Week, dress up all week
- Kick-off on November Care Kits for the homeless and asking for donations -last year we made 56
- Robotics team got 7th, 11th & 14th out of 22 teams

V. Field Trips

Jodi Smith Payne, Assist. Supt. L&T and Advisor/teacher Justin Carvitto presented the following for approval.

Printed By Angie Knudtson
10/18/17

**Out of District/Overnight & Out of State Field Trip Requests
for Board Approval October 24, 2017**

Requesting Location	Trip Number	Dates	Destination	Teacher/Advisor Name	Group Making Trip/Chaperones	Educational Objective	# of Adults	# of Students	Estimated Cost	Funding Source
600 Castlerock Early Childhood Learning Center	3190	04/17/2018 03:30:00 PM - 04/19/2018 07:00:00 PM	Financial Park, Biz Town	Justin Carvitto	Deaf and Hard of Hearing program	Financial Literacy, Self Advocacy training for students and parents. Biztown/Deaf to Deaf Experience,	5	6	\$ 1,436.75	00 No Funding Needed

After a brief description of the trips, the number of students and chaperones Mr. Carvitto asked for approval. Board member Claudia De Robles shared the inspiring video of the workshop program she viewed and thanked Mr. Carvitto for his work.

MOTION MADE: Jennifer Talbot made the motion to approve the field trips as presented by Justin Carvitto, teacher.

SECONDED: By Laura R. Jaecks

DISCUSSION: NONE

PASSED: Unanimously

I. RESOLUTIONS:

Resolution No. 09-17 – Facilities/Bond:

Les Vandervort presented the following resolution for approval for the bond on April 24th 2018, To modernize the Wenatchee High School.

He covered page 2 and page 5 and explained changes. We need 60% to pass out of 40% of the last turnout on election day. We need to be very specific in language and have it approved for the ballot by the Auditor’s Office.

Thank you to Jim McNeil’s office for all the work done and thank you to Les Vandervort for his work also.

BONDS TO EXPAND AND MODERNIZE WENATCHEE HIGH SCHOOL

RESOLUTION NO. 09-17

BONDS TO EXPAND AND MODERNIZE WENATCHEE HIGH SCHOOL

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 April 24, 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.

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

ADOPTED: OCTOBER 24, 2017

This document prepared by:
FOSTER PEPPER PLLC
618 West Riverside Avenue, Suite 300
Spokane, Washington 99201
(509) 777-1602

After a brief discussion the board had a roll call vote:

MOTION MADE: By Jennifer Talbot to approve Resolution No. 09-17 as presented by CFO Les Vandervort.

SECONDED: by Laura R. Jaecks

President Robert Sealby asked as many as are in favor of the motion as stated, as their names are called, answer *yes* [or *yea*]; those opposed will answer *no* [or *nay*].

Walter Newman: Yea
Claudia De Robles: Yea
Laura Jaecks: Yea
Jennifer Talbot: Yea
Robert Sealby: Yea

PASSED UNANIMOUSLY

V. Special Presentations

Project: Catholic Charities Housing Services
Asheigh Kilgore, Affordable Housing Developer
Brian Ketcham, Director

Mr. Ketcham gave an overview of the program:

Introduction: Catholic Charities Housing Services (CCHS) brings hope to life, especially to those most in need. In 2014 the City of Wenatchee and Catholic Charities Serving Central Washington (CCCW) brought the housing crisis in Wenatchee to our attention. As an experienced affordable housing provider in central Washington, it has been the top priority of the CCHS development team to bring additional affordable housing to Wenatchee. We believe that we will break ground in 2018.

Wenatchee's Housing Crisis: According to the Chelan-Douglas 2015 Homeless Action Plan, approximately 400 people in Chelan and Douglas counties may be experiencing homelessness. Additionally, stagnant wages, rising rents and low vacancy rates make it increasingly difficult for people to find and maintain affordable housing. According to a feasibility study conducted by a third party consultant, the market is in desperate need of housing, with vacancy rates as low as .04% when 2% is considered a housing concern that demands attention.

What We Have Done So Far: CCHS has formed key partnerships with the local police department, the City of Wenatchee, CCCW, the local Housing Authority and the Women's Resource Center, who currently provides transitional housing to 40 households in Wenatchee. CCHS has secured the land to build the development on, and has applied for both capital and operational funding.

Development Details

- 80 affordable housing units (and 1 unit for site staff)
- Serves 50% homeless households with children, 50% general low income
- 15 units set aside for persons with disabilities
- Approximately 300 people will call this community "Home"
- Laundry facilities on each floor, a community room, a playground and on-site parking included
- Curb, gutter and sidewalk along the property frontage, crosswalk to allow access to nearby park and bus stop to provide ease of transportation

Services: Residents will be provided with either case management services (provided by CCCW) or resident services coordination (provided by CCHS). The resident services program provides a comprehensive approach to services delivery. Areas of Focus components include Education, Health, Asset Building, Community Engagement and Crime Prevention. Attached you will find information detailing some of the results of the Education Area of Focus. Each new high school graduate yields \$209,000 in net economic benefit through increased government revenue and lowered government spending (Levin, Belfield, Muenning and Rouse 2007). The CCHS resident services program is increasing the percentage and number of high school graduates in the communities that CCHS serves.

Impact: CCHS anticipates that nearly every household served by the development already lives in Wenatchee, and to the extent that they have children, those children are already served by the Wenatchee School System.

Each household that successfully moves from a temporary, transitional housing shelter eases the strain on those programs that are there to help others do the same. These additional 80 units will allow for an immense transition from those in need to those that are provided a foundation to succeed.

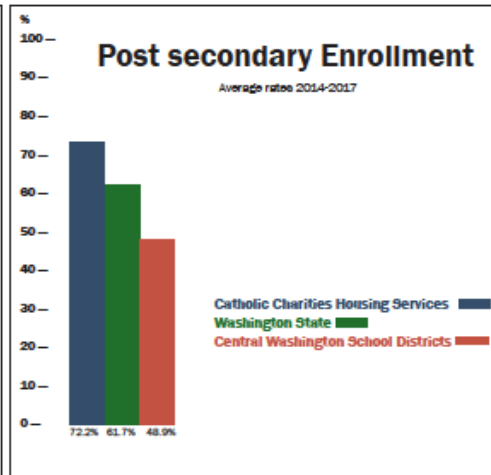
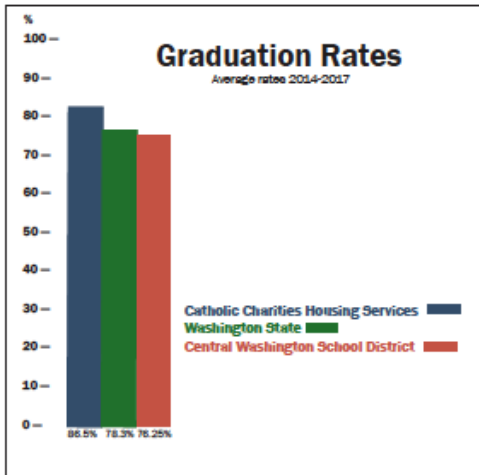
Addressing the complex issues of poverty and inequity in our local communities requires a comprehensive approach to service delivery. An approach that is responsive to and informed by the needs of the individuals and families served. **Catholic Charities Housing Services' (CCHS) Education Area of Focus** is just one component of a broad services approach that has yielded impressive results. Working together these programs empower individuals, strengthen families and transform communities.
Take a closer look:

CCHS' Pathways to Success	Early Education:	High school:
	• Play and Learn groups	• College access • Volunteer opportunities • College campus tours
	Elementary and middle school:	Adult education:
• After-school activities and learning hour • College access • Summer camps	• English classes • Computer classes • Workers' rights • Pesticide safety training	

2016/17 Outcomes

- Served over 300 students in **after-school activities**
- Prepared an average of 349 children in **Play & Learn** for Pre-School
- Assisted 15 students in **job placement**
- Completed **financial aid & scholarship applications** with 50 students
- Finalized **college applications** with 13 students
- Prepared and sent 18 students from the Yakima Valley to participate in **CAMP Dudley**
- Prepared and sent 27 students from Grant County CCHS sites to **CAMP Gifford**
- Facilitated **GED presentations** in three of our Lower Valley sites
- In partnership with the Northwest Community Action Center, educated families on how to be more **energy-efficient** in their homes
- Promoted **physical health** for both adults and children at three of our sites
- In collaboration with Heritage University, facilitated Moon-Jars to educate children about **spending and saving**, which is not a part of the school curriculum

- **High School graduation rates increased by 10% from 2015/16**
- **Post-Secondary enrollment increased by almost 25%**



Points of Interest:

- Looking at Wenatchee about 3 years ago
- Already have a strong presence in Wenatchee
- Market Study on vacancy rate
- See the need in the valley to serve –
- 53% of homelessness are families
- Give homes to about 300 people
- Laundry facilities included
- New Playground
- Lots of Parking
- Bus stop nearby
- Going through the hoops to fund the project now
- Excited to work with WSD – want to be a good partner
- Provided a rendering – Dec. 2020 timeline
- Education: 3 years ago provided after school learning program
- Early childhood and care providers
- Will have an Catholic Services office on site
- Details of the graduation and post-secondary stats shared

After a brief Q&A session the board thanked them for the update on their project and welcomed them to the community and to come back.

VI. Wenatchee Learns Strategies

Strategy 4: Balance Change for All with Excellence for All

Objective 4.1 College & Career Readiness for All

School Improvement Planning- Achievement Index

Jodi Smith Payne, Assist. Supt. L&T, Sarah Hanchey, Dir. Curriculum & Bill Eagle, Dir. of Federal & State Programs, Bill Mosiman, OSPI Coach and Evaluator & Jeff Jaeger, Principal Mission View Elementary presented the following material.

Jodi Smith Payne gave a summary of:

- Transition from “No Child Left Behind” to “Every Child Succeeds” Act
- We are looking at academic proficiency and the measures through a variety of ways, including student growth, English Learner Progress and graduation rates.
- Introduced the board to the Achievement Index

Bill Eagle started by reviewing the Washington State ESSA Consolidated Plan

Memo to the Board from Learning & Teaching:

School Improvement Planning and the Achievement Index

October 24, 2017

Introduction:

As the state transitions from No Child Left Behind to the Every Student Succeeds Act, the focus is expanding from academic proficiency to a variety of measures. In addition to academic proficiency, the success indicators will now include student growth, English Learner progress, and high school graduation rates. We plan to introduce the Achievement Index and share some data that is driving our school improvement plans. We would like you to know how we will be held accountable by the state as we move forward.

- Washington State ESSA Consolidated Plan
 - Overview of New Indicators (Bill Eagle)
- Smarter Balanced Proficiency Scores, Spring 2017
- 2016-17 District Report Card
 - Subgroup Populations (Bill Eagle)
 - Grades 3, 7, 11 (Sarah Hanchey)
 - English Language Arts / Math (Sarah Hanchey)
- Achievement Index - A Deeper Dive
- Achievement Index
- A Two Year Comparison of Student Growth by Subpopulations
 - Mission View (Jeff)
 - Columbia (Jeff)
- Insights - From an OSPI School Improvement Coach
 - Bill Mosiman - What he sees in the Wenatchee Schools
- High School Graduation Rates
 - Spring 2016 Graduation Rates
 - District Comparisons
 - How Wenatchee high schools compare with other high schools (Jodi)

Washington's ESSA Consolidated Plan Washington's ESSA Consolidated Plan

Table 6. Overview of indicators by grade span.

Grade Span	Academic Indicators			School Quality or Student Success Indicators
Elementary	Proficiency on the statewide assessments in ELA and Math	Academic growth as measured by Student Growth Percentiles (SGPs)	English Learner Progress	Chronic Absenteeism
Middle				Chronic Absenteeism
High	Proficiency on statewide assessments on ELA and Math	Graduation Rate	English Learner Progress	9th Graders on Track
				Advanced Course-Taking (dual credit)

Table 11. Detailed weighting based on missing indicators due to small n or grade level of school.

Detailed Weighting Based on Missing Indicators Due to Small N or Grade Level of School	(i) Academic Achievement (ELA Proficiency)	(i) Academic Achievement (Math Proficiency)	(ii) Growth	(iii) Graduation	(iv) EL Progress	(v) School Quality or Student Success Indicators (averaged)
K 12 Schools (with all indicators)	15%	15%	25%	25%	5%	15%
K 8 (no graduation)	20%	20%	50%	0%	5%	5%
No Growth (typical HS)	15%	15%	0%	50%	5%	15%
K 12 (no EL progress)	17.5%	17.5%	25%	25%	0%	15%
K 8 (no graduation and no EL progress)	20%	20%	55%	0%	0%	5%
No Growth or EL Progress (HS with no EL)	17.5%	17.5%	0%	50%	0%	15%

The Achievement Index

• The Achievement Index is intended to meaningfully differentiate among schools. It is a snapshot of a school's performance based on statewide assessments and student growth.

PERFORMANCE LEVEL	RATING RANGE	
	From	To
HIGHEST	7.83	10.00
	6.77	<7.83
	5.67	<6.77
	4.15	<5.67
	3.86	<4.15
LOWEST	1.00	<3.86

Columbia Elementary

Mission View Elementary

2016 INDEX RATING						4.92
	Proficiency			Growth		
	Rating based on Percent Proficient			Rating based on Median Growth Percentiles		
	ELA	Math	Science	ELA	Math	
All Students	3.00	2.00	4.00	8.00	5.00	
Targeted Subgroup Average	2.80	2.20	3.00	6.50	4.75	
Targeted Subgroups						
American Indian/Alaska Native						
Pacific Islander/Native Hawaiian						
Black/African American						
Hispanic	3.00	2.00	3.00	8.00	5.00	
English Language Learners (ELLs)	2.00	1.00	3.00	8.00	5.00	
Former ELL	5.00	5.00				
Students with Disabilities	1.00	1.00		2.00	2.00	
Free and Reduced Price Lunch	3.00	2.00	3.00	8.00	5.00	
Non-Targeted Subgroups						
Asian						
White	5.00	4.00		9.00	9.00	
Two or More Races						

2016 INDEX RATING						5.35
	Proficiency			Growth		
	Rating based on Percent Proficient			Rating based on Median Growth Percentiles		
	ELA	Math	Science	ELA	Math	
All Students	4.00	3.00	4.00	8.00	6.00	
Targeted Subgroup Average	4.00	2.80	3.50	7.80	4.40	
Targeted Subgroups						
American Indian/Alaska Native						
Pacific Islander/Native Hawaiian						
Black/African American						
Hispanic	4.00	3.00	3.00	8.00	5.00	
English Language Learners (ELLs)	3.00	2.00	1.00	8.00	4.00	
Former ELL	7.00	4.00	6.00	10.00	6.00	
Students with Disabilities	2.00	2.00		5.00	1.00	
Free and Reduced Price Lunch	4.00	3.00	4.00	8.00	6.00	
Non-Targeted Subgroups						
Asian						
White	5.00	4.00	7.00	7.00	7.00	
Two or More Races						

Sarah Hanchey shared the data on the state proficiency requirements and the implementation of the curriculum adoption, she also shared the following summaries:

- Math adoption schedule
- Sub-groups within the schools
- Comparison with other districts
- Goal: for every student to graduate
- Following our Strategic Plan
- Proficiency data – how to read
- Math and Science labs
- GLAD alignment
- Proven in Language Arts and the training for para's and teachers

Jeff Jaeger share the results of the Achievement Index at Mission View - Alicen Gaytley recognized for helping along with teachers for great growth

- Following the growth patterns – 7 Principles
- How to read the data – highest participants in district of initiatives (Col. & MV)
- He sees it in the positive light
- He wants more blues but knows with the work they are doing they will turn
- By looking at former ELA's and see the growth
- Working on Special Ed students and math
- MV in the top – ELA adoption
- We aren't there yet in proficiency but we will be there, we are clearly going in the right direction, data proven

SBA Comparison by District - Grades 3, 7, 11

SPRING 2017 POPULATION DATA	Subgroup Populations by District					
	State	Wenatchee	Moses Lake	Mount Vernon	Eastmont	Walla Walla
Percentage of Low Income Students:	42.9	54.7	62.7	62	56	54.7
Percentage of Limited English Students:	11.3	24.7	15.4	23.8	18.8	12.4
Percentage of Special Education Students	13.8	12.1	13.5	13.5	11.8	13.9

SPRING 2017 SBA DATA	Percentages of Proficiency Met, All Students					
http://reportcard.ospi.k12.wa.us/SideBySide_New.aspx?schoolid=1&OrgTypeid=1&orgLinkId=1&reportLevel=State	State	Wenatchee School District	Moses Lake School District	Mount Vernon School District	Eastmont School District	Walla Walla School District
Spring 2017 SBA ELA Grade 3	52.6	40	42.6	44.4	57.9	42.1
Spring 2017 SBA ELA Grade 7	60.1	54.1	39.5	43.3	60.6	51.5
Spring 2017 SBA ELA Grade 11	73.6	72.3	66.6	60.9	67.4	68.7
Spring 2017 SBA Math Grade 3	57.8	44.7	48.9	56.8	60.4	43.6
Spring 2017 SBA Math Grade 7	49.9	35.3	50.6	36.8	48	35.9
Spring 2017 SBA Math Grade 11	25.9	32.9	27	16.9	16.7	32.6

SPRING 2017 SBA DATA	Percentages of Proficiency Met, All Students									
http://reportcard.ospi.k12.wa.us/SideBySide_New.aspx?schoolid=1&OrgTypeid=1&orgLinkId=1&reportLevel=State	State	Wenatchee High School	Westside High School	Moses Lake High School	Smokiam Alternative High School	Mount Vernon High School	Skagit Family Learning Center MVSD	Eastmont High School	Walla Walla High School	Lincoln High School (in Walla Walla)
Spring 2017 SBA ELA Grade 3	52.6	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Spring 2017 SBA ELA Grade 7	60.1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Spring 2017 SBA ELA Grade 11	73.6	76.9	42.4	66.6	no data	60.9	no data	67.4	76.2	42.6
Spring 2017 SBA Math Grade 3	57.8	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Spring 2017 SBA Math Grade 7	49.9	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Spring 2017 SBA Math Grade 11	25.9	37.1	no data	27	no data	16.9	no data	16.7	41.3	no data

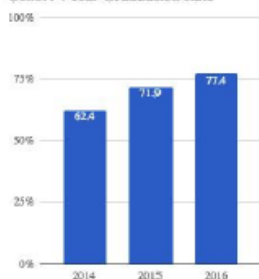
Jodi Smith Payne covered the graduation rates and the growth within our district also comparison with other districts with like populations. Wenatchee has proven significant growth. Our Special Ed, Migrant, LAP, Hispanic, and Low-income students have increased far above state averages for postsecondary education.

Spring 2016 Graduation Rates

SPRING 2016 GRADUATION DATA	State	Wenatchee School District	Moses Lake School District	Mount Vernon School District	Eastmont School District	Walla Walla School District
4 year Graduation Rate	79.1	77.5	74.8	70.6	84.8	79.4
5 year Graduation Rate	81.9	82.7	82.7	73.2	87.7	83.5

SPRING 2016 GRADUATION DATA	State	Wenatchee High School	Westside High School	Moses Lake High School	Smokiam Alternative High School	Mount Vernon High School	Skagit Family Learning Center MVSD	Eastmont High School	Walla Walla High School	Lincoln High School (in Walla Walla)
4 year Graduation Rate	79.1	85.5	37.5	75	no data	70.5	no data	84.8	84.4	58.7
5 year Graduation Rate	81.9	87.4	59.6	82.5	no data	73.5	no data	87.7	89.1	75

Cohort 4 Year Graduation Rate

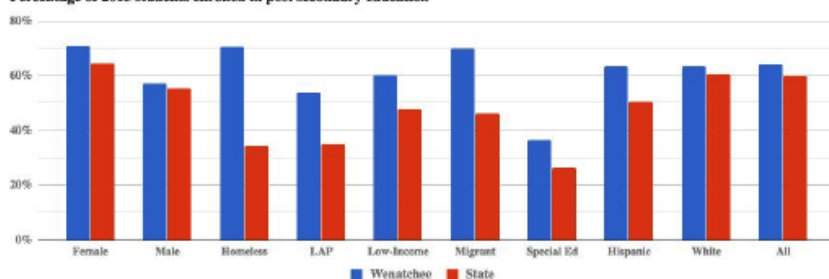


We have increased our on time graduation rates by 12.7 % over the last four years from 64.8% in 2013 to 77.4% in 2016.

Graduation rate increases over the last three years for our under-represented students as follows:

- * Low Income students 71.7% (17% increase)
- * Migrant students 73% (11.3% increase)
- * Hispanic students 72.4% (12.8% increase)

Percentage of 2015 students enrolled in post secondary education



Jodi Smith Payne invited Bill Mosiman, OSPI School Improvement Coach, to join them in their presentation this evening to add an outsider’s perspective of Wenatchee School District.

He shared the following points:

- Former teacher and administrator in the public school system
- He can speak candidly because he is contracted by OSPI
- FHMS, OMS, PMS and Columbia and Mission View Elementary schools are the schools he has been involved with in WSD
- He works in 10 school districts across the state, has a broad experience state-wide
- Focus Status, for sub-populations
- Lessons learned:
 - Our OSPI Coaching groups get together one time each month and state-wide 3 times a year to compare notes
 - They hear a lot of what is working and these are those Six Elements that are working for a school to get out of School Improvement:
 - PBIS
 - GLAD
 - Effective Evaluations
 - Standard CORE Aligned Curriculum

- Classroom embedded coaching
- Two things that have come strongly to the surface for student achievement
 - PLC's - Professional Learning Communities that are/must be structural and intentional
 - Use of Common CORE based data, assessments (and sub-assessments) and instructional practices

That is the list that he feels is necessary to get out of School Improvement and to accomplish student achievement.

Now this is his experience with WSD – 3rd year evaluating and coaching WSD:

- WSD strengths:
 - Already using those Best Practices that he mentioned
 - PBIS, GLAD, PLC, Instructional Coaches for not only content but implementation of the professional learning communities.
 - Collaboration time has been built into the schools master schedules
 - District-wide initiatives, all doing the same
 - Initial steps to use Common CORE data to inform classroom instruction – VERY important
 - Middle Schools are using the instructional coaches to foster the PLC's in addition to math and language arts – This district has a lot of participation in this area and that is when the magic happens, to discuss together these elements
 - The elementary schools have done an incredible job of using Common CORE based data, assessments (and sub-assessments) and instructional practices and their scores are proving that
 - They are using these methods down to not only the individual classes but to the individual students – easy to see the positive direction
 - The red/orange areas are good because that shows us our growth into the blue and green
 - Our district, Alicen Gaytley, presented at ESD 171 recently and they were so impressed she has been asked to present at the state level.
 - A shout-out at middle school level coaches “Scope & Sequence” which is amazing to see, this is what makes things happen
 - Systemic approach to school improvement – Site Base Management is over, it is past, going away- ESSA school improve replacing that
 - WSD has a common practice among the schools allowing the coaches to work in the schools to help make that happen
 - Shout-out to the effective leadership -leading the district – these things don't just happen the fact that it is happening in WSD is a direct reflection on the leadership – systemic approach across the district
 - So important ESSA document operational section will benefit schools with a systemic approach like WSD – we are set up for success

A Thank you for allowing him to share with us his experience with our district.

- Board question -Top things to work on:
 - Wenatchee is in the TOP TIER of districts across the state – doing a lot right already.
 - On leading edge for bringing in *Interim Assessments Block* assessments - data that is so powerful to help teachers know and understand instructional changes what they need to do – needs 1-2 years to mature
 - Teachers inedited with assessments that are expected to do, it may need to have something taken away to allow them the time to get what they need done
 - Alicen Gaytley asked to come back to explain to Interim Assessments Block system
 - Balanced system: Assumptive assessments – and formative pieces – great tool for teachers

We will be having the School Reviews in two weeks, the board will have the opportunity to have these conversations with the principals and be able to cover the Achievement Indexes this information is not this year, will reflect 2015-16.

Strategy 1: Design the Personalized Learning System of the Future

Objective 1.2 Students Exploring Career Paths

RFP for Career-Connect Washington Grant

Jon DeJong, Deputy Supt., Dennis Conger, CTE Director,
Diana Haglund, WL Connect, Dr. Sue Kane, Apple STEM Network Director.

Mr. DeJong gave a summary of the learning opportunity our student now have and shared about the trip to West Valley and how that helped to light a fire under us.

Dr. Sue Kane gave a background of her experience with WL Connect and what an asset with Diana, Dennis and Brian, and excellent program reaching out to the community with our students.

Diana gave the following summary of the \$6.4 million grant, for the entire state, we have a good shot at tapping into some of those dollars. Our Region is Chelan, Okanogan, Douglas, Grant Counties. PUD, WVC, Work Source, STEM Network, Skill Center, Skill Source CTE, WL, WSD and more are our partners.




WIOA Funding

Workforce Innovation and Opportunity Act

Dennis Conger covered the financial needs and how we plan to use the funds.

Career Connect Washington Funding

Fund A. Expand Career Connected Learning \$3.2 million <ul style="list-style-type: none"> WIOA Eligible Youth 75% of funding must be spent on out of School Youth as defined by federal WIOA regulations 	Fund B. Locally Leveraged Resources <ul style="list-style-type: none"> Local resources invested may serve all students 	Fund C. Expand Registered Apprenticeships Youth and Adults \$3.2 Million <ul style="list-style-type: none"> WIOA youth (ages 16 to 24) Registered apprenticeships with labor and industry Expand existing and create new apprenticeships
---	--	--

Local RFP Request: \$400,000

Fund A. Career Connected Learning

- Seeking \$200,000 for Chelan and Douglas County

To be spent supporting existing CCL activities and expand to reach more WIOA Eligible youth.

Fund B. Locally leveraged funds

- We have identified \$278,243 in Local Match for CCL

Fund C. Apprenticeship for Youth and Adults

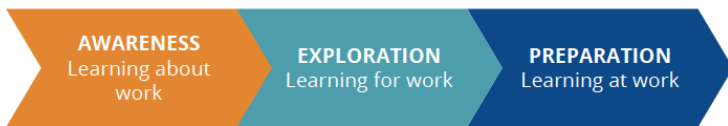
- Seeking \$200,000

To be spent building apprenticeship pathways for youth ages 16 to 24.

Potential apprenticeship pathways; Technology, Culinary, Manufacturing, Paraprofessionals, Agriculture, Mechanics and Hydro,

Diana covered the following plan for utilizing funds (\$200,000) for the Career Connected Continuum.

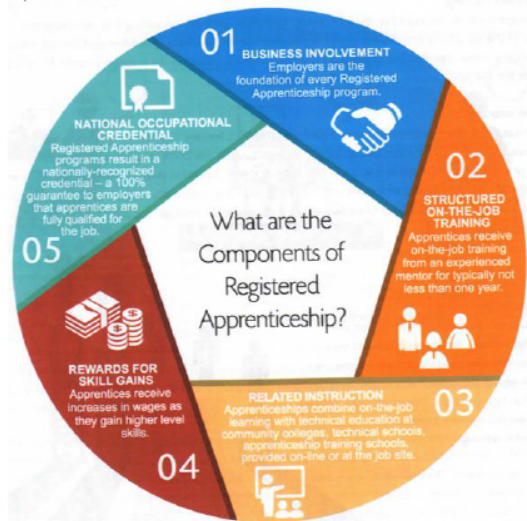
Career Connected Continuum



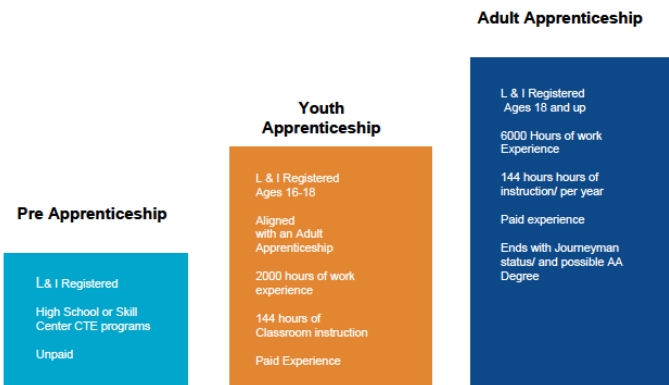
- Lunch with Local Leaders
- Classroom Presentations
- Career Cruising

- Soft Skill & Customer Service Summit
- Employment skills workshops
- Careers After School
- Job Shadows
- Project Based Learning

- Work Site Learning
- Youth Apprenticeships



Dennis covered the apprenticeship programs, he walked the board through the process, it is totally business driven. There are three-tiered apprenticeships as follows:



Apprenticeship Research

- Attended Swiss apprenticeship model presentation at Swiss Embassy in Washington D.C.
- Visited West Valley Yakima youth apprenticeship model
- Met with:
 - Labor and Industry representatives
 - Aerospace Joint Apprenticeship Council (AJAC)
 - Wenatchee Valley College
 - Local employers
 - Workforce Development Council/SkillSource
 - Wenatchee School District HR/Operational Staff

They provided handouts and a summary of the West Valley trip, they also travelled to Washington DC for National Conference. They have been totally submerged into research to be prepared when going out to the community. They are doing this with the community partners to develop these pathways for our students. These are carefully measured conversations in the community. The grant money will come to WSD through Apple STEM Network.

Pathway possibilities: Foodservice, technology, para-professions, agricultural, mechanic, and care workers, opened up many areas for those pathways for students. We will know about the grant around Nov. 22nd.

Strategy 3: Use the Best Tools & Resources to Advance Learning

Objective 3.4 Facilities that Optimize Learning

Facility Projects Updates:

1) Smith Excavation Change Order #6 WSHS Portables Prep

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?
10/09/17	Revision 6	Smith Excavation	Change Order #6 to contract dated June 22, 2016 for portables prep.	5,843.24	June 22, 2016 thru Summer 2017	Gregg Herkenrath I have read this contract and recommend it for board approval. Initial: [Signature] Date: 10-11-17		No. Increase PO 842150015 4 by \$5,843.24	This is decided at the district office.
				Budget Code 1611 12 7000 300 1626 12 7000 300 1627 12 7000 300					

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

Agency Name: Smith Excavation
 Attention: Gregg Smith
 Street address or PO Box: P.O. Box 284
 City, State, Zip Code: Cashmere, WA 98815
 Email Address: _____
 Phone Number: (509) 782-0446

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

If this is a revision, what has changed?

Change Order #6 is for excavation and installation of bark chips and border for the play area at Westside High School. Includes minor irrigation work.

SITUATION

Change Order No. 6 is attached for your review. The change order includes one (1) change to the construction contract for the Westside High School portion of the Portables Pads projects. This change is an owner requested item.

The cost of the changes from Change Order No. 6 is within the budget established for this project. The total for change orders to date is 22.69% of the construction contract amount.

<u>Original Construction Contract Amount</u>	\$995,000.00
<u>Current Change Order</u>	
Change Order No 6	\$5,843.24
<u>Total Change Orders</u>	
Change Order 1 thru 6	\$225,783.53
<u>Contract Amount including this Change Order</u>	\$1,220,783.53

RECOMMENDATION

The Board of Directors approves Change Order No. 6 to SE Inc., DBA Smith Excavation, for the Portables Pads and Related Infrastructure Projects in the amount of \$5,843.24 increasing the contract amount to \$1,220,783.53.

THE CONTRACT IS CHANGED AS FOLLOWS:

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

To WestSide High School site:

Excavate and install bark chips and border for the play area at WestSide High. Minor irrigation work. \$5,843.24

TOTAL ADDITION: \$5,843.24

The original Contract Sum was	\$ 995,000.00
The net change by previously authorized Change Orders	\$ 219,940.29
The Contract Sum prior to this Change Order was	\$ 1,214,940.29
The Contract Sum will be increased by this Change Order in the amount of	\$ 5,843.24
The new Contract Sum including this Change Order will be	\$ 1,220,783.53

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is January 10, 2017

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

MOTION MADE: Jennifer Talbot made the motion to approve the Smith Excavation Change Order #6 as presented by Gregg Herkenrath, Director of Facilities.

SECONDED: By Walter Newman

DISCUSSION: The total amount for this project is near 22% over what we normally want to see in the district projects.

PASSED: Unanimously

2) Hill International Amendment #1 -Long Range Facility Planning

**Subject: School Capital Improvement Program
Wenatchee School District No. 246
Additional Services for Construction Management Services #6**

Dear Mr. Flones:

Hill International, Inc. respectfully submits this request for additional services for the Wenatchee School District Phase 2 Long Range Facility Planning and Bond Campaign. The additional services requested are for continued Phase 2 consulting services and graphics support for the upcoming Bond initiative. The additional services are in the amount of \$9,000.00. The services are divided between ongoing capital bond consulting (\$8000.00) and to produce two graphics for the bond campaign.

Please sign the attached amendment and return to my attention.

If you have any questions related to the above proposal or if you require additional information, please do not hesitate to contact me at (425) 531-0430.

Sincerely,



DAVID N. ZEITLIN, R.A.
Program Manager

HILL INTERNATIONAL, INC.

**AGREEMENT
BETWEEN
Wenatchee School District No. 246
AND
HILL INTERNATIONAL, INC.
FOR
PROFESSIONAL CONSULTING SERVICES**

**Amendment No. 1
October 6, 2017**

This **Amendment No. 1** to the existing Agreement between Wenatchee School District No. 246 and Hill International, Inc., executed on August 15, 2015, is made for the purpose of adding Additional Services for Construction Management Services and for extending the end date of the agreement per the Hill International, Inc. Letter (dated 10/6/17.) All other terms and conditions of the original agreement shall remain unchanged.

Contract Summary	Scope of Work	Contract Value	Contract End Date
Professional Consulting Services	Additional Services for Long Range Facility Planning Services per attached letter (dated 10/6/17)	\$9,000.00	April 30, 2018
Contract	Includes labor and reimbursable services	\$87,400	Old End Date April 1, 2016
Current Value		\$96,400.00	

Brief discussion suggesting to have the renderings for the meetings and conferences next week, we are on track to make that happen.

MOTION MADE: Jennifer Talbot made the motion to approve the Hill International Amendment #1 for Professional Consulting as presented by Gregg Herkenrath, Director of Facilities.

SECONDED: By Walter Newman

DISCUSSION: The total amount for this project is nearly 22% over what we normally want to see in the district projects.

PASSED: Unanimously

3) Hill International Amendment #6 –Bond Program PM/CM Services

Subject: School Capital Improvement Program
Wenatchee School District No. 246
Additional Services for Construction Management Services #6

Dear Mr. Flones:

Hill International, Inc., as the program and construction manager for Wenatchee School District, respectfully submits this request for additional services. The additional services requested are for the additional time needed to close out the construction paperwork for Washington Elementary School. The additional services are in the amount of \$5,000.00.

Please sign the attached amendment and return to my attention.

For the past three years we have enjoyed a great working relationship with the school district and look forward to continuing to providing you with the same high level of service. If you have any questions related to the above proposal or if you require additional information, please do not hesitate to contact me at (425) 531-0430.

Sincerely,



DAVID N. ZEITLIN, R.A.
Program Manager

HILL INTERNATIONAL, INC.

**AGREEMENT
BETWEEN
Wenatchee School District No. 246
AND
HILL INTERNATIONAL, INC.
FOR
PROFESSIONAL CONSULTING SERVICES**

**Amendment No. 6
October 4, 2017**

This **Amendment No. 6** to the existing Agreement between Wenatchee School District No. 246 and Hill International, Inc., executed on August 15, 2013, is made for the purpose of adding Additional Services for Construction Management Services per the Hill International, Inc. Letter (dated 10/4/17.) All other terms and conditions of the original agreement shall remain unchanged.

Contract Summary	Scope of Work	Contract Value	Contract End Date
Professional Consulting Services	Additional Services for Construction Management Services per the attached letter (dated 10/4/17)	\$5,000.00	
Contract plus Amendments #1 thru #5		\$1,329,069.00	January 31, 2017
Current Value		\$1,334,000.00	

Mr. Herkenrath gave a summary of what this amendment will cover and answered questions.

MOTION MADE: Laura R. Jaecks made the motion to approve the Hill International Amendment # 6 for Professional Consulting Services as presented by Gregg Herkenrath, Director of Facilities.

SECONDED: By Claudia De Robles

DISCUSSION: NONE

PASSED: Unanimously

VII. Board Communication

BOARD COMMUNICATION:

Statement from Board President Robert Sealby, he made this statement, but not as President and not representing the Board of Directors.

“Tonight’s board meeting restored my faith in all the work that we are doing and validated all the good things that are going on in our school district. It has been good, because, I feel, the board has done some good things. We aren’t quite there in proficiency but we all realize that and are making headway by constantly striving and moving forward for what is best for our students and we are doing that.

I have been discouraged and frustrated by comments that have been in the newspaper and I’ve heard - the allegations that the school district is complacent and needs to be fixed. What discourages me about that is when we talk about WSD we are talking about our community as a whole. Not just those who work for the district but also those who support the district whether it be parents and grandparents or businesses whoever it may be. Hard to believe that any of the folks involved with WSD, including parents and staff and students are complacent.

I thought that before I made these comments that I should know what complacency really means, which, according to the dictionary is: smug, careless, apathetic, lethargic, indecisive and lazy. What we saw tonight is anything but that.

Ramon Riveria is a tremendous educator, teacher and person, there is no way we can describe him in that way considering all that he does for our students, parents and programs. We have the GLAD staff, these incredible individuals have won Team, Trainer, Administrator of the Year awards and have been recognized nationally in all areas. Justin Carvitto, who is doing incredible things for his group of students and making an impact on those students’ lives. And tonight we have the comments that Bill Mosiman, (representing OSPI), who shared that WSD is in the top tier of districts in the state and he is not looking at us through rose-colored glasses, he is being objective.

Just take a look at the "Inside WSD" publications. I challenge anyone to call our district, our students, our staff and our parents complacent. We have students winning national awards in many areas. We have Technology awards, various shout-outs to staff and administrators coming from all over, we have Chelan Co. Excellence In Education Award winners, we have student qualifiers for the Robotics World Championships, Lincoln and Washington schools earning the Washington Achievement Awards. We have Vivian Noyd named the state debate champion, Mock Trial Team national winners, our Wenatchee High School Sports Medicine national awards and recognition, amazing accomplishments and too many more to be able to mention them all tonight.

To imagine an organization supporting individuals who say we are complacent is offensive to me, because we are not, also offensive to the people who dedicate their time and energy to our students and our staff to be called complacent is offensive because they are not. I volunteer on Wednesday mornings at Columbia Elementary in Ms. Ryan-Kelezenberg's class, which is the highlight of my week, and I challenge anyone to call these students complacent. They are cheerful, happy, and loving school. Kindergarten can be very challenging but at the same time very rewarding. Mrs. Ryan-Kelezenberg gets up every morning and looks forward to getting to school to her class. She wouldn't do that if she didn't love what she is doing. So to call her complacent, to call Bill Eagle complacent, to call Jeff Jaeger complacent, with what is he has done at Mission View elementary and others in the district complacent is wrong and it is very dangerous to paint our district with that label because it is simply not true.

We do have work to do, and improvements can be done, but that's always going to be the case for all districts with the constant changes that are out there & what is required by the state. I am proud of what we do and what we have already done at WSD. I just wanted to be able to tell my views and I thank you for allowing me to have a platform to share this."

SUPERINTENDENT'S REPORT

Board and Superintendent discussion as follows:

- Special Board Meeting for the Chamber of Commerce and open to the public at WHS on the Bond is scheduled on Nov. 1st at 11:30 am, lunch meeting and tour to follow. We will have conceptual drawings completed.
- Friday School visit at Newbery 11 o'clock.
- Class-size at our schools is looked at always by the board at our board meetings and our visits but not always easily available for the public so they can get accurate information. The class size is very important to us as a district. Its a data point that we look at to see how we are doing for Choice Policy, boundary lines etc. We may want to put that up on our data dashboard, so people can get accurate numbers. Ms. Talbot heard some reports that contradict our true numbers. She looked up the class-size numbers and we are very good in those areas.

**VIII. Meeting Adjourned
Into an Executive Session at 8:30 pm**

Meeting adjourned into an Executive Session, President Robert Sealby adjourned the meeting with this statement:

The school board will now enter into executive session in accordance with board polices 1630 and 1410, and RCW 42.30.110 Section E to review the performance of the superintendent.

The meeting is expected to last one hour. No action will be taken.

**IX. Executive Session
Reopened at 9:30 pm – action taken**

MEETING OPENED FROM EXECUTIVE SESSION: President Robert Sealby reopened into open meeting with no action taken.

MEETING ADJOURNED: President Robert Sealby adjourned the meeting at 9:30 pm.

President

_____ Date _____
Superintendent



Wenatchee School District Board Bond Workshop

Minutes of November 1, 2017

Wenatchee High School

11:30 am – 1 pm

Board Members

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

Staff Present

Brian Fones, Superintendent
 Cabinet

Robert Sealby, Board President, opened the workshop at 11:40 a.m., with the Pledge of Allegiance.

Mr. Sealby welcomed everyone from the Chamber of Commerce and WSD Facilities Committee members and the Board of Directors. He introduced Superintendent Brian Fones and John McQuaig, Facilities Chairperson.

Supt. Fones gave a brief summary of the agenda for the day, a presentation and school tour and then asked Mr. McQuaig to share the Bond plan with those present.

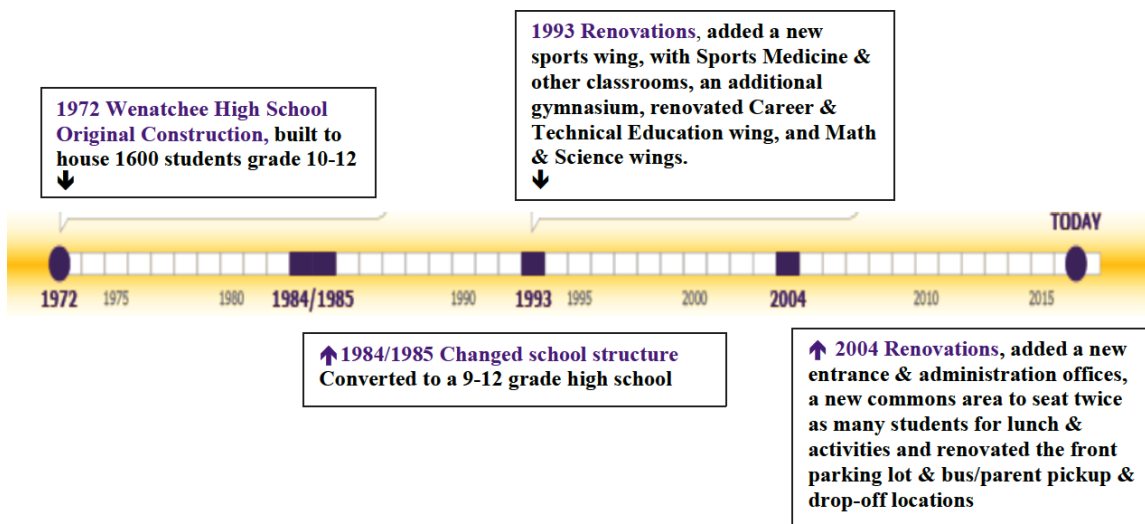
Mr. McQuaig thanked everyone for coming and shared the following plan:

Wenatchee High School Modernization

The Wenatchee School Board is considering running a construction bond to address:

- An aging, 45-year old, overcrowded Wenatchee High School

Timeline: History of WHS Construction



BOND PHASE 2: Fast Facts

The Issues at WHS

- Overcrowding: School built for 1600 currently just over 1900 students
- End of Useful Life Infrastructure:
 - Electrical systems
 - Alarm systems
 - Phone systems
 - Technology systems
 - Heating and cooling systems
 - Kitchen equipment
- School safety: Inadequate security system, not enough security cameras, no secure entrance vestibule
- Classroom Size: 750 sq. ft. while modern classrooms recommended at 900 sq. ft. for collaborative and STEAM (Science, Technology, Engineering, Art, Math) learning.

The Issues at WHS - Athletic facilities adjacent to high school:

- Track and tennis court condition
- Need for softball fields
- Lack of restrooms and concession facilities
- Need for additional girls locker room space
- Track bleachers need replacing, lighting is failing

The Solutions for Wenatchee High School

- Demolish old classrooms on east wing and replace with three-story addition on the south wing, Increase new instruction space by 57,763 square feet.

- Other areas in need will undergo light, moderate or heavy remodel, according to condition and need.
- Windows for all new classrooms as possible
- Construct new kitchen and cafeteria on the east side of the building
- Build an additional music room and a green room, (for performing arts, the green room is a waiting space/dressing room for performers)
- Refurbish outdoor athletic facilities

Bond Phase 2 - Q & A

What other scenarios were considered?

- Build a second comprehensive high school
- Use Pioneer Middle School as a ninth grade campus and build a new middle school
- Convert Foothills into a smaller 9th to 12th grade high school
- Build a STEAM academy for 600 students
- Grade reconfiguration to 8-9 junior high /10-12 high school new junior high for 1200 students
- Acquire the Wenatchee Federal Building or Chelan PUD building as a secondary campus
- All options would have significant costs which divert too much of the available funds away from the modernization of WHS.

Bond Phase 2 - Q & A

How many students will the modernized WHS hold, and will it be large enough for the future?

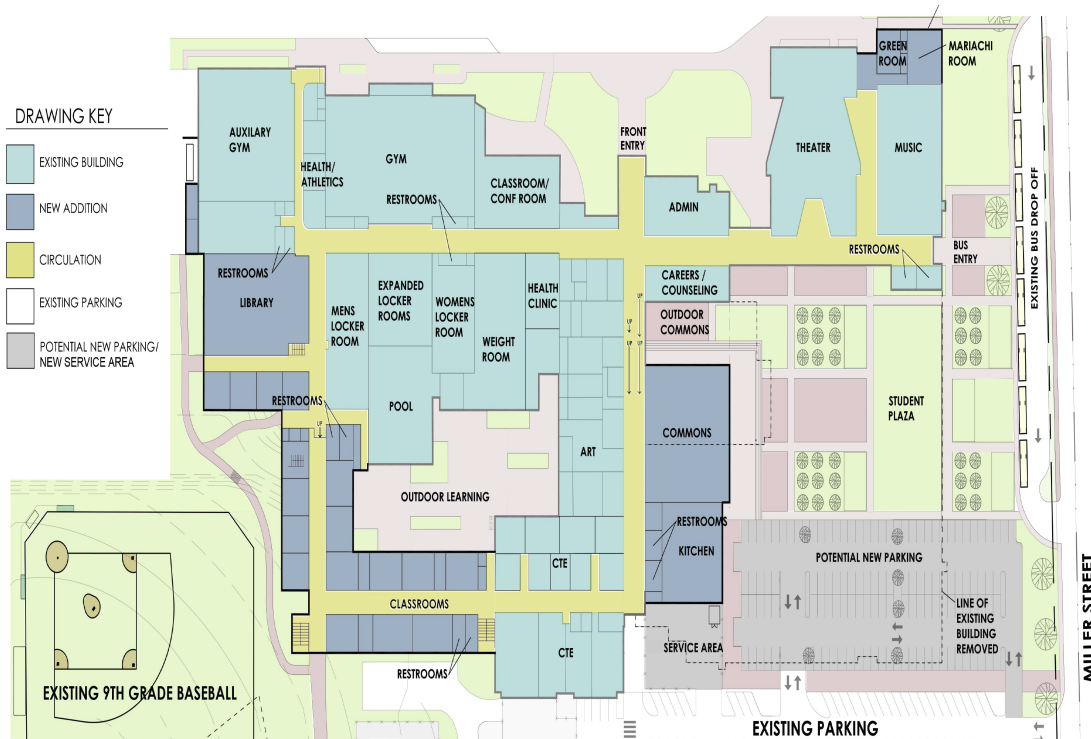
- Wenatchee High School was built to house 1600 students, grades 10-12.
- Modernized Wenatchee High School will house 1900 students, grades 9-12.
- About 1800 students currently attend when you account for WVC Running Start and WWTSC off campus students.

How will the new addition & remodeling affect students and staff during construction?

- The original proposal for a new two-story addition would have required close to 6 million dollars in portable classroom costs to house students.
- The new proposal will allow students and staff to remain in the existing facility and the portable classroom costs will be put back into more facility improvements

How will the bond impact debt capacity for future bonds?

- The long range capital facilities plan has the next bond (Phase 3) to be done in 2026.
- The schools eligible for modernization are Columbia, Lewis & Clark and Mission View elementary schools,
- The estimated debt capacity available in 2026 is estimated to be 147,414,000 million.

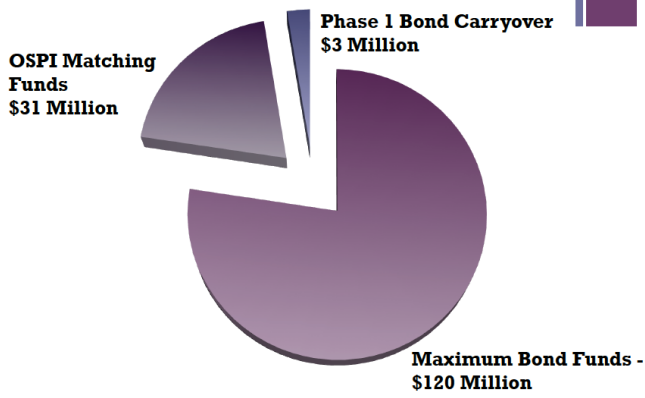


Architect Renderings were shown:

- Overall campus looking south
- Plaza looking west
- Plaza close up looking northwest
- New classrooms looking north
- New library & classrooms looking east
- Interior learning plaza

All are available on file.

**Estimated Available Funding
Total: \$154 million**

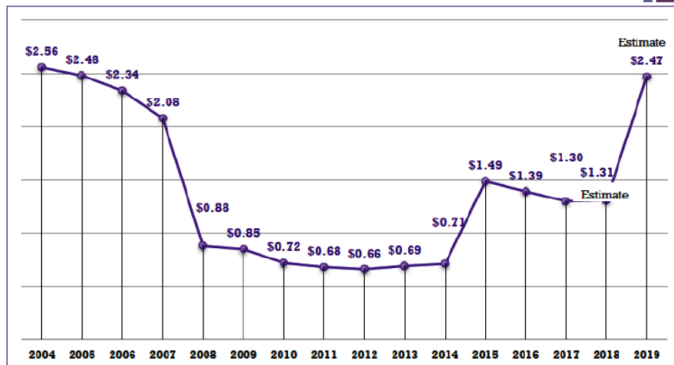


**Estimated 2019 Total Tax Rate Increase
\$1.17 Increase over 2017 Tax Rate (Per \$1000 assessed value)**

Taxpayer Impact Analysis

Assessed Value of Property ↓	Monthly Property Tax Increase for Bonds ↓	Annual Property Tax Increase for Bonds ↓
	\$33.83	
5	\$350,000	\$406.00
	\$29.25	
4	\$300,000	\$351.00
	\$24.38	
3	\$250,000	\$292.50
	\$19.50	
2	\$200,000	\$234.00

**Comparison of Proposed Bond Tax Rate to Prior Rates
Bond Rate per \$1,000 of assessed property value**



**2017 Comparable Tax Rates
Bond Rate per \$1,000 of Assessed Property Value***

DISTRICT	BOND RATE	CAPITAL PROJECTS LEVY RATE	TOTAL SCHOOL RATE
CASHMERE	\$2.57	\$0.14	\$2.71
CASCADE	\$1.93	\$0.01	\$1.94
QUINCY	\$1.88	0	\$1.88
ENTIAT	\$1.62	0	\$1.62
EASTMONT	\$1.37	0	\$1.37
WENATCHEE	\$1.30	0	\$1.30
MANSON	0	\$0.75	\$0.75
LAKE CHELAN	0	\$0.72	\$0.72
MOSES LAKE	\$0.56	0	\$0.56

*Per County Assessors Office

Question and Answer session followed.

- We've been below the norm for about 10 years, but now we are going to have to step up for the district to modernize WHS
- Moses Lake and Eastmont rates will go up this year
- Superintendent Flonas shared these updated figures.

DISTRICT	BOND RATE	CAPITAL PROJECTS LEVY RATE	TOTAL SCHOOL RATE
CASHMERE	\$2.57	\$0.14	\$2.71
CASCADE	\$1.93	\$0.01	\$1.94
QUINCY	\$1.88	0	\$1.88
ENTIAT	\$1.62	0	\$1.62
EASTMONT	\$1.52	\$0.47	\$1.52/\$2.00
WENATCHEE	\$1.30	0	\$1.30/\$2.47
MANSON	0	\$0.75	\$0.75
LAKE CHELAN	0	\$0.72	\$0.72
MOSES LAKE	\$0.56/2018	0	\$0.56/?

- The timeline: 2018 pass the bond -takes about 18 months to get out to bid by 2020 and new wing open in 2022-23
- The good thing is that it will allow the students to continue using the building while the new wing is built. Cut down on construction time because they don't have to do projects in phases.
- TCF Architects have been working on the design along with Forte Architects
- We will recycle our signs, they are generic and we have been sharing them with Eastmont so that will save on that expense
- Question about state tax and our current \$3.05 Levy money – the State will change that to \$1.50 and bounce back to property taxes. 2018 taxes will increase, Mr. Vandervort, WSD Chief Financial Officer, explained the complex (new) state tax structure and how it will impact our bond future
- Discussion on the property where Alcoa is, on WSD property – brief history covered by Mr. McQuaig.

Mr. Sealby asked Principal Eric Anderson to lead the tour of the WHS.

MEETING ADJOURNED: President Robert Sealby adjourned the meeting at 1:00 pm after the tour.

President

Date
Superintendent

WENATCHEE SCHOOL DISTRICT

November, 14, 2017

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

HIRES

Employee Name	Job	FTE	Hours/ day	Building	Effective Start Date	Effective End Date
Classified:						
Alvarado, Joanna	ASP Staff/Tutor	-	1.50	Multiple Buildings	10/02/2017	8/29/2018
Alvarado, Sara	ASP Activity Instructor	-	2.50	Multiple Buildings	10/18/2017	8/29/2018
Bravo, Jailene	AVID Tutor	-	-	Multiple Buildings	10/19/2017	6/15/2018
Calderilla-Meza, Flor	ASP Activity Instructor	-	2.50	Multiple Buildings	10/19/2017	8/29/2018
Cervantes, Socorro	Title 1 Para Ed	-	1.00	St Joseph's	10/13/2017	-
Coleman, Chase	ASP Staff/Tutor	-	3.00	OMS	9/25/2017	8/29/2018
Cortes, Maria	Para Ed	-	3.20	WSHS	10/23/2017	-
Couch, Sunni	Nutrition Services Assoc I	-	3.00	L&C	10/23/2017	-
Dudek, Rebecca	ASP Staff/Tutor	-	3.00	OMS	10/23/2017	8/29/2018
Endaya, Wendy	Family Advocate	-	8.00	NBY/WA	10/23/2017	6/15/2018
Hall, Deveri	Bus Router	-	8.00	Trans	10/23/2017	-
Island, Nani	Nutrition Services Assoc II	-	4.00	WHS	10/23/2017	-
Kay, Shelby	ASP Staff/ Tutor & Activity Instructor	-	3.00	LNC	10/12/2017	8/29/2018
Kerr, Jordan	AVID Tutor	-	-	Multiple Buildings	10/2/2017	6/15/2018
Levenberg, Leslie	ASP Activity Instructor	-	2.50	Multiple Buildings	10/4/2017	8/29/2018
Lippert, Rachel	Para Ed	-	0.50	NBY	10/27/2017	-
McManus, Margaret	Site Coordinator	-	6.00	NBY	10/16/2017	-
Mora, Riccardo	ASP Staff/ Tutor & Activity Instructor	-	3.00	MV	9/29/2017	8/29/2018
Port, Curt	Utility Custodian	-	8.00	COL/L&C/NBY	10/23/2017	-

Ramos, Jacob	ASP Staff/Tutor	-	3.00	MV	10/26/2017	-
Reyes-Zuniga, Everardo	AVID Tutor	-	-	Multiple Buildings	10/17/2017	-
Sherry, Andrew	ASP Staff/Tutor	-	3.00	OMS	10/23/2017	8/29/2018
Solorio-Cendejas, Hector	Sporting Event Helper	-	-	WHS	10/6/2017	8/31/2018
Torrealba, Daniel	ASP Activity Instructor	-	2.50	Multiple Buildings	10/19/2017	8/29/2018
Vargas-Ramirez, Ingrid	ASP Activity Instructor	-	2.50	Multiple Buildings	10/19/2017	8/29/2018
Webster, Brittany	ASP Activity Instructor	-	2.50	Multiple Buildings	10/26/2017	-
Wood, Eythen	Lifeguard	-	-	WHS	10/18/2017	7/30/2018
Zavala-Guerrero, Yosajamby	Para Ed/ Data Para	-	6.00	L&C	10/23/2017	-
Certificated:						
Hurt, Brock	Activity Instructor	-	-	PIO	9/21/2017	8/29/2017
LEAVE OF ABSENCE						
Employee Name	Job	FTE	Hours/ day	Building	Effective Start Date	Effective End Date
Classified:						
Effrig, Christine	Nutrition Services Associate II	-	8.00	FMS	11/9/2017	12/1/2017
Leishman, Robert	Elementary Lead Custodian	-	8.00	LNC	10/18/2017	12/13/2017
Meloy, Mark	Utility Custodian	-	8.00	LNC	11/1/2017	1/30/2018
Netherda, Lori	Utility Custodian	-	8.00	SS	10/17/2017	11/30/2017
Certificated:						
Hacho, Brittany	ELL/ Spanish Teacher	1.00	-	OMS	12/1/2017	4/9/2018
West, Marie	1st Grade Teacher	1.00	-	L&C	10/13/2017	11/6/2017
RETURN FROM LEAVE OF ABSENCE						
Employee Name	Job	FTE	Hours/ day	Building	Effective Start Date	Effective End Date
Classified:						
Port, Curt	Utility Custodian	-	8.00	WA/COL/NBY	10/19/2017	-

RETIREMENTS						
Employee Name	Job	FTE	Hours/ day	Building	Effective Start Date	Effective End Date
Certificated:						
Fink, Teri	Communications & Community Relations	1.0	-	DO	07/31/2018	-
RESIGNATIONS						
Employee Name	Job	FTE	Hours/ day	Building	Effective Start Date	Effective End Date
Classified:						
Figuerola, Veronica	Para-Assistant Child Care	-	5.00	WSHS	10/6/2017	-
Groff-Sanders, Mary	Para Ed - Piano Accompanist	-	1.50	FMS	12/15/2017	-
Morrell, Crystal	Utility Custodian	-	8.00	MV	10/18/2017	-
Pugmire, Anne	Para Ed - Piano Accompanist	-	4.50	PIO	10/19/2017	-
Stearns, Beatrice	Bus Washer	-	4.00	Transportation	10/31/2017	-
Thrapp, Julie	Para-Counseling Assistant	-	3.00	OMS	10/31/2017	-
Certificated:						
Stockton, Lacy	Spanish/Dual Language Teacher	0.40	-	FMS	10/06/2017	-
RESIGNATIONS 2017-2018 SUPPLEMENTAL CONTRACTS						
Employee Name	Job	FTE	Hours/ day	Building	Effective Start Date	Effective End Date
McCormick, Dawn	Musical Director	-	-	WHS	-	-
2017-2018 SUPPLEMENTAL CONTRACTS						
Employee Name	Job	FTE	Hours/ day	Building	Effective Start Date	Effective End Date
Cone, Patty	National Board Facilitator	-	-	COL	-	-
Devereaux, Jennifer	District Musical Choreographer	-	-	District	-	-
Robinson, Julie	K-12 Nurse District Team Leader	1.00	-	District	-	-
Anguiano, Leandro	Assistant Boys Basketball	1.00	-	FMS	-	-
Franklin, Craig	6th Grade Boys Basketball	1.00	-	FMS	-	-

Franklin, Craig	Assistant Boys Basketball	1.00	-	FMS	-	-
Franza, Mike	Head Boys Basketball	1.00	-	FMS	-	-
Lara, Arlando	6th Grade Boys Basketball	1.00	-	FMS	-	-
Lara, Arlando	Assistant Boys Basketball	1.00	-	FMS	-	-
Boyle, Kelly	Math is Cool Advisor - 5th Grade	-	-	L&C	-	-
McGuire, Ana	LIT Co-Facilitator - Specialist	-	-	L&C	-	-
Toigo, Heidi	Safety Patrol Advisor	0.96	-	MV	-	-
Long, Abigail	Math is Cool Advisor - 5th Grade	-	-	NBY	-	-
Roylance, Lisa	Math is Cool Advisor - 4th Grade	-	-	NBY	-	-
Donaldson, Stephen	Assistant Boys Basketball	-	-	OMS	-	-
Fabian, Levi	Assistant Boys Basketball	1.00	-	OMS	-	-
Lippert, Rachel	Assistant Boys Basketball	-	-	OMS	-	-
VanWagner, Kevin	Head Boys Basketbal	1.00	-	OMS	-	-
Floyd, Paul	C Team Basketball	1.00	-	PIO	-	-
Floyd, Paul	Assistant Boys Basketball	1.00	-	PIO	-	-
Hallberg, Alexxa	6th Grade Boys Basketball	1.00	-	PIO	-	-
Paine, Scott	Assistant Boys Basketball	1.00	-	PIO	-	-
Trainor, Tim	Head Boys Basketbal	1.00	-	PIO	-	-
Trainor, Tim	Head Girls Basketball	1.00	-	PIO	-	-
Vickery, Brian	Assistant Boys Basketball	1.00	-	PIO	-	-
Sias, Katrina	LIT Team Leader - SLP	-	-	SPEC ED	-	-
Steele, Shari	LIT Team Leader - Psychologists	-	-	SPEC ED	-	-
Smothers, Kelly	LIT Co-Facilitator	0.86	-	VAL	-	-
Visscher, Memory	LIT Member	0.86	-	VAL	-	-
Christensen, Monika	LIT Team Leader Co-Facilitator	-	-	WA	-	-
Cloke, Chris	2017 Football Season Game Worker	-	-	WHS	-	-
Giacomazzi, Tamara	Student Newspaper Advisor	-	-	WHS	-	-
Hedman, Penelope	Special Education Department Head	-	-	WHS	-	-
Lopushinski, Tami	District Musical Director of Orchestra	-	-	WHS	-	-
Reimer, Nick	2017 Football Season Game Worker	-	-	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 594888 through 595195 totaling \$793,409.71

Capital Projects Fund

Check numbers 595196 through 595199 totaling \$16,730.14

Associated Student Body Fund

Check numbers 595200 through 595238 totaling \$32,345.49

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.

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 November 14, 2017, the board, by a _____ vote, approves payments, totaling \$842,485.34. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP WARRANTS:
Warrant Numbers 594888 through 595238, totaling \$842,485.34

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

Check Nbr	Vendor Name	Check Date	Check Amount
594888	4IMPRINT, INC	11/15/2017	1,410.26
594889	A & A MOTORCOACH	11/15/2017	7,444.13
594890	ABLENET INC	11/15/2017	172.59
594891	ACCURATE LANGUAGE SYSTEMS INC	11/15/2017	50.00
594892	ADAMS, JOAN DENISE	11/15/2017	18.30
594893	AG SUPPLY COMPANY	11/15/2017	99.74
594894	ALL DOORS & HARDWARE CO	11/15/2017	157.18
594895	ALLANA BUICK & BERS INC	11/15/2017	105.00
594896	ALLEN, KAREN A	11/15/2017	24.77
594897	ALLERS, ERIN	11/15/2017	4.99
594898	ALPINE PRODUCTS	11/15/2017	196.10
594899	AMAZON CAPITAL SERVICES	11/15/2017	12,120.28
594900	AMER RED CROSS/HEALTH & SAFETY	11/15/2017	552.00
594901	AMERICAN PRODUCE EXPRESS, LLC	11/15/2017	2,421.27
594902	AMERIGAS	11/15/2017	839.75
594903	ANDERSON, KATHRYN E	11/15/2017	91.00
594904	APPLE COMPUTER INC	11/15/2017	57,976.16
594905	APPLE LAND PEST CONT HOME INS	11/15/2017	134.36
594906	APPLE VALLEY PUMPING SER INC	11/15/2017	262.50
594907	APPLETON, THEA CHRISTINE	11/15/2017	98.12
594908	AUDIO EDITIONS BOOKS ON CASSET	11/15/2017	614.00
594909	AVALON MUSIC INC	11/15/2017	325.19
594910	AVILA, MARIO A	11/15/2017	145.64
594911	B & H PHOTO & VIDEO	11/15/2017	188.55
594912	BAKKE, DEANNA M	11/15/2017	35.31
594913	BATTERY SYSTEMS	11/15/2017	782.29
594914	BEDARD, LISA R	11/15/2017	16.48
594915	BEESON, JAMES ARTHUR	11/15/2017	12.00
594916	BERGER, THERESA	11/15/2017	105.97
594917	BIRKS, RAY R	11/15/2017	102.93
594918	BISHOP JR, THOMAS H	11/15/2017	18.00
594919	BOISE STATE UNIVERSITY	11/15/2017	720.00
594920	BOUND TO STAY BOUND	11/15/2017	318.53

Check Nbr	Vendor Name	Check Date	Check Amount
594921	BREILER, SARAH A	11/15/2017	193.48
594922	BREWER, LYNDSEY LEE	11/15/2017	46.14
594923	BROCKIE, BRYAN JENNINGS	11/15/2017	521.65
594924	BROOKS, INGRID B	11/15/2017	165.00
594925	BROWN, LOREN DEAN	11/15/2017	175.48
594926	BRYSON SALES & SERVICE	11/15/2017	1,967.45
594927	BUCHOLZ, JACOB R	11/15/2017	1,262.30
594928	BUSINESS TELECOM PRODUCTS INC	11/15/2017	261.83
594929	BUTLER, TERESA L	11/15/2017	35.95
594930	CARVITTO, JUSTIN JOSEPH	11/15/2017	56.07
594931	CASCADE NATURAL GAS CORP	11/15/2017	5,497.68
594932	CASCADE TRAINING CNTR	11/15/2017	1,610.55
594933	CENTRAL WA UNIVERSITY	11/15/2017	45.00
594934	CHELAN CO FIRE DIST 1	11/15/2017	8,154.30
594935	CHELAN CO FOOTBALL OFFICIALS	11/15/2017	3,213.25
594936	CHELAN DOUGLAS CO	11/15/2017	6,501.03
594937	CHERRY CREEK RADIO	11/15/2017	120.00
594938	CHINOOK MUSIC SERVICE INC	11/15/2017	1,907.15
594939	CINTAS CORPORATION	11/15/2017	369.09
594940	CITY TREASURER	11/15/2017	23,182.57
594941	CLARIUS LANGUAGES	11/15/2017	2,100.00
594942	COBRA BEC INC	11/15/2017	5,201.03
594943	COLEMAN OIL	11/15/2017	8,766.46
594944	COMMERCIAL PRINTING INC	11/15/2017	776.89
594945	CONGDON MAILING SERVICE	11/15/2017	291.99
594946	CONGER, DENNIS DWIGHT	11/15/2017	160.54
594947	CONSOLIDATED ELECTRICAL DISTRI	11/15/2017	7,563.19
594948	CORTES, TONYA ALICIA	11/15/2017	12.58
594949	CRISIS CLINIC	11/15/2017	271.00
594950	CTS CASH OFFICE	11/15/2017	4,567.79
594951	CURRICULUM ASSOCIATES INC	11/15/2017	368.88
594952	CUSTOMINK LLC	11/15/2017	5,291.59
594953	DANFORTH, MAURA G	11/15/2017	185.80
594954	DAY-KOCH, TRACY M	11/15/2017	233.48
594955	DEMCO INC	11/15/2017	119.98
594956	DEPENDABLE DOOR OF WEN LLC	11/15/2017	753.38
594957	DEVELOPING MINDS INC	11/15/2017	2,000.00
594958	DEVEREAUX, JENNIFER L	11/15/2017	73.10
594959	DIMENSIONAL COMMUNICATIONS	11/15/2017	10,034.23
594960	DISPLAYS2GO	11/15/2017	182.78
594961	DON FOX DESIGNS LLC	11/15/2017	2,000.00
594962	DONALDSON, STEPHEN M	11/15/2017	59.62
594963	DOTSON, BENJAMIN J	11/15/2017	28.73
594964	DOUGLAS CO FIRE DISTRICT	11/15/2017	1,000.00
594965	DREYER, KATHERINE LOUISE	11/15/2017	316.81
594966	EASTMONT SCHOOL DISTRICT	11/15/2017	8,958.60
594967	ECOLAB INC	11/15/2017	623.25
594968	EL CHARRO, LLC	11/15/2017	1,221.89
594969	ELLS, JOE	11/15/2017	18.16
594970	EQUIPMENT MANUFACTURING CO	11/15/2017	400.16

Check Nbr	Vendor Name	Check Date	Check Amount
594971	ERICKSON, DEANNE M	11/15/2017	75.42
594972	ESCHWIG, LISA	11/15/2017	23.54
594973	ESD 105	11/15/2017	140.00
594974	FABIAN, LEVI	11/15/2017	35.00
594975	FASTENAL COMPANY	11/15/2017	181.38
594976	FERGUSON ENTERPRISES INC #3007	11/15/2017	69.68
594977	FLAGHOUSE	11/15/2017	39.02
594978	FLINN SCIENTIFIC INC	11/15/2017	373.49
594979	FLOOR FACTORY	11/15/2017	643.02
594980	FOLLETT SCHOOL SOLUTIONS, INC	11/15/2017	5,025.07
594981	FOOD SERVICE OF AMERICA	11/15/2017	31,761.05
594982	FRANZ FAMILY BAKERIES	11/15/2017	2,797.32
594983	FRED MEYER CUSTOMER CHARGES	11/15/2017	263.26
594984	GALE, CHRISTINE D	11/15/2017	119.19
594985	GASBAR ORCHARD	11/15/2017	15.00
594986	GENSCO INC	11/15/2017	150.67
594987	GLADSJO, SUZANNE L	11/15/2017	79.00
594988	GLAZE BAKERY LLC	11/15/2017	147.35
594989	GLYNLYON, INC	11/15/2017	4,752.00
594990	GOOD SAMARITAN FIRST AID	11/15/2017	385.00
594991	GOVEIA, TERRI ANN	11/15/2017	116.00
594992	GRADUATION ALLIANCE INC	11/15/2017	593.35
594993	GRAPHIC PRODUCTS INC	11/15/2017	417.12
594994	GREGG, PHILIP ASHLEY	11/15/2017	770.97
594995	HAGLUNDS TROPHIES	11/15/2017	14.63
594996	HALLBERG, DIANE L	11/15/2017	15.52
594997	HALLIDAY, WREN	11/15/2017	67.75
594998	HANNAH, ELIZABETH MYERS	11/15/2017	100.00
594999	HEALTH CARE AUTHORITY	11/15/2017	3,914.30
595000	HEATH, MELINDA LEE	11/15/2017	45.80
595001	HELM, MARK A	11/15/2017	508.94
595002	HENRY SCHEIN INC	11/15/2017	49.41
595003	HERITAGE FOOD SERVICE GROUP	11/15/2017	341.64
595004	HERTZ FURNITURE SYSTEMS LLC	11/15/2017	2,407.18
595005	HOLLYWOOD LIGHTS, INC.	11/15/2017	851.28
595006	HOME DEPOT	11/15/2017	3,210.03
595007	HOSA INC	11/15/2017	15.00
595008	HOUGHTON MIFFLIN HARCOURT	11/15/2017	3,292.00
595009	HUBENSACK, TAMMY A	11/15/2017	259.66
595010	HURST, KYLE B	11/15/2017	33.99
595011	IMAGINE LEARNING	11/15/2017	4,119.20
595012	INLAND FIRE PROTECTION INC	11/15/2017	5,691.00
595013	INLAND PIPE AND SUPPLY	11/15/2017	215.41
595014	IWAASA, JADEN W	11/15/2017	28.94
595015	JACKSON, GIOCONDA	11/15/2017	37.86
595016	JAEGER, JEFF	11/15/2017	64.88
595017	JCD REPAIR LLC	11/15/2017	349.02
595018	JELSING, PETER E	11/15/2017	1,109.41
595019	JERRYS AUTO SUPPLY	11/15/2017	256.39
595020	JOHNSON, ELISA ANN	11/15/2017	33.97

Check Nbr	Vendor Name	Check Date	Check Amount
595021	JOHNSON GAUKROGER SMITH &	11/15/2017	12,000.00
595022	JOHNSTONE SUPPLY INC	11/15/2017	906.99
595023	JW PEPPER & SON INC	11/15/2017	257.18
595024	KELLER SUPPLY COMPANY	11/15/2017	50.59
595025	KELLY, DEBORAH L	11/15/2017	10.00
595026	KENMORE CAMERA	11/15/2017	363.15
595027	KEYHOLE INC	11/15/2017	64.93
595028	KING, ANDREW RAY	11/15/2017	52.00
595029	KING COUNTY DIRECTORS ASSN	11/15/2017	9,870.83
595030	KNUDTSON, ANGELA M	11/15/2017	35.64
595031	KRAMER, JASON LAWRENCE	11/15/2017	75.00
595032	LAKE BOWL INC	11/15/2017	150.00
595033	LANE, MICHAEL J	11/15/2017	238.81
595034	LAVANWAY, KAI	11/15/2017	50.00
595035	LEARNING FORWARD	11/15/2017	745.00
595036	LEARNING WITHOUT TEARS	11/15/2017	1,545.87
595037	LIQUIDS POWDERS & MACHINES	11/15/2017	124.70
595038	LITERACY RESOURCES INC	11/15/2017	89.99
595039	LOCAL TEL COMMUNICATIONS	11/15/2017	1,375.99
595040	LONG, MICHAEL RAY	11/15/2017	72.00
595041	LOPEZ, ALFONSO C	11/15/2017	2,902.96
595042	LOWES HOME IMPROVEMENT	11/15/2017	727.01
595043	LUINSTR, TONYA LYNN	11/15/2017	136.00
595044	MACKIN LIBRARY MEDIA	11/15/2017	2,964.71
595045	MAGANA FARMS	11/15/2017	560.00
595046	MARENEM INC	11/15/2017	1,295.25
595047	MARSON AND MARSON LUMBER INC	11/15/2017	146.68
595048	MASON, TAYLOR B	11/15/2017	21.99
595049	MATH OLYMP FOR ELEM & MID SCH	11/15/2017	109.00
595050	MCALLISTER, BROOKE ANNE	11/15/2017	226.81
595051	MCCOURT, HEATHER G	11/15/2017	48.00
595052	MCFARLAND, REBECCA S	11/15/2017	10.00
595053	MICRO COMPUTER SYSTEMS	11/15/2017	1,671.69
595054	MICROREPLAY INC	11/15/2017	707.00
595055	MIKES PIANO TUNING	11/15/2017	380.00
595056	MILLIETTE, JUDY CUTLER	11/15/2017	19.69
595057	MISSION VIEW PTA	11/15/2017	237.83
595058	MONTGOMERY, CORI L	11/15/2017	58.00
595059	MOODY, KATHRYN A	11/15/2017	210.26
595060	MOORE, ELIZABETH M	11/15/2017	233.48
595061	MORRIS, CONNIE	11/15/2017	152.15
595062	MOSAIC COOPERATIVE LLC	11/15/2017	4,500.00
595063	MOSER, DONNA M	11/15/2017	517.20
595064	MOTOR MART	11/15/2017	743.62
595065	MOUNTAIN HOME BIOLOGICAL	11/15/2017	437.03
595066	NATL SEMINARS TRAINING	11/15/2017	8,000.00
595067	NEOFUNDS BY NEOPOST	11/15/2017	1,000.00
595068	NICCUM, CHERYL D	11/15/2017	731.44
595069	NOBLE, KATHLEEN BETH	11/15/2017	10.00
595070	NORCO INC	11/15/2017	196.78

Check Nbr	Vendor Name	Check Date	Check Amount
595071	NORTH CENTRAL ESD	11/15/2017	113,551.57
595072	NORTH COAST ELECTRIC	11/15/2017	126.63
595073	NW TEXTBOOK DEPOSITORY	11/15/2017	3,931.02
595074	O'REILLY AUTOMOTIVE STORES	11/15/2017	400.21
595075	OFFICE DEPOT	11/15/2017	12,522.17
595076	ORANGE CO DEPT OF EDU	11/15/2017	375.00
595077	ORIENTAL TRADING COMPANY INC	11/15/2017	180.83
595078	ORONDO SCHOOL DISTRICT	11/15/2017	303.01
595079	OSPI AGENCY ACCOUNTING	11/15/2017	5,040.00
595080	OSPI CHILD NUTRITION SERV	11/15/2017	10,114.25
595081	OXARC	11/15/2017	310.89
595082	PACIFIC SECURITY	11/15/2017	250.00
595083	PARSONS PHOTOGRAPHY	11/15/2017	216.80
595084	PC & MACEXCHANGE	11/15/2017	2,870.40
595085	PEPIN, RICK D	11/15/2017	76.00
595086	PERKINS, DAVID D	11/15/2017	48.78
595087	PLATT ELECTRICAL SUPPLY	11/15/2017	1,255.57
595088	PNTA	11/15/2017	225.73
595089	PORT, CURTIS	11/15/2017	11.98
595090	PRECISION PEST SOLUTIONS LLC	11/15/2017	1,064.79
595091	PRIEST, STEPHEN F	11/15/2017	33.31
595092	PRO BUILD CO., LLC	11/15/2017	177.31
595093	PUD NO 1 OF CHELAN COUNTY	11/15/2017	21,272.31
595094	PULIDO, LORENA N	11/15/2017	30.00
595095	PYBUS PUBLIC MARKET	11/15/2017	119.00
595096	QUINN, GINA A	11/15/2017	7.81
595097	R DIGITAL DESIGN LLC	11/15/2017	1,003.68
595098	R/P GUERRERO FARM	11/15/2017	80.00
595099	RANG, KADIE A	11/15/2017	180.00
595100	REDCORT SOFTWARE	11/15/2017	125.00
595101	REED, VICKI L	11/15/2017	9.76
595102	REV.COM INC	11/15/2017	52.00
595103	RICHERSON, KRISSY D	11/15/2017	16.60
595104	RICOH USA, INC.	11/15/2017	26,367.68
595105	ROBINSON, JULIE A	11/15/2017	58.80
595106	ROBOTICS EDUCAT & COMPETITION	11/15/2017	2,060.00
595107	ROCHE, STEPHEN	11/15/2017	13.60
595108	ROWES TRACTOR LLC	11/15/2017	54.10
595109	S & W IRRIGATION SUPPLY	11/15/2017	55.62
595110	SAASLA LLC	11/15/2017	180.00
595111	SAUCEDA, MIGUEL L	11/15/2017	26.43
595112	SAV-MART	11/15/2017	119.12
595113	SAXTON BRADLEY	11/15/2017	151.48
595114	SBS FOODS, INC	11/15/2017	1,205.82
595115	SCHETKY NORTHWEST SALES	11/15/2017	1,157.63
595116	SCHMIDT, DESIREE R	11/15/2017	21.59
595117	SCHNEIDER, ANNE B	11/15/2017	9.63
595118	SCHOOLS IN	11/15/2017	4,080.39
595119	SCHROEDER, HEIDI S	11/15/2017	200.00
595120	SCOTT, LORRAINE B	11/15/2017	31.18

Check Nbr	Vendor Name	Check Date	Check Amount
595121	SCRIPPS NATL SPELLING BEE	11/15/2017	158.50
595122	SEARS, CYNTHIA W	11/15/2017	13.64
595123	SEATTLE POTTERY SUPPLY	11/15/2017	55.53
595124	SHEPHERD, TAMERA J	11/15/2017	11.84
595125	SHERWIN WILLIAMS	11/15/2017	234.90
595126	SHIPOWICK, BRICE DEAN	11/15/2017	867.46
595127	SIMMONS, CYNTHIA SUE	11/15/2017	14.95
595128	SIMMONS, DEBORAH L	11/15/2017	25.04
595129	SIMS, KELLY R	11/15/2017	85.63
595130	SKILLSOURCE	11/15/2017	44,388.65
595131	SMITH, LLOYD	11/15/2017	50.00
595132	SMITHSON RANCH	11/15/2017	300.00
595133	SOCIAL THINKING PUBL.	11/15/2017	1,584.10
595134	SOLUTION TREE LLC	11/15/2017	11,569.15
595135	SPRINGBROOK FARMS, INC	11/15/2017	10,373.90
595136	SPRINGER, JOHN	11/15/2017	37.17
595137	STANDARD PAINT	11/15/2017	129.52
595138	STANS MERRY MART	11/15/2017	852.98
595139	STANTON, SUZANNE M	11/15/2017	46.06
595140	STEARNS, BEA	11/15/2017	54.00
595141	STEWART, CRAIG	11/15/2017	19.05
595142	STRICKLAND, ASHLE T	11/15/2017	40.00
595143	STUBER, STEPHANIE	11/15/2017	76.00
595144	SUPPLYWORKS	11/15/2017	10,174.59
595145	TACOMA SCREW PRODUCTS INC	11/15/2017	219.58
595146	TACONY CORPORATION	11/15/2017	3,659.95
595147	TAYLOR, DOUGLAS M	11/15/2017	76.00
595148	TEACHER CREATED RESOURCES	11/15/2017	96.34
595149	TELEMATE.NET SOFTWARE	11/15/2017	20,019.00
595150	TEST OUT	11/15/2017	89.00
595151	THACKERAY, ZANE	11/15/2017	22.00
595152	THOMASKELLY SOFTWARE ASSOC	11/15/2017	3,000.00
595153	THRIFTY SUPPLY CO	11/15/2017	486.07
595154	TROXELL COMMUNICATIONS	11/15/2017	1,681.43
595155	UMANA, JONATHAN R	11/15/2017	40.74
595156	UNITED LABORATORIES	11/15/2017	324.38
595157	UNIVERSITY OF OREGON	11/15/2017	75.00
595158	US BANK CORPORATE PAYMENT SYST	11/15/2017	56,875.77
595159	VALAAS, ADELA MENDOZA	11/15/2017	123.00
595160	VALDEZ, CYNTHIA	11/15/2017	116.00
595161	VAN WELL, CARMEN	11/15/2017	20.00
595162	VANDERVORT, LESLEY S	11/15/2017	208.11
595163	VERIZON WIRELESS	11/15/2017	372.70
595164	VERNIER SOFTWARE	11/15/2017	1,297.32
595165	VEX ROBOTICS, INC	11/15/2017	3,863.81
595166	VIRCO INC	11/15/2017	176.62
595167	VOYAGER SOPRIS LEARNING INC	11/15/2017	273.57
595168	WAGNER, HARRY JONATHAN	11/15/2017	12.05
595169	WALA	11/15/2017	100.00
595170	WALTERS, KAREN	11/15/2017	162.29

Check Nbr	Vendor Name	Check Date	Check Amount
595171	WARD, SANDRA L	11/15/2017	6.10
595172	WASTE MANAGEMENT	11/15/2017	14,017.85
595173	WASWUG	11/15/2017	1,100.00
595174	WCTSMA	11/15/2017	400.00
595175	WEINSTEIN BEVERAGE CO	11/15/2017	957.15
595176	WEN VALLEY SOCCER REFEREES	11/15/2017	4,280.70
595177	WEN VALLEY HOSPITAL	11/15/2017	1,239.89
595178	WEN VALLEY SHUTTLE	11/15/2017	12,467.00
595179	WENATCHEE VALLEY UMPIRES ASSOC	11/15/2017	482.00
595180	WEN WORLD	11/15/2017	2,678.98
595181	WESCO PAINT & EQUIPMENT SUPPLY	11/15/2017	324.12
595182	WEST COAST PAPER CO	11/15/2017	10,289.87
595183	WHITE, KIMBERLY J	11/15/2017	223.48
595184	WILBUR ELLIS COMPANY LLC	11/15/2017	365.72
595185	WILSON WRIGHT, LESLIE	11/15/2017	561.60
595186	WILSON, MICHAEL E	11/15/2017	78.70
595187	WMS AQUATICS	11/15/2017	36.98
595188	WOMENS RESOURCE CNTR OF NCW	11/15/2017	3,393.04
595189	WOOLSEY, JON MARK	11/15/2017	508.59
595190	WSD ADMIN IMPREST	11/15/2017	148.45
595191	WSIPC	11/15/2017	10,809.37
595192	YAKSUM ORCHARD	11/15/2017	802.00
595193	YANCEY, DAVID W	11/15/2017	1,870.78
595194	YMCA	11/15/2017	500.00
595195	ZEPEDA, MARIA D	11/15/2017	67.84
595196	APPLE COMPUTER INC	11/15/2017	1,556.78
595197	HILL INTL INC	11/15/2017	1,119.30
595198	RIDGELINE GRAPHICS INC.	11/15/2017	9,756.00
595199	SMITH EXCAVATION INC	11/15/2017	4,298.06
595200	ACADEMIC HALLMARKS INC	11/15/2017	67.00
595201	AMAZON CAPITAL SERVICES	11/15/2017	119.90
595202	AMER RED CROSS	11/15/2017	1,350.08
595203	CAFFE D'ARTE	11/15/2017	211.34
595204	CHELAN DOUGLAS CO	11/15/2017	790.88
595205	CHINOOK MUSIC SERVICE INC	11/15/2017	152.84
595206	CUSTOMINK LLC	11/15/2017	1,443.93
595207	DEVEREAUX, SCOTT L	11/15/2017	18.07
595208	EASTMONT LANES INC	11/15/2017	182.52
595209	FAN CLOTH PRODUCTS LLC	11/15/2017	5,192.00
595210	GONZALEZ, RODOLFO B	11/15/2017	40.00
595211	GPA EMBROIDERY INC	11/15/2017	52.03
595212	HAGLUNDS TROPHIES	11/15/2017	381.83
595213	HI-POD	11/15/2017	1,009.00
595214	ICICLE RIVER COMPANY	11/15/2017	1,022.65
595215	KIWANIS INTERNATIONAL FOUNDATI	11/15/2017	587.50
595216	LITTLE CAESARS PIZZA	11/15/2017	184.28
595217	LONG, MICHAEL RAY	11/15/2017	18.00
595218	MARIACHI CONNECTION	11/15/2017	177.50
595219	MCCOURT, HEATHER G	11/15/2017	18.00
595220	NORTH CENTRAL ESD	11/15/2017	400.00

Check Nbr	Vendor Name	Check Date	Check Amount
595221	NW SILK SCREEN & EMBROIDERY LL	11/15/2017	2,005.40
595222	OFFICE DEPOT	11/15/2017	124.67
595223	PARSONS PHOTOGRAPHY	11/15/2017	99.73
595224	PETERSON, NICKLAS C	11/15/2017	32.41
595225	R & S VENDING	11/15/2017	739.00
595226	SANDBERG, JEFFREY C	11/15/2017	225.30
595227	SOUTHEASTERN PERFORMANCE APP	11/15/2017	195.00
595228	STEARNS, BEA	11/15/2017	12.00
595229	STEVE WEISS MUSIC	11/15/2017	104.50
595230	US BANK CORPORATE PAYMENT SYST	11/15/2017	7,957.97
595231	VELAZQUEZ, SUSANA L	11/15/2017	130.00
595232	WEINSTEIN BEVERAGE CO	11/15/2017	148.03
595233	WEN RAQUET & ATHLETIC CLUB	11/15/2017	299.16
595234	WEN WORLD	11/15/2017	909.48
595235	WIAA	11/15/2017	917.40
595236	WSD	11/15/2017	2,311.74
595237	WSD FOOD SERVICES CATERING	11/15/2017	99.93
595238	WVC	11/15/2017	2,614.42
351	Computer	Check(s) For a Total of	842,485.34

	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
	351	Computer	Checks For a Total of	842,485.34
Total For	351	Manual, Wire Tran, ACH & Computer	Checks	842,485.34
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	842,485.34

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-4,689.72	0.00	798,099.43	793,409.71
20	Capital Projects	0.00	0.00	16,730.14	16,730.14
40	Associated Stude	-275.29	0.00	32,620.78	32,345.49

November 14, 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 Flores, 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	PO Required?
11/07/17	Revision	No	Graduation Alliance	Modification of Payment Terms	93 percent of BEA	Upon Approval		Les	Yes
					Budget Code				
					0301-27-7096-523				
10/18/17	New	Yes	Solution Tree	Global PD Subscription	\$3,300	2017-2018 School Year	Jodi Payne Smith	Les	Yes
					Budget Code				
					5200-31-7000-000-3010				
10/24/17	Renewal	No	U of W Autism Center	Training & consultation	\$150 per hr up to \$10,000	8/16/17 - 6/30/18	Trisha Craig	Les	Yes
					Budget Code				
					2100-31-7000-000				
09/29/17	Renewal	No	Mercer Consumer	Blanket Student Liability Insurance	\$3,560	12/2/17 - 12/2/18	Dennis Conger	Les	Yes
					Budget Code				
					3100-27-7095-402-6800				
10/25/17	Renewal	No	Chelan County PUD	Softball Games & Practices	\$0	2/26/18 - 5/23/18	Jim Beeson & Brent Grothe	Les	No
					Budget Code				
					N/A				
10/16/17	New	Yes	CWU - Gear Up Mosaic	Dual Credit	\$30,000	2017-2018 School Year	Ricardo Iniguez	Les	No
					Budget Code				
					Subaward Agreement				
					Budget Code				
					Budget Code				
					Budget Code				

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	Reviewed by?	Is a PO Required?	Attorney Review Required?
11/07/17	Revision	Graduation Alliance	Modification of payment terms	93 percent instead of set rate	Upon Approval			Yes	This is decided at the district office.
				Budget Code					
				0301-27-7096-523					
						I have read this contract and recommend it for board approval.			
						Initial			
						Date			

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

Agency Name: Graduation Alliance
 Attention: Todd Dalstead
 Street address or PO Box: 320 South Main Street, 12th Floor
 City, State, Zip Code: Salt Lake City, UT 84101
 Email Address: kelly.gish@graduationalliance.com
 Phone Number: 855-273-5705

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? _____



310 South Main Street, 12th Floor
Salt Lake City, UT 84101
Toll Free: 855.273.5705
www.graduationalliance.com

October 30, 2017

Denise Watson
Wenatchee School District
235 Sunset Ave
Wenatchee, WA 98801

RE: Request to Modify Payment Terms of Agreement

Dear Denise,

Thank you for your continued support of students who need an alternative path to graduation. We are honored to be partnered with Wenatchee School District and continue to deliver improvements to the program to advance success.

The purpose of this letter is to request a slight modification to our agreement with Wenatchee School District to better align to the state funding reimbursement structure of the WA program. Specifically, we are requesting that the Funding and Reimbursement section of our agreement replace the fixed reimbursement fee per eligible student per month FTE with 93% of the state basic education allocation ("BEA") for the school year, divided equally for up to 10 months per school year. The district will retain 7% of the BEA to cover general and administrative costs associated with the program. Please note that this structure is consistent with the intent of the original funding agreement as well as the structure suggested by OSPI. This change will allow us to continue to invest in improvements to the program to promote success for each student.

Last year we introduced the Career Pathways program designed to assist students participating in Graduation Alliance programs as they prepare for what comes next. In addition to the Career- Ready Life Skills Pathway, Skilled Trades Pathway, and the Advanced Manufacturing Pathway, we have added a Certified Caregiver Pathway, a Logistics Pathway, and a Military Pathway. Each Pathway is comprised of a combination of nationally industry-recognized certification programs, is designed to be achievable in 3-6 months, and the credits accrue as students work through the Pathway count toward their high school diploma requirements.

Additionally, Graduation Alliance recently introduced ScholarCentric assessments and intervention curriculum at student meetups. The ScholarCentric assessment, which has been validated in numerous studies by researchers around the country, has been demonstrated to have the power to predict dropout events with 85% accuracy up to three years in advance with its Academic Risk Index. Specific insight into the challenges students are facing that could distract them from their education - like financial stress, physical or mental health issues, test



310 South Main Street, 12th Floor
Salt Lake City, UT 84101
Toll Free: 855.273.5705
www.graduationalliance.com

anxiety, or low motivation - is provided through industry-leading student skill reports. The research-validated intervention curriculum has been demonstrated to improve GPA, course pass rates, attendance rates, enrollment persistence, and rates of students on track to graduate.

We are also pleased to report that we continue to enhance our curriculum, maintaining our strong alignment to WA State standards, while increasing our focus on student engagement and authentic performance assessments that help students build transferrable skills that position students for success in post-secondary education/training and the workplace.

Thank you for your consideration of this request. Please indicate your support by signing below.

Please email a fully executed copy to accounting@graduationalliance.com or mail to Graduation Alliance 310 South Main, Suite 1200 Salt Lake City, UT 84101

Regards,

A handwritten signature in black ink that reads "Todd Dalsted".

Todd Dalsted
Program Manager
Graduation Alliance

Wenatchee School District

Signature: _____

Name: _____

Title: _____

Date: _____
("Effective Date")

"Federal" Contract Cover Sheet

Request Board Approval

Please submit this form with your **unsigned** contract to Denise Watson at least **3** weeks before the scheduled School Board meeting. Upon attorney review and approval (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	Reviewed by?	Is a PO Required?	Attorney Review Required?
10/18/17	New	Solution Tree, Inc.	Global PD Subscription (30 Video Library Users + 3 hours of Virtual Coaching)	\$3,300	2017-2018 School Year	<u>Jodi Smith Payne</u>	[Signature]	[Signature]	This is decided at the district office.
				Budget Code					
				5200.31.7000.000.3010					
						I have read this contract and recommend it for board approval.			
						Initial 10.23.2017 Date			

Federally Funded Agreements for Professional Services:

Quotes are not necessary when using **federal** grant money to pay for professional services provided from another government agency such as an ESD or another school district.

However, record and keep documents that show how the agreement resulted in an economical and efficient use of federal resources.

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

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

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

Before entering into a vendor contract, check the vendor for suspension and debarment at www.sam.gov, print and submit a copy with your contract.

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

Agency Name Solution Tree

Attention: Attn: Chris Morgan

Street address or PO Box 555 N. Morton Street

City, State, Zip Code Bloomington, IN 47404

Email Address Kristen.Bennett@SolutionTree.com

Phone Number FAX: 812.961.4696

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

If this is a revision - what has changed?

WSD

****PLEASE GIVE COPY TO ANGIE KNUDTSON**

will purchase their Global PD subscriptions (30 video library users + 3 hours of virtual coaching @ \$110.00 each)

Reviewed by Attorney

Signature _____

Requires Edits?



Solution Tree, Inc. Purchase Agreement

Effective October 18th, 2017 Solution Tree, Inc. ("Solution Tree") located at 555 N. Morton St., Bloomington, IN 47404 and Wenatchee School District ("Customer") located at 235 Sunset Ave. Wenatchee, WA 98801-1999 agree as follows:

1. **Summary of Products and Services:** Customer will purchase the following Solution Tree products and services ("Products"). Additional Products may be added in a mutually agreed upon written Addendum.

Products and Services	Total
Global PD Subscription (30 Video Library Users + 3 hours of Virtual Coaching @ \$110.00 each)	\$3,300
Total	\$3,300

2. **Payment Terms:** Customer will provide Solution Tree with a purchase order made out to Solution Tree, 555 N. Morton St., Bloomington, IN 47404, for the full amount due under this Agreement plus any applicable taxes upon execution of this Agreement (the "Purchase Order Due Date"). All payments are due net 30 days from the actual date of invoice. All past due invoices are subject to a finance charge of 1.5% monthly. Solution Tree will invoice Customer off of the purchase order based on the following schedule:

Description	Payment	Expected Invoice Date
Global PD Subscription	\$3,300	Upon completion of setup

3. **Global PD Subscription:** Solution Tree grants Customer a limited, non-exclusive, non-transferable subscription for 40 Users to access the Global PD Video Library and Virtual Coaching via the website currently at <http://globalpd.com>, or by any other means on which the parties may agree, for one year beginning on the date of the first Global PD invoice (the "Subscription Term"). Customer's subscription will automatically renew for subsequent one year terms unless Customer notifies Solution Tree of its intent not to renew at least 30 days prior to the end of the then current Subscription Term. Customer will use Global PD in compliance with the Terms of Use located at <http://globalpd.com/terms-of-use> (the "Terms of Use"), which Solution Tree reserves the right to revise from time to time. In the event of a direct conflict between the terms of this Agreement and the terms of the Terms of Use, the terms of this Agreement will take precedence.

4. General Terms

- 4.1. **Intellectual Property:** Customer acknowledges that Solution Tree or Associate owns the copyrights to all tangible or electronic presentation materials, handouts, and/or program books used in conjunction with services performed under this Agreement and that no materials will be developed specifically for Customer. Solution Tree will retain all copyrights owned prior to entering this Agreement, and Customer may not reproduce any materials not designated reproducible without the express written permission of Solution Tree. All audio, video, and digital recording of the services by Customer is prohibited.

- 4.2. Force Majeure:** If events beyond the parties' control make it impossible to perform under this Agreement, the party unable to perform will not have any liability to the other party for the prevented performance. All obligations unaffected by such an event will remain in place.
- 4.3. Termination:** Solution Tree may terminate this Agreement if Solution Tree has not received a purchase order by the Purchase Order Due Date.
- 4.4. Entire Agreement:** This Agreement and any exhibits attached hereto constitute the entire agreement of the parties and supersede any prior or contemporaneous written or oral understanding or agreement. No waiver or modification of any of the terms of the Agreement will be effective unless made in writing and signed by both parties, and the unenforceability, invalidity, or illegality of any provision of this Agreement will not render the other provisions unenforceable, invalid, or illegal. Any waiver by either party of any default or breach hereunder will not constitute a waiver of any provision of this Agreement or of any subsequent default or breach of the same or a different kind.

This Agreement is acknowledged and accepted by Customer and Solution Tree:

Jodi Smith
Assistant Superintendent - Teaching and Learning
Wenatchee School District

Date

Chris Morgan
Vice President, Technology
Solution Tree, Inc.

Date

Please email this Agreement to **Kristen Bennett** at Kristen.Bennett@SolutionTree.com or fax to 812.961.4696.



CONTACT INFORMATION

Please provide the following information.

Who will be the contact person for the work?

Contact: _____
Title: _____
Phone: _____
Email: _____
Cell #: _____
Fax: _____

Who will receive and pay the invoices?

Contact: _____
Title: _____
Phone: _____
Email: _____
Fax: _____

Shipping Information (required for resource delivery)

Shipping Contact: _____
Shipping Address: _____
City, State, Zip: _____
Phone: _____
Delivery Date: _____
Delivery Times: _____

- Choose one:
- Do you have a Delivery Dock?
 - Do you have double doors (for pallet)?
 - Do you require inside delivery?

Username
knudson.a@wenatchi
[Forgot Username?](#)

Password

[Forgot Password?](#)

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[POCs](#)

[Exclusions](#)

[Active Exclusions](#)

[Inactive Exclusions](#)

[Excluded Family Members](#)

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SOLUTION TREE, INC.

DUNS: 602531998 CAGE Code: 41HE7
Status: Active

555 N MORTON ST
BLOOMINGTON, IN, 47404-3730 ,
UNITED STATES

Expiration Date: 02/03/2018
Purpose of Registration: All Awards

Entity Overview

Entity Registration Summary

Name: SOLUTION TREE, INC.
Business Type: Business or Organization
Last Updated By: Jonathan Uebelhor
Registration Status: Active
Activation Date: 02/03/2017
Expiration Date: 02/03/2018

Exclusion Summary

Active Exclusion Records? No



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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.

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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?
10/24/17	Renewal	U of W Autism Center University of Washington	UWAC will provide training and consultation during the term of contract.	\$150.00 per hour up to \$10,000.00 Budget Code 2100 31 7000 000	8/16/17 through 6/30/18	<u>Trisha Craig</u> I have read this contract and recommend it for board approval. <u>TC</u> Initial <u>10.24.17</u> Date	 <input checked="" type="checkbox"/>	Yes	

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

Agency Name UW Autism Center, University of Washington
 Attention: Robin Talley, Director of Training & School Services
 Street address or PO Box PO Box 357920
 City, State, Zip Code Seattle, WA 98195-7920
 Email Address rtalley@uw.edu
 Phone Number 206-221-6806

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

Wenatchee School District (WSD) will pay the University of Washington Autism Center (UWAC) an hourly rate of \$150.00 per clinician for training and consultation, development of a program, report writing and review of records. In addition, WSD shall pay the UWAC an hourly rate of \$75 per clinician for development of a presentation and travel to and from the training/consultation location.

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

Reviewed by Attorney _____
 Signature

Requies Edits? _____



TRAINING AND CONSULTATION SERVICES AGREEMENT BETWEEN

WENATCHEE SCHOOL DISTRICT #246

AND

UNIVERSITY OF WASHINGTON AUTISM CENTER

This Agreement ("Agreement") is entered into by and between: WENATCHEE SCHOOL DISTRICT #246,
(client)

herein referred to as the "Client" at 235 Sunset Avenue, Wenatchee, WA 98801
(address)

AND

University of Washington Autism Center ("UWAC") at Box 357920, Seattle, WA 98195.

RECITALS

1. The UWAC provides recognized professional expertise in the field of autism, is specially trained, and possesses the necessary skills, experience, education and competency, and licenses.
2. The Client has identified the UWAC as the preferred provider of such services and desires to contract with the UWAC for such services under the following terms:

Training and Consultation Services

3. The UWAC will provide training and consultation during the term of this contract at the request of the Client. Training services include but are not limited to delivery of presentation, development of presentation, and coaching/feedback to the Client staff. Consultation services include but are not limited to direct and indirect observation/evaluation of student, review of student records, data collection, report writing, and team meetings. The dates and number of hours spent training and consulting will be mutually agreed upon between the UWAC and the Client.
4. The Client shall designate a contact person to the UWAC who will be responsible for obtaining the Client's approval of the scope of work, hours, and budget for services and direct payment. The UWAC shall designate a contact person to the Client.
5. If the Client requests that the UWAC provide services for a particular student, the Client will be the direct recipient of such services. Students will not be identified as clients of the UWAC or be provided with direct treatment from the UWAC, but they may be provided with direct evaluation services. A separate document authorizing the exchange of the students' education records and information between the Client and the UWAC shall be signed by the students' parent or guardian and by the students if they are at least 13 years of age. Obtaining the necessary signatures for this document shall be the responsibility of the Client and a copy shall be provided to the UWAC prior to the commencement of the consultation. Duplicates of all written reports and notes produced by the UWAC shall be the property of the Client and not the students or their families.



PAYMENT TERMS

6. The Client shall pay the UWAC an hourly rate of \$150.00 per clinician for training and consultation services, development of a program, report writing and review of records. In addition, the Client shall pay the UWAC an hourly rate of \$75 per clinician for development of a presentation and travel to and from the training/consultation location. The Client shall also pay any additional and associated travel expenses which are not included in the hourly rates, such as lodging, airfare and meals per diem.
7. The UWAC will invoice the Client each month where services are provided. The Client shall pay within 30 calendar days following dates of invoices.
8. Accounts are closely monitored. Unless otherwise stated, standard payment terms shall be 30 calendar days following date of invoice. If the Client fails to make timely payment or establish a mutually agreeable payment plan, the UWAC may submit the Client account to the University of Washington's Invoice Receivables office for collection.

MISCELLANEOUS TERMS

9. This Agreement reflects the entire understanding in writing and supersedes and takes precedence over previous communications and understandings.
10. Amendments, attachments, and addendums to this Agreement may be made upon the written mutual agreement of the Client and the UWAC.
11. This Agreement is effective beginning 08/16/2017 to 06/30/2017. This Agreement may be terminated upon 30 days written notice by either party to this Agreement.
(start date) (end date)
12. Each party to this agreement will be responsible for the negligent acts or omissions of its own employees, officers, students, or agents, in the performance of this Agreement. Neither party will be considered the agent of the other, and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.

The individuals below certify that they are authorized to sign on behalf of and bind their respective organizations.

Signed:



Signature
Robin Talley
Director of Training and School Services
UW Autism Center

08/16/2017
Date

Signature
Representative for the Client

Date



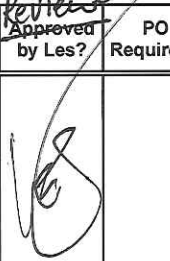
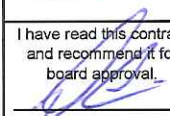

Contract Coversheet (Non-Federal)

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 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?
09/29/17	Renewal	Mercer Consumer	Blanket Student Liability Insurance	\$3,560	12/02/17-12/02/2018	<u>Dennis Conger</u>	<div style="font-size: 2em; font-family: cursive;">  </div>		
				Budget Code		I have read this contract and recommend it for board approval.			
				3100-27-7095-402-6800		Initial <div style="font-size: 1.5em; font-family: cursive;">  </div>			
						Date <div style="font-size: 1.5em; font-family: cursive;">  </div>			

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

Agency Name Mercer Consumer
 Attention: Lisa Lane
 Street address or PO Box P.O. Box 14576
 City, State, Zip Code Des Moines IA 50306-3576
 Email Address _____
 Phone Number 866 795-0154 Ext 55184

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

Health Occupations Students are required to do practicums as part of their course work at local Health Care Facilities. Blanket Liability Insurance coverage is required as part of our agreement with these facilities.

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

Reviewed by Attorney _____
 Signature _____

Requires Edits? _____

PROFESSIONAL LIABILITY INSURANCE APPLICATION STUDENT BLANKET INSURANCE PROGRAM

Broker ID # _____ (Internal use only)
--

HOW TO APPLY:

1. Provide official name and address of school, department and contact person.
2. Indicate total number of students to be insured.
3. Select plan and calculate premium (round to nearest dollar).
4. Indicate if you require a facility under contract as an "Additional Insured" if so add 25% of the total student premium.
5. Calculate premium (round to nearest dollar).
6. Sign and date application.
7. Send in completed application and premium payment made payable to the appropriate administrator. Coverage will become effective on the date your application is approved and premium payment is received.
8. Any questions? Visit www.proliability.com or call toll-free: 1-800-503-9230.

Want a faster and easier way to apply? Visit www.proliability.com for the ability to apply online.

Section A. APPLICANT INFORMATION (REQUIRED)

It is very important that you fill out the application completely. Failure to do so could cause a delay in processing.

Choose Policy Term 1 year 2 years 3 years

If prepaying for two or three years, you will receive a quote from our Underwriting Department disclosing your premium credit.

Official Name of School Wenatchee High School
Health Occupations / Sports Medicine

Departments(s) Dennis Conger

Person to Contact at School 1101 Mullerdale Wenatchee, WA 98801

Address (No PO Boxes Allowed) 509 662-8754 City 509 662-3549 State mahoneuholland.m Zip Wenatchee

Telephone 12-02-17 Fax # _____ E-Mail Address WenatcheeSchools.org

Effective Date Desired (MM/DD/YYYY) _____

Summary of Plans:

- Plan 1 - Limits of Professional Liability \$2,000,000/\$4,000,000. Pays up to a total of \$4,000,000 per student in any one year.
- Plan 2 - Limits of Professional Liability \$1,000,000/\$3,000,000. Pays up to a total of \$3,000,000 per student in any one year.
- Plan 3 - Limits of Professional Liability \$500,000/\$500,000. Pays up to a total of \$500,000 per student in any one year.

When more than one department is involved, if school regulations permit, please include total premium in one check.

Section B. UNDERWRITING QUESTIONS

1. Within the last ten (10) years has the school (if applicable), any student of the school (in the course of their activities as such), or any faculty member been the subject of disciplinary or investigative proceedings and/or been reprimanded by any governmental or administrative agency, hospital or professional association?
If "Yes", please visit www.proliability.com/faq to complete the Claim Questionnaire for each claim and/or incident. Yes No
2. Within the last ten (10) years, has the school had similar professional liability coverage refused, renewal denied, and/or cancelled?
If "Yes" please explain in full detail by attachment. ***Note: Not applicable to schools based in Missouri. Yes No
3. Within the last ten (10) years, have any Professional Liability claims or suits been brought against any students of the school, the school itself, or any faculty member, whether insured or not; and/or are you aware of any circumstances which might reasonably be expected to lead to a claim or suit?
If "Yes", please visit www.proliability.com/faq to complete the Claim Questionnaire for each claim and/or incident. Yes No
4. a. Do you have in place a written contract/agreement with all off-site facilities in which students are placed?
 Yes No N/A (if students are never placed outside school grounds)
If "Yes" to 4.a, do all contracts contain indemnifications and/or hold harmless clauses inuring to the school's benefit? Yes No
If "Yes" to 4.a, do all contracts contain provisions confirming the limited roles and responsibilities of students while on the facility's premises? Yes No
If answered "No" to any of the above Please Answer question 4b.
b. Are there arrangements/measures/protocols with clinical sites outlining each other's responsibilities in regards to the supervision of the students? Yes No
5. Are all students directly supervised while engaged in training programs of any kind on-site or at off-site facilities?
If "No", please provide details of activities which are not supervised: Yes No
6. Do your students provide services and/or receive training in any of the following locations:
Outpatient Clinic Assisted Living Facility Nursing Home Hospital Child Care/Nursery School
Private Home - Provide the percentage of the total number of students that provide services and/or receive training _____%
*Correctional Facility *If selected please visit www.proliability.com/faq to complete the Student Blanket Correctional Facility Questionnaire
Please provide details for all checked responses: Students Participate "As Learners" in 3 Local Healthcare Facilities and 1 Hospital
7. What is the average tenure (in years) of faculty currently teaching at your school? 11.5 Years

Section C. STUDENT TOTALS

(Please indicate the total number of students to be insured by the level of study)

237 High school _____ Continuing Education
 _____ College _____ Graduate School/PHD
 _____ Technical School _____ Other - please provide a detailed explanation: _____

Section D. STUDENT POPULATION TOTALS

(Please indicate the number of students in each student category)

Allied Health – Student Class I:

CARDIOLOGY:

- Cardiac EP (Electrophysiology)
- Cardiology Technician
- Cardiopulmonary Technician
- Cardiovascular Technician
- Echocardiography
- EEG Technician
- EKG Technician
- Electrophysiology Technologist
- Electrocardiograph Aide
- Electrocardiograph Technician
- PM/ICD (Pace Maker-Implantable Cardioverter Defibrillator)
- Other _____

DIETITIAN/NUTRITIONIST:

- Dietitian
- Dietetic Technician
- Nutritionist
- Dietary Managers
- Food & Nutrition
- Wellness Science
- Other _____

HEALTH EDUCATION:

- Foundations of Health Science
- Health Academy
- Health Educators
- Health/Healthcare Assistant
- Health Career Access
- Health Career Care
- Health Coordinator
- Health Education
- Health Occupation
- Health Promotion
- Health Science Education Medical Therapist
- Other _____

HEALTH INFORMATION MANAGEMENT:

- Allied Health Management
- Bookkeeping/Office Management
- Health Information
- Health Information/Health Technology
- Health Information Management
- Long Term Health Care Administration
- Medical Admin. Assistant
- Medical Admin. Specialists
- Medical Assistant
- Medical Billing and Medical Coding
- Medical Office/Receptionist
- Medical Records and Procedural Coders
- Medical Transcript
- Other _____

MENTAL HEALTH /BEHAVIORAL HEALTH:

- Behavioral Health
- Child Development and/or Family Services
- Counselor
- Counselor
- Drug and Alcohol Counselor
- Marriage and Family Counselors
- Pastoral Counselors
- Personnel and/or Guidance Counselors
- Psychiatric Technician
- Psychiatric Technologist
- Psychologist
- Social Worker
- Other _____

NURSES:

- BSN: Bachelor Degree Nursing
- Clinical Research
- Forensic Science
- Geriatric Nursing Assistant
- Gerontology
- Graduate Nurse
- Home Health Aides
- IV Therapist
- Lactation Consultants
- LPN/LVN
- MSN- Master of Science in Nursing
- Nurse
- 30 Nurse Aide
- Nurse Assistant
- Psychiatric Nurse
- Registered Nurse (RN)
- Practical Nursing
- School Nurse
- State Tested Nursing Assistant
- Other _____

OPTOMETRY:

- Optometric Technician
- Optometrist
- Ophthalmic Assistant/ Technician
- Ophthalmic Photographer
- Ophthalmic Technologist
- Optician
- Other _____

PHARMACY:

- Certified Medication Aide
- Certified Medication Tech
- Pharmacist
- Pharmacist Technician
- Other _____

RADIOLOGIC:

- Computed Tomography Imaging
- Diagnostic Medical Sonographer
- Mammography
- MRI Technician
- Radiologic Technician
- Radiologic Technologist
- Ultrasound Technologist
- X-Ray Technician
- Other _____

TECHNICIAN/TECHNOLOGISTS/ASSISTANTS:

- Allied Health Assistant /Direct
- Allied Health Science Interns
- Bio-Medical Technician
- Blood Bank Technologist
- Central Sterile Processing
- Certified Laboratory Assistant
- Certified Laboratory Technologist
- Certified Medication Aide/Technician
- Child Care Assistant
- Clinical Laboratory Technologist
- Clinical Radiography Technician
- Cytogenetic Technologist
- Dental Laboratory Technician
- Dialysis Technician
- Health/Healthcare Assistant
- Hemodialysis Technician
- Histologic Technician
- Laboratory Aide
- Laboratory Assistant
- Medical Laboratory Technician
- Medical Technical Assistant
- Medical Technologist
- Nuclear medical Technologist
- Orthopedic Assistant
- Orthopedic Technician
- Patient Care Assisting
- Patient Care Technician
- Phlebotomist
- Polysomnographic Technician
- Rehabilitation Assistant
- Rehabilitation Counselor
- Rehabilitation Therapist
- Speech Language Pathologist
- Speech Language Pathologist Assistant
- Sterile Processing Technicians
- Surgical Technologist
- Vascular Technician
- Other _____

THERAPISTS:

- Art Therapist
- 157 Athletic Trainer
- Audiologists
- Community Health Intern
- Dance Therapist
- Dental Assistant
- Dental Hygienist
- Drama Therapists
- Enterostomal Therapist

THERAPISTS CONT:

- Exercise Science
- Exercise Science Personal Trainer
- Foundations of Health Science
- Health/Healthcare Science Internship/Students
- Interpreter for the Deaf ***
- Massage Therapist
- Movement Science
- Music Therapist
- Occupational Assistant
- Occupational Therapist
- Orthotist
- Personal/Fitness Trainer
- Physical Therapist
- Physical Therapy Assistant
- Pre-Physical Therapy
- Prosthetics & Orthotics
- Radiation Therapy
- Recreational Therapist
- Respiratory Therapists
- Respiratory Therapy Technician
- Therapeutic Services
- Other _____

*Acceptable in Class I if fully supervised and indemnified. Otherwise Class II

Allied Health**Student/Graduate Class II:**

- Circulation Technician
- Doctor of Nurse Practice Students
- Emergency Medical Responder
- Emergency Medical Technician
- Fire Fighter-First responders
- Invasive CVT (Cardiovascular Tech)
- Nurse Practitioner
- Paramedic
- Physician Assistant
- Surgeon Assistant
- Other _____

*Involving no live hands on surgical or ER work. Supervised surgical or ER work is acceptable in Class II subject to underwriter review.

Non-Medical Student/Graduate Class I:**ACCOUNTING:**

- Accounting Operations
- Other _____

COMMUNICATION

- Advertising
- Broadcasting
- Journalism
- Public Relations
- Other _____

COSMETOLOGY:

- Barber
- Cosmetologist
- Esthetics (non-medical)
- Manicurist
- Other _____

CULINARY ARTS:

- Chef/Sous Chef
- Culinary Arts
- Hotel Management
- Restaurant Management
- Other _____

EDUCATION:

- Early Education/Early Intervention
- Educational Diagnostician
- Human Services
- Student Aide
- Student Teacher Interns
- Other _____

FUNERAL:

- Funeral Services
- Mortuary Science
- Other _____

LEGAL:

- Criminal Justice
- Legal Assisting
- Paralegal
- Other _____

MAINTENANCE:

- Carpentry
- Paint and Refinishing
- Plumbing
- Welding
- Other _____

SPORTS MANAGEMENT:

- Sports Management

PARKS / RECREATION:

- Environmental Horticulture
- Observation (EHO)
- Outdoor Education
- Recreation & Park Management
- Wildlife Conservation
- Other _____

TECHNICIAN:

- Air Conditioning/Refrigeration
- Automotive
- Diesel Equipment
- Maintenance/HVAC (Residential)
- Power Sports Equipment
- Other _____

VETERINARY:

- Veterinary Assistant
- Veterinary Technician
- Veterinary Technology
- Other _____

Non-Medical**Student/Graduate Class II:**

- Heating Ventilation (Commercial)
- *Heavy Machinery Technician (Third party internship program)
- Other _____

*Heavy Machinery Technician (Applicable to any usage of heavy machinery during classroom, training, etc. Note: Motor Vehicle training is not an eligible classification of study or curriculum).

Note: Selection of "Other" requires underwriting review prior to quotation and/or binder. If you wish, you may call the Program Administrator at (800-503-9230) for student category availability and to confirm pricing.

Provide a detailed explanation and copy of the curriculum for any student category not pre-printed above.

Section E. PREMIUM CALCULATION

Select one plan only and indicate the number of students to be insured, then multiply by the following rates: (The same plan must be purchased for Allied Health & Non-Medical classifications).

Table I

Class I: Total Number of Students x Annual Student Premium* = Premium for Class I

Plan 1 - \$2,000,000/\$4,000,000 237 x \$15 = 3,555.00

Plan 2 - \$1,000,000/\$3,000,000 _____ x \$13 = _____

Plan 3 - \$ 500,000/\$ 500,000 _____ x \$11 = _____

Table II

Class II: Total Number of Students x Annual Student Premium* = Premium for Class II

Plan 1 - \$2,000,000/\$4,000,000 _____ x \$66 = _____

Plan 2 - \$1,000,000/\$3,000,000 _____ x \$55 = _____

Plan 3 - \$ 500,000/\$ 500,000 _____ x \$45 = _____

Other limit options may be available upon request, please visit www.proliability.com/faq for further instructions.

Base Premium (add premium from Table I and II): \$ _____

Note: When more than one department is involved, if school regulations permit, please include total premium in one check.

Section F. OPTIONAL COVERAGES

Student Professional Liability – Additional Insured ****Your school is already covered as an Additional Insured at no cost**

(This optional coverage protects each facility under contract with the insured against claims arising out of the sole negligence of the insured. It should be purchased if required by contract.)

Add 25% of total premium from Section E for each Additional Insured \$ _____

NOTE: Limits must be the same as the students' limits

(List name and address for each entity on a separate sheet of letterhead)

If you have any questions regarding additional insured coverages, please call the Program Administrator at (800) 503-9230.

Section G. PREMIUM CALCULATIONS

***If you are a resident of KY, have opted in to the VA statutory cap, or are participating in Indiana Patient Compensation Fund, please do not submit premium at this time. You will receive a quote from our Underwriting Department once your application is received and reviewed. For more information visit www.proliability.com/faq**

Step 1. SUBTOTAL Premium Calculation Section E \$ 3,550.00

Step 2. PLUS OPTIONAL COVERAGES Section F \$ _____

Step 3. SUBTOTAL Steps 1 and 2 \$ _____

Step 4. PLUS APPLICABLE STATE TAXES OR SURCHARGES \$ _____

NJ RESIDENTS ONLY: ADD .6% OF THE SUBTOTAL ABOVE FOR *PLIGA SURCHARGE

WV RESIDENTS ONLY: ADD .55% OF THE SUBTOTAL ABOVE FOR *WV FIRE & CASUALTY SURCHARGE

***PLIGA = NJ Property-Liability Insurance Guaranty Association Surcharge.** The New Jersey Insurance Commissioner has instructed all licensed property and casualty insurers, including Liberty Insurance Underwriters Inc., to pay assessments for the state NJ Property-Liability Insurance Guaranty Association Surcharge. The current surcharge amount is .6% of the total annual premium.

***West Virginia Fire and Casualty Surcharge.** The West Virginia Insurance Commissioner has instructed all licensed property and casualty insurers, including Liberty Insurance Underwriters Inc., to pay assessments for the state West Virginia Fire and Casualty Surcharge. The current surcharge amount is .55% of the total annual premium

Kentucky residents: due to the taxes required in your state, please do not submit premium at this time. You will receive a quote from our Underwriting Department once your application is received and reviewed.

Virginia residents only: Information regarding participation in the VA Statutory Cap for Professional Liability set forth in Section 8.01-581.15 of the VA Code Ann.

You may have the option of participating in the above statutory cap; however by opting in, you understand that there will be a corresponding increase in premium and that this shall apply to all future renewals, reinstatements, rewrites or replacement policies issued by the Insurer unless otherwise requested by the Applicant in writing. Eligibility must be determined by the Company based on classes of students for whom coverage is requested:

Option One – increase my per incident/occurrence limit of liability annually until reaching the \$3,000,000 maximum in 2032:

Option Two – In addition to increasing my per incident/occurrence limit of liability, I also want to increase my annual aggregate limit annually to be three times the per incident/occurrence limit:

Please note that the available limit may be higher than the statutory cap. Please do not submit premium at this time. You will receive a quote from our Underwriting Department once your application is received and reviewed.

Step 5. PLUS RISK PURCHASING GROUP MEMBERSHIP FEE

\$ 5.00

“Risk Purchasing Group (RPG) membership fees are used to pay for expenses related to the management and administration of the RPG, including but not limited to RPG state filings and registrations, as well as the creation of risk management and risk avoidance education materials provided to RPG members. The RPG has entered into an administrative services agreement with an affiliated entity, Mercer Health & Benefits Administration LLC (“Mercer”), for the management and administration of the RPG, and the RPG fees will be used to pay Mercer for the administrative services it provides to and on behalf of the RPG. Please note that the RPG membership fee is subject to change based on the effective date of your policy.”

Step 6. TOTAL PREMIUM DUE (ROUND TO NEAREST WHOLE DOLLAR)

\$ 3,560.00

Section H. SIGN AND DATE APPLICATION

I understand that there is no coverage under this insurance for any of the following, or students of the following: physician, surgeon, dentist, nurse, midwife, chiropractor, podiatrist, osteopath, psychiatrist, attorney, CPA, financial advisor, investment consultant, real estate agent/appraiser, or insurance agent or broker. I understand that these professional occupations, field work and fields of study are excluded from coverage. I understand that this insurance will not apply to any proprietor, owner, partner, manager, superintendent or officer of any hospital, sanitarium, medical clinic, health maintenance organization, managed care facility or any other facility not specified in the Declarations of this policy.

In order to enhance the stability of this professional liability insurance program, coverage has been organized through a purchasing group, pursuant to legislation, known as the Federal Liability Risk Retention Act of 1986, enacted by Congress. Coverage is provided to the purchasing group by Liberty Insurance Underwriters Inc. (“Insurer”). This application is subject to the Insurer’s underwriting rules and approval. Your completion of this application and premium payment does not bind coverage or obligate the Insurer to issue you insurance coverage. Coverage will become effective following the receipt of your acceptable application and premium payment. Your application cannot be processed unless it is completed in its entirety.

Once the completed application has been approved and the premium has been received, you will automatically become a member of a risk purchasing group operated by Mercer Consumer that is consistent with your professional designation.

INSURANCE FRAUD WARNINGS

IN ALL STATES OTHER THAN THOSE LISTED BELOW: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals, for the purpose of misleading information concerning any fact material thereto, commits a fraudulent insurance act, which may be a crime and may subject the person to criminal and civil penalties.

ARKANSAS, LOUISIANA, RHODE ISLAND AND WEST VIRGINIA: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

COLORADO: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

DISTRICT OF COLUMBIA: WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

FLORIDA: Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

KANSAS: Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act.

KENTUCKY: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

MAINE, TENNESSEE, VIRGINIA AND WASHINGTON: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or denial of insurance benefits.

MARYLAND: Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly and willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

NEW JERSEY: Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

NEW MEXICO: ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES.

NEW YORK: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

OHIO: Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

OKLAHOMA: WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

PENNSYLVANIA: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

YOU MUST SIGN AND DATE THIS APPLICATION

Declaration and Signature -

The undersigned declares to the best of his/her knowledge and belief that the statements contained herein are true and are the basis of the acceptance of the risk or the hazard assumed by the Insurer under this Policy. It is further agreed by the undersigned, that the Policy, if issued, is in reliance upon the truth of such representations. It is agreed that, although the signing of the Application does not commit the undersigned to purchase the insurance being applied for, the statements made in this Application shall become the basis of the Policy should one be purchased. The Insurer is hereby authorized to make any investigation and inquiry in connection with this Application deemed necessary.

_____/_____/_____
Applicant Signature **Date**

Name of individual signing this application (printed)

Enclosed is my check for \$ _____

Make check payable to Mercer Consumer and return your check and this application
May not be earlier than the date the Program Administrator receives and approves this application.

If you choose to pay by credit card, visit www.mercersecureservice.com/110 to enter your credit card information and upload this form*. Submission of your credit card information to Mercer does not constitute receipt of payment or approval or binding of coverage by the insurer. Any coverage is subject to the terms and conditions of the insurance policy issued by the insurer. Payment will be processed upon review and acceptance of your submission.

Note: Credit card payments are not accepted by email or fax.

Section Below For Producer/Agency Information Only

_____/_____/_____
Producer's Signature **Producer's License Number** **Date**

Producer's Name



Program Administered by:
Mercer Health & Benefits Administration LLC*("Mercer Consumer")
P.O. Box 14576
Des Moines, IA 50306-3576
1-800-503-9230
www.proliability.com

AR Ins Lic. #100102691
CA Ins Lic. #0G39709
Mark Brostowitz, Licensed Agent
In CA d/b/a Mercer Health & Benefits Insurance Services LLC

Mercer Consumer Insurance Compensation & Disclosure

In this transaction, Mercer Consumer, a service of Mercer Health & Benefits Administration LLC, is acting as the exclusive insurance agent and program manager for Liberty Insurance Underwriters Inc. (Insurer) for this type of coverage, and not as your insurance broker. As the agent for Insurer, Mercer Consumer may provide these services: enrollments, ongoing servicing, billing, marketing, customer administrative and claim servicing and communications.

In accordance with industry custom, we are compensated through commissions that are calculated as a percentage of the insurance premiums charged by insurers. We may also receive additional monetary and nonmonetary compensation from insurers or from other insurance intermediaries, which may be contingent upon such factors as volume, growth or retention of business. This compensation may include payment from insurers for marketing-related expenses or investments in technology. Our compensation may vary depending on the type of insurance purchased and the insurer selected. We will provide you additional information about our compensation upon your request.

You may obtain this information by referring to <https://www.personal-plans.com/disclosure> and entering the security code 03975329 or call us at 1-888-206-5088 for specific details.

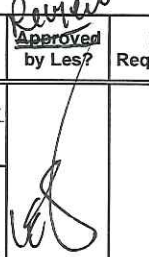
To review the applicable Liberty policy form, you may download it at our website: <https://www.proliability.com/lp/plpolicyforms/index.html>. Once you have been approved for coverage, you will also receive a complete packet of your policy documents.

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 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?
10/25/17	Renewal	Chelan County PUD	Softball Games & Practices	\$0	2/26/18 - 5/23/18	Jim Beeson & Brent Grothe	 Approved by Les?	No	
			Budget Code			I have read this contract and recommend it for board approval.			
			N/A			Initial 10/26/17 Date			

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

Agency Name Chelan County PUD
 Attention: Teneille Hatmaker
 Street address or PO Box PO Box 1231
 City, State, Zip Code Wenatchee, WA 98807-1231
 Email Address teneille.hatmaker@chelanpud.org
 Phone Number 509-661-4133

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

The softball fields will be used by the WHS varsity & jv teams.

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

Reviewed by Attorney _____
 Signature

Requies Edits? _____

"Federal" Contract Cover Sheet

Request Board Approval

Please submit this form with your **unsigned** contract to Denise Watson at least **3** weeks before the scheduled School Board meeting. Upon attorney review and approval (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	Reviewed by?	Is a PO Required?	Attorney Review Required?
10/16/17	New	CWU/ GEAR UP/ MOSAIC	Dual Credit	30,000	2017-18	(Put Your Name Here) Brian Fiones	Les	No	This is decided at the district office.
				Budget Code		I have read this contract and recommend it for board approval. R.J.			
				NA		Initial 10/16/17			

Federally Funded Agreements for Professional Services:

Quotes are not necessary when using **federal** grant money to pay for professional services provided from another government agency such as an ESD or another school district.

However, record and keep documents that show how the agreement resulted in an economical and efficient use of federal resources.

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

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

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

Before entering into a vendor contract, check the vendor for suspension and debarment at www.sam.gov, print and submit a copy with your contract.

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

Agency Name: Central Washington University
 Attention: Tracy Plouse
 Street address or PO Box: 400 East University Way
 City, State, Zip Code: Ellensburg WA 98926
 Email Address: Tracy.Plouse@cwu.edu
 Phone Number: (509) 963-1771

Reviewed by Attorney _____

Signature

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

If this is a revision - what has changed?

This commits WSD to process this award with ~~INDIRECT~~ ASSISTANCE. Many staff will be required to be involved in this process. Commitments like this need more discussion before committing WSD to this kind of program.

Requires Edits? _____

FDP Cost Reimbursement Research Subaward Agreement

Federal Awarding Agency: Department of Education	
Pass-Through Entity (PTE): Central Washington University	Subrecipient: Wenatchee School District #246
PTE PI: Julie Guggino, Director, Research and Sponsored Programs	Sub PI: Brian Flones
PTE Federal Award No: P334A110080	Subaward No: 22120600DC2
Project Title: Gear Up/MOSAIC2 2017-18 Dual Credit	
2017-18 Subaward Period of Performance: Start: 09/26/2017 End: 06/25/2018	
Amount Funded This Action (USD): \$ 30,000.00	
Estimated Project Period (if incrementally funded): Start: End: Incrementally Estimated Total (USD): \$	

Terms and Conditions

1. PTE hereby awards a cost reimbursable subaward, as described above, to Subrecipient. The Statement of Work and budget for this Subaward are as shown in Attachment 5. In its performance of Subaward work, Subrecipient shall be an independent entity and not an employee or agent of PTE.
2. Subrecipient may submit multiple invoices per month and not less frequently than quarterly for allowable costs incurred. Upon the receipt of proper invoices, the PTE agrees to process payments in accordance with this Subaward and 2 CFR 200.305. All invoices shall be submitted using Subrecipient's standard invoice, but at a minimum shall include current and cumulative costs (including cost sharing), Subaward number, and certification, as required in 2 CFR 200.415 (a). Invoices that do not reference PTE Subaward number shall be returned to Subrecipient. Copies of all source documentation, along with a general ledger report, must be submitted with each Invoice. Invoices and questions concerning invoice receipt or payments shall be directed to the party's Financial Contact, shown in Attachment 3A.
3. A final statement of cumulative costs incurred, including cost sharing, marked "FINAL" must be submitted to PTE's Financial Contact, as shown in Attachment 3A, not later than 30 days after the Budget Period end date, 7/25/2018. The final statement of costs shall constitute Subrecipient's final financial report.
4. All payments shall be considered provisional and are subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the Subrecipient.
5. Matters concerning the technical performance of this Subaward shall be directed to the appropriate party's Principal Investigator as shown in Attachments 3A and 3B. Technical reports are required as shown in Attachment 4.
6. Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this Subaward, and any changes requiring prior approval, shall be directed to each party's Administrative Contact, as shown in Attachments 3A and 3B. Any such change made to this Subaward requires the written approval of each party's Authorized Official, as shown in Attachments 3A and 3B.
7. The PTE may issue non-substantive changes to the Period of Performance and budget Unilaterally. Unilateral modification shall be considered valid 14 days after receipt unless otherwise indicated by Subrecipient when sent to Subrecipient's Administrative Contact, as shown in Attachment 3B.
8. Each party shall be responsible for its acts or omissions and the acts or omissions of its employees, officers, or directors, to the extent allowed by law.
9. Either party may terminate this Subaward with 30 days written notice to the appropriate party's Administrative Contact, as shown in Attachments 3A and 3B. PTE shall pay Subrecipient for termination costs as allowable under Uniform Guidance, 2 CFR 200, or 45 CFR Part 75 Appendix IX, as applicable.
10. By signing this Subaward, including the attachments hereto which are hereby incorporated by reference, Subrecipient certifies that it will perform the Statement of Work in accordance with the terms and conditions of this Subaward and the applicable terms of the Federal Award, including the appropriate Research Terms and Conditions ("RTCs") of the Federal Awarding Agency, as referenced in Attachment 2. The parties further agree that they intend this Subaward to comply with all applicable laws, regulations and requirements.

By an Authorized Official of Pass-through Entity: Name: Kevin Archer Date: _____ Title: Dean, School of Graduate Studies & Research	By an Authorized Official of Subrecipient: Name: Brian Flones Date: _____ Title: Superintendent, Wenatchee School District #246
--	--

Attachment 1
Certifications and Assurances

Subaward Number:

22120600DC2

Certification Regarding Lobbying (2 CFR 200.450)

By signing this Subaward, the Subrecipient Authorized Official certifies, to the best of his/her knowledge and belief, that no Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement in accordance with 2 CFR 200.450.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," to the PTE.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Debarment, Suspension, and Other Responsibility Matters (2 CFR 200.213 and 2 CFR 180)

By signing this Subaward, the Subrecipient Authorized Official certifies, to the best of his/her knowledge and belief that neither the Subrecipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency, in accordance with 2 CFR 200.213 and 2 CFR 180.

Audit and Access to Records

Per 2 CFR 200.501- 200.521, Subrecipient certifies that it will provide notice of any adverse findings which impact this Subaward and will provide access to records as required by parts 2 CFR 200.336, 200.337, and 200.201 as applicable. If Subrecipient is not subject to the Single Audit Act, then Subrecipient will provide notice of the completion of any required audits and provide access to such audits upon request.

Program for Enhancement of Contractor Employee Protections (41 U.S.C 4712)

Subrecipient is hereby notified that they are required to: inform their employees working on any federal award that they are subject to the whistleblower rights and remedies of the pilot program; inform their employees in writing of employee whistleblower protections under 41 U.S.C §4712 in the predominant native language of the workforce; and include such requirements in any agreement made with a subcontractor or subgrantee.

The Subrecipient shall require that the language of the certifications above in this Attachment 1 be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Use of Name

Neither party shall use the other party's name, trademarks, or other logos in any publicity, advertising, or news release without the prior written approval of an authorized representative of that party. The parties agree that each party may use factual information regarding the existence and purpose of the relationship that is the subject of this Subaward for legitimate business purposes, to satisfy any reporting and funding obligations, or as required by applicable law or regulation without written permission from the other party. In any such statement, the relationship of the parties shall be accurately and appropriately described.

Attachment 2
Federal Award Terms and Conditions

Subaward Number

22120600DC2

Required Data Elements

The data elements required by Uniform Guidance are incorporated as entered.

Federal Award Issue Date FAIN CFDA No.

09/27/11 P334A110080 84.334A

This Subaward Is:

Research & Development Subject to FFATA

CFDA Title

Gear Up/MOSAIC2 2017-18 Dual Credit

Key Personnel Per NOA

General Terms and Conditions

By signing this Subaward, Subrecipient agrees to the following:

1. To abide by the conditions on activities and restrictions on expenditure of federal funds in appropriations acts that are applicable to this Subaward to the extent those restrictions are pertinent. This includes any recent legislation noted on the Federal Awarding Agency's website:

<https://www.ed.gov/>

2. 2 CFR 200 and 45 CFR Part 75.

3. The Federal Awarding Agency's grants policy guidance, including addenda in effect as of the beginning date of the period of performance or as amended found at:

<https://www.gpo.gov/fdsys/pkg/CFR-2008-title34-vol1/content-detail.html>

4. Research Terms and Conditions, including any Federal Awarding Agency's Specific Requirements found at:

Attachment 7

except for the following :

- a. No-cost extensions require the written approval of the PTE. Any requests for a no-cost extension shall be directed to the Financial Contact shown in Attachment 3A, not less than 30 days prior to the desired effective date of the requested change.
 - b. Any payment mechanisms and financial reporting requirements described in the applicable Federal Awarding Agency Terms and Conditions and Agency-Specific Requirements are replaced with Terms and Conditions (1) through (4) of this Subaward; and
 - c. Any prior approvals are to be sought from the PTE and not the Federal Awarding Agency.
 - d. Title to equipment as defined in 2 CFR 200.33 that is purchased or fabricated with research funds or Subrecipient cost sharing funds, as direct costs of the project or program, shall vest in the Subrecipient subject to the conditions specified in 2 CFR 200.313.
 - e. Prior approval must be sought for a change in Subrecipient PI or change in Key Personnel (defined as listed on the NOA).
5. Treatment of program income: Other [enter text] Income is Not Allowed

This section intentionally left blank

Special Terms and Conditions:

Copyrights:

Subrecipient Shall Grant to PTE an irrevocable, royalty-free, non-transferable, non-exclusive right and license to use, reproduce, make derivative works, display, and perform publicly any copyrights or copyrighted material (including any computer software and its documentation and/or databases) first developed and delivered under this Subaward solely for the purpose of and only to the extent required to meet PTE's obligations to the Federal Government under its PTE Federal Award.

Subrecipient grants to PTE the right to use any written progress reports and deliverables created under this Subaward solely for the purpose of and only to the extent required to meet PTE's obligations to the Federal Government under its Federal Award.

Data Rights:

Subrecipient grants to PTE the right to use data created in the performance of this Subaward solely for the purpose of and only to the extent required to meet PTE's obligations to the Federal Government under its PTE Federal Award.

Data Sharing and Access (Check if applicable):

Subrecipient agrees to comply with the Federal Awarding Agency's data sharing and access requirements as reflected in the NOA (or in the special terms below) and the Data Management/Sharing Plan submitted to the Federal Awarding Agency and provided upon request.

Promoting Objectivity in Research (COI):

Subrecipient must designate herein which entity's Financial Conflicts of Interest policy (COI) will apply: PTE

If applying its own COI policy, by execution of this Subaward, Subrecipient certifies that its policy complies with the requirements of the relevant Federal Awarding Agency as identified herein:

Subrecipient shall report any financial conflict of interest to PTE's Administrative Representative or COI contact, as designated on Attachment 3A. Any financial conflicts of interest identified shall, when applicable, subsequently be reported to Federal Awarding Agency. Such report shall be made before expenditure of funds authorized in this Subaward and within 45 days of any subsequently identified COI.

Work Involving Human or Vertebrate Animals (Select Applicable Options)

No Human or Vertebrate Animals

This section left intentionally blank.

Human Subjects Data (Select One) Not Applicable

This section left intentionally blank

Additional Terms

Attachment 3A
Pass-Through Entity (PTE) Contacts

Subaward Number:
22120600DC2

PTE Information

Entity Name: Central Washington University

Legal Address: Central Washington University
400 East University Way
Ellensburg, WA 98926

Website: www.cwu.edu

PTE Contacts

Central Email: [Redacted]

Principal Investigator Name: Julie Guggino, Director, Research and Sponsored Programs

Email: Julie.Guggino@cwu.edu Telephone Number: 509/963-2640

Administrative Contact Name: Tracy Plouse, Director, Gear Up MOSAIC/SOAR

Email: Tracy.Plouse@cwu.edu Telephone Number: 509/963-1771

COI Contact email (if different to above): [Redacted]

Financial Contact Name: Heather Harrell, Post-Award Manager

Email: Heather.Harrell@cwu.edu Telephone Number: 509/963-1988

Email invoices? Yes No Invoice email (if different): [Redacted]

Authorized Official Name: Kevin Archer, Dean, Graduate Studies and Research

Email: Kevin.Archer@cwu.edu Telephone Number: 509/963-3100

PI Address:

Julie Guggino
Director, Research and Sponsored Programs
Graduate Studies & Research
400 East University Way
Ellensburg, WA 98926-7510

Administrative Address:

Tracy Plouse, MS
Director, Gear Up MOSAIC/SOAR
400 East University Way
Ellensburg, WA 98926-7543

Invoice Address:

Heather Harrell
Post-Award Manager
Grant/Contract Accounting
400 East University Way
Ellensburg, WA 98926-7469

Attachment 3B
Subrecipient Contacts

Subaward Number:

22120600DC2

Subrecipient Information for FFATA reporting

Entity's DUNS Name: Wenatchee School District #246

EIN No.: 97-6007261 Institution Type: Other

DUNS: 070965702 Currently registered in SAM.gov: Yes No
Exempt from reporting executive compensation: Yes No (if no, complete 3Bpg2)

Parent DUNS: This section for U.S. Entities: Zip Code [Look-up](#)
Place of Performance Address Congressional District: 8th Zip Code+4: 98801-1961

Wenatchee High School
1101 Millerdale Ave
Wenatchee, WA 98801

Subrecipient Contacts

Central Email:

Website: www.wenatcheeschools.org

Principal Investigator Name: Brian Flones

Email: flones.b@wenatcheeschools.org Telephone Number: 509.663.8161

Administrative Contact Name: Bill Eagle

Email: eagle.b@wenatcheeschools.org Telephone Number: 509.662.9634

Financial Contact Name: Karen Walters

Email: walters.k@wenatcheeschools.org Telephone Number: 509.663.8161

Invoice/Payment Email: walters.k@wenatcheeschools.org

Authorized Official Name: Donna Moser

Email: moser.d@wenatcheeschools.org Telephone Number: 509.663.8117

Legal Address:

Wenatchee School District #246
235 Sunset Ave
Wenatchee, WA 98801

Administrative Address:

Wenatchee School District #246
235 Sunset Ave
Wenatchee, WA 98801

Payment Address:

Wenatchee School District #246
235 Sunset Ave
Wenatchee, WA 98801

Attachment 3B-2
Highest Compensated Officers

Subaward Number:

22120600DC2

Subrecipient:

Institution Name: Wenatchee School District #246

PI Name: Brian Fiones

Highest Compensated Officers

The names and total compensation of the five most highly compensated officers of the entity(ies) must be listed if the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in Federal awards; and \$25,000,000 or more in annual gross revenues from Federal awards; and the public does not have access to this information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. See FFATA § 2(b)(1) Internal Revenue Code of 1986.

Officer 1 Name: n/a - we do not qualify for this disclosure

Officer 1 Compensation:

Officer 2 Name:

Officer 2 Compensation:

Officer 3 Name:

Officer 3 Compensation:

Officer 4 Name:

Officer 4 Compensation:

Officer 5 Name:

Officer 5 Compensation:

Attachment 4
Reporting and Prior Approval Terms

Subaward Number:

22120600DC2

Subrecipient agrees to submit the following reports (PTE contacts are identified in Attachment 3A):

Technical Reports:

- Monthly technical/progress reports will be submitted to the PTE's Administrative Contact within 15 days of the end of the month.
- Quarterly technical/progress reports will be submitted within 30 days after the end of each project quarter to the PTE's Administrative Contact
- Annual technical / progress reports will be submitted within 60 days prior to the end of each budget period to the PTE's Administrative Contact. Such report shall also include a detailed budget for the next Budget Period, updated other support for key personnel, certification of appropriate education in the conduct of human subject research of any new key personnel, and annual IRB or IACUC approval, if applicable.
- A Final technical/progress report will be submitted to the PTE's Administrative Contact within 60 days of the end of the Project Period or after termination of this award, whichever comes first.
- Technical/progress reports on the project as may be required by PTE's Administrative Contact in order for the PTE to satisfy its reporting obligations to the Federal Awarding Agency.

Prior Approvals:

Carryover is not allowed.

Other Reports:

- In accordance with 37 CFR 401.14, Subrecipient agrees to notify PTE's Administrative Contact within 60 days after Subrecipient's inventor discloses invention(s) in writing to Subrecipient's personnel responsible for patent matters. The Subrecipient will submit a final invention report using Federal Awarding Agency specific forms to the PTE's Administrative Contact within 60 days of the end of the Project Period to be included as part of the PTE's final invention report to the Federal Awarding Agency.
A negative report is required: _____
- Property Inventory Report (only when required by Federal Awarding Agency), specific requirements below.

Other Special Reporting Requirements:

Attachment 5
Statement of Work, Cost Sharing, Indirects & Budget

Subaward Number:
22120600DC2

Statement of Work

Below Attached, pages

If award is FFATA eligible and SOW exceeds 4000 characters, include a *Subrecipient Federal Award Project Description*

The amount funding this subaward agreement is not to exceed \$30,000.00, which may be used to provide reimbursement for dual credit expenses that have been pre-approved by Pass-through Entity.

Budget Information

Indirect Information Indirect Cost Rate (IDC) Applied <input type="text" value="0"/> % Rate Type: <input type="text" value="Other (add in blank box)"/> <input type="text" value="not applicable"/>	Cost Sharing <input type="text" value="No"/> If Yes, include Amount: \$ <input type="text" value=""/>
---	---

Budget Details Below Attached, pages

Approved dual credit reimbursement costs

Budget Totals

Direct Costs	\$	<input type="text" value="30,000.00"/>
Indirect Costs	\$	<input type="text" value="0.00"/>
Total Costs	\$	<input type="text" value="30,000.00"/>

All amounts are in United States Dollars

Attachment 6

Notice of Award (NOA) and any additional documents

- The following pages include the NOA and if applicable any additional documentation referenced throughout this Subaward.
- Not incorporating the NOA or any additional documentation to this Subaward.



Attachment 7

US Department of Education
Washington, D.C. 20202

P334A110080 - 17

GRANT AWARD NOTIFICATION

FUND CODE	FUNDING YEAR	AWARD YEAR	ORG.CODE	CATEGORY	LIMITATION	ACTIVITY	CFDA	OBJECT CLASS	AMOUNT
0201A	2017	2017	EP000000	B	JD0	708	334	4101C	\$1,632,000.00

10 PR/AWARD NUMBER: P334A110080 - 17
 RECIPIENT NAME: Central Washington University
 Academic and Student Life
 GRANTEE NAME: CENTRAL WASHINGTON UNIVERSITY INC
 400 E UNIVERSITY WAY,
 ELLENSBURG, WA 98926 - 7500
 PROGRAM INDIRECT COST TYPE: Restricted
 PROJECT INDIRECT COST RATE: 8%

TERMS AND CONDITIONS

(1) THE FOLLOWING ITEMS ARE INCORPORATED IN THE GRANT AGREEMENT:

- 1) THE RECIPIENT'S APPLICATION (BLOCK 2);
- 2) THE APPLICABLE EDUCATION DEPARTMENT REGULATIONS: 2 CFR PART 180, NONPROCUREMENT DEBARMENT AND SUSPENSION AS ADOPTED AT 2 CFR PART 3485; 2 CFR PART 200 AS ADOPTED AT 2 CFR 3474 (BLOCK 8), AND 34 CFR PARTS 75, 77, 79, 81, 82, 84, 86, 97, 98, 99; AND THE PROGRAM REGULATIONS SPECIFIED IN BLOCK 8; AND
- 3) THE SPECIAL TERMS AND CONDITIONS SHOWN AS ATTACHMENTS IN BLOCK 8 ON THE INITIAL AWARD APPLY UNTIL CHANGED.

IN ACCORDANCE WITH 2 CFR 200.308(c)(2) CHANGES TO KEY PERSONNEL IDENTIFIED IN BLOCK 5 MUST RECEIVE PRIOR APPROVAL FROM THE DEPARTMENT.

THIS AWARD SUPPORTS THE FINAL BUDGET PERIOD FOR THIS PROJECT. THE RECIPIENT IS REQUIRED TO SUBMIT ALL NECESSARY REPORTS TO THE DEPARTMENT OF EDUCATION WITHIN 90 DAYS AFTER THE END OF FEDERAL SUPPORT IN ACCORDANCE WITH 2 CFR 200.327 AND 200.328 (BLOCK 6).

(2) The Office of Management and Budget requires all Federal agencies to assign a Federal Award Identifying Number (FAIN) to each of their financial assistance awards. The PR/AWARD NUMBER identified in Block 2 is your FAIN.

If subawards are permitted under this grant, and you choose to make subawards, you must document the assigned PR/AWARD NUMBER (FAIN) identified in Block 2 of this Grant Award Notification on each subaward made under this grant. The term subaward means:

1. A legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
2. The term does not include your procurement of property and services needed to carry out the project or program (The payments received for goods or services provided as a contractor are not Federal awards, see 2 CFR 200.501(f) of the OMB Uniform Guidance: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards").
3. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

(3) Unless this grant solely funds research, you must comply with new regulations regarding awards to faith-based organizations (FBOs) that provide beneficiary services under this grant or under a contract you award to provide



**US Department of Education
Washington, D.C. 20202**

GRANT AWARD NOTIFICATION

beneficiary services under this grant. These new regulations clarify the rights of FBOs and impose certain duties on FBOs regarding the referral of beneficiaries they serve. See 34 CFR 75.52, 75.712-75.714, appendix A to part 75, and 2 CFR 3474.15. The Department has established a web page that provides guidance on the new regulations, including FAQs and other implementation tools, which is available at <http://www2.ed.gov/policy/fund/reg/fbci-reg.html>. If you have any questions about these regulations, please contact the Education Program Contact identified in Block 3 of this GAN.

- (4) Reimbursement of indirect costs is subject to the availability of funds and statutory and regulatory restrictions. The negotiated indirect cost rate agreement authorizes a non-Federal entity to draw down indirect costs from the grant awards. The following conditions apply to the below entities.

A. All entities (other than institutions of higher education (IHE))

The GAN for this grant award shows the indirect cost rate that applies on the date of the initial grant for this project. However, after the initial grant date, when a new indirect cost rate agreement is negotiated, the newly approved indirect cost rate supersedes the indirect cost rate shown on the GAN for the initial grant. This new indirect cost rate should be applied according to the period specified in the indirect cost rate agreement, unless expressly limited under EDGAR or program regulations. Any grant award with an approved budget can amend the budget to account for a change in the indirect cost rate. However, for a discretionary grant award any material changes to the budget which may impact the scope or objectives of the grant must be discussed with the program officer at the Department. See 34 CFR 75.560 (d)(3) (ii) (part 75 of EDGAR).

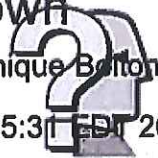
B. Institutions of higher education (IHE)

Under 2 CFR part 200, Appendix III, Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs), the Department must apply the negotiated indirect cost rate in effect on the date of the initial grant award to every budget period of the project, including all continuation grants made for this project. See 2 CFR Part 200, Appendix III, paragraph C.7. Therefore, the GAN for each continuation grant will show the original indirect cost rate and it applies to the entire period of performance of this project. If the indirect cost rate agreement that is applicable to this grant does not extend to the end of the grant's project period, the indirect cost rate set at the start of the project period must still be applied to the end of project period regardless of the fact that the rate has otherwise expired.

Validity unknown

Digitally signed by Monique Bolton

Date: Thu Aug 10 11:45:31 EDT 2017



AUTHORIZING OFFICIAL

DATE

EXPLANATION OF BLOCKS ON THE GRANT AWARD NOTIFICATION

For Discretionary, Formula and Block Grants (See Block 2 of the Notification)

- 1. RECIPIENT NAME** - The legal name of the recipient or name of the primary organizational unit that was identified in the application, state plan or other documents required to be submitted for funding by the grant program.
- 2. AWARD INFORMATION** - Unique items of information that identify this notification.
 - PR/AWARD NUMBER** - A unique, identifying number assigned by the Department to each application. On funded applications, this is commonly known as the "grant number" or "document number." The PR/Award Number is also known as the Federal Award Identifying Number, or FAIN.
 - ACTION NUMBER** - A numeral that represents the cumulative number of steps taken by the Department to date to establish or modify the award through fiscal or administrative means. Action number "01" will always be "NEW AWARD"
 - ACTION TYPE** - The nature of this notification (e.g., NEW AWARD, CONTINUATION, REVISION, ADMINISTRATIVE)
 - AWARD TYPE** - The particular assistance category in which funding for this award is provided, i.e., DISCRETIONARY, FORMULA, or BLOCK. If this award was made under a Research and Development grant program, the terms RESEARCH AND DEVELOPMENT will appear under DISCRETIONARY, FORMULA OR BLOCK.
- 3. PROJECT STAFF** - This block contains the names and telephone numbers of the U.S. Department of Education and recipient staff who are responsible for project direction and oversight.
 - *RECIPIENT PROJECT DIRECTOR** - The recipient staff person responsible for administering the project. This person represents the recipient to the U.S. Department of Education.
 - EDUCATION PROGRAM CONTACT** - The U.S. Department of Education staff person responsible for the programmatic, administrative and business management concerns of the Department.
 - EDUCATION PAYMENT CONTACT** - The U.S. Department of Education staff person responsible for payments or questions concerning electronic drawdown and financial expenditure reporting.
- 4. PROJECT TITLE AND CFDA NUMBER** - Identifies the Catalog of Federal Domestic Assistance (CFDA) subprogram title and the associated subprogram number.
- 5.* KEY PERSONNEL** - Name, title and percentage (%) of effort the key personnel identified devotes to the project.
- 6. AWARD PERIODS** - Project activities and funding are approved with respect to three different time periods, described below:
 - BUDGET PERIOD** - A specific interval of time for which Federal funds are being provided from a particular fiscal year to fund a recipient's approved activities and budget. The start and end dates of the budget period are shown.
 - PERFORMANCE PERIOD** - The complete length of time the recipient is proposed to be funded to complete approved activities. A performance period may contain one or more budget periods.
 - *FUTURE BUDGET PERIODS** - The estimated remaining budget periods for multi-year projects and estimated funds the Department proposes it will award the recipient provided substantial progress is made by the recipient in completing approved activities, the Department determines that continuing the project would be in the best interest of the Government, Congress appropriates sufficient funds under the program, and the recipient has submitted a performance report that provides the most current performance information and the status of budget expenditures.
- 7. AUTHORIZED FUNDING** - The dollar figures in this block refer to the Federal funds provided to a recipient during the award periods.
 - *THIS ACTION** - The amount of funds obligated (added) or de-obligated (subtracted) by this notification.
 - *BUDGET PERIOD** - The total amount of funds available for use by the grantee during the stated budget period to this date.
 - *PERFORMANCE PERIOD** - The amount of funds obligated from the start date of the first budget period to this date.
 - RECIPIENT COST SHARE** - The funds, expressed as a percentage, that the recipient is required to contribute to the project, as defined by the program legislation or regulations and/or terms and conditions of the award.
 - RECIPIENT NON-FEDERAL AMOUNT** - The amount of non-federal funds the recipient must contribute to the project as identified in the recipient's application. When non-federal funds are identified by the recipient where a cost share is not a legislation requirement, the recipient will be required to provide the non-federal funds.
- 8. ADMINISTRATIVE INFORMATION** - This information is provided to assist the recipient in completing the approved activities and managing the project in accordance with U.S. Department of Education procedures and regulations.

DUNS/SSN - A unique, identifying number assigned to each recipient for payment purposes. The number is based on either the recipient's assigned number from Dun and Bradstreet or the individual's social security number.

***REGULATIONS** - Title 2 of the Code of Federal Regulations(CFR), Part 200 as adopted at 2 CFR 3474; the applicable parts of the Education Department General Administrative Regulations (EDGAR), specific program regulations (if any), and other titles of the CFR that govern the award and administration of this grant.

***ATTACHMENTS** - Additional sections of the Grant Award Notification that discuss payment and reporting requirements, explain Department procedures, and add special terms and conditions in addition to those established, and shown as clauses, in Block 10 of the award. Any attachments provided with a notification continue in effect through the project period until modified or rescinded by the Authorizing Official.

9. LEGISLATIVE AND FISCAL DATA - The name of the authorizing legislation for this grant, the CFDA title of the program through which funding is provided, and U.S. Department of Education fiscal information.

FUND CODE, FUNDING YEAR, AWARD YEAR, ORG.CODE, PROJECT CODE, OBJECT CLASS -

The fiscal information recorded by the U.S. Department of Education's Grants Management System (G5) to track obligations by award.

AMOUNT - The amount of funds provided from a particular appropriation and project code. Some notifications authorize more than one amount from separate appropriations and/or project codes. The total of all amounts in this block equals the amount shown on the line, "THIS ACTION" (See "AUTHORIZED FUNDING" above (Block 7)).

10. TERMS AND CONDITIONS - Requirements of the award that are binding on the recipient.

***PARTICIPANT NUMBER** - The number of eligible participants the grantee is required to serve during the budget year.

***GRANTEE NAME** - The entity name and address registered in the System for Award Management (SAM). This name and address is tied to the DUNS number registered in SAM under the name and address appearing in this field. This name, address and the associated DUNS is what is displayed in the SAM Public Search.

***PROGRAM INDIRECT COST TYPE** - The type of indirect cost permitted under the program (i.e. Restricted, Unrestricted, or Training).

***PROJECT INDIRECT COST RATE** - The indirect cost rate applicable to this grant.

***AUTHORIZING OFFICIAL** - The U.S. Department of Education official authorized to award Federal funds to the recipient, establish or change the terms and conditions of the award, and authorize modifications to the award

FOR FORMULA AND BLOCK GRANTS ONLY:

(See also Blocks 1, 2, 4, 6, 8, 9 and 10 above)

3. PROJECT STAFF - The U.S. Department of Education staff persons to be contacted for programmatic and payment questions.

7. AUTHORIZED FUNDING

CURRENT AWARD AMOUNT - The amount of funds that are obligated (added) or de-obligated (subtracted) by this action.

PREVIOUS CUMULATIVE AMOUNT - The total amount of funds awarded under the grant before this action.

CUMULATIVE AMOUNT - The total amount of funds awarded under the grant, this action included.

* This item differs or does not appear on formula and block grants.

**UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF THE CHIEF FINANCIAL OFFICER
& CHIEF INFORMATION OFFICER**

**Tracy Plouse
Central Washington University
Academic and Student Life
400 E University Way**

Ellensburg, WA 98926 - 7510

SUBJECT: Payee Verification for Grant Award P334A110080 - 17

This is to inform you of the payee for the above listed grant award issued by the United States Department of Education

Grantee DUNS/SSN: 055484950

Grantee Name: CENTRAL WASHINGTON UNIVERSITY INC

Payee DUNS/SSN: 055484950

Payee Name: CENTRAL WASHINGTON UNIVERSITY INC

If any of the above information is not correct, please contact a Payee Customer Support Representative at 1-888-336-8930. Please send all the correspondence relating to the payee or bank information changes to the following address:

**U.S. Department of Education
550 12th Street, SW
Room 6087
Washington, DC 20202**

**Attn: Stephanie Barnes
Phone: 202-245-8006**

SPECIFIC GRANT CONDITIONS FOR PAYMENTS

THE G5 PAYMENTS MODULE

Payments under this award will be made through the G5-Payments module of the U.S. Department of Education's (Department) electronic payments system. The G5 Payments module within the Education Central Automated Processing Systems (EDCAPS) is administered by the Office of the Chief Information Officer, Financial Systems Services.

The internet address for G5 is <https://www.g5.gov>. To access the G5 Payments module, you must first have a G5 User Id and Password. You will need to request a G5 User Id and Password from the Department of Education by submitting an **External Access Security Form**. This form is electronically available during online registration under "*Not Registered? Sign Up*", when you access the website. The Department will issue G5 User IDs and Passwords to those individuals authorized by the payee to access G5 to request funds and report expenditures. **User IDs and Passwords cannot be faxed or given over the phone**, and may not be shared by multiple users. The External User Access Request Form must be completed and mailed to the following address:

U.S. Department of Education
Office of the Chief Information Officer
Mail Stop – 4138
Attn: G5 Functional Application Team
400 Maryland Avenue, SW
Washington, DC 20202

New grantees will be requested to provide pertinent information before they may begin requesting funds. Information to be provided includes:

- Designation of payee;
- Payee contacts and mailing addresses;
- Depositor account information; and
- Individuals authorized by the payee to access G5 to request funds - these individuals will be provided User IDs and passwords to access G5.

The payee is the entity identified by the grantee to handle the financial aspects of the grant (e.g., request payments, report expenditures, etc.). While a grantee may designate an entity to be its payee, alternatively, a grantee and payee may be the same entity.

Payees may begin requesting funds for the grantee once their award authorization is entered into G5 and the award start date is reached.

A copy of the Department of Education G5 Training Guide (*Guide*) is available on the G5 website at the "Help" link. The guide provides detailed instructions on all electronic payment processes. If you are not Internet capable, please contact the G5 Hotline at toll free 1 (888) 336-8930 to request a hard copy of the Guide.

REQUESTING FUNDS USING THE G5 MODULE

Payees can access the G5-Payments Module on-line to request funds. To access the G5 Payments Module, payees need a Web browser (such as Microsoft Internet Explorer) and Internet connectivity. Payees will request funds by award using the PR/Award Number found in Block 5 of the Grant Award Notification. Instructions for navigating through the G5-Payments screens to make a payment request are given in the G5 Training Guide and in the G5 On Demand training located under the "Help" link. Instructions for modifying payment requests, adjusting drawdown amounts, and viewing award and authorization histories are also included in the Guide.

Those payees who do not have the technology to access G5-Payments on-line may request funds by calling ED's G5 Hotline by at 1-888-336-8930.

AWARD INFORMATION

Payees can get information on this award on-line, or by calling ED's G5 Hotline Staff at 1-888-336-8930.

➤ On-Line:

Payees may access G5 via the Internet at <https://www.G5.gov> to retrieve and view information on their awards, such as:

- Net authorization and authorization history;
- Net draws;
- Available balance;
- History of pending and completed payments;
- Award status; and
- Award history - including detailed transactions on drawdowns, returns, refunds, and adjustments.

➤ ED's G5 Hotline Staff:

Payees can contact a G5 Hotline Staff for information on any award. Because award information is organized in G5 by a unique identifier - the Dun & Bradstreet Number (DUNS Number) - payees should have their DUNS number, identified in Block 8 of the Grant Award Notification, available when contacting a G5 Hotline Staff Representative.

FINANCIAL REPORTS:

When a Payee requests a drawdown of funds by grant award, the Department records this drawdown as an expenditure against the specified grant award. This method of identifying expenditures, at the time of drawdown, and the capability to make adjustments on-line, eliminates the need for the submission of the Federal Cash Transactions Report Form 272. Thus, additional financial reporting generally will not be required, unless otherwise specified by ED.

**SPECIFIC GRANT TERMS AND CONDITIONS FOR
FINANCIAL AND PERFORMANCE REPORTS**

PERFORMANCE REPORTS:

ALL RECIPIENTS are required to submit a final performance report within 90 days after the expiration or termination of grant support.

ALL RECIPIENTS of a multi-year discretionary award must submit an annual Grant Performance Report. The report should contain current performance and financial expenditure information for this grant. (34 CFR 75.118).

***** IF YOU HAVE RECEIVED YOUR GRANT AWARD NOTIFICATION ELECTRONICALLY, THE ITEMS BELOW WILL NOT BE CHECKED. YOUR EDUCATION PROGRAM CONTACT WILL PROVIDE YOU WITH INFORMATION ABOUT YOUR PERFORMANCE REPORT SUBMISSIONS, INCLUDING THE DUE DATE, AS A GRANT TERM OR CONDITION IN BOX 10 ON THE GRANT AWARD NOTIFICATION, OR THROUGH ANOTHER NOTIFICATION AT A LATER TIME. *****

Refer to the item(s) checked below for other reporting requirements that may apply to this grant:

1. A performance report is due before the next budget period begins. The report should contain current performance and financial expenditure information for this grant. (34 CFR 75.118)

The continuation report is due on _____.

The Department will provide recipients with additional information about this report, including due date, at a later time.

2. An interim performance report is required because of the nature of this award or because of statutory or regulatory provisions governing the program under which this award is made. The report is due more frequently than annually as indicated:

Quarterly Submit within 30 days after the end of each quarter.

Semiannually Submit within 30 days after the end of each 6-month period.

3. Other Required Reports:

FINANCIAL REPORTS:

***** IF YOU HAVE RECEIVED YOUR GRANT AWARD NOTIFICATION ELECTRONICALLY, THE ITEMS BELOW WILL NOT BE CHECKED. IF A FINANCIAL REPORT IS REQUIRED, YOUR EDUCATION PROGRAM CONTACT WILL PROVIDE YOU WITH INFORMATION ABOUT YOUR FINANCIAL REPORT SUBMISSION, INCLUDING THE DUE DATE, AS A GRANT TERM OR CONDITION IN BOX 10 ON THE GRANT AWARD NOTIFICATION, OR THROUGH ANOTHER NOTIFICATION AT A LATER TIME. *****

Unless an item down below is checked, a Standard Form 425 Federal Financial Report (FFR) is not required for this grant. The Department will rely on the drawdown of funds by grant award and record such drawdowns as expenditures by grantees. (34 CFR 75.720)

Quarterly FFRs are required for reporting periods ending on 12/31, 03/31, 06/30, 09/30, and are due within 45 days after each reporting period.

Semi-annual FFRs are required for reporting periods ending on 03/31 and 09/30, and are due within 45 days after each reporting period.

An annual FFR is required for reporting period ending 09/30, and is due within 45 days after the reporting period.

A final FFR is due within 90 days after the project or grant period end date.

A quarterly, semi-annual, annual, and/or final FFR as noted hereinabove is due for this grant because:

Specific Award Conditions, or specific grant or subgrant conditions for designation of "high risk," were imposed in accordance with 2 CFR Part 200.207 and Part 3474.10; and/or

Statutory Requirement.

When completing an FFR for submission in accordance with the above referenced selection, the following must be noted:

1. While the FFR is a government wide form that is designed for single grant and multiple grant award reporting, the U.S. Department of Education's (EDs) policy is that multiple grant award reporting is not permitted for ED grants. Thus, an ED grantee that is required to submit an FFR in accordance with any of the above referenced selections must complete and submit one FFR for each of its grants. The FFR attachment (Standard Form 425A), which is available for reporting multiple grants, is not to be used for ED grants. As such, references to multiple grant reporting and to the FFR attachment in items 2, 5 and 10 of the FFR are not applicable to ED grantees. With regards to item 1 of the note found in the Federal Financial Report Instructions, it is EDs policy that a grantee must complete items 10(a) through 10(o) for each of its grants. The multiple award, multiple grant, and FFR attachment references found in items 2, 5, 6, before 10(a), in item 10(b), before 10(d), before 10(i) and before 10(l) of the Line Item Instructions for the Federal Financial Report are not applicable to ED grants.
2. Unless disallowed by statute or regulation, a grantee will complete item 10(m) or 10(n) in accordance with the options or combination of options as provided in 2 CFR Part 200.307. A grantee is permitted, in accordance with 2 CFR Part 200.307, to add program income to its Federal share to further eligible project or program

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GRANT ATTACHMENT 2
PAGE 3 OF 3

objectives, use program income to finance the non-Federal share of the project or program; and deduct program income from the Federal share of the total project costs.

3. A grantee will complete item 11(a) by listing the rate type identified in its indirect cost rate agreement, as approved by its cognizant agency. An ED grantee that does not have an indirect cost rate agreement approved by its cognizant agency, and that is using the ED approved temporary rate of 10% of budgeted direct salaries and wages, or the de minimis rate of 10 percent of modified total direct cost (MTDC) consisting of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward (i.e. subgrant) or subcontract, must list its rate in 11(a) as an ED Temporary Rate or De Minimis Rate. A grantee may only use the de minimis rate if it has never negotiated an indirect cost rate with its cognizant agency, and it is not subject to ED's training rate or supplement-not-supplant provisions. In addition, States, Local Governments and Indian Tribes may not use the de minimis rate; thus, this rate may only be used by institutions of higher education (IHE) and non-profit organizations. A training program grantee whose recovery of indirect cost is limited to 8% of a modified total direct cost base in accordance with EDGAR § 75.562 (c), must list its rate as an ED Training Grant Rate. A restricted rate program grantee (such as one with a supplement-not-supplant grant provision) that has not negotiated an indirect cost agreement with its cognizant agency and that has limited the recovery of indirect costs in accordance with 34 CFR 75.563 and 76.564 (c), must list its rate as an ED Restricted Rate.
4. Quarterly, semi-annual, and annual interim reports shall be due within 45 days after the end of the reporting period. Although the Office of Management and Budget (OMB) published in its December 7, 2007 Federal Register Notice (72 FR 69236) that interim reports are due within 45 days of the interim reporting end dates instead of within 30 days as originally identified, OMB has not revised the FFR instructions to reflect this change. Grantees are, nevertheless, permitted to exercise the 45 day period as published by OMB within the Federal Register. Final reports shall be due no later than 90 days after the project or grant period end date. Extensions of reporting due dates may be approved by the program office upon request by the grantee.
5. If grantees need additional space to report financial information, beyond what is available within the FFR, they should provide supplemental pages. These additional pages must indicate the following information at the top of each page: Federal Grant or other identifying number, recipient organization, Data Universal Number System (DUNS) number, Employer Identification Number (EIN), and period covered by the report.

One original and one copy of all reports should be submitted.

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**An Overview of Single Audit Requirements of States,
Local Governments, and Non-Profit Organizations**

To meet audit requirements of U.S. Office of Management and Budget (OMB) Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards (Uniform Guidance), grantees must submit all documents required by Uniform Guidance 2 CFR 200.512, including Form SF-SAC: Data Collection Form, to:

Federal Audit Clearinghouse
1201 East 10th Street
Jeffersonville, Indiana 47132
(301) 763-1551 (voice)
(800) 253-0696 (toll free)
(301) 457-1540 (fax)

Below is a summary of the single audit requirements:

- (1) **Single Audit.** A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with 2 CFR 200.514, "Scope of Audit," except when it elects to have a program specific audit conducted.
- (2) **Program-specific audit election.** When an auditee expends Federal awards under only one Federal program (excluding R&D), and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.
- (3) **Exemption when Federal awards expended are less than \$750,000.** A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in 2 CFR 200.503, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

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(4) Federally Funded Research and Development Centers (FFRDC). Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity.

(5) Report Submission. The audit must be completed, and the data collection form and reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period. If the due date falls on a Saturday, Sunday, or Federal holiday, the reporting package is due the next business day. Unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection. Auditees and auditors must ensure that their respective parts of the reporting package do not include protected personally identifiable information. (2 CFR 200.512)

Grantees are strongly urged to obtain the "OMB Compliance Supplement" and to contact their cognizant agency for single audit technical assistance.

The designated cognizant agency for single audit purposes is "the Federal awarding agency that provides the predominant amount of direct funding to the recipient." Grantees should obtain a copy of the OMB Compliance supplement. This supplement will be instructive to both grantees and their auditors. Appendix III of the supplement provides a list of Federal Agency Contacts for Single Audits, including addresses, phone numbers, fax numbers, and e-mail addresses for technical assistance.

If the U.S. Department of Education is the cognizant agency, grantees should contact the Non-Federal Audit Team in the Department's Office of Inspector General, at the address, phone, or fax number provided on page 3 of this attachment.

Grantees can obtain information on single audits from:

The OMB Publications Service, (202) 395-7332. (To obtain OMB Compliance Supplement, and Form SF-SAC: Data Collection Form)

The OMB web site. The Internet address is www.omb.gov. Look under OMB "Information for Agencies", then in OMB Circulars. (To obtain OMB Compliance Supplement, and Form SF-SAC: Data Collection Form)

The Federal Audit Clearinghouse, 1-888-222-9907. (to obtain Form SF-SAC: Data Collection Form), or

The American Institute of Certified Public Accountants (AICPA). AICPA has illustrative OMB Single Audit report examples that might be of interest to accountants, auditors, or financial staff. The examples can be obtained by their fax hotline: (202) 938-3797, request document number 311; or from their Internet page. The Internet address is www.aicpa.org.

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If the U.S. Department of Education is the cognizant agency for the grantee organization, the following shows, according to the location of the grantee entity, which location of the Office of Inspector General to contact for single audit-related questions. For programmatic questions, grantees should contact the Education Program Contact shown on the Department's Grant Award Notification.

U.S. Department of Education Non-Federal Audit Teams

Director, Non-Federal Audits
Office of Inspector General
U.S. Department of Education
Wanamaker Building
100 Penn Square East, Suite 502
Philadelphia, PA 19107
Phone: Voice (215) 656-6900
FAX (215) 656-6397

NATIONAL OFFICE CONTACT and audits in Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, Puerto Rico, and the Virgin Islands.

Non-Federal Audit Team
Office of Inspector General
U.S. Department of Education
1999 Bryan Street, Suite 2630
Dallas, TX 75201-6817
Phone: Voice (214) 880-3031
FAX (214) 880-2492

For audits in Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee, and Texas.

Non-Federal Audit Team
Office of Inspector General
U.S. Department of Education
8930 Ward Parkway, Suite 2401
Kansas City, MO 64114-3302
Phone: Voice (816) 268-0502
FAX (816) 823-1398

For audits in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, and the Pacific Islands.

GRANT ATTACHMENT 6

Request for Approval of Program Income

In projects that generate program income, the recipient calculates the amount of program income according to the guidance given in 2 CFR Part 200.307.

***** IF YOU RECEIVED YOUR GRANT AWARD NOTIFICATION ELECTRONICALLY AND YOU ARE SUBJECT TO ANY OF THE RESTRICTIONS IDENTIFIED BELOW, THE RESTRICTION(S) WILL APPEAR IN BOX 10 ON YOUR GRANT AWARD NOTIFICATION AS A GRANT TERM OR CONDITION OF THE AWARD. *****

Unless checked below as NOT ALLOWED, the recipient may exercise any of the options or combination of options, as provided in 2 CFR Part 200.307, for using program income generated in the course of the recipient's authorized project activities:

- Not Allowed Adding program income to funds committed to the project by the Secretary and recipient and using it to further eligible project or program objectives;
 - Not Allowed Using program income to finance the non-Federal share of the project or program; and
 - Not Allowed Deducting program income from the total allowable cost to determine the net allowable costs.
-

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GRANT ATTACHMENT 8

Trafficking in Persons

The Department of Education adopts the requirements in the Code of Federal Regulations at 2 CFR 175 and incorporates those requirements into this grant through this condition. The grant condition specified in 2 CFR 175.15(b) is incorporated into this grant with the following changes. Paragraphs a.2.ii.B and b.2.ii. are revised to read as follows:

“a.2.ii.B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85.”

“b.2.ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85.”

Under this condition, the Secretary may terminate this grant without penalty for any violation of these provisions by the grantee, its employees, or its subrecipients.

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Reporting Prime Awardee Executive Compensation Data As Required under the Federal Funding Accountability and Transparency Act

The Federal Funding Accountability and Transparency Act (FFATA) is designed to increase transparency and improve the public's access to Federal government information. To this end, FFATA requires that executive compensation data be reported for all new Federal grants funded at \$25,000 or more that meet the reporting conditions as set forth in this grant award term, and that are awarded on or after October 1, 2010. For FFATA reporting purposes, the prime awardee (i.e. the grantee) is the entity listed in box 1 of the Grant Award Notification.

a. Reporting Total Compensation of the Prime Awardee's Executives:

1. *Applicability and what to report.* The prime awardee must report total compensation for each of its five most highly compensated executives for the preceding completed fiscal year, if all of the following conditions are applicable: —

- i. the total Federal funding authorized to date under this award is \$25,000 or more; and
- ii. in the preceding fiscal year, the prime awardee received--
 - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
- iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Securities and Exchange Commission total compensation filings at www.sec.gov/answers/excomp.htm.)

2. *Where, what and when to report.* The prime awardee must report executive compensation described in paragraph a.1. of this grant award term as part of its registration profile in the System for Award Management (www.SAM.gov).

- i. The types of compensation that must be reported for each subrecipient are listed in the definition of "total compensation" appearing in item b of this grant award term. If this is the first award the prime awardee has received that is subject to the reporting requirements in paragraph a.1., the prime awardee must report by the end of the month following the month in which this award is made, and on each anniversary of this award.

b. Definitions. For purposes of this grant award term:

1. ***Entity*** means all of the following, as defined in 2 CFR Part 25:

- i. A Governmental organization, which is a State, local government, or Indian tribe;
- ii. A foreign public entity;
- iii. A domestic or foreign nonprofit organization;
- iv. A domestic or foreign for-profit organization;
- v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. **Executive** means officers, managing partners, or any other employees in management positions.

3. **Total compensation** means the cash and noncash dollar value earned by the executive during the prime awardee's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

i. Salary and bonus.

ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

v. Above-market earnings on deferred compensation which is not tax-qualified.

vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

Revised 07/2015

GRANT ATTACHMENT 11

SPECIFIC CONDITIONS FOR DISCLOSING FEDERAL FUNDING IN PUBLIC ANNOUNCEMENTS

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, U.S. Department of Education grantees shall clearly state :

- 1) the percentage of the total costs of the program or project which will be financed with Federal money;
- 2) the dollar amount of Federal funds for the project or program; and
- 3) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Recipients must comply with these conditions under Division H, Title V, Section 505 of Public Law 113-76, Consolidated Appropriations Act, 2014.

12/2014

**PROHIBITION OF TEXT MESSAGING AND EMAILING WHILE
DRIVING DURING OFFICIAL FEDERAL GRANT BUSINESS**

Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving.

Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009.

12/2014

GRANT ATTACHMENT 13

Registration of Data Universal Numbering System (DUNS) Number and Taxpayer Identification Number (TIN) in the System for Award Management (SAM)

The U.S. Department of Education (Education) Grants Management System (G5) will begin disbursing payments via the U.S. Department of Treasury (Treasury) rather than directly through the Federal Reserve as in the past. The U.S. Treasury requires that we include your Tax Payer Identification Number (TIN) with each payment. Therefore, in order to do business with Education you must have a registered DUNS and TIN number with the SAM, the U.S. Federal Government's primary registrant database. If the payee DUNS number is different than your grantee DUNS number, both numbers must be registered in the SAM. Failure to do so will delay the receipt of payments from Education.

A TIN is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security number (SSN) is issued by the SSA whereas all other TINs are issued by the IRS.

The following are all considered TINs according to the IRS.

- Social Security Number "SSN"
- Employer Identification Number "EIN"
- Individual Taxpayer Identification Number "ITIN"
- Taxpayer Identification Number for Pending U.S. Adoptions "ATIN"
- Preparer Taxpayer Identification Number "PTIN"

If your DUNS number is not currently registered with the SAM, you can easily register by going to www.sam.gov. Please allow 3-5 business days to complete the registration process. If you need a new TIN, please allow 2-5 weeks for your TIN to become active. If you need assistance during the registration process, you may contact the SAM Federal Service Desk at 866-606-8220.

If you are currently registered with SAM, you may not have to make any changes. However, please take the time to validate that the TIN associated with your DUNS is correct.

If you have any questions or concerns, please contact the G5 Hotline at 888-336-8930.

12/2014

System for Award Management and Universal Identifier Requirements

1. Requirement for System for Award Management (SAM)

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

2. Requirement for Data Universal Numbering System (DUNS) Numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

3. Definitions

For purposes of this award term:

1. System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <http://www.sam.gov>).
2. Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
3. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - a. A Governmental organization, which is a State, local government, or Indian Tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization; and
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
4. Subaward:
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - b. The term does not include your procurement of property and services needed to carry out the project or program (see 2 CFR 200.501 of the OMB "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards").
 - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
5. Subrecipient means an entity that:
 - a. Receives a subaward from you under this award; and
 - b. Is accountable to you for the use of the Federal funds provided by the subaward.

12/2014

**ATTACHMENT B
SPECIAL GRANT TERMS AND CONDITIONS FOR
FINANCIAL AND PERFORMANCE REPORTS**

PERFORMANCE REPORTS:

ALL RECIPIENTS are required to submit a final performance report within 90 days after the expiration or termination of grant support.

ALL RECIPIENTS of a multi-year discretionary award must submit an annual Grant Performance Report. The report should contain current performance and financial expenditure information for this grant. (34 CFR 75.118)

***** IF YOU HAVE RECEIVED YOUR GRANT AWARD NOTIFICATION ELECTRONICALLY, THE ITEMS BELOW WILL NOT BE CHECKED. YOUR EDUCATION PROGRAM CONTACT WILL PROVIDE YOU WITH INFORMATION ABOUT YOUR PERFORMANCE REPORT SUBMISSIONS, INCLUDING THE DUE DATE, AS A GRANT TERM OR CONDITION IN BOX 10 ON THE GRANT AWARD NOTIFICATION, OR THROUGH ANOTHER NOTIFICATION AT A LATER TIME. *****

Refer to the item(s) checked below for other reporting requirements that may apply to this grant:

1. A performance report is due before the next budget period begins. The report should contain current performance and financial expenditure information for this grant. (34 CFR 75.118)

The continuation report is due on _____.

The Department will provide recipients with additional information about this report, including due date, at a later time.

2. An interim performance report is required because of the nature of this award or because of statutory or regulatory provisions governing the program under which this award is made. The report is due more frequently than annually as indicated:

Quarterly Submit within 30 days after the end of each quarter.

Semiannually Submit within 30 days after the end of each 6-month period.

3. Other Required Reports:

***** IF YOU HAVE RECEIVED YOUR GRANT AWARD NOTIFICATION ELECTRONICALLY, THE ITEMS BELOW WILL NOT BE CHECKED. IF A FINANCIAL REPORT IS REQUIRED, YOUR EDUCATION PROGRAM CONTACT WILL PROVIDE YOU WITH INFORMATION ABOUT YOUR FINANCIAL REPORT SUBMISSION, INCLUDING THE DUE DATE, AS A GRANT TERM OR CONDITION IN BOX 10 ON THE GRANT AWARD NOTIFICATION, OR THROUGH ANOTHER NOTIFICATION AT A LATER TIME. *****

FINANCIAL REPORTS:

Unless an item down below is checked, a Standard Form 425 Federal Financial Report (FFR) is not required for this grant. The Department will rely on the drawdown of funds by grant award and record such drawdowns as expenditures by grantees. (34 CFR 75.720)

Quarterly FFRs are required for reporting periods ending on 12/31, 03/31, 06/30, 09/30, and are due within 45 days after each reporting period.

____Semi-annual FFRs are required for reporting periods ending on 03/31 and 09/30, and are due within 45 days after each reporting period.

____An annual FFR is required for reporting period ending 09/30, and is due within 45 days after the reporting period.

____A final FFR is due within 90 days after the project or grant period end date.

A quarterly, semi-annual, annual, and/or final FFR as noted hereinabove is due for this grant because:

____(34 CFR 74.14 or 80.12) Special Award Conditions or Special grant or subgrant conditions for "high-risk" grantees;

____Statutory Requirement or Other Special Condition

When completing an FFR for submission in accordance with the above referenced selection, the following must be noted:

1. While the FFR is a government wide form that is designed for single grant and multiple grant award reporting, the U.S. Department of Education's (EDs) policy is that multiple grant award reporting is not permitted for ED grants. Thus, an ED grantee that is required to submit an FFR in accordance with any of the above referenced selections must complete and submit one FFR for each of its grants. The FFR attachment (Standard Form 425A), which is available for reporting multiple grants, is not to be used for ED grants. As such, references to multiple grant reporting and to the FFR attachment in items 2, 5 and 10 of the FFR are not applicable to ED grantees. With regards to item 1 of the note found in the Federal Financial Report Instructions, it is EDs policy that a grantee must complete items 10(a) through 10(o) for each of its grants. The multiple award, multiple grant, and FFR attachment references found in items 2, 5, 6, before 10(a), in item 10(b), before 10(d), before 10(i) and before 10(l) of the Line Item Instructions for the Federal Financial Report are not applicable to ED grants.
2. Unless disallowed by statute or regulation, a grantee will complete item 10(m) or 10(n) in accordance with the options or combination of options as provided in 34 CFR 74.24(a)-(h) and 34 CFR 80.25(a)-(h). A grantee is permitted, in accordance with 34 CFR 74.24(a)-(h) and 34 CFR 80.25(a)-(h), to add program income to its Federal share to further eligible project or program objectives, use program income to finance the non-Federal share of the project or program; and deduct program income from the Federal share of the total project costs.
3. A grantee will complete item 11(a) by listing the rate type identified in its indirect cost rate agreement, as approved by its cognizant agency. An ED grantee that does not have an indirect cost rate agreement approved by its cognizant agency, and that is using the ED approved temporary rate of 10% of budgeted direct salaries and wages, must list its rate in 11(a) as an ED Temporary Rate. A training program grantee whose recovery of indirect cost is limited to 8% of a modified total direct cost base in accordance with EDGAR § 75.562 (c), must list its rate as an ED Training Grant Rate. A restricted rate program grantee (such as one with a supplement-not-supplant grant provision) that has not negotiated an indirect cost agreement with its cognizant agency and that has limited the recovery of indirect costs in accordance with 34 CFR 75.563 and 76.564 (c), must list its rate as an ED Restricted Rate.
4. Quarterly, semi-annual, and annual interim reports shall be due within 45 days after the end of the reporting period. Although the Office of Management and Budget (OMB) published in its December 7, 2007 Federal Register Notice (72 FR 69236) that interim reports are due within 45 days of the interim reporting end dates instead of within 30 days as originally identified, OMB has not revised the FFR instructions to reflect this change. Grantees are, nevertheless, permitted to exercise the 45 day period as published by OMB

within the Federal Register. Final reports shall be due no later than 90 days after the project or grant period end date. Extensions of reporting due dates may be approved by the program office upon request by the grantee.

5. If grantees need additional space to report financial information, beyond what is available within the FFR, they should provide supplemental pages. These additional pages must indicate the following information at the top of each page: Federal Grant or other identifying number, recipient organization, Data Universal Number System (DUNS) number, Employer Identification Number (EIN), and period covered by the report.

One original and one copy of all reports should be mailed to:

U.S. Department of Education
Office of Postsecondary Education
Office of Federal TRIO Programs
400 Maryland Avenue, SW
Washington, D.C. 20202-8510

The hand-delivery address is:

U.S. Department of Education
Office of Postsecondary Education
Office of Federal TRIO Programs
1990 K Street, NW, 7th Floor
Washington, DC 20006-8510

12/2012

**ATTACHMENT B
SPECIAL GRANT TERMS AND CONDITIONS FOR
FINANCIAL AND PERFORMANCE REPORTS**

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Refer to the item(s) checked below for other reporting requirements that may apply to this grant:

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The continuation report is due on _____.

The Department will provide recipients with additional information about this report, including due date, at a later time.

2 An interim performance report is required because of the nature of this award or because of statutory or regulatory provisions governing the program under which this award is made. The report is due more frequently than annually as indicated:

Quarterly Submit within 30 days after the end of each quarter.

Semiannually Submit within 30 days after the end of each 6-month period.

3. Other Required Reports:

***** IF YOU HAVE RECEIVED YOUR GRANT AWARD NOTIFICATION ELECTRONICALLY, THE ITEMS BELOW WILL NOT BE CHECKED. IF A FINANCIAL REPORT IS REQUIRED, YOUR EDUCATION PROGRAM CONTACT WILL PROVIDE YOU WITH INFORMATION ABOUT YOUR FINANCIAL REPORT SUBMISSION, INCLUDING THE DUE DATE, AS A GRANT TERM OR CONDITION IN BOX 10 ON THE GRANT AWARD NOTIFICATION, OR THROUGH ANOTHER NOTIFICATION AT A LATER TIME. *****

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_____ An annual FFR is required for reporting period ending 09/30, and is due within 45 days after the reporting period.

_____ A final FFR is due within 90 days after the project or grant period end date.

A quarterly, semi-annual, annual, and/or final FFR as noted hereinabove is due for this grant because:

_____ (34 CFR 74.14 or 80.12) Special Award Conditions or Special grant or subgrant conditions for "high-risk" grantees.

_____ Statutory Requirement or Other Special Condition

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2. Unless disallowed by statute or regulation, a grantee will complete item 10(m) or 10(n) in accordance with the options or combination of options as provided in 34 CFR 74.24(a)-(h) and 34 CFR 80.25(a)-(h). A grantee is permitted, in accordance with 34 CFR 74.24(a)-(h) and 34 CFR 80.25(a)-(h), to add program income to its Federal share to further eligible project or program objectives, use program income to finance the non-Federal share of the project or program; and deduct program income from the Federal share of the total project costs.
3. A grantee will complete item 11(a) by listing the rate type identified in its indirect cost rate agreement, as approved by its cognizant agency. An ED grantee that does not have an indirect cost rate agreement approved by its cognizant agency, and that is using the ED approved temporary rate of 10% of budgeted direct salaries and wages, must list its rate in 11(a) as an ED Temporary Rate. A training program grantee whose recovery of indirect cost is limited to 8% of a modified total direct cost base in accordance with EDGAR § 75.562 (c), must list its rate as an ED Training Grant Rate. A restricted rate program grantee (such as one with a supplement-not-supplant grant provision) that has not negotiated an indirect cost agreement with its cognizant agency and that has limited the recovery of indirect costs in accordance with 34 CFR 75.563 and 76.564 (c), must list its rate as an ED Restricted Rate.
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within the Federal Register. Final reports shall be due no later than 90 days after the project or grant period end date. Extensions of reporting due dates may be approved by the program office upon request by the grantee.

5. If grantees need additional space to report financial information, beyond what is available within the FFR, they should provide supplemental pages. These additional pages must indicate the following information at the top of each page: Federal Grant or other identifying number, recipient organization, Data Universal Number System (DUNS) number, Employer Identification Number (EIN), and period covered by the report.

One original and one copy of all reports should be mailed to:

U.S. Department of Education
Office of Postsecondary Education
Teacher Quality Enhancement
Grants for States and Partnerships
1990 K Street, NW, Mailstop 8525
Washington, D.C. 20006-8525

12/2012

UNITED STATES DEPARTMENT OF EDUCATION
Office of the Chief Financial Officer

MEMORANDUM to ED GRANTEES REGARDING THE USE OF GRANT FUNDS FOR CONFERENCES AND MEETINGS

You are receiving this memorandum to remind you that grantees must take into account the following factors when considering the use of grant funds for conferences and meetings:

- Before deciding to use grant funds to attend or host a meeting or conference, a grantee should:
 - Ensure that attending or hosting a conference or meeting is consistent with its approved application and is reasonable and necessary to achieve the goals and objectives of the grant;
 - Ensure that the primary purpose of the meeting or conference is to disseminate technical information, (e.g., provide information on specific programmatic requirements, best practices in a particular field, or theoretical, empirical, or methodological advances made in a particular field; conduct training or professional development; plan/coordinate the work being done under the grant); and
 - Consider whether there are more effective or efficient alternatives that can accomplish the desired results at a lower cost, for example, using webinars or video conferencing.
- Grantees must follow all applicable statutory and regulatory requirements in determining whether costs are reasonable and necessary, especially the Cost Principles for Federal grants set out at 2 CFR Part 200 Subpart E of the, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." In particular, remember that:
 - Federal grant funds cannot be used to pay for alcoholic beverages; and
 - Federal grant funds cannot be used to pay for entertainment, which includes costs for amusement, diversion, and social activities.
- Grant funds may be used to pay for the costs of attending a conference. Specifically, Federal grant funds may be used to pay for conference fees and travel expenses (transportation, per diem, and lodging) of grantee employees, consultants, or experts to attend a conference or meeting if those expenses are reasonable and necessary to achieve the purposes of the grant.
 - When planning to use grant funds for attending a meeting or conference, grantees should consider how many people should attend the meeting or conference on their behalf. The number of attendees should be reasonable and necessary to accomplish the goals and objectives of the grant.
- A grantee hosting a meeting or conference may not use grant funds to pay for food for conference attendees unless doing so is necessary to accomplish legitimate meeting or conference business.
 - A working lunch is an example of a cost for food that might be allowable under a Federal grant if attendance at the lunch is needed to ensure the full participation by conference attendees in essential discussions and speeches concerning the purpose of the conference and to achieve the goals and objectives of the project.
- A meeting or conference hosted by a grantee and charged to a Department grant must not be promoted as a U.S. Department of Education conference. This means that the seal of the U.S. Department of Education must not be used on conference materials or signage without Department approval.

UNITED STATES DEPARTMENT OF EDUCATION
Office of the Chief Financial Officer

- All meeting or conference materials paid for with grant funds must include appropriate disclaimers, such as the following:
 - The contents of this (insert type of publication; e.g., book, report, film) were developed under a grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.
- Grantees are strongly encouraged to contact their project officer with any questions or concerns about whether using grant funds for a meeting or conference is allowable prior to committing grant funds for such purposes.
 - A short conversation could help avoid a costly and embarrassing mistake.
- Grantees are responsible for the proper use of their grant awards and may have to repay funds to the Department if they violate the rules on the use of grant funds, including the rules for meeting- and conference-related expenses.

12/2014

ENCLOSURE 1

TO: Project Directors and Fiscal Management Staff for ED
Discretionary Grants

FROM: Philip A. Maestri
Director, Risk Management Service

SUBJECT: Key Financial Management Requirements for Discretionary
Grants Awarded by the Department of Education (ED)

As part of the Department's on-going efforts to make you aware of your responsibilities associated with managing Federal funds, I am writing to remind you of important financial management requirements that apply to discretionary grant awards.

In general, the Department expects that you will administer ED grants in accordance with generally accepted business practices, exercising prudent judgment so as to maintain proper stewardship of taxpayer dollars. This includes using fiscal control and fund accounting procedures that insure proper disbursement of and accounting for Federal funds. In addition, you may use grant funds only for obligations incurred during the funding period.

Title 2 of the Code of Federal Regulations Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," establishes requirements for Federal awards made to non-Federal entities. The Education General Administrative Regulations in 34 CFR (EDGAR) 75, 76, 77, 79, 81, 82, 84, 86, 97, 98, and 99] contain additional requirements for administering discretionary grants made by this Department. The most recent version of these regulations may be accessed at the following URLs:

[The Education General Administrative Regulations \(EDGAR\)](#)

[2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

The attached document, "Selected Topics in Administering ED Discretionary Grants," highlights major administrative requirements of 2 CFR Part 200. In addition, a few of the topics discuss requirements that this Department imposes on its discretionary grantees under EDGAR, Part 75 (Direct Grants). The specific sections of 2 CFR Part 200 and of EDGAR that address the topics discussed are shown in parentheses. I urge you to read the full text of these and other topics in EDGAR and in 2 CFR Part 200.

Please keep in mind that a particular grant might be subject to additional

requirements of the authorizing statute for the program that awarded the grant and/or any regulations issued by the program office. You should become familiar with those requirements as well, because program-specific requirements might differ from those in 2 CFR Part 200 and in EDGAR.

In closing, I recommend that the project director and the fiscal management staff of a grantee organization communicate frequently with each other about the grant budget. Doing so will help to assure that you use Federal funds only for those expenditures associated with activities that conform to the goals and objectives approved for the project.

You should direct any questions you might have about the topics discussed in the attached document or about any other aspect of administering your grant award to the ED program staff person named in Block 3 of the Grant Award Notification.

Attachment

Selected Topics in Administering ED Discretionary Grants

I. Financial Management Systems (2 CFR Part 200.302)

In general, grantees are required to have financial management systems that:

- * provide for accurate, current, and complete disclosure of results regarding the use of funds under grant projects;
- * provide adequate source documentation for Federal and non-Federal funds used under grant projects;
- * contain procedures to determine the allowability, allocability, and reasonableness of obligations and expenditures made by the grantee; and
- * enable the grantee to maintain effective internal control and fund accountability procedures, e.g., requiring separation of functions so that the person who makes obligations for the grantee is not the same person who signs the checks to disburse the funds for those obligations.

State systems must account for funds in accordance with State laws and procedures that apply to the expenditure of and the accounting for a State's own funds. A State's procedures, as well as those of its subrecipients and cost-type contractors, must be sufficient to permit the preparation of reports that may be required under the award as well as provide the tracing of expenditures to a level adequate to establish that award funds have not been used in violation of any applicable statutory restrictions or prohibitions.

II. Payment (2 CFR Part 200.305)

Under this part --

- * the Department pays grantees in advance of their expenditures if the grantee demonstrates a willingness and ability to minimize the time between the transfer of funds to the grantee and the disbursement of the funds by the grantee;
- * grantees repay to the Federal government interest earned on advances; and
- * grantees subject to Part 74 deposit grant funds in interest-bearing accounts (grantees subject to part 80 are encouraged to also deposit grant funds in interest-bearing accounts).

In general, grantees should make payment requests frequently, only for small amounts sufficient to meet the cash needs of the immediate future.

The Department has recently encountered situations where grantees failed to request funds until long after the grantee actually expended its own funds for the costs of its grant. Grantees need to be aware that, by law, Federal funds are available for grantees to draw down for only a limited period of time, after which the funds revert to the U.S. Treasury. In some cases grantees have requested funds too late for the Department to be able to pay the grantees for legitimate costs incurred during their project periods. The Department urges financial managers to regularly monitor requests for payment under their grants to assure that Federal funds are drawn from the ED G5 Payment System at the time those funds are needed for payments to vendors and employees.

III. Personnel (EDGAR §§ 75.511-75.519 and 2 CFR Part 200 Subpart E)

The rules in Part 75 cover issues such as paying consultants with grant funds, waiving the requirement for a full-time project director, making changes in key project staff, and prohibiting dual compensation of staff. General rules governing reimbursement of salaries and compensation for staff working on grant projects are addressed in the cost principles in 2 CFR Part 200 Subpart E. In all cases, payments of any type to personnel must be supported by complete and accurate records of employee time and effort. For those employees that work on multiple functions or separately funded programs or projects, the grantee must also maintain time distribution records to support the allocation of employee salaries among each function and separately funded program or project.

IV. Cost Principles (2 CFR Part 200 Subpart E)

All costs incurred under any grant are subject to the cost principles found in 2 CFR Part 200 Subpart E. The cost principles provide lists of selected items of allowable and unallowable costs, and must be used in determining the allowable costs of work performed under the grant.

V. Procurement Standards (2 CFR Part 200.317-326)

Under 2 CFR Part 200.317, States are required to follow the procurement rules the States have established for purchases funded by non-Federal sources. When procuring goods and services for a grant's purposes, all other grantees may follow their own procurement procedures, but only to the extent that those procedures meet the minimum requirements for procurement specified in the regulations. These requirements include written competition procedures and codes of conduct for grantee staff, as well as requirements for cost and price analysis, record-keeping and contractor compliance with certain Federal laws and regulations. These regulations also require grantees to include certain conditions in contracts and subcontracts, as mandated by the regulations and statutes.

VI. Indirect Costs (EDGAR §§75.560-564 and 2 CFR Part 200.414)

For programs reimbursing the full share of indirect costs (Full reimbursement):

The Department reimburses grantees for its portion of indirect costs that a grantee incurs. Any grantee charging indirect costs to a grant must use the indirect cost rate (ICR), negotiated with its *cognizant agency*, i.e., either the Federal agency from which it has received the most direct funding, subject to indirect cost support, the particular agency specifically assigned cognizance by the Office of Management and Budget, or the State agency that provides the most subgrant funds to the grantee.

If a grantee has not established a current ICR with its cognizant agency at the time of award, the Department generally will authorize the grantee to use a temporary rate, of 10 percent of budgeted direct salaries and wages, or a de minimis rate of 10 percent of MTDC consisting of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward (i.e. subgrant) or subcontract.

Use of the temporary rate of 10 percent of budgeted direct salaries and wages is subject to the following limitations:

1. The grantee may only recover indirect cost incurred at the start of the next grant budget period.
2. The grantee may not request additional funds to recover indirect costs. If the grantee believes that the indirect rate recovery is less than it should be, the grantee should submit an indirect cost proposal for the next full fiscal year to the ED Indirect Cost Group for negotiation of an indirect cost rate agreement.

Use of the de minimis rate of 10 percent of MTDC consisting of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward (i.e. subgrant) or subcontract is subject to the following limitations:

1. In accordance with 2 CFR 200.414(f), States, Local Governments and Indian Tribes may not use the de minimis rate; thus, this rate may only be used by institutions of higher education (IHE), and non-profit organizations.
2. Grantees that are subject to ED's training grant and supplement-not-supplant provisions may not use the de minimis rate.
3. The de minimis rate may be used indefinitely; however, if a qualifying grantee chooses to use the de minimis rate to recover indirect costs, it must do so for all of its Federal awards until such time as the grantee negotiates an ICR with its cognizant agency.
4. Once a grantee obtains a federally recognized ICR that is applicable to its grant, the grantee may use that ICR to claim indirect cost reimbursement accordingly:
 - a. The grantee may only recover indirect cost incurred at the start of the next grant budget period.
 - b. The grantee may not request additional funds to recover indirect costs. If the grantee believes that the indirect rate

recovery is less than it should be, the grantee should submit an indirect cost proposal for the next full fiscal year to the ED Indirect Cost Group for negotiation of an indirect cost rate agreement.

Grantees should be aware that the Department is very often *not* the cognizant agency for its own grantees. Rather, the Department accepts, for the purpose of funding its awards, the current ICR established by the appropriate cognizant agency.

For programs with restricted indirect cost rates (Partial Reimbursement):

The Department has established a *restricted indirect cost rate* that must be used when the statute authorizing the program under which the grant was funded contains a supplement-not-supplant provision that requires a reduction in the indirect cost rate so that costs which are unallowable under these types of programs are not recovered through the indirect cost rate. The detailed requirements of restricted rates are in EDGAR at §§75.563 and 76.563-569.

Guidance on how to calculate the restricted rate is available at: <http://www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html>. The restricted rate should be used in projecting indirect costs.

If the grant is made to a government under a program subject to a supplement-not-supplant requirement, the grantee must notify the cognizant agency that the grant is subject to a restricted indirect cost rate, as calculated under §75.563 and §§76.564-76.569, and negotiate a restricted ICR with the Department (the grantee should ask its cognizant agency to contact the Department's Indirect Cost Group in order to coordinate a review of the restricted indirect cost proposal).

If a grantee other than a State or local government does not want to negotiate a restricted rate with its cognizant agency, the grantee has the option of charging indirect costs at 8% of the Modified Total Direct Costs (MTDC) of its grant for the life of the grant in accordance with EDGAR at §76.564(c), unless the Department determines that the actual restricted ICR is lower than 8% of MTDC¹. If a non-governmental grantee chooses to charge indirect costs at 8% of its MTDC, it must maintain records, available for audit, that demonstrate that the grantee incurs indirect costs of at least 8% of MTDC.

Grantees must bear in mind that items of cost excluded from restricted indirect cost rates may **not** be charged to grants as direct cost items. Nor may they be used to satisfy matching or cost-sharing requirements under a grant or charged to other Federal awards.

For programs that are designated training grants (Limited reimbursement at 8%):

¹ If the grantee gets funds under another grant that is not subject to the restricted indirect cost rate, it will not have the option of not negotiating an ICR.

EDGAR limits reimbursement of indirect costs under training grants to non-governmental grantees. These grantees may recover indirect costs under training grants up to the grantee's actual indirect costs as determined by the grantee's negotiated indirect cost agreement or 8% of modified total direct costs, whichever rate is lower.

Note: This limitation does not apply to State agencies, local governments or Federally-recognized Indian tribal governments. [EDGAR §75.562(c)(2)].

Grantees charging indirect costs to a Department training grant at the 8% rate must have a negotiated rate with their *cognizant agency*, i.e., either the Federal agency from which it has received the most direct funding subject to indirect cost support, the particular agency specifically assigned cognizance by the Office of Management and Budget, or the State agency that provides the most subgrant funds to the grantee. If an applicant selected for funding under this program has not already established a current indirect cost rate with its cognizant agency as a result of current or previous funding, the Department generally will authorize the grantee to use a temporary rate, of 10 percent of budgeted direct salaries and wages.

Use of the temporary rate of 10 percent of budgeted direct salaries and wages is subject to the following limitations:

1. The grantee may only recover indirect cost incurred at the start of the next grant budget period.
2. The grantee may not request additional funds to recover indirect costs. If the grantee believes that the indirect rate recovery is less than it should be, the grantee should submit an indirect cost proposal for the next full fiscal year to the ED Indirect Cost Group for negotiation of an indirect cost rate agreement.

Although grantees are not required to submit, at the time of application, a copy of their indirect cost agreement to claim the 8% training rate, they must have documentation available for audit that shows that the indirect costs incurred under the grant are at least 8% of MTDC.

Grantees should be aware that indirect cost amounts exceeding the limitation, described in the first paragraph of this section, may not be charged to direct cost categories, used to satisfy matching or cost-sharing requirements, or charged to another Federal award. [§75.562(c)(5)]

VII. Audit Requirements (2 CFR Part 200 Subpart F)

2 CFR 200 Subpart F requires that grantees obtain a non-Federal audit of their expenditures under their Federal grants if the grantee expends more than \$750,000 in Federal funds in one fiscal year. 2 CFR Part 200 Subpart F contains the requirements imposed on grantees for audits done in connection with the law. The Department recommends hiring auditors who have specific experience in auditing Federal awards under the regulations and the Compliance Supplement.

OTHER CONSIDERATIONS

Some other topics of financial management covered in 2 CFR Part 200 that might affect particular grants include program income (2 CFR Part200.307), cost sharing or matching (2 CFR Part200.306), property management requirements for equipment and other capital expenditures (2 CFR Parts200.313, 200.439).

12/14

U.S. DEPARTMENT OF EDUCATION

MEMORANDUM to ED DISCRETIONARY GRANTEES

You are receiving this memorandum to remind you of Federal requirements, found in 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements*, regarding cash drawdowns under your grant account.

For any cash that you draw from your Department of Education grant account, you must:

- draw down only as much cash as is necessary to meet the immediate needs of the grant project;
- keep to the minimum the time between drawing down the funds and paying them out for grant activities; and
- return to the Government the interest earned on grant funds deposited in interest-bearing bank accounts except for a small amount of interest earned each year that your entity is allowed to keep to reimburse itself for administrative expenses).

In order to meet these requirements, you are urged to:

- take into account the need to coordinate the timing of drawdowns with prior internal clearances (e.g., by boards, directors, or other officials) when projecting immediate cash needs so that funds drawn down from ED do not stay in a bank account for extended periods of time while waiting for approval;
- monitor the fiscal activity (drawdowns and payments) under your grant on a continuous basis;
- plan carefully for cash flow in your grant project during the budget period and review project cash requirements before each drawdown; and
- pay out grant funds for project activities as soon as it is practical to do so after receiving cash from the Department.

Keep in mind that the Department monitors cash drawdown activity for all grants on a weekly basis. Department staff will contact grantees who appear to have drawn down excessive amounts of cash under one or more grants during the fiscal quarter to discuss the particular situation. For the purposes of drawdown monitoring, the Department will contact grantees who have drawn down 50% or more of the grant in the first quarter, 80% or more in the second quarter, and/or 100% of the cash in the third quarter of the budget period. However, even amounts less than these thresholds could still represent excessive drawdowns for your particular grant activities in any particular quarter. Grantees determined to have drawn down excessive cash will be required to return the excess funds to the Department, along with any associated earned interest, until such time as the money is legitimately needed to pay for grant activities. If you need assistance with returning funds and interest, please contact ED's G5 Hotline by calling 1-888-336-8930.

Grantees that do not follow Federal cash management requirements and/or consistently appear on the Department's reports of excessive drawdowns could be:

- subjected to specific award conditions or designated as a "high-risk" grantee [2 CFR Part 200.207 and 2 CFR 3474.10], which could mean being placed on a "cash-reimbursement" payment method (i.e., a grantee would experience the inconvenience of having to pay for grant activities with its own money and waiting to be reimbursed by the Department afterwards);
- subject to further corrective action;
- denied selection for funding on future ED grant applications [EDGAR 75.217(d)(3)(ii)]; and/or
- debarred or suspended from receiving future Federal awards from any executive agency of the Federal government.

You are urged to read 2 CFR Part 200.305 to learn more about Federal requirements related to grant payments and to determine how to apply these requirements to any subgrantees. You are urged to make copies of this memorandum and share it with all affected individuals within your organization.

12/2014




UNITED STATES DEPARTMENT OF EDUCATION

MEMORANDUM

ENCLOSURE 4

DATE: July 12, 2016

TO: Recipients of grants and cooperative agreements

FROM: Tim Soltis 
Delegated the Authority to perform the Duties and Functions of the Chief
Financial Officer

SUBJECT: Department of Education Cash Management Policies for Grants and Cooperative
Agreements

The purpose of this memorandum is to remind the Department of Education's (the Department's) grant and cooperative agreement recipients (grantees) of existing cash management requirements regarding payments. The Department expects that grantees will ensure that their subgrantees are also aware of these policies by providing relevant information to them.

There are three categories of payment requirements that apply to the draw of funds from grant accounts at the Department. The first two types of payments are subject to the requirements in the Treasury Department regulations implementing the Cash Management Improvement Act (CMIA) of 1990, 31 U.S.C.6513, and the third is subject to the requirements in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) at 2 CFR part 200,¹ as follows:

- (1) Payments to a State under programs that are covered by a State's Treasury State Agreement (TSA);
- (2) Payments to States under programs that are not covered by a TSA; and
- (3) Payments to other non-Federal entities, including nonprofit organizations and local governments.

CMIA Requirements Applicable to Programs included in a TSA

Generally, under the Treasury Department regulations implementing the CMIA, only major assistance programs (large-dollar programs) are included in a State's written TSA. See 31 CFR part 205, subpart A. Programs included in a TSA must use approved funding techniques and both States and the Federal government are subject to interest liabilities for late payments. State interest liabilities accrue from the day federal funds are credited to a State account to the day the State pays out the federal funds for federal assistance program purposes. 31 CFR 205.15. If a

¹ The Department adopted the Uniform Guidance as regulations of the Department at 2 CFR part 3474.

State makes a payment under a Federal assistance program before funds for that payment have been transferred to the State, Federal Government interest liabilities accrue from the date of the State payment until the Federal funds for that payment have been deposited to the State account. 31 CFR 205.14.

CMLA Requirements Applicable to Programs Not Included in a TSA

Payments to States under programs not covered by a State's TSA are subject to subpart B of Treasury's regulations in 31 CFR part 205. These regulations provide that a State must minimize the time between the drawdown of funds from the federal government and their disbursement for approved program activities. The timing and amount of funds transfers must be kept to a minimum and be as close as is administratively feasible to a State's actual cash outlay for direct program costs and the proportionate share of any allowable indirect costs. 31 CFR 205.33(a). States should exercise sound cash management in funds transfers to subgrantees.

Under subpart B, neither the States nor the Department owe interest to the other for late payments. 31 CFR 205.33(b). However, if a State or a Federal agency is consistently late in making payments, Treasury can require the program to be included in the State's TSA. 31 CFR 205.35.

Fund transfer requirements for grantees other than State governments and subgrantees

The transfer of Federal program funds to grantees other than States and to subgrantees are subject to the payment and interest accrual requirements in the Uniform Guidance at 2 CFR 200.305(b). These requirements are similar to those in subpart B of the Treasury Department regulations in 31 CFR part 205, requiring that "payments methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity." 2 CFR 200.305(b) introduction.

The Federal Government and pass-through entities must make payments in advance of expenditures by grantees and subgrantees if these non-Federal entities maintain, or demonstrates the willingness to maintain, written procedures "that minimize the time elapsing between the transfer of funds and disbursement by the non-Federal entity, and financial management systems that meet the standards for fund control and accountability as established in" 2 CFR 200.305(b). If a grantee or subgrantee cannot meet the criteria for advance payments, a Federal agency or pass-through entity can pay that entity through reimbursement. See 2 CFR 200.305(b)(1) and (4) for more detailed description of the payment requirements and the standards for requiring that payments be made by reimbursement.

Non-Federal entities other than States must maintain advance payments in interest bearing accounts unless certain conditions exist. See 2 CFR 200.305(b)(8) for those conditions. The requirements regarding interest accrual and remittance follow:

- Grantees other than States and subgrantees must annually remit interest earned on federal advance payments except that the non-Federal entity may retain up to \$500 of interest earned on the account each year to pay for the costs of maintaining the account.
- Grantees other than States and subgrantees must remit interest earned on Federal advance payments to the Department of Health and Human Services, Payment Management

System (PMS), through either Automated Clearinghouse (ACH) network or Fedwire. Detailed information about electronic remittance of funds via ACH or Fedwire are specified in 2 CFR 200.305(b)(9)(i) and (ii). For non-Federal entities that do not have electronic remittance capability, checks must be made payable to HHS and addressed to:

U.S. Department of Health and Human Services
Program Support Services
P.O. Box 530231
Atlanta, GA 3035-0231

The remittance should be accompanied by a letter stating that the remittance is for "interest earned on Federal funds" and should include the DUNS number of the non-Federal entity making the payment.

Grantees, including grantees that act as pass-through entities and subgrantees have other responsibilities regarding the use of Federal funds. For example, all grantees and subgrantees must have procedures for determining the allowability of costs for their awards. We highlight the following practices related to the oversight of subgrantee compliance with the financial management requirements in the Uniform Guidance that will assist State grantees (pass-through entities) in meeting their monitoring responsibilities. Under 2 CFR 200.331, pass-through entities must –

- Establish monitoring priorities based on the risks posed by each subgrantee, including risks associated with the drawdown of grant funds and remittance of interest to the Federal Government;
- Monitor the fiscal activity of subgrantees as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

A small number of ED grant programs have program-specific cash management and payment requirements based on the authorizing legislation or program regulations. These program-specific requirements may supplement or override general cash management or payment requirements. If you have any questions about your specific grant, please contact the program officer, whose contact information is on Block 3 of your Grant Award Notification (GAN).

Thank you for your attention to this matter. If you have any questions, please contact Blanca Rodriguez at (202) 245-8153 or blanca.rodriguez@ed.gov

Attachment

**Recipients of ED Grants and Cooperative Agreements
Frequently Asked Questions on
Cash Management**

- Q What are the Federal Laws and Regulations Regarding Payments to the States?**
A The *Cash Management Improvement Act of 1990 (CMIA)* establishes interest liabilities for the Federal and State governments when the Federal Government makes payments to the States. See 31 U.S.C. 3335 and 6503. The implementing regulations are in Title 31 of the Code of Federal Regulations (CFR), Part 205, <http://www.fms.treas.gov/fedreg/31cfr205final.pdf>.
- Q What is a Treasury-State Agreement (TSA)?**
A A TSA documents the accepted funding techniques and methods for calculating interest agreed upon by the U.S. Department of the Treasury (Treasury) and a State. It identifies the Federal assistance programs that are subject to interest liabilities under the CMIA. The CMIA regulations specify a number of different funding techniques that may be used by a State but a State can negotiate with the Treasury Department to establish a different funding technique for a particular program. A TSA is effective until terminated and, if a state does not have a TSA, payments to the State are subject to the default techniques in the regulations that Treasury determines are appropriate.
- Q What are the CMIA requirements for a program subject to a Treasury-State Agreement?**
A Payments to a State under a program of the Department are subject to the interest liability requirements of the CMIA if the program is included in the State's Treasury-State Agreement (TSA) with the Department of Treasury. If the Federal government is late in making a payment to a State, it owes interest to the State from the time the State spent its funds to pay for expenditure until the time the Federal government deposits funds to the State's account to pay for the expenditure. Conversely, if a State is late in making a payment under a program of the Department, the State owes interest to the Federal government from the time the Federal government deposited the funds to the State's account until the State uses those funds to make a payment. For more information, see the recently issued Memorandum from the Chief Financial Officer on Cash Management which is posted on the ed.gov "ED Memoranda to Grantees" page at: <http://www2.ed.gov/policy/fund/guid/gposbul/gposbul.html>
- Q What are the CMIA requirements for a program that is not subject to a Treasury-State Agreement?**
A If a program is not included in the State's TSA, neither the State nor the Federal government are liable for interest for making late payments. However, both the Federal government and the State must minimize the time elapsing between the date the State requests funds and the date that the funds are deposited to the State's accounts. The State is also required to minimize the time elapsed between the date it receives funds from the Federal government and the date it makes a payment under the program. Also, the Department must minimize the amount of funds transferred to a State to only that needed to meet the immediate cash needs of the State. The timing and amount of funds transferred must be as close as is administratively feasible to a State's actual cash outlay for direct program costs and the proportionate share of any allowable indirect costs.
- Q What if there is no TSA?**
A When a State does not have a TSA in effect, default procedures in 31 CFR, part 205 that the Treasury Department determines appropriate apply. The default procedures will prescribe efficient funds transfer procedures consistent with State and Federal law and identify the covered Federal assistance programs and designated funding techniques.

Q Who is responsible for Cash Management?

A Grantees and subgrantees that receive grant funds under programs of the Department are responsible for maintaining internal controls regarding the management of Federal program funds under the Uniform Guidance in 2 CFR 200.302 and 200.303. In addition, grantees are responsible for ensuring that subgrantees are aware of the cash management and requirements in 2 CFR part 200, subpart D.

Q Who is responsible for monitoring cash drawdowns to ensure compliance with cash management policies?

A Recipients must monitor their own cash drawdowns and those of their subrecipients to assure substantial compliance to the standards of timing and amount of advances.

Q How soon may I draw down funds from the G5 grants management system?

A Grantees are required to minimize the amount of time between the drawdown and the expenditure of funds from their bank accounts. (See 2 CFR 200.305(b).) Funds must be drawn only to meet a grantee's immediate cash needs for each individual grant. The G5 screen displays the following message:

By submitting this payment request, I certify to the best of my knowledge and belief that the request is based on true, complete, and accurate information. I further certify that the expenditures and disbursements made with these funds are for the purposes and objectives set forth in the applicable Federal award or program participation agreement, and that the organization on behalf of which this submission is being made is and will remain in compliance with the terms and conditions of that award or program participation agreement. I am aware that the provision of any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me, and the organization on behalf of which this submission is being made, to criminal, civil, or administrative penalties for fraud, false statements, false claims, or other violations. (U.S. Code Title 18, Section 1001; Title 20, Section 1097; and Title 31, Sections 3729-3730 and 3801-3812)

Q How may I use Federal funds?

A Federal funds must be used as specified in the Grant Award Notification (GAN) and the approved application or State plan for allowable direct costs of the grant and an allocable portion of indirect costs, if authorized.

Q What are the consequences to recipients/subrecipients for not complying with terms of the grant award?

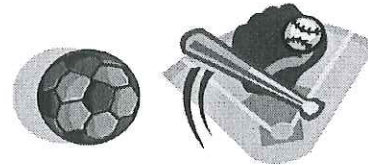
A If a recipient or subrecipient materially fails to comply with any term of an award, whether stated in a Federal statute or regulation, including those in 2 CFR part 200, an assurance, the GAN, or elsewhere, the awarding agency may take one or more of the following actions:

1. Temporarily withhold cash payments pending correction of the deficiency by the non-Federal entity or more severe enforcement action by the Federal awarding agency or pass-through entity.
2. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity not in compliance.
3. Wholly or partly suspend or terminate the Federal award.
4. Initiate suspension or debarment proceedings as authorized under 2 CFR part 180 and Federal award agency regulations (or in the case of a pass-through be initiated by a Federal awarding agency).
5. Withhold further Federal awards for the project or program.
6. Take other remedies that may be legally available.

- Q Who is responsible for determining the amount of interest owed to the Federal government?**
- A** As set forth in 31 CFR 205.9, the method used to calculate and document interest liabilities is included in the State's TSA. A non-State entity must maintain advances of Federal funds in interest-bearing accounts unless certain limited circumstance apply and remit interest earned on those funds to the Department of Health and Human Services, Payment Management System annually. See 2 CFR 200.305. Also, see the July 6, 2016, memorandum from the Department's Chief Financial Officer on Department of Education Cash Management Policies for Grants and Cooperative Agreements posted at <http://ww2.ed.gov/policy/fund/guid/gposbul.html>
- Q What information should accompany my interest payment?**
- A** Remittances must include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on federal funds. Pertinent details include the Payee Account Number (PAN) if the payment originated from PMS, or Agency information if the payment originated from ASAP, NSF or another federal agency payment system. CFR 200.305(b)(9).
- Q Are grant recipients/subrecipients automatically permitted to draw funds in advance of the time they need to disburse funds in order to liquidate obligations?**
- A** The payment requirements in 2 CFR 200.305(b) authorize a grantee or subgrantee to request funds in advance of expenditures if certain conditions are met. However, if those conditions are not met, the Department and a pass-through agency may place a payee on reimbursement.
- Q For formula grant programs such as ESEA Title I, for which States distribute funds to LEAs, may States choose to pay LEAs on a reimbursement basis?**
- A** A subgrantee must be paid in advance if it meets the standards for advance payments in 2 CFR 200.305(b)(1) but if the subgrantee cannot meet those standards, the State may put the subgrantee on reimbursement payment. See 2 CFR 200.305(b)
- Q Will the Department issue special procedures in advance if G5 plans to shut down for 3 days or more?**
- A** Yes, before any shutdown of G5 lasting three days or more, the Department issues special guidance for drawing down funds during the shut down. The guidance will include cash management improvement act procedures for States and certain State institutions of higher education and procedures for grants (including Pell grants) that are not subject to CMIA.



Application for Use of Ballfields Public Utility District No. 1 of Chelan County



Tournament Director-Applicant (please print) Jim Beeson E-mail: beeson.j@wenatcheeschools.org

Organization: Wenatchee School District Non-Profit Softball
 Profit Baseball

Insurance Provider: _____
Mailing Address: 235 Sunset Ave. City: Wenatchee State: WA Zip: 98801

Name of Tournament: Softball Season Phone: (cell) 907-252-5720 (w) 663-3384

Facility Requested:

WALLA WALLA POINT PARK (All Lighted)

- Ballfield #1
- Ballfield #2
- Ballfield #3
- Ballfield #4

KIRBY BILLINGSLEY HYDRO PARK (All Lighted)

- Ballfield #1
- Ballfield #2
- Ballfield #3

CHELAN AREA (No Lights)

- Beebe Bridge Soccer Field
- Chelan Falls Soccer Field

Dates: See Attached Calendar + Emails 1st Choice Pitching Rubber: _____ feet
Dates: _____ 2nd Choice Base Distance: _____ feet
Dates: _____ 3rd Choice
Notes: _____

Required Field Deposit: \$150 Walla Walla Point Park Total Deposit Due: \$ _____
\$150 Kirby Billingsley Hydro Park

This nonrefundable deposit is due 30 days after the final ballfield schedule is posted on the website (www.chelanpud.org/ballfields). You will be notified by e-mail when the schedule is posted.

At least 30 days prior to the activity, the tournament director must provide the PUD with Certificate of Insurance evidencing liability insurance in the amount of one million dollars (\$1,000,000), including PUD No. 1 of Chelan County named as an additional insured, and cross liability or severability of interests clause.

Tournament Fee(s): A \$12 per team fee is charged for each team participating in any tournament. (The tournament director will be emailed a packet to complete the Monday following their tournament that includes a per team worksheet.)

Agreement for use is contained on the reverse side of this form. Organization shall indemnify and hold harmless, defend and pay on behalf of the PUD and its officers, managers, directors, employees, servants, and agents from and against all liability, penalties, costs, losses, damage, expenses, causes of action, claims or judgments (including attorney's fees) resulting from injury to or death sustained to person including observers or organization's participants, employees or representatives or damage to property of any kind which injury, death, or damage arises out of or is in any way connected with the activity or event herein described regardless of how the injury or damage was caused or suffered. The organization's hold harmless agreement shall apply to any act or mission, willful misconduct or negligence, whether passive or active, on the part of the organization or its participants, agents or employees; except, that this agreement shall not be applicable to injury, death, or damage to property or persons arising from the sole negligence or the sole willful misconduct of the PUD.

Applicant's Signature: _____ Date: _____

FOR PARKS DEPARTMENT USE ONLY

Approved with Conditions Not Approved Evidence of Insurance Required? Yes No

Signature: _____ Date: _____

Notes: _____

Parks Department, PUD No 1 of Chelan County, PO Box 1231, Wenatchee, WA 98807 ~ 509-661-4551



LIABILITY INSURANCE CHECKLIST

RETURN TO: Public Utility District No. 1 of Chelan County
 P.O. Box 1231
 Wenatchee, WA 98807
 ATTN: Parks Department

This checklist must accompany the certificate of insurance and is a part of the insurance verification required by the Application for Use of Parks/Ballfields. The form is to be completed by applicant's insurance agent or broker.

The following named organization Wenatchee School District
 has completed an Application for Use of Parks for (event) Softball to be held at:

- | | | | | | |
|--------------------------|----------------------|-------------------------------------|-------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | Wenatchee Riverfront | <input checked="" type="checkbox"/> | Walla Walla Point | <input type="checkbox"/> | Kirby Billingsley Hydro |
| <input type="checkbox"/> | Chelan Riverwalk | <input type="checkbox"/> | Chelan Falls | <input type="checkbox"/> | Chelan Falls Powerhouse |

on (date) 2/26/17 - 5/23/17, for which liability insurance coverage is in effect and the conditions specified below have been complied with:

	YES	NO
Public Utility District No. 1 of Chelan County is <i>Certificate Holder</i> as well as an <i>Additional Insured</i> on <u>all</u> liability policies described on the attached certificate of insurance.	<input type="checkbox"/>	<input type="checkbox"/>
The undersigned will mail to Public Utility District No. 1 of Chelan County 30 days written notice of cancellation or reduction of coverage or limits.	<input type="checkbox"/>	<input type="checkbox"/>
Cross liability or severability of interests clause is included in the policies described on the certificate of insurance.	<input type="checkbox"/>	<input type="checkbox"/>

Specify deductible or self-insurance amounts (if any) applicable to each type of coverage shown on the certificate of insurance:

<u>Type of Coverage</u>	<u>Deductible or Self-Insured Amount</u>
General Liability	_____
Automobile Liability	_____
Other: _____	_____

Name of Agency or Brokerage: _____

Phone _____ Contact: _____

Signature by authorized representative of insurance company:

_____ (signature) _____ (date)

AGREEMENT

The signatory hereby makes application to Chelan County PUD No. 1 ("PUD") for use of PUD Park facilities described on the front side of this document and certifies that the information given in the application is correct. The signatory further states that he/she has the authority to submit this application and agrees that they understand and will ensure compliance with all laws, rules and regulations established by the PUD. The applicant agrees to exercise the utmost care in the use of PUD premises and property and to save the PUD, Board of Commissioners, PUD employees and volunteers harmless from all liability resulting from the use of said facilities. The applicant further agrees to reimburse the PUD for any damage arising from the applicant's use of said facilities.

The signatory understands that he/she is responsible for and aware of the following:

1. Additional garbage receptacles and/or service as required.
2. Leave the facility in the same, or better, condition as when they arrived. This includes the restrooms. The applicant is responsible for cleaning up the facility after their activity. This shall include removing their excess materials, equipment, furnishings and rubbish, during and after the use of the facilities. The cost of any additional cleaning or repairs that require PUD personnel will be charged to the user group. All cleaning must be done immediately after the event.
3. Repair and/or replacement of any PUD equipment lost, damaged or stolen, or facility damage as the direct result of the event.
4. Monitor and control all participants and spectators in accordance with established park rules and regulations, special use conditions, and city, county and state laws.
5. Provide adequate adult supervision. This shall include proper police, fire and emergency medical protection where necessary.
6. At no time shall any person connected with the event be allowed to consume alcoholic beverages, controlled substances or legend drugs while in PUD park facilities.
7. Use of PUD facilities is canceled when facilities are closed due to an emergency.
8. Water is not available in any park facilities, including picnic shelters and outside areas, from Nov. 1 through March 31.
9. The applicant must specify all requested facilities/areas on the application. The facility reservation areas and facilities described in the application apply to the reserved area only. Picnic shelters are not included in an athletic facility reservation.
10. Due to the limited amount of parking available and other factors, the PUD reserves the right to limit the amount of people in each park. Vehicle parking is restricted to designated parking areas. Vehicles are not allowed on lawn areas unless permitted in writing.
11. Camping is prohibited, except in designated campgrounds or as authorized in writing by the PUD.
12. Approved applications for use of PUD facilities shall be revocable at the discretion of the PUD and shall not be considered a lease. The PUD has the absolute right of cancellation without liability.
13. Recycling required for single-use bottles or cans: RCW Chapter 70.93 amended in July 2007 requires event sponsors to recycle where beverages are sold by vendors in single-use aluminum, glass or plastic bottles or cans. For additional information on recycling options for your event, contact Waste Management, Ted Woodard, (509) 662-4591 or Will Russell (509) 387-6454. In Chelan, please contact Chelan Recycle at (509) 682-4663.

These guidelines are not all inclusive or exhaustive. These are general conditions under which PUD parks facilities may be used and the responsibilities expected of users. PUD park rules and regulations may be added to, or otherwise adjusted as determined appropriate by PUD staff.

Chelan County PUD Ballfield Reservation Policy



It is the policy of the PUD parks that neither the PUD nor third-party groups using PUD parks and facilities shall discriminate against any person in the operation, conduct or administration of community athletics programs for youth or adults. It is the intent of the Chelan County PUD to provide equal opportunity for all qualified persons without regard to age, gender, marital status, sexual orientation, race, religion, creed, color, national origin, veteran status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a disabled person or any other basis protected by applicable law.

It is the intent of the Chelan County PUD to recover a portion of the overall cost associated with maintaining ballfield facilities by implementing a fee structure that is fair to all user groups. The reservation deposit covers a portion of the cost the Chelan County PUD incurs in maintaining and setting up fields for play regardless of whether games are actually played.

Reservation fee: A fee is required to reserve a district ballfield complex for tournament(s). A reservation fee of \$150 per complex is due in full within 30 days after the final ballfield schedule for the ensuing year is posted (usually in December). The parks supervisor will notify tournament directors via e-mail once the final schedule has been established.

Refunds: No refunds of reservation fees will be given for any reason except for an "act of nature." Acts of nature are extraordinary and unexpected natural events such as lightning, wind blowing in excess of 35 miles an hour, tornadoes, or earthquakes or other factors creating unsafe playing conditions on the ballfields.

It is the sole determination of the Chelan County PUD parks director to determine if an act of nature has occurred and if the tournament director is eligible for a refund.

If any game of the scheduled tournament is played in its entirety, then a tournament director will not be eligible for a reservation fee refund regardless of any "acts of nature" that may occur subsequently.

A tournament director must make a request for a refund within 30 days following the canceled tournament. All requests made after this 30-day deadline will be denied. All requests must be made in writing and be submitted to the PUD parks director for review. The parks director will determine if a refund will be issued. All decisions by the parks director are final.

Refund Examples: If a tournament is canceled in its entirety due to lightning or unsafe field conditions, then the tournament director would be eligible for a 100-percent refund of the reservation fee.

A tournament director contacts the district 30 days prior to the scheduled tournament and indicates that not enough teams have registered for the tournament. The tournament director is NOT eligible for a refund in this situation.

Tournament fee: In addition to the reservation fee required to secure district fields, an additional tournament fee of \$12 will be assessed per individual team. The intent of the tournament fee is to offset costs the Chelan County PUD incurs in tending the ballfields throughout the tournament. While actual costs vary depending on many conditions, including weather, the number of teams is a good indicator of the relative amount of work required for each tournament and allows tournament directors to budget based on participation. It is the responsibility of each tournament director to document the number of teams in a tournament and pay this tournament fee.

The tournament director is responsible for contacting the parks supervisor no later than 48 hours after a tournament is completed. The tournament director must provide a copy of the certified document that is provided to USSA, NSA and BPA organizations. This document should indicate the total number of teams that participated in the tournament. Failure to supply this information within 48 hours after the tournament is completed will result in forfeiting the right to hold future tournaments in Chelan County PUD parks.

A \$12 tournament fee per team will be charged in addition to the reservation fee. Therefore, if a single complex is used and 15 teams participate in the tournament, the total cost would be:

Example:

15 registered teams @ \$12per team =	\$180.00
Deposit-One complex	<u>\$150.00</u>
Total:	\$330.00

Athletic facility reservation policies

- 1. Reservation Fee:** Reservations are not valid until a reservation contract has been signed by all parties and the required deposit has been made. All reservation fees must be made by cash, check or money order. The renter or tournament director is not allowed to sublease the space. The entire reservation fee must be paid within 30 days of posting the annual schedule to secure the complex. Failure to pay the reservation fee will result in forfeiting the reservation.
- 2. Reservation times:** The ballfield facility area must be vacated not later than 10:30 p.m. each night during the reserved period. The lights will be turned off and staff will leave the area at 10:30 p.m. so all games should be scheduled to accommodate this schedule. No games should be scheduled prior to 8 a.m.
- 3. Weapons and Explosives:** Possession and/or use of firearms or weapons (except for on-duty police officers), fireworks and explosives is prohibited.
- 4. Use of alcohol:** Use of alcoholic beverages is prohibited at all parks and parking lots of parks operated by the Chelan County PUD.

5. **Violations of rules:** Any person violating the existing rules and regulations or, in the opinion of a parks or security employee, constituting a public nuisance or potential hazard to persons or property, or exhibiting disorderly conduct, shall be served notice by a parks or security employee and be expelled from the District facility. Such violations can be subject to prosecution in accordance with state and local laws.
6. **Right to modify or end an event:** The PUD Parks Department maintains the right to alter or end an event any time it is determined necessary to ensure public safety, health and welfare of event participants, recreation facility visitors or the surrounding community. If the function is ended for cause, no refund will be given.
7. **Damages:** Items for which the tournament director or reserving organization are responsible if any damage occurs include, but are not limited to: turf, skinned infields, equipment, restroom facilities, partitions, urinals, toilets, fences and other items identified as District property. The park manager or supervisor will determine whether any damage has occurred and whether the tournament director or reserving organization will be held responsible. After the supervisor or manager reports these findings to the parks and recreation director, the director's decision will be final.
8. **Outside Vendors:** No outside vendors shall be permitted to set up or operate on District park facilities while the space is reserved by another party unless otherwise approved by the Parks Department.
9. **Priorities:** No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this policy on the grounds of gender, race, color, creed, national origin, age (except minimum age) and, marital status, sexual orientation, or the presence of any sensory, mental, or physical handicap. District use takes precedence for all park ballfield locations. User groups, clubs, and organizations residing within the Chelan County PUD service territory with past historical use follow in priority. Requests from new user groups, clubs and organizations will be dealt with on an individual basis.

Tournament Director

Date

Print Name

**SOFTBALL/BASEBALL SEASON TOURNAMENT
SPECIAL USE CONDITIONS
ATTACHMENT A**

1. Applicant will provide the parks superintendent with a completed tournament schedule no later than 5 p.m., Tuesday, prior to your scheduled tournament. Any changes to the tournament schedule must be approved by the parks superintendent. No changes in the schedule will be made after 5 p.m. Thursday, prior to your scheduled tournament.
2. Applicant will secure and provide, at a minimum, proof of liability insurance for each scheduled tournament. The amount is to be one million dollars (\$1,000,000); however, any additional insurance needed will be evaluated for each tournament. The PUD shall be identified as an additional insured on all general liability policies. The PUD must receive a certificate of insurance no later than thirty (30) days prior to the scheduled tournament.
3. Applicant may schedule a tournament orientation meeting with the parks superintendent to coordinate field maintenance during tournament play. The meeting must be scheduled no later than Thursday prior to your scheduled tournament. The tournament director will provide a minimum of two (2) volunteers to work with the Chelan County PUD (PUD) Parks maintenance staff at all times throughout the tournament at both complexes.
4. Applicant will provide a copy of the Tournament Rules, and clearly explain them, to each coach. A copy will also be provided to the PUD. The Tournament Rules will be clearly posted throughout tournament play. In addition to abiding by PUD Rules and Policies, *the following shall be included in the Tournament Rules:*
 - A. *Teams may not warm-up on the "skinned" portion of the infield.*
 - B. At no time shall any player, coach, manager, scorekeeper, sponsor or any person connected to the team be allowed to consume alcoholic beverages, controlled substances or legend drugs while in the Park area. Team coaches/captains and all players are responsible to ensure there is no consumption of drugs and/or alcohol during the game.
 - C. Spectators and children are not allowed onto the field of play or into the dugout or warm-up areas.
 - D. All children must be supervised by an adult that is not participating in a game.
 - E. At the conclusion of each game, each team is responsible for cleaning and picking up their own dugout and spectator areas. **PACK IT IN, PACK IT OUT.**
5. Games shall not start before **9 a.m.** each day, unless approved by the PUD.
6. All games must end by **10 p.m.** each evening unless the tournament director has prior written approval from the Parks superintendent.
7. A physical inspection of the field should be made prior to every game by an ASA, USSSA or NSA/BPA registered umpire, (or assigned umpire for Youth & Church League games) and a representative (coach and/or captain) from each team with the authority to cancel play if the field does not meet minimum safety standards including the following:
 - A. If the weather has had an effect on the condition of the field, the playability of the field should be determined by the assigned ASA, USSSA, or NSA/BPA umpire, (Church and/or Youth League umpire) with the safety of the participants as the number one consideration.
 - B. *Under no circumstances play when there is lightning in the area.*
 - C. Check all three (3) bases to be sure they are correctly installed and operating properly. The ground around the bases should be flat and safe, with no protruding pegs or spikes that are used to anchor bases in place.
 - D. Check the home plate area. This should be a flat surface with no raised or protruding edges. The batter's box should not have or develop deep holes.

- E. Check the pitcher's rubber and surrounding area. Pay special attention to depressions and holes that may be dug by the repetition of pitcher's deliveries.
- F. Make sure the on-deck circle is a safe distance from the dugout and home plate.
- G. Check the turf areas, infield and basepaths for stones, small holes and debris that can cause bad bounces or poor footing.

The items listed for consideration in Section 7 A - G above are not intended to be an all-inclusive list of considerations as to the playability of the fields that should be considered by the umpires, the league/tournament officials and players throughout the day and throughout a game. These conditions, weather-related conditions and other conditions are out of the control of PUD Park Staff. Umpires, league/tournament officials and the players are to be responsible for their own safety and the safety of others and will take appropriate steps to ensure playability of the fields.

8. Before each game, "out of play" areas should be clearly defined and thoroughly understood by all members of both teams. This should be communicated by the umpire through the managers.

9. In the event of the need for make-up games due to rainouts, cancellations, etc., the League must give the PUD a one (1) week notice to reschedule the facilities.

10. All players are required to sign the "Official Roster, Player Waiver, Release of Liability and Indemnification Agreement" as per League and AVSSA, ASA, USSSA, NSA/BPA, and/or any other applicable governing association rules.

- A. The League shall make available to the PUD copies of the "Official Rosters" as per request.
- B. The League shall keep on file all "Official Rosters" for a period of not less than three (3) years.

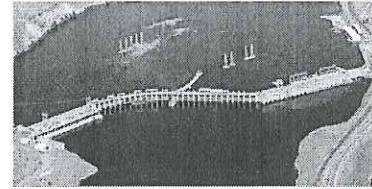
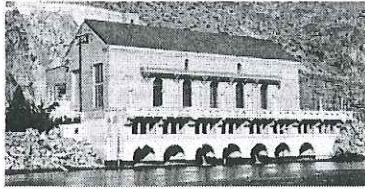
11. At the conclusion of the tournament, an exit interview may be scheduled with the parks superintendent to review and discuss the tournament. The interview should be scheduled no later than 30 days after your scheduled tournament. The purpose of the exit interview is for the PUD and tournament directors to work together to improve the quality of the Parks facilities and tournament play.

Director's Name (please print)

Tournament Name (please print)

Director's Signature

Date



PUBLIC UTILITY DISTRICT NO. 1 of CHELAN COUNTY

P.O. Box 1231, Wenatchee, WA 98807-1231 • 327 N. Wenatchee Ave., Wenatchee, WA 98801

(509) 663-8121 • Toll free 1-888-663-8121 • www.chelanpud.org

October 24, 2017

Tournament Directors,

It is that time of year to start planning ballfield schedules for the 2018 season. Attached is the detailed policy and guidelines for applying for a tournament weekend.

Please review the enclosed materials, complete and sign the application, Conditions of Use and Reservation Policy where indicated. Also enclosed you will find the Liability Insurance Checklist. Please submit this document to your insurance provider and have them complete the checklist and return it to me with a copy of the Certificate of Liability Insurance.

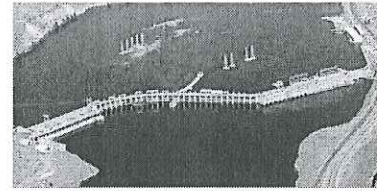
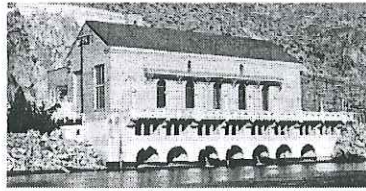
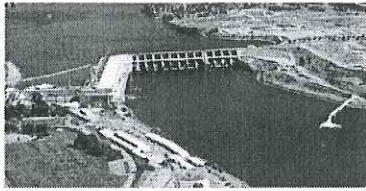
The application documents must be received in the Parks Department on or **before 5pm, Wednesday, November 15**. Due to the large volume of applications, we will not hold dates if your information is received after the deadline. We will develop a draft 2018 tournament schedule, based on the information received. A copy of the draft schedule will be sent, via email, to the tournament directors prior to posting the final schedule to our website.

As you are preparing your tournament applications, please note that the following activities, per PUD policies, have been given priority status.

1. Wenatchee Valley High School girls' softball games and practices. Local nonprofit organizations affiliated with the AVSA and other local nonprofit organizations.

2. Washington Interscholastic Activities Association ("WIAA") District/Regional/State Tournaments. The WIAA assigns District and Regional type playoff games on a rotational basis. Walla Walla Point Park and Kirby Billingsley Hydro Park are approved sites, and playoffs are hosted, on a rotational basis, by local high schools. Depending upon the calendar, District and Regional playoffs are generally held on the second or third Saturday in May.

3. State/Regional/National Tournaments. The first and second weekends of August (Fri.-Sat.) are set aside each year for State Tournaments. NSA, ASA, USSSA, and other groups are set up on a rotational basis to determine dates for State Championship play.



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4. Other Tournaments. Tournaments and Special Events with Statewide, Regional or National significance may also be prescheduled.

In order to meet bidding requirements, many of these State, Regional and National type tournaments and activities must be scheduled at least a year in advance. Therefore, PUD Ballfield Reservation Policy allow for the advanced priority scheduling of these types of activities.

Non-AVSSA sponsoring agencies or individuals will be assigned tournament dates, as per PUD Ballfield Reservation Policy.

Please note there *will not* be a mandatory tournament directors meeting. I will meet individually with tournament directors as necessary. ***If your team has had a change in directors, please notify us as soon as possible.***

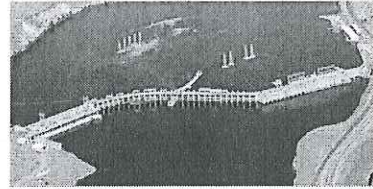
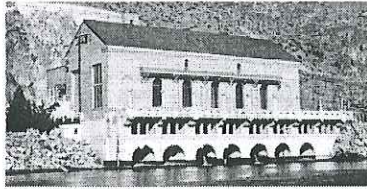
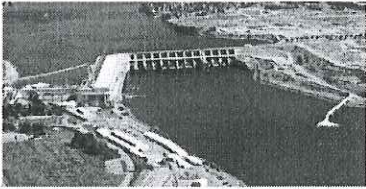
Once the final ballfield schedule is posted, tournament directors will have 30 days to secure their weekend by paying for the *non-refundable* reservation fee (\$150 per complex).

Please DO NOT send your reservation fee along with your application. We request that you wait to receive an invoice for the amount owing. No payments will be accepted at the Parks Department. Tournament directors have the following two (2) options to pay for their reservation fees.

1. Send a check or money order payable to: Chelan County PUD, Attn: Customer Accounting Department, P.O. Box 1231, Wenatchee, WA 98807-1231, or
2. Stop by the Chelan County PUD, customer accounting office, located at 327 N Wenatchee Ave, and pay your fee. *Be sure to have a copy of your invoice and approved application with you at the time of payment so they know what tournament you are paying for.*

We anticipate sending you a draft schedule the first part of December. I will e-mail you a copy of the final schedule prior to the Christmas holidays, for your review to ensure dates. *Failure to receive payment 30 days after the final schedule is posted will result in the tournament director forfeiting their request.* If this scenario occurs, the weekend will be available on a first-come-first-serve basis to the public.

Tournament fees are based on how many teams actually participate in the tournament. The tournament director will receive the End of Tournament billing packet via email post



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tournament. It is the responsibility of the tournament director to complete the billing worksheet and submitting it to the Parks Admin. **We request that you please wait to receive your invoice in the mail and submit payment at that time.**

I look forward to working with you during the 2018 softball/baseball season. Please feel free to contact myself or Teneille Hatmaker with any questions or concerns.

Sincerely,

Ray Heit
Parks Superintendent
509-661-4133
ray.heit@chelanpud.org

Teneille Hatmaker
Parks & Recreation
509-661-4897
Teneille.hatmaker@chelanpud.org

Enclosures

February 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 First Day of Practice @ WHS	27 Practice 3:30-6 pm	28 Practice 3:30-6 pm			

March 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Practice 3:30-6 pm	2 Practice 3:30-6 pm	3
4	5 Practice 3:30-6 pm	6 Practice 3:30-6 pm	7 Practice 3:30-6 pm	8 Practice 3:30-6 pm	9 Practice 3:30-6 pm	10
11	12 Practice 3:30-6 pm	13 JV & Varsity Games vs Southridge @ 4 pm	14 Practice 3:30-6 pm	15 No Practice – Games @ Cascade	16 Practice 3:30-6 pm	17
18	19 Practice 3:30-6 pm	20 No Practice – Games @ Davis	21 Practice 3:30-6 pm	22 Practice 3:30-6 pm	23 JV & Varsity DH vs Davis @ 4 & 6 pm	24
25	26 Practice 3:30-6 pm	27 JV & Varsity Games vs Sunnyside @ 4 pm	28 Practice 3:30-6 pm	29 Practice 3:30-6 pm	30 No Practice – Games @ Sunnyside	31

April 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 No Practice – Spring Break	3 No Practice – Spring Break	4 No Practice – Spring Break	5 No Practice – Spring Break	6 No Practice – Spring Break	7
8	9 Practice 3:30-6 pm	10 No Practice – Games @ Ike	11 Practice 3:30-6 pm	12 Practice 3:30-6 pm	13 JV & Varsity DH vs Ike @ 4 & 6 pm	14
15	16 Practice 3:30-6 pm	17 JV & Varsity Games vs West Valley @ 4 pm	18 Practice 3:30-6 pm	19 Practice 3:30 – 6 pm	20 No Practice – Games @ West Valley	21
22	23 Practice 3:30-6 pm	24 No Practice – Games @ Moses Lake	25 Practice 3:30-6 pm	26 Practice 3:30-6 pm	27 JV & Varsity DH vs Moses Lake @ 4 & 6 pm	28
29	30 Practice 3:30-6 pm					

May 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 JV & Varsity Games vs Eastmont @ 4 pm	2 Practice 3:30 – 6 pm	3 Practice 3:30 – 6 pm	4 No Practice – Games @ Eastmont	5
6	7 Practice 3:30-6 pm	8 Practice 3:30-6 pm	9 Practice 3:30-6 pm	10 Practice 3:30-6 pm	11 Practice 3:30-6 pm	12
13	14 Practice 3:30-6 pm	15 Big 9 Play-In: Home Game @ 4 pm	16 Practice 3:30-6 pm	17 Practice 3:30 – 6 pm	18 District Softball: Home Game @ 4 pm	19 District Softball: 3 Games If #1 Seed
20	21 Practice 3:30-6 pm	22 Practice 3:30-6 pm	23 Practice 3:30-6 pm	24 Travel to State Softball – No Practice	25 State Softball	26 State Softball
27	28	29	30	31		



OVERNIGHT / OUT OF STATE FIELD TRIP REQUESTS

Out of District/Overnight & Out of State Field Trip Requests for Board Approval November 14, 2017

Requesting Location	Trip #	Dates	Destination	Teacher/Advisor Name	Group Making Trip/Chaperones	Educational Objective	# of Adults	# of Students	Estimated Cost	Funding Source
402.5 Wenatchee High School - ASB	3324	03/16/2018 02:00:00 PM - 03/17/2018 07:00:00 PM	Arlington High School - Arlington WA	Chris Cloke	WHS Knowledge Bowl	KB State Tournament	2	6	\$ 823.81	ASB WHS - Academic Teams

WENATCHEE LEARNS

STRATEGIES

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

November 14, 2017

To: Brian Fones, Superintendent
From: Bob Sanford, Director of Transportation

Subject: School Board Presentation Materials

School Board Members and Superintendent:

At the board meeting on Tuesday, November 14th the Transportation Department staff will be presenting to you video and a school skit performance called, 'Love The Bus' that we have conducted in each of the Elementary schools in the district.

Additionally, I have enclosed information regarding the school bus depreciation schedule and estimated costs associated with capturing the majority of our bus fleet on to the State depreciation schedule over the next 13-21 years. Currently, our district has 44% of our school bus fleet off of the depreciation schedule. This has impacted our ability to generate enough State funds to keep up with much needed school bus replacements. At this time we are in need of replacing an engine on one of our current buses. We are also in need of establishing an emergency fund to for future mechanical issues related to the age of our current bus fleet. In order to address the costs of these repairs we will need a resolution passed by the school board to allocate \$100,000 dollar from the General Fund to the Transportation Vehicle Fund. Les Vandervort has prepared resolution #13-17 for your approval to make this transfer.

School Year	Estimated Number of Buses Purchased Per Year	Total (With Estimated 8.6% Tax Rate)	Estimated District Contribution	District Depreciation (Estimated Reimbursement on August 31)	Plan/Summary
2017/2018	2	\$276,274.06	\$50,000 To repower Bus #23 and keep it on the reimbursement scale	\$192,784.66	These are actual costs associated with this years bus purchases. Estimated delivery of these buses is March, 2018
2018/2019	2	\$245,765.06	\$52,980.40	\$186,432.98	
2019/2020	3	\$425,044.11	\$238,611.13	\$172,267.59	
2020/2021	3	\$431,560.11	\$259,292.52	\$194,867.38	
2021/2022	3	\$388,720.67	\$193,853.29	\$231,907.98	
2022/2023	3	\$332,482.16	\$100,574.18	\$241,237.52	
2023/2024	3	\$424,594.51	\$183,356.99	\$240,003.91	
2024/2025	3	\$457,624.11	\$217,620.20	\$240,787.07	
2025/2026				\$232,125.30	These numbers are based upon no further purchases beyond the 2024/2025 school year
2026/2027				\$254,528.80	
2027/2028				\$277,059.90	

WENATCHEE SCHOOL DISTRICT

RESOLUTION #13-17 TRANSFER OF FUNDS FROM GENERAL FUND TO TRANSPORTATION VEHICLE FUND

A resolution of the Wenatchee School District authorizing the transfer of funds from the General Fund to the Transportation Vehicle Fund.

WHEREAS, the State of Washington Accounting Manual for School Districts provides for the board of directors to transfer funds from the General Fund to the Transportation Vehicle Fund to finance transportation vehicle purchases and major repair, and

WHEREAS, there is a need to finance a major repair for the 2017-18 and subsequent school years due to insufficient funds in the Transportation Vehicle Fund, and

WHEREAS, the General Fund has the capacity to transfer funds from its fund balance,

THEN, the Wenatchee School District hereby authorizes the transfer one hundred thousand (\$100,000) from the General Fund to the Transportation Vehicle Fund in the 2017-18 and subsequent school years when needed.

Dated this 14th day of November, 2017

Secretary to the Board of Directors

President to the Board of Directors

Director

Director

Director

Director

WENATCHEE SCHOOL DISTRICT NO. 246

RESOLUTION 12-17

WHEREAS, RCW 39.56.040 requires the cancellation of warrants not presented for payment within one (1) year of date of issue, and

WHEREAS, the following list of outstanding warrants have not been presented for payment:

	Warrant #	DATE	PAYEE	AMOUNT
General Fund	576732	6/10/15	Javier Alejandrez	\$ 15.00
	576894	6/10/15	Argelia Vega	\$ 15.00
	577280	6/30/15	Joanna Avila	\$ 264.80
	579184	10/14/15	Courtney McCoy	\$ 27.50
	579206	10/14/15	Paige Nordi	\$ 5.95
	579733	10/30/15	Elia Hodgson	\$ 11.77
	579902	11/12/15	Mario Lua Morales	\$ 17.50
	580393	11/30/15	Steven Sears	\$ 113.10
	580795	12/23/15	Mayra Giles	\$ 16.25
	581317	1/27/16	Andrea Danahey Feil	\$ 2.65
	581749	2/10/16	Maggie Tiley	\$ 3.00
	581755	2/10/16	Robin Waters	\$ 6.00
	581866	2/24/16	Andrea Danahey Feil	\$ 6.16
	582535	3/23/16	Mitcha Ollerton-Caballero	\$ 46.00
	582738	3/31/16	Eva Ramierz	\$ 39.76
	583013	4/13/16	Jamie Thomas	\$ 2.50
	583272	4/27/16	Adriana Omelas-Galvaz	\$ 15.00
	583480	4/27/16	5th Ave Theatre	\$ 100.00
	583505	5/11/16	Kurt Blanchard	\$ 38.05
	583555	5/11/16	Lucy Garcia	\$ 36.00
	584283	6/15/16	Oralia Lopez	\$ 137.05
	584686	6/29/16	Austin Hillis	\$ 54.86
	584791	6/29/16	Tim Putnam	\$ 341.39
	585458	8/10/16	Dacia Schoengarth	\$ 16.00
	586714	10/12/16	Betty Palmer	\$ 11.85
	586767	10/12/16	Ashle Strickland	\$ 18.00
	586880	10/26/16	Trina Blankenship	\$ 8.64
	586935	10/26/16	David Garza	\$ 10.39
	587161	10/31/16	Grace Neace	\$ 268.71
	587321	11/9/16	Vanessa Garcia	\$ 13.00
				<u>\$ 1,661.88</u> Total

	Warrant #	DATE	PAYEE	AMOUNT
ASB Fund	577584	7/8/15	Elvira Pina	\$ 10.00
	578865	9/23/15	Viviana Reyna	\$ 10.00
	582640	3/23/16	Jesus Anguiano	\$ 10.00
	582655	3/23/16	Jorge Gonzalez	\$ 10.00
	585516	8/10/16	Christian Espinoza	\$ 40.00
	588329	12/14/16	Alan Suan	\$ 10.00
				<u>\$90.00</u> Total

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Wenatchee School District No. 246 of Chelan County that the Chelan County Auditor and the Chelan Country Treasurer be authorized to cancel the above listed outstanding warrants.

DATED THE 14th day of November, 2017.

Wenatchee School District No 246

President of the Board

Attest:

by _____
Secretary of the Board

Wenatchee School District No. 246
MEMORANDUM

To: Wenatchee School Board
Brian Flones, Superintendent

From: Les Vandervort, Chief Financial Officer

Date: November 3, 2017

Re: **August End of Year 2016 - 2017 Budget Status Report**

GENERAL FUND With **100%** of the fiscal year elapsed, Total General Fund revenues were **97%** and expenditures were **96%** of budgeted amounts, respectively.

General Fund Total Fund Balance at August 31, 2017 is **\$11,526,124** (12.46%).

Total Fund Balance at August 31, 2016 was **\$12,134,512** (13.65%).

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

2016-17 was a roller coaster year with a significant enrollment drop, uncertain state funding and a growing deficit in special education.

CAPITAL PROJECTS FUND The Year Ending Fund Balance is **\$5,994,555**. Punch list items still being worked on for Lincoln and Washington. Should be complete this millennium.

Pioneer drainage system still in progress. Pioneer locker rooms are still being finished.

DEBT SERVICE FUND The Year Ending Fund balance of **\$2,457,849** is for payment of bond principal and interest payments which are due each December and June. Revenues consist primarily of property taxes, which are levied annually to provide adequate funds for the bond payments.

The Debt Service levy for 2017 collection is \$5,400,000 or \$1.30 per \$1,000 assessed value.

The M&O levy for 2017 collection is \$12,163,000 or \$2.94 per \$1,000 assessed value.

ASB FUND Revenues are **92.3%** of the amount budgeted for the year. Expenditures are **82.8%** of budget.

The Total Year Ending Fund Balance is **\$528,224**.

TRANSPORTATION VEHICLE FUND The Year Ending fund balance is **\$277,320**.

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

Two buses have been ordered for 2017-18.

Wenatchee School District No. 246

General Fund

End of Year Budget Status Report 2016-17
August 31, 2017

100%

	Annual Budget	Actual For Year	Rec'd/Spent
Revenues/Other Financing Sources			
1000 Local Taxes	11,997,080	11,960,894	99.7%
2000 Local Nontax	2,115,515	2,168,110	102.5%
3000 State, General Purpose	57,550,422	56,323,228	97.9%
4000 State, Special Purpose	14,478,507	13,518,319	93.4%
5000 Federal, General Purpose	385,000	52,672	13.7%
6000 Federal, Special Purpose	8,545,882	8,168,934	95.6%
7000 Revenues fr Other Dists	27,000	34,402	127.4%
8000 Revenues fr Other Agencies	90,000	97,431	108.3%
9000 Other Financing Sources	0		
Total Revenues/Other Sources	95,189,406	92,323,990	97.0%
Expenditures			
00 Regular Instruction	52,841,566	51,045,060	96.6%
20 Special Ed Instruction	9,509,071	9,632,490	101.3%
30 Vocational Instruction	2,994,311	2,754,497	92.0%
40 Skill Ctr / Voc-Tec Instruction	1,542,146	1,590,422	103.1%
50/60 Compensatory Instruction	10,041,856	8,865,322	88.3%
70 Other Instructional Program	1,230,989	985,287	80.0%
80 Community Support	729,212	806,670	110.6%
90 Support Services	17,416,181	16,802,630	96.5%
Total Expenditures	96,305,332	92,482,378	96.0%
Excess of Revenues / Other Sources Over (Under) Expenditures	-1,115,926	-158,388	
Operating Trans Out to TVF, DSF and CPF	-150,000	-450,000	
Total Beginning Fund Balance	9,923,956	12,134,512	
Total Ending Fund Balance	8,658,030	11,526,124	12.46%
821 Restricted for Carryovers	400,000	637,301	
825 Restricted for Skill Center	30,000	-	
840 Nonspendable for Inventory	35,000	32,511	
884 Assigned to Capital Projects	75,000	541,000	
888 Assigned to Other Purposes (L&I, motor pool)	152,000	600,000	
891 Unassigned Minimum Fund Balance	5,052,000	4,624,119	5.00%
890 Unassigned Fund Balance	2,914,030	5,091,193	5.51%

Wenatchee School District No. 246

Capital Projects Fund

End of Year Budget Status Report 2016-17
August 31, 2017

	Annual Budget	Actual For Year	100% Percent Rec'd/Spent
Revenues/Other Financing Sources			
1000 Local Taxes			0.0%
2000 Local Nontax	247,501	110,617	44.7%
3000 State, General Purpose			
4000 State, Special Purpose	16,366,474	14,184,154	86.7%
5000 Federal, General Purpose			
6000 Federal, Special Purpose			
7000 Revenues fr Other Dists			
8000 Revenues fr Other Agencies	59,411	49,727	
9000 Other Financing Sources	150,000	450,000	
Total Revenues/Other Sources	16,823,386	14,794,498	87.9%
Expenditures			
10 Sites	1,287,073	1,214,922	94.4%
20 Buildings	30,983,971	7,995,952	25.8%
30 Equipment	4,045,430	1,337,642	33.1%
40 Energy	75,000	15,723	
50 Sales & Lease Equipment			
60 Bond Issuance Expenditure	0	4,678	
90 Debt			
Total Expenditures	36,391,474	10,568,917	29.0%
Transfers in (out)	0	0	
Excess of Revenues / Other Sources Over (Under) Expenditures	-19,568,088	4,225,581	
Total Beginning Fund Balance	21,000,000	1,768,974	
Total Ending Fund Balance	1,431,912	5,994,555	

Wenatchee School District No. 246

Debt Service Fund

End of Year Budget Status Report 2016-17
 August 31, 2017

100%

	Annual Budget	Actual For Year	Percent Rec'd/Spent
Revenues/Other Financing Sources			
1000 Local Taxes	5,402,000	5,372,161	99.4%
2000 Local Nontax	5,000	14,155	283.1%
3000 State, General Purpose			
5000 Federal, General Purpose			
6000 Federal, Special Purpose			
9000 Other Financing Sources			
Total Revenues/Other Sources	5,407,000	5,386,316	99.6%
Expenditures			
Matured Bond Expenditures	2,000,000	2,000,000	100.0%
Interest on Bonds	3,415,713	3,415,713	100.0%
Interfund Loan Interest			
Bond Transfer Fees	50,000	600	1.2%
Arbitrage Rebate			
Total Expenditures	5,465,713	5,416,313	99.1%
Other Financing Uses	0		
Excess of Revenues / Other Sources Over (Under) Expenditures	-58,713	-29,997	
Total Beginning Fund Balance	2,400,000	2,487,845	
Total Ending Fund Balance	2,341,287	2,457,849	

Wenatchee School District No. 246

End of Year Budget Status Report 2016-17
August 31, 2017

Associated Student Body Fund
100%

	Annual Budget	Actual For Year	Percent Rec'd/Spent
Revenues/Other Financing Sources			
1000 General Student Body	164,089	139,669	85.1%
2000 Athletics	228,850	302,002	132.0%
3000 Classes	27,500	11,796	42.9%
4000 Clubs	582,493	436,458	74.9%
6000 Private Moneys	47,600	79,309	166.6%
Total Revenues	1,050,532	969,234	92.3%
Expenditures			
1000 General Student Body	144,525	67,764	46.9%
2000 Athletics	279,722	291,741	104.3%
3000 Classes	20,100	13,412	66.7%
4000 Clubs	659,119	482,384	73.2%
6000 Private Moneys	58,100	106,418	183.2%
Total Expenditures	1,161,566	961,719	82.8%
Excess of Revenues / Other Sources Over (Under) Expenditures	-111,034	7,515	
Total Beginning Fund Balance	550,000	520,709	
Total Ending Fund Balance	438,966	528,224	

Wenatchee School District No. 246

End of Year Budget Status Report
August 31, 2017

2016-17

Transportation Vehicle Fund

100%

	Annual Budget	Actual For Year	Percent Rec'd/Spent
Revenues/Other Financing Sources			
1000 Local Taxes			
2000 Local Nontax	550	1,258	228.7%
3000 State, General Purpose			
4000 State, Special Purpose	205,000	175,294	85.5%
8000 Revenues fr Other Agencies			
9000 Other Financing Sources		2,140	
Operating Transfers In from Gen Fund			
Total Revenues/Other Sources	205,550	178,692	86.9%
Program 92 DEBT SERVICE			
Act 82 Warrant Interest			
Act 83 Other Interest			
Act 84 Debt			
Act 85 Arbitrage Rebate			
Program 99 PUPIL TRANSPORTATION *			
Act 33 Cash Purch/Rebuild Buses	420,550	154,091	36.6%
Act 34 Contract Purchase/Rebuild	35,000		0.0%
Total Expenditures	455,550	154,091	33.8%
Operating Transfers Out to DSF			
Excess of Revenues / Other Sources Over (Under) Expenditures	-250,000	24,601	
Total Beginning Fund Balance	250,000	252,719	
Total Ending Fund Balance	0	277,320	

* encumbered

Wenatchee School District No. 246
MEMORANDUM

To: Wenatchee School Board
Brian Fones, Superintendent

From: Les Vandervort, Chief Financial Officer

Date: October 5, 2017

Re: Enrollment Reports for **October 2017**

Exhibit A - Monthly Enrollments.

The **October 2017** count of K-12 students is **7,771.64 full-time equivalents (FTE)** including 279.73 FTE Running Start students (Running Start students are counted starting in October).

The *average* FTE of 7,755.50 is **14.50** FTE above budgeted *average* FTE of 7,741.

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

Enrollment is 35 FTE below this period last year.

Exhibit B shows the changes in average FTE enrollment, as reported to SPI, since 2005-06. Exhibit B reflects the history of our actual state funding level of FTE.

Exhibit C is a comparison of student FTE by school and by grade level for the current month and the same month in the prior year (2016-17).

Exhibit D shows the monthly information in graphic form, with a comparison to last year's (2016-17) actual enrollment and 2017-18 budgeted numbers.

WENATCHEE SCHOOL DISTRICT NO. 246
 Monthly Average FTE Enrollment 2017-18 School Year

GRADE											2017-18 AVG to BUD		
	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	AVERAGE	BUDGET	DIFFERENCE
1/2 Day KINDERGARTEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
All-day Kindergarte	504.00	504.65									504.33	530	-25.68
FIRST	537.00	545.81									541.41	530	11.41
SECOND	570.00	570.00									570.00	576	-6.00
THIRD	552.60	554.60									553.60	555	-1.40
FOURTH	562.59	568.59									565.59	568	-2.41
FIFTH	541.00	540.00									540.50	544	-3.50
SIXTH	577.77	577.77									577.77	590	-12.23
SEVENTH	556.93	559.93									558.43	543	15.43
EIGHTH	563.31	564.31									563.81	556	7.81
NINTH	529.07	531.47									530.27	530	0.27
TENTH	588.10	581.12									584.61	585	-0.39
ELEVENTH	533.45	528.40									530.93	550	-19.08
TWELFTH	486.69	478.30									482.50	490	-7.51
Kindergarten	504.00	504.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	504.33	530	-25.68
GRADES 1-5	2763.19	2779.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2771.10	2,773	-1.90
GRADES 6-8	1698.01	1702.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1700.01	1,689	11.01
GRADES 9-12	2137.31	2119.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2128.30	2,155	-26.70
K-12 Subtotal	7102.51	7104.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7103.73	7,147	-43.27
Running Start		279.73									279.73	190	89.73
Open Doors	73.48	82.81									78.15	90	-11.86
Alternative	283.63	304.15									293.89	314	-20.11
TOTAL	7,459.62	7,771.64									7,755.50	7,741	14.50

Exhibit A

WENATCHEE SCHOOL DISTRICT NO. 246

Yearly Average FTE Enrollment 2005-06 to Present

GRADE	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
KINDERGARTEN	294.44	325.23	256.86	116.96	122.84	112.17	133.51	116.35	76.00	80.90	20.80	0.00	0.00
ALL DAY KINDER			79.00	323.67	337.56	345.67	363.68	335.50	437.61	429.60	533.21	526.18	504.33
FIRST	551.22	583.11	639.86	591.49	571.00	587.64	542.76	617.63	575.55	620.01	596.50	572.57	541.41
SECOND	576.22	546.18	582.82	614.54	585.44	550.85	563.55	541.33	613.44	557.85	581.99	556.40	570.00
THIRD	532.89	577.61	517.25	576.33	618.96	588.12	545.74	549.19	566.04	606.64	547.60	566.76	553.60
FOURTH	493.07	522.99	574.31	529.02	569.18	614.14	576.66	536.59	546.98	571.30	593.90	541.37	565.59
FIFTH	593.47	486.97	531.43	578.29	536.22	560.76	607.33	573.57	544.19	560.36	539.50	589.77	540.50
SIXTH	557.45	620.13	510.27	559.34	622.04	549.62	590.30	649.06	589.00	543.32	554.94	544.35	577.77
SEVENTH	560.45	548.39	612.88	516.99	576.10	617.67	545.57	606.48	654.62	584.36	528.73	567.70	558.43
EIGHTH	588.62	554.19	539.08	613.53	539.12	574.79	625.61	552.01	620.59	644.19	584.41	522.79	563.81
NINTH	773.57	651.42	604.75	599.07	630.85	561.78	584.60	652.18	548.75	619.92	622.99	584.43	530.27
TENTH	504.76	620.21	596.66	569.28	548.37	611.61	545.59	570.70	620.98	553.04	599.52	613.12	584.61
ELEVENTH	488.48	524.59	569.84	527.16	591.15	593.50	625.30	562.71	568.94	573.12	536.48	497.09	530.93
TWELFTH	378.50	384.40	465.71	511.17	674.92	690.73	659.13	665.68	583.40	594.84	543.74	437.01	482.50
KINDERGARTEN	294.44	325.23	335.86	440.63	460.40	457.84	497.19	451.85	513.61	510.50	554.01	526.18	530.00
GRADES 1-5	2746.87	2716.86	2845.67	2889.67	2880.80	2901.51	2836.04	2818.31	2846.20	2916.16	2859.49	2826.87	2773.00
GRADES 6-8	1706.52	1722.71	1662.23	1689.86	1737.26	1742.08	1761.48	1807.55	1864.21	1771.87	1668.08	1634.84	1689.00
GRADES 9-12	2145.31	2180.62	2236.96	2206.68	2445.29	2457.62	2414.62	2451.27	2322.07	2340.92	2302.73	2131.65	2155.00
Total K-12	6893.14	6945.42	7080.72	7226.84	7523.75	7559.05	7509.33	7528.98	7546.09	7539.45	7384.31	7119.54	7103.73
Running Start	96.61	101.59	86.18	128.56	140.00	138.52	138.34	133.51	125.55	172.90	155.49	203.80	279.73
Skill Source/Open Door									89.23	89.98	101.14	90.41	78.15
Alternative											253.49	313.53	293.89
TOTAL	6989.75	7047.01	7166.90	7355.40	7663.75	7697.57	7647.67	7662.49	7760.87	7,802.33	7,894.43	7,727.28	7,755.50
Percent Change		0.8%	1.7%	2.6%	4.2%	0.4%	-0.6%	0.2%	1.3%	0.5%	1.2%	-2.1%	0.4%

Exhibit B

WENATCHEE SCHOOL DISTRICT NO. 246				Current Month 2017-18 FTE Comparison to same month 2016-17					
School	October 2016	October 2017	increase (decrease)	Grade	October 2016	October 2017	increase (decrease)		
Columbia	445	436	-9	K	0	0	0		
Lewis & Clark	485	479	-6	ADK	521	505	-16		
Lincoln	501	521	20	1	576	546	-30		
Mission View	540	506	-34	2	560	570	10		
Newbery	518	477	-41	3	569	555	-14		
Sunnyslope	301	306	5	4	539	569	30		
Washington	572	559	-13	5	597	540	-57		
Elementary	3,361	3,284	-78		3,361	3,284	-78		
Foothills	586	604	18	6	545	578	33		
Orchard	431	494	63	7	574	560	-14		
Pioneer	634	604	-30	8	532	564	32		
Middle Schools	1,651	1,702	51		1,651	1,702	51		
WHS	1,850	1,777	-73	9	589	531	-57		
WSHS	283	261	-22	10	614	581	-33		
High Schools	2,133	2,037	-96	11	505	528	24		
				12	459	478	19		
Skill Source	2	4	2		2,167	2,119	-48		
Skill Source/Open Door	82	82	0						
Open Doors/Grad Alliance	2	1	-1	Total Regular	7,179	7,105	-74		
Valley Academy	169	184	15						
WV Tech Ctr	189	198	9						
Other Enrollment	444	469	25	ALE	326	304	-22		
				Open Door	84	83	-1		
Subtotal Enrollment	7,589	7,492	-97	Running Start	218	280	62		
Running Start	218	280	62		7,807	7,772	-35		
Total Enrollment	7,807	7,772	-35						
Juvenile Detention Center	13	6	-7						
Special Ed	876	887	11						

Exhibit C

Enrollment 17-18

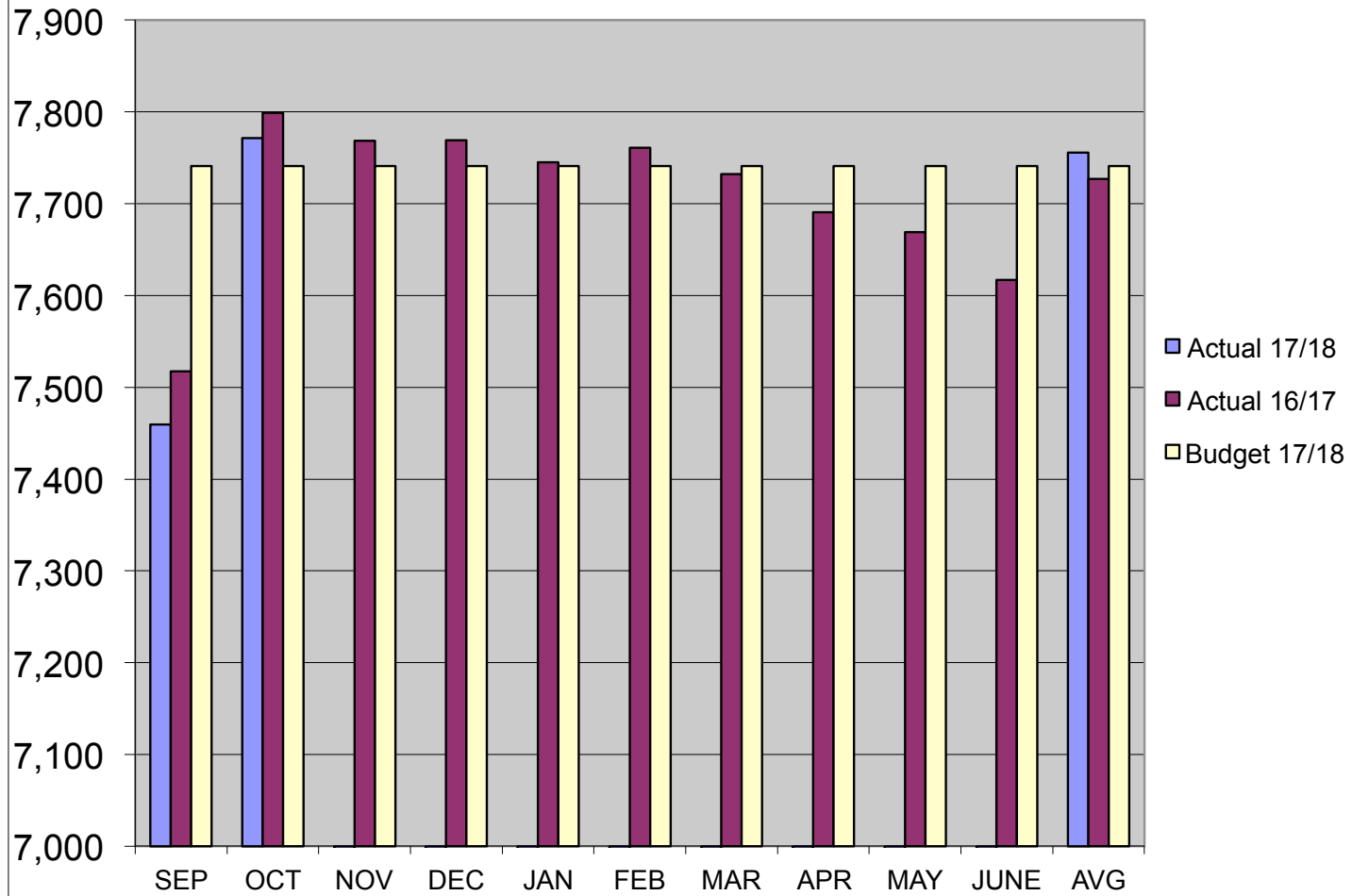


Exhibit D

	24 KINDER		24 GRADE 1		25 GRADE 2		25 GRADE 3		27 GRADE 4		27 GRADE 5		
	#		#		#		#		#		#		
Columbia	Holland, Courtney	16	Ells, Joe	21	Bentsen, Carolyn B	20	Heffron, Rebecca	21	Gelb, Tracy	25	Cline, Gretchen	22	FTE 436.41 Head
	Ryan-Kelzenberg (Shel)	16	Lopez, Lizbeth B	22	Card-Roley, Laurie	20	Kniveton, Jenifer	24	Hetterle, Rachel	26	Hill, Courtney	21	
	Young, Ann	15	Smith, Lynette	22	Hutchinson, Moira	19	Lemus-Pulido, Anayss	22	Moon, Robyn	25	Weaver, Katie	22	
	Wiggins, Cameron	16			Vanatta (Shelt'd)	21	Searles, Rachel	21					
		63		65		80		88		76		65	437
Lewis & Clark	Jarvis, Oliva B	21	Navarro, Nancy B	22	Alvarez, Itzia	20	Black, Maria	20	Roberts, Teresa	17	Brandt, Theresa	27	FTE 478.59 Head
	Limon, Donna	20	Solis, Anelita B	22	Collins, Alanna	20	De La Mora B	20	Smoots, Fonda	18	Ross, Melodie	26	
	Tanner, Haley	20	Tshritter, Carol	20	Lopez, Daniz	20	Nunez, Ginger	20	Strong, Olga	17	Sanchez, Juan	26	
	Yanez, Carmen B	21	West, Marie	22	Martinez, Eva	19	Rudell, Laura	21	Zavala, Hugo	20			
		82		86		79		81		72		79	479
Lincoln	Charles, Katie	18	Blankenship, Marea B	18	Guerrero	22	Heinz, Teresa	20	Gaytley, Todd	23	Bullis, Jacob	23	FTE 521.00 Head
	Clive, Cassandra	18	Hurt, Allison (Shelt'd)	22	Rodriguez, Christina B	20	Mason, Kristina	20	Mahler, Cynthia	23	Ferson, Darrin	22	
	Gonzalez, Rocio B	20	Pattison, Lisa	21	Schmidt, Sandra	24	Nelson, Tessa	21	Parr, Kevin B	24	Nicpan-Brown, Kristina	22	
	Smith, Candy (Shelt'd)	19	Robins, Jessica	20	Wilson, Carmen B	21	Williams, Dianna B	21	Rang, Kadie	23	Williams, Jeffrey	22	
	SpEd Noble	4	SpEd Noble	3	SpEd Noble	2	SpEd McFarland	1	SpEd McFarland	3	SpEd McFarland	1	
		79		84		89		83		96		90	521
Mission View	Hepton, Tiffany	19	Berdine, Mary	20	Avila, Armando B	19	Boisen, Kris	23	Avila, Mario B	25	Childers, Nika	23	FTE 506.00 Head
	Martinez, Lupe B	20	Chang Marr, Maria B	19	Christensen, Jen B	20	Brown, Sarah	23	Lewis, Lisa	24	Pass, Scott	22	
	Mendoza, Liliana	20	Downey, Coni	16	Martinez, Brandy	21	Chavez, Gabriela B	22	Wirth, Debra	25	Phelps, Theresa	24	
	Orozco Blanco, Eliza B	17	Montalvo, Patricia B	22	Yanez, Socorro B	20	Savage, Tamara	24					
	Valdovinos, Cari	18	O'Banion, Heidi	18	Zavala, Guadalupe	20							
		76		95		100		92		74		69	506
Newbery	Wright, Carrie	3	Wright, Carrie	2	Wright, Carrie		Brooks, Ingrid B	24	Keene, Stephanie	24	Kniveton, Kyle B	21	FTE 476.65 Head
	Fischer, Leticia	18	Arneson, Imelda B	17	Dundas, Cheri	20	Dickson, Kimberly	23	Peterson, Tracy	24	London, Flora	22	
	Reyna-Smith, Soyla	16	Garza, Ashley	17	Morrell, Blake	17	Gutierrez-Zamora B	25	Schott, Robert B	21	Preuss, J. Austin	22	
	Vivanco, Matilde B	14	McLaughlin, Lori	17	Page, Brooke B	17	Stubbe, Stephanie	24	Wallace, Patricia	22	Wallace, Patricia	22	
	Wise, Jill	18	Woolsey, Tami	17	Riggan, Brooke	22	Wright, Carrie		Wright, Carrie	3	Wright, Carrie	2	
		69		70		81		72		96		89	477
Sunnyslope	LeFebvre, S	25	Anspach, Julie	28	Gale, C	24	Dalbeck, Abby	24	Baier, Erika	29	Lammert, Amy	25	FTE 306.00 Head
	Steitz, Lisa	23	Springer, M	28	Howard, Jeri	23	Martin, Peggy	21	Weber, K	29	Morgan, T	27	
			48		56		47		45		58		
Washington	Arredondo, Zuly	22	Garcia/Wilkens	23	Anguiano, Stephanie	23	Bucholz, Heidi	24	Day,	24	Christensen, Monika	23	FTE 559.00 Head
	Connor, Michelle	22	Larsen, Rebecca	21	Clayson, Wendi	23	McGinnis, Lance	23	Gillespie, Terry	24	Roche, Laura	24	
	Hannah	22	Oltman, Erin	24	Huson, Lynda	22	Reinfeld, Jill	23	Smeller,	24	Sutton, Jana	24	
	Reiber, Erin	22	Rodriguez	22	Lake, Caroline	23	Williams, David	24	Smith, Jodee	24	Walsh, Tracy	24	
	SpEd Carnline		SpEd Carnline		SpEd Carnline	3	SpEd Carnline		SpEd Carnline	1	SpEd Carnline	1	
	SpEd Ptolemy		SpEd Ptolemy		SpEd Ptolemy		SpEd Ptolemy		SpEd Ptolemy		SpEd Ptolemy		
		88		90		94		94		97		96	559
TOTAL FTE													3283.65
TOTAL Head Count													3285
Special Ed Count													4
Average Class size													21.44
# of Teachers/Classes													23
B = Bilingual													
D = Dual Language													

	24 KINDER		24 GRADE 1		25 GRADE 2		25 GRADE 3		27 GRADE 4		27 GRADE 5		
	#		#		#		#		#		#		
Columbia	Holland, Courtney	15	Ells, Joe	22	Bentsen, Carolyn B	19	Heffron, Rebecca	21	Gelb, Tracy	24	Cline, Gretchen	22	FTE 434.41 Head
	Ryan-Kelzenberg (Shel)	16	Lopez, Lizbeth B	22	Card-Roley, Laurie	19	Kniveton, Jenifer	24	Hetterle, Rachel	25	Hill, Courtney	19	
	Young, Ann	16	Smith, Lynette	23	Hutchinson, Moira	19	Lemus-Pulido, Anayss	22	Moon, Robyn	25	Weaver, Katie	22	
	Wiggins, Cameron	17			Vanatta (Shelt'd)	21	Searles, Rachel	22					
		64		67		78		89		74		63	435
Lewis & Clark	Jarvis, Oliva B	21	Navarro, Nancy B	22	Alvarez, Itzia	20	Black, Maria	20	Roberts, Teresa	17	Brandt, Theresa	27	FTE 480.13 Head
	Limon, Donna	19	Solis, Anelita B	22	Collins, Alanna	21	De La Mora B	20	Smoots, Fonda	19	Ross, Melodie	25	
	Tanner, Haley	20	Tshritter, Carol	21	Lopez, Daniz	20	Nunez, Ginger	20	Strong, Olga	19	Sanchez, Juan	25	
	Yanez, Carmen B	21	West, Marie	21	Martinez, Eva	20	Rudell, Laura	21	Zavala, Hugo	20			
		81		86		81		81		75		77	481
Lincoln	Charles, Katie	18	Blankenship, Marea B	18	Guerrero	22	Heinz, Teresa	21	Gaytley, Todd	23	Bullis, Jacob	22	FTE 525.00 Head
	Clive, Cassandra	19	Hurt, Allison (Shelt'd)	22	Rodriguez, Christina B	21	Mason, Kristina	20	Mahler, Cynthia	23	Ferson, Darrin	22	
	Gonzalez, Rocio B	20	Pattison, Lisa	20	Schmidt, Sandra	24	Nelson, Tessa	22	Parr, Kevin B	24	Nicpan-Brown, Kristina	22	
	Smith, Candy (Shelt'd)	18	Robins, Jessica	21	Wilson, Carmen B	21	Williams, Dianna B	22	Rang, Kadie	23	Williams, Jeffrey	22	
SpEd Noble	3	SpEd Noble	3	SpEd Noble	2	SpEd McFarland	1	SpEd McFarland	3	SpEd McFarland	3		
		78		84		90		86		96		91	525
Mission View	Hepton, Tiffany	20	Berdine, Mary	19	Avila, Armando B	20	Boisen, Kris	23	Avila, Mario B	25	Childers, Nika	23	FTE 501.00 Head
	Martinez, Lupe B	20	Chang Marr, Maria B	19	Christensen, Jen B	19	Brown, Sarah	23	Lewis, Lisa	25	Pass, Scott	23	
	Mendoza, Liliana	19	Downey, Coni	15	Martinez, Brandy	21	Chavez, Gabriela B	20	Wirth, Debra	24	Phelps, Theresa	24	
	Orozco Blanco, Eliza B	18	Montalvo, Patricia B	20	Yanez, Socorro B	20	Savage, Tamara	24					
Valdovinos, Cari	77	O'Banion, Heidi	17	Zavala, Guadalupe	20								
		77		90		100		90		74		70	501
Newbery	Wright, Carrie	3	Wright, Carrie	2	Wright, Carrie	0	Brooks, Ingrid B	24	Keene, Stephanie	24	Kniveton, Kyle B	20	FTE 475.68 Head
	Fischer, Leticia	16	Arneson, Imelda B	16	Dundas, Cheri	21	Dickson, Kimberly	24	Peterson, Tracy	24	London, Flora	22	
	Reyna-Smith, Soyla	17	Garza, Ashley	17	Morrell, Blake	22	Gutierrez-Zamora B	25	Schott, Robert B	21	Preuss, J. Austin	22	
	Vivanco, Matilde B	13	McLaughlin, Lori	17	Page, Brooke B	18	Stubbe, Stephanie	24	Wallace, Patricia	24	Wallace, Patricia	23	
Wise, Jill	17	Woolsey, Tami	17	Riggan, Brooke	22	Wright, Carrie	22	Wright & Hessburg	4	Wright, Carrie	2		
		66		69		83		73		97		89	477
Sunnyslope	LeFebvre, S	25	Anspach, Julie	27	Gale, C	24	Dalbeck, Abby	24	Baier, Erika	29	Lammert, Amy	26	FTE 306.00 Head
	Steitz, Lisa	23	Springer, M	27	Howard, Jeri	23	Martin, Peggy	21	Weber, K	29	Morgan, T	28	
		48		54		47		45		58		54	306
Washington	Arredondo, Zuly	22	Garcia/Wilkens	23	Anguiano, Stephanie	23	Bucholz, Heidi	24	Day,	24	Christensen, Monika	23	FTE 559.00 Head
	Connor, Michelle	22	Larsen, Rebecca	21	Clayson, Wendi	23	McGinnis, Lance	24	Gillespie, Terry	24	Roche, Laura	24	
	Hannah	22	Oltman, Erin	23	Huson, Lynda	22	Reinfeld, Jill	23	Smeller,	23	Sutton, Jana	24	
	Reiber, Erin	22	Rodriguez	22	Lake, Caroline	22	Williams, David	24	Smith, Jodee	24	Walsh, Tracy	24	
SpEd Carnline		SpEd Carnline		SpEd Carnline	3	SpEd Carnline	0	SpEd Carnline	1	SpEd Carnline	1		
SpEd Ptolemy		SpEd Ptolemy		SpEd Ptolemy		SpEd Ptolemy	1	SpEd Ptolemy		SpEd Ptolemy			
		88		89		94		96		96		96	559
TOTAL FTE												3281.22	
TOTAL Head Count												3284	
Special Ed Count												6	
Average Class size												21.36	
# of Teachers/Classes												23	
B = Bilingual													
D = Dual Language													

November 2017

2016-2017 Enrollment

Official Count Day

	K	FTE	1	FTE	2	FTE	3	FTE	4	FTE	5	FTE	Head Total	FTE Total
Columbia	64	64.00	67	66.81	78	78.00	89	88.60	74	74.00	63	63.00	435	434.41
Lewis & Clark	81	81.00	86	85.78	81	81.00	81	81.00	75	74.35	77	77.00	481	480.13
Lincoln	78	78.00	84	84.00	90	90.00	86	86.00	96	96.00	91	91.00	525	525.00
Mission View	77	77.00	90	90.00	100	100.00	90	90.00	74	74.00	70	70.00	501	501.00
Newbery	66	65.65	69	69.00	83	83.00	73	73.00	97	96.03	89	89.00	477	475.68
Sunnyslope	48	48.00	54	54.00	47	47.00	45	45.00	58	58.00	54	54.00	306	306.00
Washington	88	88.00	89	89.00	94	94.00	96	96.00	96	96.00	96	96.00	559	559.00
Total	502	501.65	539	538.59	573	573.00	560	559.60	570	568.38	540	540.00	3284	3281.22
	6		7		8									
Foothills	197	196.61	200	199.54	214	214.00							611	610.15
Orchard	185	185.00	163	162.62	149	149.00							497	496.62
Pioneer	199	199.16	199	199.00	201	200.31							599	598.47
Total	581	580.77	562	561.16	564	563.31							1707	1705.24
	9		10		11		12							
WHS	517	505.06	544	525.03	479	395.69	424	352.29					1964	1778.07
WSHS	15	14.97	31	29.61	81	79.40	145	139.91					272	263.89
Total	532	520.03	575	554.64	560	475.09	569	492.20					2236	2041.96
	9		10		11		12							
Skillsource	0	0.00	6	5.67	0	0.00	0	0.00					6	5.67
	K		1		2		3		4		5			
Valley Academy	19	9.50	25	24.37	24	23.50	22	22.00	25	24.76	26	25.30		
	6		7		8		9		10					
	15	13.68	18	17.15	11	11.00	7	7.00	6	5.19			198	183.45
Special Ed-Bldg 511													0	0.00
	9		10		11		12							
WVTSC	0	15.84	6	34.90	63	69.51	63	79.26					132	199.51
Subtotal FTE														7417.05
Running Start													302	274.33
Open Doors - Skillsource	0	0.00	16	15.48	28	27.80	40	38.76					84	82.04
Open Doors - Grad Alliance	0	0.00	0	0.00	0	0.00	1	1.00					1	1.00
	0	0.00	16	15.48	28	27.80	41	39.76						
Total FTE														7774.42

Juvenile Detention Center

7 7.00

Special Education

Age FTE Age FTE Age FTE
 0-2 52.00 3-5 60.00 K-21 785.00

897 897.00

WENATCHEE LEARNS

STRATEGIES

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

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

3000 Policy Series Review

Policy	Title	Suggested Action	District Recommendation	Rationale
3412P	AED Procedure	FYI		New AED procedures recommended by WSSDA.
3416	Medication at School		Approve	Adds the use of over the counter sunscreens under certain provisions.
3416P	Medications at School	FYI		

AUTOMATED EXTERNAL DEFIBRILLATORS

The Wenatchee School District Board of Directors recognizes that by equipping schools with automated external defibrillators (AEDs) and training employees and students in their use, the potential to save lives in the event of a health emergency, including cardiac arrest, is increased. The purpose of this procedure is to assist employees and students who are willing to use Automatic External Defibrillators (AED) in the event such use is necessary. These procedures do not create an obligation to use an AED, nor do they create an expectation that an AED will be present at every event where use of the AED might be beneficial.

AEDs will be located as documented in each school/site's Safe Schools Preparedness and Response Plan. At every location where an AED is present, staff members will be notified of location and those staff who are have been trained to use. If a cardiac arrest event occurs, staff:

1. Will dial 911 immediately; and
2. May retrieve and use the AED.

A. Pre-placement

1. Approved Equipment

- a. All AEDs purchased or donated for placement in district facilities must meet the requirements of the Chelan/Douglas County Emergency Medical Services (EMS).
- b. To the extent possible, the brand of AED used should be the same throughout district facilities to provide consistency in training and operation.
- c. The district will maintain on file in the school's main office all specifications/technical information sheets provided by the manufacturer for each approved AED model purchased or donated to the district.
- d. The district Nurse will notify local EMS of the existence and location of the AEDs

2. Training

- a. AED use will be included in CPR training programs arranged by the district for employees listed in paragraph 2 below. The course will include demonstrating proficiency in adult CPR, and the following:
 - i. Safe and effective use of the AED device and
 - ii. Common troubleshooting techniques for an AED
- b. Employees who will be offered instruction in the proper use of the AED will include nurses, athletic/activities directors, coaches, facility operations managers, security supervisors, security specialists, health room assistants and office staff with health room responsibilities. Absent a contractual requirement, job description, or certification requirements, training is voluntary.
- c. Anyone using an AED will be held only to the standards embodied in the state's Good Samaritan Legislation (RCW 4.24.300).

B. Pre-Event

1. Accessibility, availability, security

- a. During school hours, the AED will be housed in a designated location, placed in an alarmed storage box, and in a location determined by the building administration

- and the Safety and Security Director.
- b. Community members and individuals using district facilities on a contractual basis are not guaranteed access to an AED or AED trained staff.

2. Routine maintenance

- a. A schedule for maintaining the AED will be dictated by the product manufacturer and the Washington Department of Health.
- b. Most AEDs perform periodic self-diagnosis, including a check of battery strength and an evaluation of internal components.
- c. A designated staff person(s) at each site will be responsible for checking each AED, including monitoring battery and maintenance indicators, and will immediately contact the appropriate staff member if the device needs to be serviced or if supplies are missing or will soon expire.
- d. The schedule for, and conduct of, maintenance of each AED will be documented and maintained in the site's main office.

C. Event

- 1. Staff using an AED are volunteers and are not expected to place their own safety in jeopardy in order to aid others. The scene around the victim must be made safe before a rescue is attempted.
- 2. If a cardiac arrest event occurs, staff should first ensure that EMS has been contacted and then may proceed as appropriate in the use of the AED.
- 3. Upon arrival of EMS personnel, school district employees will turn over responsibility for care of the victim to EMS.

D. Post-Event:

1. Event Data

- a. Immediately following the incident, the supervising employee (customarily the district nurse) will contact EMS to retrieve data from the AED. The supervising employee (customarily the district nurse) will document the name of the EMS responder and include the information on the district accident and injury form.
- b. The supervising employee (customarily the district nurse) or school / district administrator will document the event using a District Accident and Injury Report.

2. Return of the AED to operational service

As soon as possible after the event, the school nurse/health attendant or designated staff member will complete a post-event checklist to ensure that the AED is returned to operational condition, including replacement of any single use items and send the completed checklist to the school nurse.

Adopted Date: __/17
Wenatchee School District

Medication at School

General Statement

Under normal circumstances prescribed and over-the-counter medication should be dispensed before and/or after school hours under supervision of the parent or guardian. If a student must receive prescribed or over-the-counter oral or topical medication, eye drops or ear drops (“medications”) from an authorized staff member, the parent must submit a written authorization accompanied by a written request from a licensed health professional prescribing within the scope of his or her prescriptive authority. If the medication will be administered for more than fifteen consecutive days, the health professional must also provide written, current and unexpired instructions for the administration of the medication.

Special Exception to General Statement

Over-the-counter topical sunscreen products may be possessed and used by students, parents, and school staff without a written prescription or note from a licensed health care provider if the following conditions are met:

- A. The product is regulated by the US Food and Drug administration as an over-the-counter sunscreen product; and
- B. If possessed by a student, the product is provided to the student by a parent or guardian.

The superintendent will establish procedures for:

- A. Delegating, training and supervision of staff members in the administration of prescribed or non-prescribed oral medication to students by a physician or registered nurse;
- B. Designating staff members who may administer prescribed or non-prescribed medication to students;
- C. Obtaining signed and dated parental and health professional requests for the dispensing of prescribed or non-prescribed medications, including instructions from the health professional if the medication is to be given for more than fifteen (15) days;
- D. Storing prescribed or non-prescribed medication in a locked or limited access facility cabinet;
- E. Maintaining records pertaining to the administration of prescribed or non-prescribed medication; and
- F. Permitting, under limited circumstances and by statute, students to carry and self-administer medications necessary to their attendance at school.
- G. Permitting possession and self-administration of over-the-counter topical sunscreen products. This procedure may include product identification, storage, limitations of volume of

Medication at School

Prior to the opening of school each year, the school principal will authorize two (2) staff members to administer prescribed or ~~over-the-counter oral or topical non-prescribed~~ medication, ~~eye drops or ear drops~~ (“medication”). ~~Oral medications are administered by mouth either by swallowing or by inhaling and may include administration by mask if the mask covers the mouth or mouth and nose.~~ These designated staff members will ~~participate in an in-service training session conducted by a physician or registered nurse~~ receive RN delegation prior to the opening of school each year.

For the purposes of this procedure, “medication” means oral medication, topical medication, eye or ear drops and nasal spray. This definition DOES NOT include over-the-counter topical sunscreen products regulated by the US Food and Drug Administration (see Sunscreen section below). Oral medications are administered by mouth either by swallowing or by inhaling and may include administration by mask if the mask covers the mouth or mouth and nose. ~~Prescribed or over-the-counter~~ medication may be dispensed to students on a scheduled basis upon written authorization from a parent with a written request by a licensed health professional prescribing within the scope of their prescriptive authority. If the medication is to be administered more than fifteen (15) consecutive days, the written request must be accompanied by written instructions from a licensed health professional. Requests will be valid for not more than the current school year. The prescribed or ~~over-the-counter non-prescribed~~ medication must be properly labeled and be contained in the original container. The dispenser of prescribed or non-prescribed oral medication will:

- A. Collect the medication directly from the parent (students should not transport medication to school), collect an authorization form properly signed by the parent and by the prescribing licensed health professional and collect instructions from the prescribing licensed health professional if the medication is to be administered for more than fifteen (15) consecutive days;
- B. Store the prescription or non-prescribed medication (not more than a twenty (20) day supply) in a locked, substantially constructed cabinet;
- C. Maintain a daily record which indicates that the prescribed or non-prescribed ~~oral~~ medication was dispensed.
- D. Provide for ~~delegation, training and~~ supervision by a physician or registered nurse.
- E. A copy of this policy will be provided to the parent upon request for administration of medication in the schools.

~~A copy of this policy and procedure will be provided to the parent upon request.~~ Prescribed and non-prescribed oral or topical medications, eye drops or ear drops may be administered by a registered nurse, a licensed practical nurse or an authorized staff member. Nasal inhalers containing legend (prescription) drugs or controlled substances, suppositories and non-emergency injections may ~~not~~ only be administered by a school staff other than registered nurses and licensed practical nurses or a parent-designated adult with training as required by RCW 28A.210.260.

No prescribed medication will be administered by injection by staff except when a student is susceptible to a predetermined, life-endangering situation. The parent will submit a written statement which grants a staff member the authority to act according to the specific written orders and supporting directions provided by licensed health professional prescribing within his or her prescriptive authority (e.g., medication administered to counteract a reaction to a bee sting). Such medication will be administered by staff trained by the supervising registered nurse to administer such an injection.

Written orders for emergency medication, signed and dated, from the licensed health professional prescribing within his or her prescriptive authority will:

- A. State that the student suffers from an allergy which may result in an anaphylactic reaction;
- B. Identify the drug, the mode of administration, and the dose. Epinephrine administered by inhalation, rather than injection, may be a treatment option. This decision must be made by the licensed health professional prescribing within his or her prescriptive authority;
- C. Indicate when the injection will be administered based on anticipated symptoms or time lapse from exposure to the allergen;
- D. Recommend follow-up after administration, which may include care of the stinger, administration of additional medications, transport to hospital;
- E. Specify how to report to the health professional prescribing within his or her prescriptive authority and any record keeping recommendations.

Student Self-Carry/Self-Administration of Medication

If a health professional and a student's parent request that a student be permitted to carry his/or her own medication and/or be permitted to self-administer the medication, the principal may grant permission after consulting with the school nurse. The process for requesting and providing instructions will be the same as established for oral medications. The principal and nurse will take into account the age, maturity and capability of the student; the nature of the medication; the circumstances under which the student will or may have to self-administer the medication and other issues relevant in the specific case before authorizing a student to carry and/or self-administer medication at school. Except in the case of multi-dose devices (like asthma inhalers), students will only carry one day's supply of medication at a time. Violations of any conditions placed on the student permitted to carry and/or self-administer their own medication may result in termination of that permission, as well as the imposition of discipline when appropriate.

Sunscreen

Over-the-counter topical sunscreen products may be possessed and used by students, parents, and school staff, without a written prescription or note from a licensed health care provider, if the following conditions are met:

- A. The product is regulated by the US Food and Drug Administration as an over-the-counter sunscreen product; and

B. If possessed by a student, the product is provided to the student by their parent or guardian.

Students who possess over-the-counter topical sunscreen products that meet the above criteria may carry up to 8 ounces at a time, preferably with the container in a plastic bag.

Violations of any conditions placed on the student permitted to carry and/or self-administer his or her own sunscreen products may result in confiscation and termination of that permission, as well as the imposition of discipline when appropriate.

School staff may assist students in application of sunscreen products in certain circumstances and in the presence of another staff member. The appropriate staff member will take into account the age, maturity, and capability of the student, the need for the application of the sunscreen, and other issues relevant in the specific case, before assisting students in application of sunscreen products at school or during school-sponsored events. However, staff members are not required to assist students in applying sunscreen.

(The following procedures are specific to parent-designated adult care of students with epilepsy):

Parent-Designated Adult Care of Students with Epilepsy

Parents of students with epilepsy may designate an adult to provide care for their student consistent with the student's individual health care plan. At parent request, school district employees may volunteer to be a parent-designated adult under this policy, but they will not be required to participate. Parent-designated adults who are school employees will file a voluntary, written, current and unexpired letter of intent stating their willingness to be a parent-designated adult. Parent-designated adults who are school employees are required to receive training in caring for students with epilepsy from the school nurse. Parent-designated adults will receive additional training from a parent-selected health care professional or expert in epileptic care to provide the care (including medication administration) requested by the parent.

Parent-designated adults who are not school employees are required to show evidence of comparable training, and meet school district requirements for volunteers. Parent-designated adults will receive additional training from a parent-selected health care professional or expert in epileptic care to provide the care requested by the parent. The school nurse is not responsible for the supervision of procedures authorized by the parents and carried out by the parent-designated adult.

Date: 2/01; 9/06; 08/12; 10/12, ___/17

sunscreen product possessed, time and circumstances of use, and such other reasonable conditions deemed necessary.

Inhalers, Injections, Suppositories

Nasal inhalers, suppositories and non-emergency injections may not be administered by school staff other than registered nurses and licensed practical nurses. No medication will be administered by injection by school staff except when a student is susceptible to a predetermined, life-endangering situation (See Policy 3420, Anaphylaxis Prevention). In such an instance, the parent will submit a written and signed permission statement. Such an authorization will be supported by signed and dated written orders accompanied by supporting directions from a licensed health professional. A staff member will be trained prior to injecting a medication.

Discontinuing Medication

If the district decides to discontinue administering a student's medication, the superintendent or designee must provide notice to the student's parent or guardian orally and in writing prior to the discontinuance. There must be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled. If a school nurse is on the premises, he/she may administer a nasal spray containing a prescribed drug or controlled substance to a student.

If a school nurse is not on school premises, a nasal spray containing a legend (prescribed) drug or controlled substance may not be administered by other employees.

Required Notification of EMS

After every administration of any legend (prescribed) drug or controlled substance by nasal spray to a student, Emergency Medical Services (911) will be summoned as soon as practicable.

Cross References: Policy 3419 Self-Administration of Asthma and Anaphylaxis Medications Policy

Legal References: Policy 3420 Anaphylaxis Prevention and Response
RCW 28A.210.260 Public and Private Schools — Administration of Oral Medication by — Conditions
RCW 28A.210.270 Public and Private Schools — Administration of Oral Medication by — Immunity from Liability— Discontinuance, Procedure

Management Resources: Policy News, August 2012 February 2014

Adoption Date: 11.22.05

Wenatchee School District Revised: 09/12/06;10/23/12, 4/17, __/17



FACILITY PROJECTS

UPDATES


Contract Coversheet (Non-Federal)

Request Board Approval

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

All contracts require school board approval.

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

Date	New or Renewal or Revision	Agency	Purpose	Amount	Contract Start Date & End Date	Staff Person Responsible for Contract	Approved by Les?	PO Required?	Attorney Review Required?
11/01/17	New	Chelan County Public Works	Easement Deed and Interlocal Agreement for Chelan County Road Project No. 711 - School Street Mid-Block Crossing near Sunnyslope Elementary School	\$30,500	Nov. 14, 2017 to Nov. 15, 2018	Gregg Herkenrath I have read this contract and recommend it for board approval.  Initial <u>GH</u> Date <u>11-1-17</u>			This is decided at the district office.

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

Agency Name Chelan County Dept. of Public Works
 Attention: Mark Sele
 Street address or PO Box 316 Washington St. Suite 402
 City, State, Zip Code Wenatchee, WA 98801-7305
 Email Address mark.b.sele@co.chelan.wa.us
 Phone Number (509) 667-6415

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

If this is a revision, what has changed?

This Easement Deed and Interlocal Agreement would allow Chelan County Public Works to install a marked pedestrian crossing across School Street with pedestrian activated rectangular rapid flashing beacons and school crossing signs near Sunnyslope Elementary School. The District would donate a permanent easement for the County to provide this mid-block crossing. **These documents have been reviewed with no objections by Attorney Danielle Marchant at Johnson, Gaukroger, Smith & Marchant PS**

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

Reviewed by Attorney _____
 Signature _____

Requires Edits? _____



CHELAN COUNTY

DEPARTMENT OF PUBLIC WORKS
316 WASHINGTON STREET
SUITE 402
WENATCHEE, WASHINGTON 98801
TELEPHONE 509/667-6415

ERIC P. PIERSON, PE
DIRECTOR/COUNTY ENGINEER

October 17, 2017

Gregg Herkenrath
Wenatchee School District 246
1001 Circle St.
Wenatchee, WA 98807

Subject: Project Title: CRP711, School Street Mid-Block Crossing
Funding No.: STPUS 5851(001)
Parcel Number: 23-20-21-860-303

Dear Mr. Herkenrath,

The Chelan County Public Works Department plans to proceed with **County Road Project No. 711 (CPR711) School Street Mid-Block Crossing**.

Please find enclosed for signatures by the President of the Board of Directors and the Superintendent:

- Donation Letter for donation of the permanent easement.
- Easement Deed for the permanent easement.
- Interlocal Agreement for CRP 711 Funding.
- Transportation Property Needs and You informational pamphlet.
- Excise Tax Affidavit

This proposal must be accepted by delivery to Chelan County the enclosed Donation Letter, Easement Deed, Interlocal agreement and Excise Tax Affidavit, as originals fully executed by Wenatchee School District with acknowledgement before a notary public. Acceptance must be delivered to the following address: **“Chelan County Public Works Department, Attn: County Surveyor, 316 Washington Street, Suite 402, Wenatchee, Washington 98801”**.

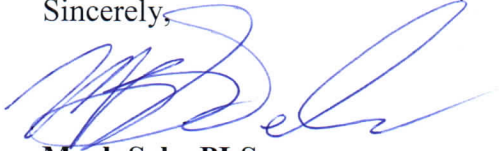
The County will pay filing fees for deeds filed with the County Auditor and real estate excise taxes related to this transaction. On the date the acceptance is received by the County, the County becomes the owner of the property and/or property rights purchased and responsible for its control and management.

I would be more than happy to meet with you or the Board to discuss or respond to any questions you may have.

May we please have your early reply as to acceptance or rejection of this proposal?

Thank you.

Sincerely,



Mark Sele, PLS
County Surveyor
Chelan County Public Works Department
(509) 667-6415

Email: Mark.B.Sele@co.chelan.wa.us



CHELAN COUNTY

DEPARTMENT OF PUBLIC WORKS
316 WASHINGTON STREET
SUITE 402
WENATCHEE, WASHINGTON 98801
TELEPHONE 509/667-6415

ERIC P. PIERSON, PE
DIRECTOR/COUNTY ENGINEER

October 17, 2017

Gregg Herkenrath
Wenatchee School District 246
1001 Circle St.
Wenatchee, WA 98807

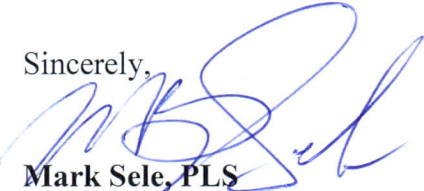
Re: Funding No.: STPUS 5851(001)
Project Title: CRP711, School Street Mid-Block Crossing
Parcel Number: 23-20-21-860-303

Dear Mr. Herkenrath and the Board of Directors, Wenatchee School District (WSD)

This letter is to notify you of your rights and benefits available to you under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 due to our public transportation project. Those rights and benefits are explained in the enclosed *Transportation Needs and You* booklet.

Your signatures below acknowledges the donation of Wenatchee School District (WSD) property in the form of a 0.004 acre Permanent Easement on property known as Parcel Number: 23-20-21-860-303 as depicted on attached Exhibit "A" and Exhibit "B" to Chelan County for constructing and installing a marked pedestrian crossing across School Street with pedestrian activated rectangular rapid flashing beacons (RRFB) and school crossing signs between the Sunnyslope Elementary School and the school parking lot is made voluntarily, and with full knowledge of your right to receive just compensation for the land, property rights, improvements and/or damages to the remainder. You, therefore, release Chelan County from obtaining an appraisal of the acquired property.

Sincerely,


Mark Sele, PLS
County Surveyor
Chelan County Public Works Department
(509) 667-6415

Email: Mark.B.Sele@co.chelan.wa.us

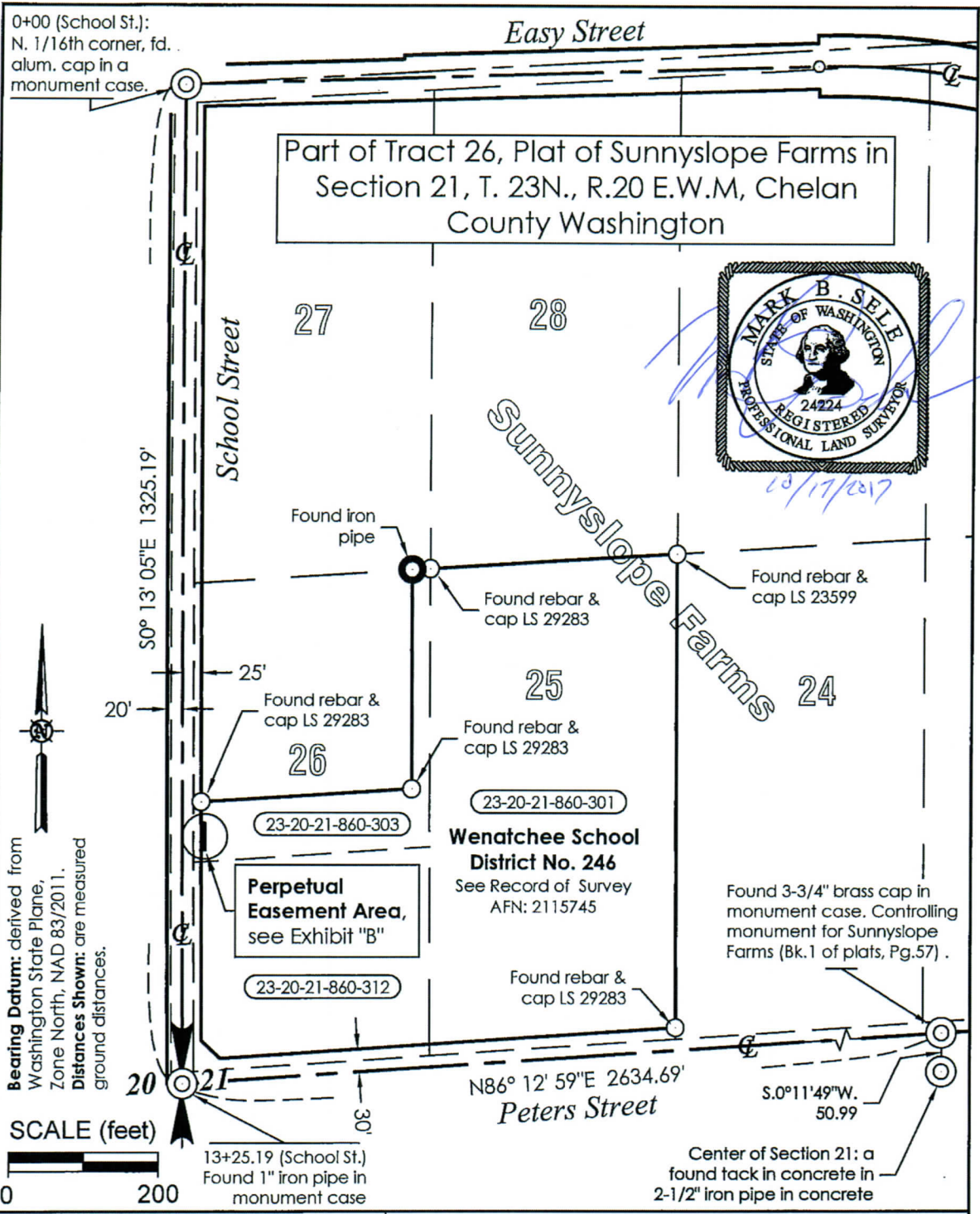
Receipt of this letter and the Transportation Needs and You booklet are hereby acknowledged. I understand this acknowledgment signifies Wenatchee School District's donation and appraisal waiver.

Wenatchee School District No. 246,
a Washington Municipal Corporation

Dated this _____ day of _____ 2017.

By: Robert Sealby, President, Board of Directors

By: Brian L. Flonas, Superintendent

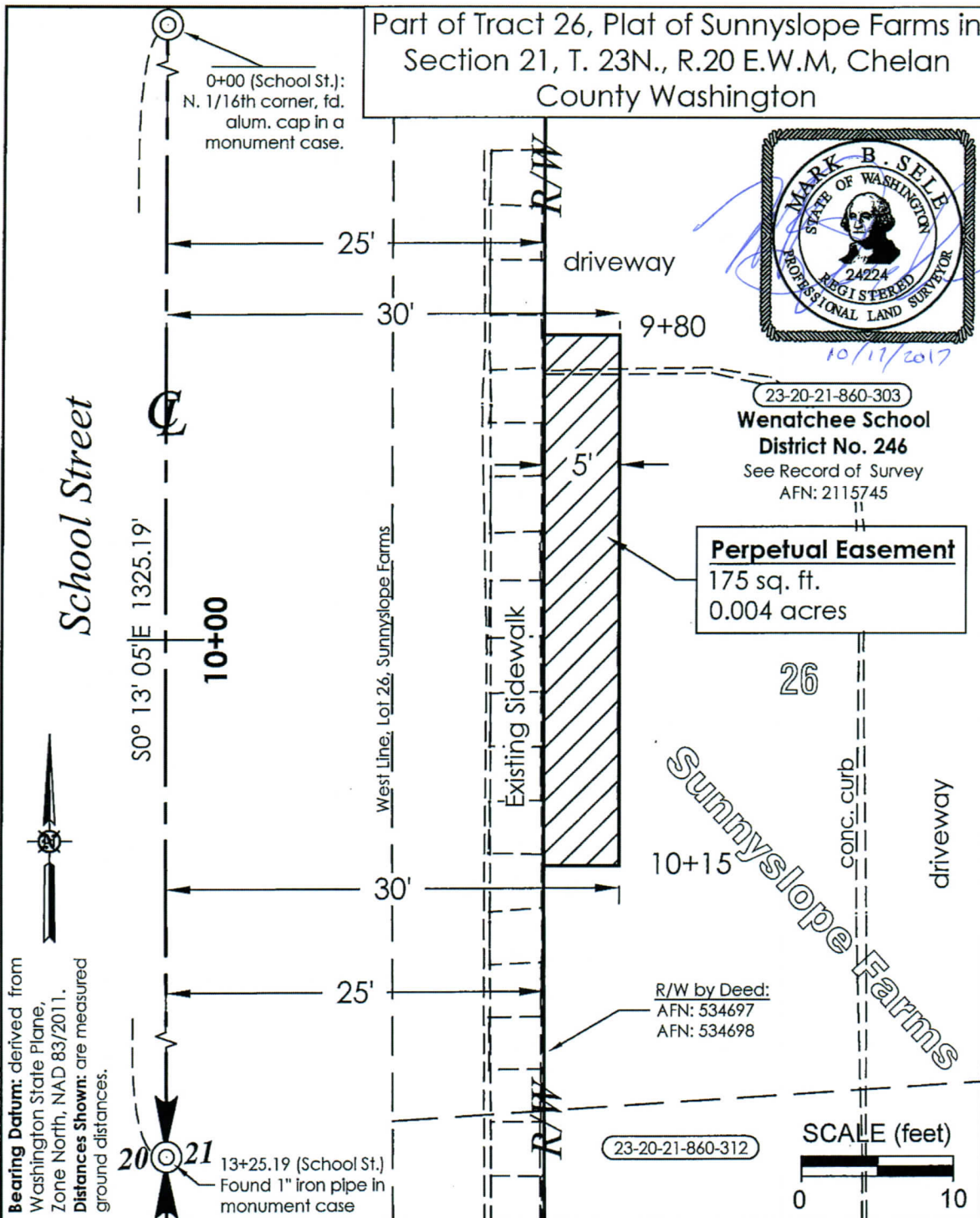


Chelan County
Public Works Department
316 Washington Street, Suite 402
Wenatchee, Washington, 98801
Phone: (509) 667-6415
Website: www.co.chelan.wa.us



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

Part of Tract 26, Plat of Sunnyslope Farms in
Section 21, T. 23N., R.20 E.W.M, Chelan
County Washington



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



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

Return Address:

Penny Goehner
Chelan County Public Works
316 Washington Street, Suite 402
Wenatchee, WA 98801

The information contained in this boxed section is for recording purposes only pursuant to RCW 36.18 and RCW 65.04, and is not to be relied upon for any other purpose, and shall not affect the intent of any warranty contained in the document itself.

Document Title: Easement Deed
Grantor(s): Wenatchee School District No. 246
Grantee(s): Chelan County
Legal Description: A portion of Lot 26 Sunnyslope Farms, Section 21, Township 23 North, Range 20 East of the Willamette Meridian, Chelan County, Washington.

Assessor’s Tax Parcel ID: 23-20-21-860-303

EASEMENT DEED

**COUNTY ROAD PROJECT NO. 711 (CRP 711),
SCHOOL STREET MID-BLOCK CROSSING**

The Grantor(s), **WENATCHEE SCHOOL DISTRICT NO. 246, A WASHINGTON MUNICIPAL CORPORATION** (who acquired title as District No. 102), for and in consideration of mutual benefit, and other valuable consideration, conveys and grants unto **CHELAN COUNTY**, a municipal corporation of the State of Washington, a perpetual nonexclusive easement over, upon and across the hereinafter described lands for the purpose of the Grantee’s permanent right of occupation of and ingress and egress over said land for the construction and maintenance of county road, curb, gutter, sidewalk and flashing beacon school crossing signs.

Said lands being situated in Chelan County in the State of Washington, as depicted on the attached Exhibits “A” and “B” and described as follows:

That portion of Lot 26 Sunnyslope Farms recorded in Book 1 of plats, Page 57 (Auditor’s File Number 2055), records of Chelan County, in Section 21, Township 23 North, Range 20 East of the Willamette Meridian, Chelan County, Washington lying within a strip of land adjoining and parallel with the following described line:

Beginning at the north sixteenth corner common to Sections 20 and 21, Township 23 North, Range 20 East of the Willamette Meridian, Chelan County, Washington at the intersection of School Street and Easy Street, an aluminum cap in a monument case, being Engineer's Right-of-way Station **0+00**, County Road Project No. 191 (CRP191) according to the right-of-way plans on file in the Chelan County Public Works (County Engineer's) Office, **THE BEGINNING OF SAID DESCRIBED LINE;**

Thence along the west line of said Section 21 South 0° 13'05" East, 1325.19 feet to Engineer's Right-of-way Station **13+25.19**, the quarter corner common to Sections 20 and 21 said township, a 1-inch iron pipe in a monument case at the intersection of School Street and Peters Street and **THE END OF SAID DESCRIBED LINE;**

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

Easterly (left)

Engineer's Right-of-way Station 9+80 to 10+15 30 feet in width.

EXCEPT existing Chelan County right-of-way for School Street dedicated by plat Sunnyslope Farms Auditor's File Number (AFN): 2055 and by deed Auditor's File Number (AFN): 534697 and 534698.

Said strip containing 175 square feet (0.004 acres) more or less.

It is understood that delivery of this deed is hereby tendered and that the terms and obligations hereof shall not become binding upon Chelan County unless and until accepted and approved hereon in writing for Chelan County by its Board of County Commissioners.

Wenatchee School District No. 246,
a Washington Municipal Corporation

Dated this _____ day of _____ 2017.

By: Robert Sealby, President, Board of Directors

By: Brian L. Flonas, Superintendent

State of Washington)
)
) ss.
)
County of Chelan)

On this _____ day of _____ 2017, before me personally appeared **Robert Sealby** to me known to be the President, Board of Directors of the **Wenatchee School District No. 246, a Washington municipal corporation**, that executed the foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that he is authorized to execute said instrument.

(SEAL)

Notary Public in and for the State of
Washington, residing at _____

My commission expires _____

State of Washington)
)
) ss.
)
County of Chelan)

On this _____ day of _____ **2017**, before me personally appeared **Brian L. Flonex** to me known to be the Superintendent of the **Wenatchee School District No. 246, a Washington municipal corporation**, that executed the foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that he is authorized to execute said instrument.

(SEAL)

Notary Public in and for the State of
Washington, residing at _____

My commission expires _____

ACCEPTED AND APPROVED:

Dated at Wenatchee, Washington this _____ day of _____, 2017

BOARD OF COUNTY COMMISSIONERS

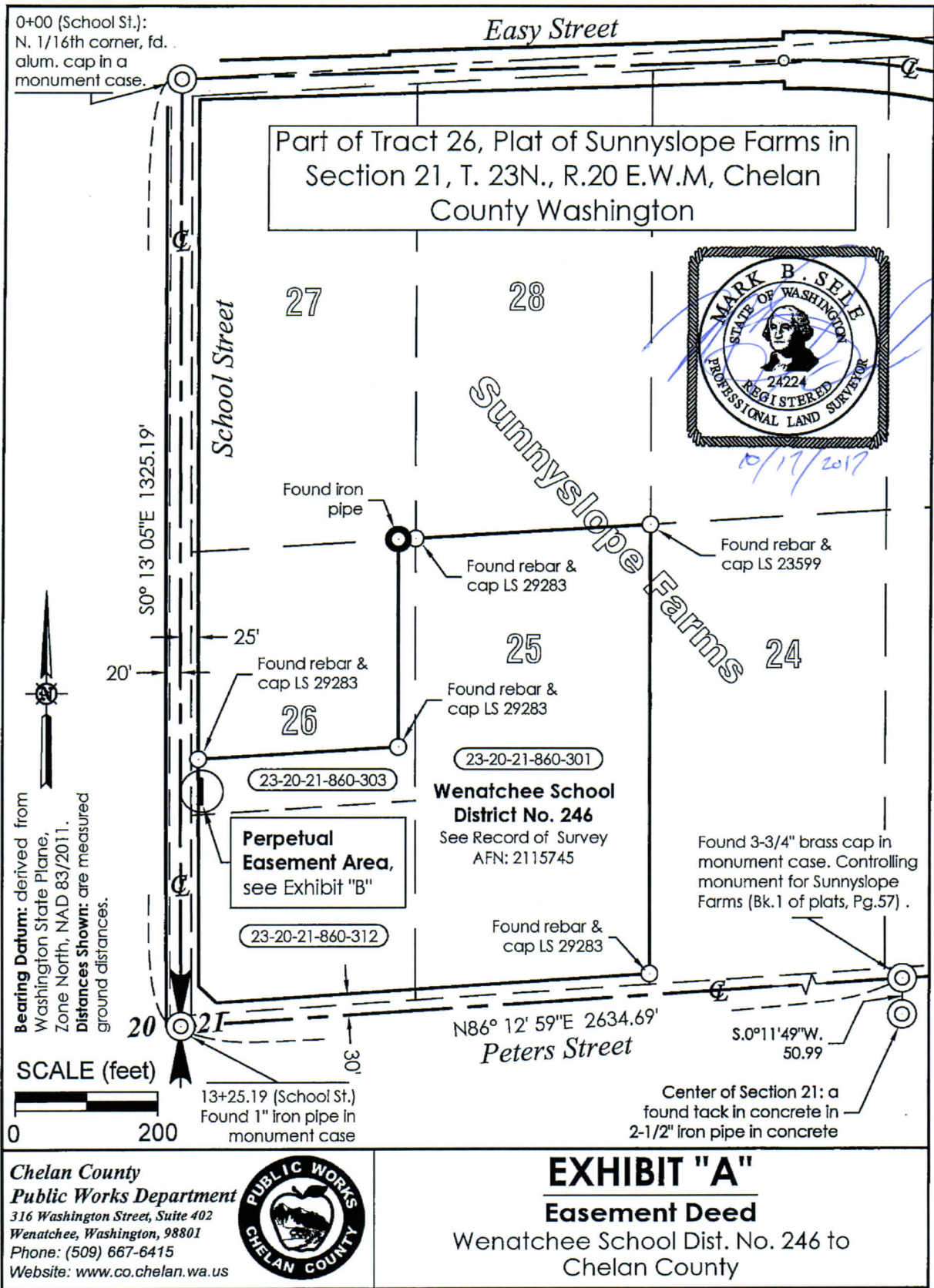
DOUG ENGLAND, Chairman

KEITH W. GOEHNER, Commissioner

KEVIN OVERBAY, Commissioner

ATTEST: CARLYE BAITY

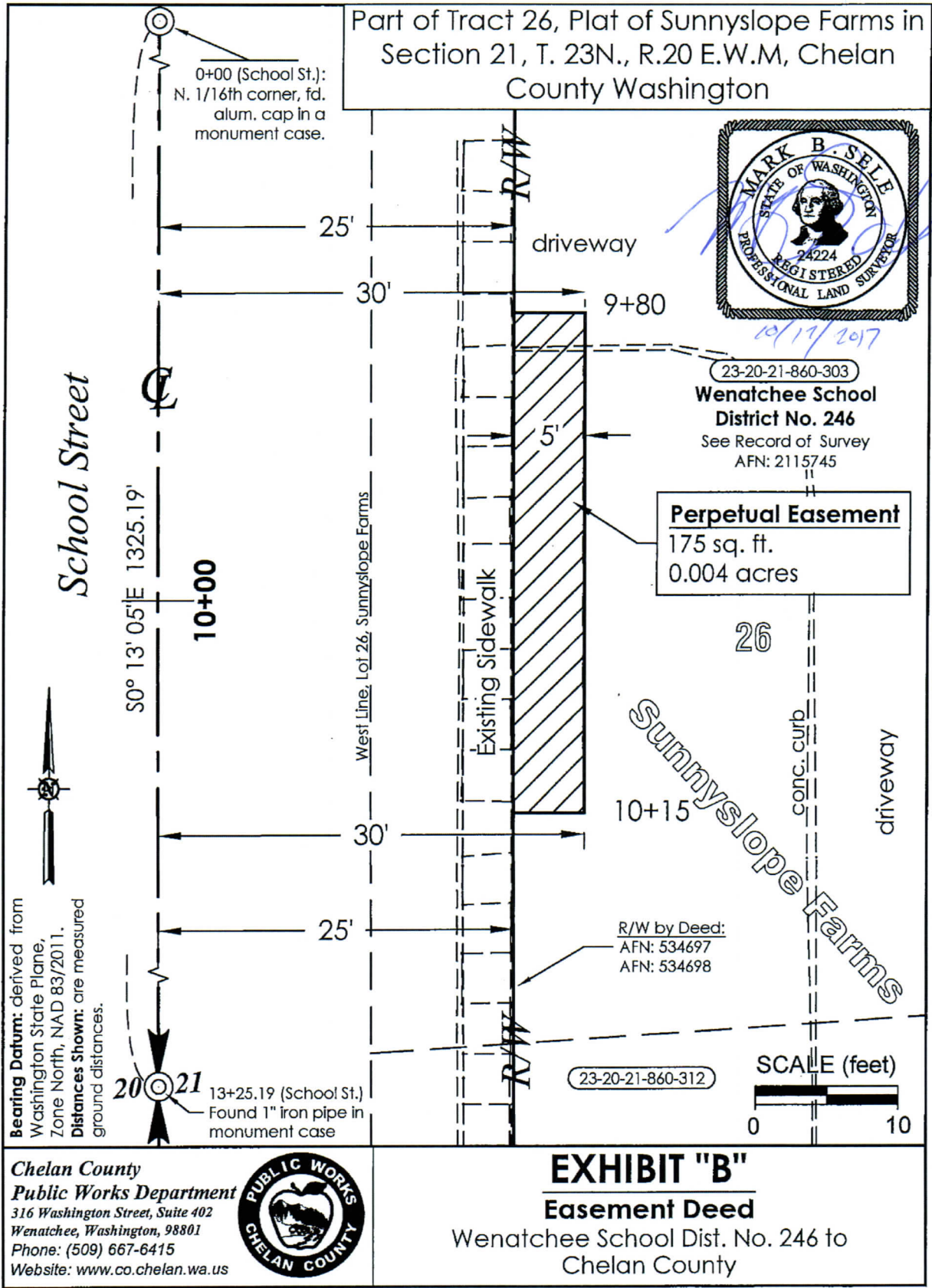
Clerk of the Board



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



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



Easement Deed
Wenatchee School District No. 246 to
Chelan County

Return Address:

Penny Goehner
Chelan County Public Works
316 Washington Street, Suite 402
Wenatchee, WA 98801

The information contained in this boxed section is for recording purposes only pursuant to RCW 36.18 and RCW 65.04, and is not to be relied upon for any other purpose, and shall not affect the intent of the warranty contained in the document itself.

Document Title: Interlocal Agreement between Chelan County and Wenatchee School District No. 246 for CRP711 Funding
Grantor(s): Not applicable
Grantee(s): Not applicable
Legal Description: Not applicable
Assessor’s Tax Parcel ID: Not applicable

Filed with the Auditor pursuant to RCW 39.34.040

**INTERLOCAL AGREEMENT
FOR CRP 711 FUNDING**

THIS AGREEMENT (Agreement) is made and entered on the last date below, by and between Chelan County (“County”) and Wenatchee School District No. 246 (“District”), both municipal corporations of the State of Washington (sometimes referred to individually as a “party” or together as the “parties”).

WHEREAS, Chelan County proposes improvements for the School Street Mid-Block Crossing Project (“CRP711”, or the “Project”) to improve pedestrian and school safety; and

WHEREAS, CRP 711 improvements will include construction of a marked pedestrian crossing across School Street, with pedestrian-activated, rectangular rapid-flashing beacons (RRFB) improvements and school crossing signs between Sunnyslope Elementary School and the school parking lot; and

INTERLOCAL AGREEMENT FOR CRP711 FUNDING

WHEREAS, due to projected increased project costs, the County has insufficient funds to proceed with CRP711; and

WHEREAS, in consideration of mutual benefits to the parties and to conserve public funds and resources through interlocal cooperation, the parties agree that it is a benefit to the public and convenient and economical for the parties to cooperatively fund the CRP711 improvements; and

WHEREAS, the parties are public agencies as defined in RCW 39.34.020 and are authorized to perform the activities and to expend public funds for the purposes set forth herein, and the parties desire to enter into an Interlocal Agreement pursuant to chapter 39.34 RCW, the Washington Interlocal Cooperation Act.

NOW THEREFORE, pursuant to the provisions and intent of the Interlocal Cooperation Act, RCW 39.34 and in consideration of the mutual benefits and promises contained herein, the parties agree as follows:

SECTION 1: DURATION.

This Agreement shall remain in effect until the date of the County Engineer's final acceptance of the improvements for CRP711.

SECTION 2: ADMINISTRATION.

2.1 No separate legal or administrative entity is created by this Agreement.

2.2 The County, by its County Engineer, and in consultation with the District, will administer this Agreement and will prepare plans, specifications, estimates, bidding and contract documents, and perform construction administration and inspection for the Project. The County, as the administrator of this Agreement, shall be in charge of compliance with bidding requirements, contract requirements, payment of contractors, and other ordinary responsibilities of an administrator.

2.3 The County will provide the engineering, administrative and clerical services necessary for execution of the work required by this

Agreement, and in providing such services, the County Engineer may exercise all the powers and perform all the duties vested by law, as are necessary to perform such work.

2.4 The County Engineer will notify the District's authorized representative/contact person of completion of the construction of the improvements.

SECTION 3: PURPOSE.

3.1 The purpose of this Agreement is to secure adequate funding for CRP711, including funding for administration, engineering, design, bidding and contracting, construction, and inspection for the Project.

3.2 The County's project designation is "CRP711 School Street Mid-Block Crossing".

SECTION 4: FINANCING AND BUDGET.

4.1 No separate budget or financing method is created by this Agreement.

4.2 The Project will be funded by a combination of a federal Surface Transportation Block Grant (STGB), County road funds, and District funds.

4.3 STGB and County funds should be utilized first toward funding CRP711 in an obligated amount of \$39,500.00. The District agrees to contribute up to \$30,500.00 toward CRP711 for costs in excess of the STBG/County obligated amount.

4.4 After completion of CRP711 improvements, the County will submit an invoice to the District for the District's agreed-upon contribution for CRP711.

4.5 The District agrees to make payment of its agreed-upon CRP711 contribution within thirty (30) calendar days from date of receipt of the County invoice. The District's obligation for payment of its CRP711 contribution to the County shall survive the expiration of this Agreement.

SECTION 5: TERMINATION AND DISPOSITION OF PROPERTY.

5.1 This Agreement may be terminated at any time only by a written agreement of the parties, or by the loss of STGB funding for the CRP711.

5.2 The parties will not acquire jointly-owned personal or real property under this Agreement. Any personal property of a party used in the performance of this Agreement in the possession of the other party shall be returned to the owner promptly upon completion of each requested task, except the parties may agree in writing to bailment of any personal property for the convenience of either or both of the parties.

5.3 The County shall have ownership and control of completed CRP711 improvements located within the County's right-of-way and within any permanent easement established for CRP711.

SECTION 6: RIGHT OF ENTRY.

6.1 The District hereby grants and conveys to the County a right of entry upon all land which the District has interest, within or adjacent to District property for the purposes of planning, engineering, design, construction, and inspection of the improvements. To minimize interference with school operations when school is in session, the County, or its contactor, shall provide prior notice of planned entry to the District within a reasonable time, and by any reasonable method provided for in paragraph 8.1 below.

6.2 The District will sign an Easement Deed in favor of the County providing the County an easement over District property as depicted on the proposed "Easement Deed" attached to the letter dated October 17, 2017 from Mark Sele, County Surveyor, to Gregg Herkenrath, District Director of Facilities and Capital Projects ("Easement"). However, if the Project is not completed by November 15, 2018, the County agrees to sign and record any necessary documents to extinguish the Easement.

SECTION 7: LEGAL RELATIONS.

7.1 The parties agree that the County's relation to the District shall be at all times under this Interlocal Agreement as an independent contractor. Employees of the County are and will remain employees of the County.

7.2 In the event that a dispute arises regarding any matter addressed in or related to this Interlocal Agreement and before any other action, the parties agree to first attempt to resolve the dispute by a face-to-face meeting, or by a telephone call, between the parties' authorized representatives. The parties agree to participate in a good faith negotiation to resolve any such dispute.

7.3 This Agreement shall be governed by the laws of the State of Washington.

7.4 In the event that any party deems it necessary to institute a legal action or proceedings to enforce any right or obligation under this Agreement, the parties hereto agree that such action or proceeding shall be brought in a court of competent jurisdiction for Chelan County, Washington. In any such action or proceeding, the parties agree that each will be solely responsible for payment of its own attorney's fees and costs.

7.7 The waiver by either party of the breach of any provision of this Agreement by the other party must be in writing and shall not operate or be construed as a waiver of any subsequent breach by such other party.

(The remainder of this page is intentionally left blank.)

SECTION 8: OTHER MATTERS.

8.1 The parties' authorized representatives and contact persons for administration of this Agreement, communication, and service of all notices, except service of process are:

For the County:

Project Engineer

Chelan County Public Works
316 Washington Street, Suite 402
Wenatchee, WA 98801

Phone: 509.667.6415

Fax: 509.667.6250

Email: paulah.cox@co.chelan.wa.us

with cc to:

josh.patrick@co.chelan.wa.us

For the District:

Director of Facilities and
Capital Projects

Wenatchee School District No. 246

235 Sunset Avenue/P.O. Box 1767

Wenatchee, WA 98807-1767

Phone: 509.663.8161

Fax: 509.663.3082

Email:

herkenrath.gregg@wenatcheeschools.org

8.2 Each party shall maintain books, records, documents and other materials relevant to its performance under this Agreement. Each party shall retain all such books, records, documents and other materials for the longest applicable retention period under federal and Washington law. The records shall be kept available for and subject to inspection, review and audit by either party or its designee, any agency funding a portion of the project or authorized auditing or oversight entity, and the Washington State Auditor's Office.

8.3 This Agreement, including recitals, contains all the terms and conditions agreed upon by and between the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either of the parties.

8.4 This Agreement may be executed simultaneously or in counterparts, each of which shall be deemed an original, but all of which together shall be identical and constitute one and the same Agreement.

8.5 This Agreement may only be amended by written agreement signed

by authorized representatives of both parties. Verbal or implied agreements by either party's official, officer, employee, agent or representative shall not be binding until put into a written agreement.

8.6 If any term or condition of this Agreement or its application to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement which can be given effect without the invalid term, condition, or application. To this end the terms and conditions of this Agreement are declared severable.

8.7 This Agreement shall not become effective until the date of filing of an original with the Chelan County Auditor.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates below.

(The remainder of this page is intentionally left blank.)

SIGNATURE PAGE 1 OF 2

WENATCHEE SCHOOL DISTRICT
NO. 246

By: _____
Brian Fones, Superintendent

Date: _____

Approved as to Form:

By: _____
Attorney for the District

Date: _____

SIGNATURE PAGE 2 OF 2
CHELAN COUNTY
BOARD OF CHELAN COUNTY COMMISSIONERS

Doug England, Chairman

Keith W. Goehner, Commissioner

Kevin Overbay, Commissioner

Attest: Carlye Baity

Clerk of the Board

Date: _____

Approved as to form:

Louis N. Chernak
Deputy Prosecuting Attorney
Date: _____



Transportation Property Needs and You

Americans with Disabilities Act (ADA) Information Materials can be provided in alternative formats: large print, Braille, cassette tape, or on computer disk for people with disabilities by calling the Agency's Office of Equal Opportunity (OEO) at (509) 667-6215. Persons who are deaf or hard of hearing may contact OEO through the Washington Relay Service at 7-1-1.

Introduction

This information brochure has been prepared by the Agency of Chelan County Public Works to help explain the acquisition process under the eminent domain laws.

We wish it were possible to locate a transportation facility to serve everyone who needs it without causing inconvenience for you, your neighbors, or local business concerns. Whenever property is needed for a Agency transportation facility whether for a roadway, rail corridor, marine facility, or airport, it is necessary to acquire property from someone to meet those needs.

Your concerns are important to us. We will do everything we can to hold any disruptions and other impacts of the project to a minimum.

We hope the information in this brochure will help you better understand how such a project begins, the development process, and the efforts made to select the best possible location. The brochure also explains what information assistance you will be given if your home or business property must be purchased.

Thank you for taking the time to read this brochure. We appreciate your understanding and cooperation.

Mark Sele, PLS
County Surveyor

Phone: (509) 667-6415
Fax: (509) 667-6250

1. Why new transportation facilities?

Transportation facilities do not just happen by accident — they are built to meet the needs of people. No matter how much any of us may debate the need for the construction of additional facilities to complete our transportation system, our area is still growing. People are continuing to move to our area, and businesses and industries thrive by following the people. All of this movement and growth requires new and expanded transportation facilities.

In addition, dangerous, outmoded transportation facilities designed to antiquated standards need to be redesigned to save lives, facilitate growth, and reduce property

damages.

Ultimately, new applications of mass or public transit will be developed which, hopefully, will relieve much of the congestion in our metropolitan areas. However, even mass transit, whether bus or rail, requires the use of property for rights of way. So the need to acquire rights of way is sure to continue.

2. Planning new facilities.

Planning required for a new transportation facility is complex and time-consuming. Advance planning in the form of area-wide studies must be completed before final Agency approval of a transportation program can be obtained. Following Agency approval and authorization, a wide range of objectives must be carefully studied before the actual location and design of a project can begin.

Early in the planning process, intensive, in-depth studies are conducted to determine the effect a project will have on the ecology of the area, both good and bad, including the projection of any future socioeconomic problems or benefits. The results of these studies are included in an Environmental Impact Statement (EIS) which becomes the Agency's documentation to assure that the project selected will be of the greatest benefit to both the people and the environment of the area.

3. Will my property be needed?

If the transportation project is at an early stage in development, there is no way of determining whether your property will be needed. For example, if you have just received notice that Agency personnel will need access to your property for survey and/or noninvasive inspection, it does not mean that your property is even within the limits of the project as it will ultimately be designed. On the other hand, if you have received notice of a design or access hearing to be held soon in your vicinity, the chances are that your property will be affected either in whole or in part.

If your property is involved, it will indicate that you are located in the area which all of the advance planning, preliminary engineering studies, location surveys, and design studies have selected as the location which will, at the lowest total cost, provide the maximum benefits to both the residents of the area and the transportation users of our Agency.

4. What if only a portion of my property is needed?

More often than not, only a part of your property will be needed for the project. Regardless of the amount needed, you will be compensated fairly. In addition to paying you the market value for the property needed for the project, you are also to be paid for any loss in market value (damages) to your remaining property. If the portion which remains should be of such a size or shape as to have little or no value or utility to you, the Agency will offer to purchase it.

5. Can an acquisition of part of my property increase the value of the, remainder?

It is possible that, after the Agency's acquisition of a portion of your property for a public project, the remaining property would demand a greater price than it would have before the acquisition because of better accessibility, greater development potential, etc. In this event, and as provided by statute, the amount of benefits will be offset against the acquisition costs. If it is shown that a property will increase in value because of improved location or other reasons, the amount of special benefits is deducted from the value of the part acquired and from damages to the remainder.

6. How will the amount be determined?

The Agency's primary concern is to offer you fair and equitable compensation for real property rights being acquired.

In those cases where the property rights being acquired involve payment of a nominal consideration, the Agency, after reviewing market transactions and other pertinent information, will administratively establish an amount to be offered. If the administrative offer is over \$10,000, you will have the right to request an appraisal at any time prior to accepting our offer.

In all other cases, the Agency will arrange to have your property appraised to establish the "just compensation" due you. The appraiser will be furnished with current title reports and maps to accurately identify the property needed.

The appraiser is required to make a reasonable attempt to contact you for a joint inspection of your property. You have the right to accompany the appraiser on the inspection of your property. It is to your advantage to give the appraiser all of the information you can which has a bearing on the property's worth. Appraisers are trained to know what to look for, but without your help and cooperation, it is possible to overlook an important item.

7. How can I be sure the appraiser is right?

Every appraisal obtained by the Agency is subjected to an intensive review by a reviewing appraiser, selected for experience, special training, and ability. Only when the reviewer is satisfied that the appraiser's conclusion of value is sound and adequately supported will a Certificate of Value form be signed which becomes the basis for the Agency's offer. If any questions remain which cannot be resolved to the reviewer's satisfaction, a new appraisal will be obtained.

8. How, by whom, and when will the Agency's offer be made?

The Agency has two methods used to present offers:

1. An offer packet may be sent to you by mail. This packet will contain at a minimum:
 - a. A letter providing a detailed explanation of the Agency's proposed project and the purchase offer;
 - b. Maps showing your property boundaries and the Agency's proposed acquisition area; and
 - c. The name and telephone number of the representative who has been assigned to work with you throughout the acquisition process.
2. The Agency's offer may be presented to you in person, both orally and in writing, by the Agency's representative. The Agency's representative will also provide you with copies of right of way plans and a detailed explanation of the proposed project and its effect on your property.

In either case, your offer will be presented as soon as possible after the appraisal review has been completed.

9. What happens if I accept the Agency's offer?

The Agency's representative will handle almost all details, preparing the deed, payment voucher, escrow instructions, and any other instruments which may be necessary. The Agency's representative will obtain your signature on all essential documents and notarize your signature where required.

The Agency's representative also arranges for payment of any real estate taxes or assessments which are due and payable by deduction or direct payment as you elect, or will assist you in obtaining a refund of any advance payments you have made.

The Agency's representative will make arrangements to have any deeds of trust or other encumbrances which constitute a lien against your property paid out of the settlement or, if only a portion of your property is needed, will arrange a clear title to the portion being acquired by the Agency.

When the transaction has been completed, the entire file will be reviewed and processed for payment. The Agency's payment will be mailed directly to you if the title is clear, or to an escrow company if there are encumbrances (liens, etc.) to be paid through escrow. Processing the transaction by the Agency can usually be completed in four to six weeks.

10. What will my closing costs be on a sale to the Agency?

A sale to the Agency could be the best real estate sale you ever make. In addition to paying you the full fair market value, the Agency will pay the selling costs which include recording fees, title insurance premium, escrow fees, and other normal expenses of sale. Your sale to the Agency under the eminent domain statute will be exempt from payment of real estate excise tax.

Besides those savings, you also do not have to pay a real estate commission. The following is an example of typical seller's closing costs on a \$40,000 sale:

	Private	Sale to Agency
Selling Price	\$40,000	\$40,000
Title Insurance	-500	Paid by Agency
Escrow Fee	-350	Paid by Agency
Excise Tax (1.53% varies by county)	-612	Exempt
Broker's Commission (7%)	-2,800	
Net to Seller	\$35,738	\$40,000

If your business, home, or other personal property will have to be moved as a result of the Agency's acquisition, you may be entitled to certain relocation assistance benefits under Washington State Law. A brief explanation of these benefits is given in section 18 of this brochure.

11. Can I arrange to keep and move my house?

The Agency representative will advise you if circumstances permit the Agency to extend to you the option of salvaging (removing) your house or other improvements. You will find the Agency's established salvage value on the improvements both fair and reasonable. The purchase of salvage rights to improvements is subject to the Washington State Use Tax (same rate as state sales tax). A deposit will be required to ensure complete removal of improvement and cleanup of the site, but will be returned upon satisfactory completion.

12. If I make a profit, will I have to pay a capital gains tax?

Because tax laws change frequently, it is recommended that you check with the Internal Revenue Service, your tax consultant, or your attorney to determine the current status or interpretation of the laws on capital gains taxes, including Internal Revenue Code Section 1033.

13. What if I feel the offer is too low?

Explain to the Agency representative why you believe you should receive a larger settlement. If you believe some item or feature of value was overlooked, tell the Agency representative about it. The Agency representative will not attempt to coerce you into a settlement. You will be offered the opportunity to obtain an appraisal of your own or seek the advice of someone knowledgeable of real property values to assist you in evaluating the Agency's offer. The actual cost for obtaining such advice, up to \$750, will be paid by the Agency upon presentation of a bill or a receipt evidencing payment (RCW 8.25.020).

If you secure an appraisal of your own, it is recommended that you obtain it from a qualified expert appraiser. If you are willing, the Agency representative will arrange to have your appraisal reviewed by the Agency's reviewing appraiser. If the amount shown as the market value is adequately supported and no major errors are found, the reviewing appraiser is authorized to prepare a new Certificate of Value which will become the basis for a revised offer.

Finally, if an acceptable settlement cannot be reached, it will become necessary for the Agency representative to recommend the parcel be acquired by condemnation (eminent domain).

14. Can I prevent the Agency from acquiring my property?

To build public works projects necessary for the economy and to accommodate growth, privately-owned land is often needed.

The State Constitution grants the Agency the right of eminent domain, the right to acquire private property for public use upon payment of just compensation. Without this right, it would be impossible to continue to improve our transportation system and meet the demands placed upon it by the public, by commerce, and by growth.

If you do not want to accept the Agency's offer, the Agency will notify you in writing and by publication of a legal notice, as to the time and location at which it will decide to authorize by passage of an ordinance, the filing of a legal action to acquire the property by operation of law, known as condemnation. These procedures require the Agency to prove to the court why your property is needed for a public purpose before the condemnation can continue. If the Agency is successful in establishing the need, the court approves an Order Adjudicating Public Use and Necessity. As you can imagine, it prevents the Agency from acting carelessly or thoughtlessly in determining and designating which property it needs for a transportation facility.

To prevent your property from being taken, it would be necessary for you to persuade the court to deny the Agency the Order Adjudicating Public Use.

Your rights as a property owner and the rights of the Agency are well defined under the laws. These rights are designed to safeguard you, as the owner, from receiving less than the full market value for your property to which you are entitled. At the same time, it prevents the Agency from making payments which would be unfair to the taxpayers whose funds make the improvement of our transportation facilities possible.

The Agency's intention is to treat all owners alike, in a fair manner, and in such a way as to cause the least possible inconvenience.

15. What happens if I do go to court?

The Agency recommends that you retain the services of a competent attorney to represent you. In addition, you may employ one or more appraisers, and any other witnesses your attorney may desire to testify in support of your case. The Agency will be represented by its legal counsel, the Agency's appraiser or appraisers, and any other witnesses the Agency's legal counsel considers important to the case.

Trial, except under unusual circumstances, will be held in the Superior Court of the

county in which the property is located. The case will be tried before a jury of 12 persons as agreed upon by both sides, unless a trial by jury is waived, in which case, it will be tried before the presiding judge of the court. The verdict is binding upon both parties unless there is a valid basis for appeal.

16. Will the court action delay payment to me?

Before trial of the case, the Agency, as soon as a Stipulated Order for Immediate Possession and Use has been signed, will deposit in the registry of the court the amount of the Agency's Certificate of Value previously offered you. This deposit is made for your benefit, and you can arrange to withdraw it at any time before trial. However, if the final judgment is for less than the amount of the deposit, you will be required to pay back the difference.

17. Will I be able to recover the costs of the trial?

State law provides that under certain conditions, the court will establish an amount which the Agency shall pay to reimburse an owner for all or a part of the attorney and witness fees. Generally, in order to receive such an award, the owner must grant immediate possession and use and receive a verdict which exceeds by 10 percent or more the highest offer made by the Agency at least 30 days before trial.

You should discuss questions of eligibility for recovery of attorney and witness fees with your counsel before trial.

18. What if I am required to move?

Under state law, any person (individual, business, farm, or nonprofit organization who is considered by the Agency to be displaced as a result of the Agency's acquisition, is entitled to a wide variety of relocation assistance benefits. These include advisory and monetary benefits.

If you are a displaced residential occupant, you may be entitled to various replacement housing benefits. The type of benefit depends upon whether you own or rent your home and the length of time you have occupied your home. These payments are in addition to payments for moving your personal property to your replacement home.

Replacement housing benefits for displaced homeowners include a price differential and reimbursement for certain closing costs associated with the purchase of the replacement home. A rental assistance payment may be an option for those owners who choose to rent rather than buy a replacement home.

Replacement housing benefits for displaced tenants include rental assistance or down payment assistance payments for those who choose to purchase rather than rent a replacement home.

Businesses, farms, and nonprofit organizations, which are considered to be displaced by the Agency, are also entitled to relocation assistance. Benefits include payment for packing, transporting, and unpacking all personal property; disconnecting and reconnecting machinery; limited reimbursement for costs associated with searching for a replacement site and reestablishing the operation at the replacement site. There are many

other benefits available as well. Please refer to the brochure entitled Relocation Assistance Program.

19. How much time will I have to move?

A relocation specialist will contact you personally to explain relocation services available, the types of relocation payments, move options, and the eligibility requirements to receive relocation payments that apply to you.

20. Residential Displacements

You cannot be required to move unless at least one comparable dwelling is made available to you and you have been given a written assurance at least 90 days prior to the date by which you will be required to vacate the property. The Agency will provide this assurance in the relocation letter entitled, "Notice of Relocation Eligibility, Entitlements, and 90-Day Assurance."

21. Non-Residential Displacements

You cannot be required to move unless given a written assurance at least 90 days prior to the date by which you will be required to vacate the property. In most cases, the Agency will provide this assurance in the relocation letter entitled, "Notice of Relocation Eligibility, Entitlements, and 90-Day Assurance." In any case, if occupancy of the property beyond the date the Agency acquires possession is allowed, you will be required to sign a rental agreement and pay rent. For information regarding the cancellation/termination of your lease, please see the term clause in your Displacee Lease or contact your Property Management Specialist.

22. Agency Title VI Notice to Public

The Agency hereby gives public notice that it is the policy of the Agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, sex, national origin, disability, age, or religion, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Agency receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the Agency. Any such complaint must be in writing and filed with the Chelan County Board of Commissioners within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from the Office of Equal Opportunity at no cost to the complainant by calling (insert Agency staff phone number).

21. Agency Office

We hope this information brochure has helped give you a better understanding of the process by which transportation facilities are planned and acquired and the efforts made to establish uniform treatment of all people affected by a project.

For additional information, please contact the Agency's representative at:

Mark Sele, PLS
316 Washington Street, Suite 402
Wenatchee, WA 98802
(509) 667-6415

REAL ESTATE EXCISE TAX AFFIDAVIT

This form is your receipt when stamped by cashier.

PLEASE TYPE OR PRINT

CHAPTER 82.45 RCW – CHAPTER 458-61A WAC

THIS AFFIDAVIT WILL NOT BE ACCEPTED UNLESS ALL AREAS ON ALL PAGES ARE FULLY COMPLETED

(See back of last page for instructions)

Check box if partial sale, indicate %

sold.

List percentage of ownership acquired next to each name.

SELLER GRANTOR	1 Name <u>Wenatchee School District #246</u>	BUYER GRANTEE	2 Name <u>Chelan County</u>
	Mailing Address <u>235 Sunset Avenue</u>		Mailing Address <u>316 Washington Street, Suite 402</u>
	City/State/Zip <u>Wenatchee, WA 98801</u>		City/State/Zip <u>Wenatchee, WA 98801</u>
	Phone No. (including area code) _____		Phone No. (including area code) <u>(509) 667-6415</u>

3 Send all property tax correspondence to: Same as Buyer/Grantee

Name _____
Mailing Address _____
City/State/Zip _____
Phone No. (including area code) _____

List all real and personal property tax parcel account numbers – check box if personal property

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

List assessed value(s)

4 Street address of property: _____
This property is located in Chelan County
 Check box if any of the listed parcels are being segregated from another parcel, are part of a boundary line adjustment or parcels being merged.
Legal description of property (if more space is needed, you may attach a separate sheet to each page of the affidavit)
See Attached

5 Select Land Use Code(s):
Select Land Use Codes
enter any additional codes: _____
(See back of last page for instructions)

	YES	NO
Was the seller receiving a property tax exemption or deferral under chapters 84.36, 84.37, or 84.38 RCW (nonprofit organization, senior citizen, or disabled person, homeowner with limited income)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6

	YES	NO
Is this property designated as forest land per chapter 84.33 RCW?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is this property classified as current use (open space, farm and agricultural, or timber) land per chapter 84.34 RCW?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is this property receiving special valuation as historical property per chapter 84.26 RCW?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If any answers are yes, complete as instructed below.

(1) NOTICE OF CONTINUANCE (FOREST LAND OR CURRENT USE)
NEW OWNER(S): To continue the current designation as forest land or classification as current use (open space, farm and agriculture, or timber) land, **you must sign on (3) below.** The county assessor must then determine if the land transferred continues to qualify and will indicate by signing below. If the land no longer qualifies or you do not wish to continue the designation or classification, it will be removed and the compensating or additional taxes will be due and payable by the seller or transferor at the time of sale. (RCW 84.33.140 or RCW 84.34.108). Prior to signing (3) below, you may contact your local county assessor for more information.

This land does does not qualify for continuance.

DEPUTY ASSESSOR DATE

(2) NOTICE OF COMPLIANCE (HISTORIC PROPERTY)
NEW OWNER(S): To continue special valuation as historic property, **sign (3) below.** If the new owner(s) does not wish to continue, all additional tax calculated pursuant to chapter 84.26 RCW, shall be due and payable by the seller or transferor at the time of sale.

(3) OWNER(S) SIGNATURE

PRINT NAME

7 List all personal property (tangible and intangible) included in selling price.

If claiming an exemption, list WAC number and reason for exemption:
WAC No. (Section/Subsection) 458-61A-111
Reason for exemption _____

Type of Document Easement Deed
Date of Document _____

Gross Selling Price	\$ _____
*Personal Property (deduct)	\$ _____
Exemption Claimed (deduct)	\$ _____
Taxable Selling Price	\$ <u>0.00</u>
Excise Tax : State	\$ <u>0.00</u>
0.0050 Local	\$ <u>0.00</u>
*Delinquent Interest: State	\$ _____
Local	\$ _____
*Delinquent Penalty	\$ _____
Subtotal	\$ <u>0.00</u>
*State Technology Fee	\$ <u>5.00</u>
*Affidavit Processing Fee	\$ _____
Total Due	\$ <u>10.00</u>

A MINIMUM OF \$10.00 IS DUE IN FEE(S) AND/OR TAX
*SEE INSTRUCTIONS

8 I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

Signature of Grantor or Grantor's Agent _____ Name (print) <u>Wenatchee School District</u> Date & city of signing: <u>Wenatchee</u>	Signature of Grantee or Grantee's Agent _____ Name (print) <u>Chelan County</u> Date & city of signing: <u>Wenatchee</u>
--	--

Perjury: Perjury is a class C felony which is punishable by imprisonment in the state correctional institution for a maximum term of not more than five years, or by a fine in an amount fixed by the court of not more than five thousand dollars (\$5,000.00), or by both imprisonment and fine (RCW 9A.20.020 (1C)).

Said lands being situated in Chelan County in the State of Washington, as depicted on the attached Exhibits "A" and "B" and described as follows:

That portion of Lot 26 Sunnyslope Farms recorded in Book 1 of plats, Page 57 (Auditor's File Number 2055), records of Chelan County, in Section 21, Township 23 North, Range 20 East of the Willamette Meridian, Chelan County, Washington lying within a strip of land adjoining and parallel with the following described line:

Beginning at the north sixteenth corner common to Sections 20 and 21, Township 23 North, Range 20 East of the Willamette Meridian, Chelan County, Washington at the intersection of School Street and Easy Street, an aluminum cap in a monument case, being Engineer's Right-of-way Station **0+00**, County Road Project No. 191 (CRP191) according to the right-of-way plans on file in the Chelan County Public Works (County Engineer's) Office, **THE BEGINNING OF SAID DESCRIBED LINE;**

Thence along the west line of said Section 21 South 0° 13'05" East, 1325.19 feet to Engineer's Right-of-way Station **13+25.19**, the quarter corner common to Sections 20 and 21 said township, a 1-inch iron pipe in a monument case at the intersection of School Street and Peters Street and **THE END OF SAID DESCRIBED LINE;**

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

Easterly (left)

Engineer's Right-of-way Station 9+80 to 10+15 30 feet in width.

EXCEPT existing Chelan County right-of-way for School Street dedicated by plat Sunnyslope Farms Auditor's File Number (AFN): 2055 and by deed Auditor's File Number (AFN): 534697 and 534698.

Said strip containing 175 square feet (0.004 acres) more or less.

WENATCHEE LEARNS

STRATEGIES

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

274 Perkins (5-Year) Application Plan (Skill Centers Only)
Fiscal Year: 17-18
Milestone: Draft (Printed 10/31/2017)

District: Wenatchee School District
Organization Code: 04246
ESD: North Central Educational Service District 171

Page 1

Grant Administration Timeline for Substantially Approvable Status (SAS)	Link To Document
---	----------------------------------

(For OSPI Use Only)		
OSPI Approval Status	SAS Further Action Required <input type="radio"/>	SAS Approval <input type="radio"/>

Request SAS Option

Purpose: Federal regulations (34 CFR 76.708) require that federal formula grant funds may not be obligated (incur costs) until the latter of the following two dates: (1) July 1 or (2) the date the applicant submits its application to the State in substantially approvable form. Federal regulations further stipulate that reimbursement for obligations is subject to final approval of the application.

Important! This page represents a request for a Substantially Approvable Status (SAS) for this federal program. Certain application pages and process buttons, e.g., Budget, Finish, and Notify have been hidden. Districts **will not be able to Request OSPI Approval** for this form package **until final allocations have been announced.**

In order to incur any costs associated with this program as of July 1, the district must first request SAS. Next, the Office of Superintendent of Public Instruction (OSPI) will review the request and communicate to the district if further action is necessary or if full approval has been issued. The application must be completed and approved prior to the release of funds.

School District SAS Process		No
If <i>not</i> requesting SAS approval, follow the steps below:		
Step 1:	Make sure "No" is displayed in the drop-down list.	
Step 2:	Press the Mark Completed icon on this page.	
Step 3:	WAIT FOR FINAL ALLOCATIONS TO BE ANNOUNCED.	
If requesting SAS approval, follow the steps below:		
Step 1:	Complete the program application pages listed below FIRST , making sure to press the Mark Completed icon on each page.	
	Application pages to complete:	

274 Perkins (5-Year) Application Plan (Skill Centers Only)**Fiscal Year:** 17-18**Milestone: Draft** (Printed 10/23/2017)**District:** Wenatchee School District**Organization Code:** 04246**ESD:** North Central Educational Service District 171**Page 2****Perkins Assurances**

ALERT! A copy of the printed, signed, and dated assurance pages must be in skills center files for monitoring/auditing purposes.

Instructions:

1. Review the following assurance statements.
2. Sign, date and print a copy of this assurance section.
3. Place the hard copy of the printed, signed, and dated assurance section in skills center files for monitoring/auditing purposes.
4. Please key in the requested names of school officials and the dates on which they have signed a printed copy of the assurance section.

Upon written request, will the district consult in a timely and meaningful manner with representatives of nonprofit private schools in the geographic areas served by the eligible recipient? [section 317(b)(2)] Select

NOTE: The Office of the Superintendent of Public Instruction (OSPI) is required to monitor the performance of career and technical education programs in at least the following areas:

- a. Student participation in and completion of high-demand programs.
- b. Students earning dual credit for high school and college.

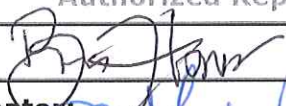
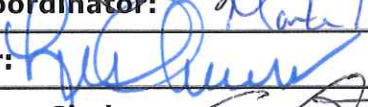
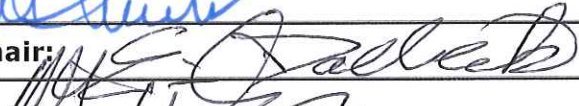

This skills center hereby assures compliance with the following requirements:

1. All Career and Technical Education classes/programs receiving state and/or federal Career and Technical Education funding are currently approved by the OSPI and are taught by an instructor who has a current Career and Technical Education certification and whose certification matches the instructional area.
2. The skills center must have program(s) of study documentation on file.
3. All Career and Technical Education instructors of approved applied academic courses have completed approved preparation and yearly in-service for the course(s) they teach.
4. All Career and Technical Education teachers in approved Career and Technical Education programs hold a current first aid and CPR certificate.
5. The local Career and Technical Education program has identified goals and objectives that have been developed in relation to the career and technical standards and indicators and are the basis for federal, state, and special grant funding requirements.
6. The local Career and Technical Education plan was developed in consultation with the local general advisory council (GAC).
7. The local Career and Technical Education plan was developed in consultation with representatives of the educational and training resources available in the area to be served by

the applicant, such as private business schools, skills centers, and other public or private agencies.

8. All Career and Technical Education programs and activities are conducted in compliance with Title I of the Perkins Act of 2006 and the provisions of the state plan, including the provision of a financial audit of funds received under this title which may be included as part of an audit of the federal or state programs.
9. The skills center has conducted an evaluation of Career and Technical Education programs using the current standards and indicators, contracted evaluation services, or other local indicators.
10. Each recipient of financial assistance shall annually evaluate the effectiveness of the program. As part of each such evaluation, each recipient shall (1) review programs with the full and informed participation of representatives of individuals who are members of special populations, and (2) evaluate the progress of Career and Technical Education programs assisted under this Act in providing Career and Technical Education students with strong experience in, and understanding of, all aspects of the industry the students are preparing to enter.
11. Students who participate in Career and Technical Education programs are taught to the same challenging academic proficiencies as are taught to all other students.
12. Federal Career and Technical Education funds made available will be used to supplement, and in no case to supplant (replace), such state or local funds.
13. None of the funds expended under Title I of the Perkins Act of 2006 will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity, or any affiliate of such an organization.
14. Consortium dollars are not distributed to receiving skills centers based upon the amount of funds generated by the Carl D. Perkins formula.
15. Career and technical services, programs, and activities relate to state or regional occupational opportunities and prepare students for post secondary opportunities or entry into high skill, high wage jobs in current and emerging occupations.
16. The skills center will ensure their Career and Technical Education programs are in compliance with Perkins IV Sec. 134 & 135.
17. The skills center has developed an affirmative action plan which is on file in the skills center administration office and at OSPI. The affirmative action plan ensures that there will be no discrimination of staff or students in any skills center education program, including Career and Technical Education.
18. Equal access to Career and Technical Education programs will be provided to meet the needs of women and men for training in nontraditional and technological occupations.
19. Provisions will be made to provide programs and facilitate access and opportunities for all students who desire to participate in career and technical services, programs, and activities regardless of race, color, national origin, sex, disability, or age.
20. The skills center has developed a transition plan (which is on file in the skills center administration office) for the removal of any building barriers which may exist which would limit access by students with disabilities to any skills center education program, including Career and Technical Education.
21. Career and Technical Education planning for individuals with disabilities will be coordinated between appropriate representatives of Career and Technical Education and special education.
22. Each student who is disadvantaged and/or each student with a disability who enrolls in Career and Technical Education programs shall receive:
 - a. Assessment of the interests, abilities, and special needs of such students with respect to completing successfully the Career and Technical Education program.
 - b. Supplementary services, including adaptation of curriculum, instruction, equipment, and facilities designed to meet the needs of special populations.
 - c. Guidance, counseling, and career development activities conducted by professionally/technically trained counselors who are associated with the provision of such special services.
 - d. Counseling services designated to facilitate the transition from school to post-school employment, career opportunities, and postsecondary education.
23. The skills center will adequately address the needs of students in alternative education programs, if appropriate.
24. Data reported to OSPI under Perkins IV is complete, accurate, and reliable.

- 25. Reports and other information will be submitted within the dates established, and documentation will be maintained for five years.
- 26. The accounting system and management process used by the institution must be consistent with generally accepted accounting and management practices and meet the specific requirements of the Single Audit Act.
- 27. An inventory record will be maintained for all equipment purchased whole or in part with federal funds. All such equipment will be available for use by students in the approved Career and Technical Education program for which purchased.
- 28. The skills center will supply information to OSPI to meet reporting requirements regarding staff, finances, enrollment, completion, and follow up as mandated in the Carl D. Perkins Career and Technical Education Act of 2006.
- 29. The skills center has a policy developed and on file in the skills center administration office which ensures that there will be no discrimination based upon race, color, national origin, sex, or disabling condition in any skills center education program, including Career and Technical Education. Skills centers are required to identify a coordinator of federal Title IX regulations.
- 30. The district board of directors has adopted a course equivalency procedure for career and technical high school courses offered to secondary students enrolled in high schools and skills centers in accordance with WAC 180-51-066 and RCW 28A.230.097. A career and technical course equivalency may be for whole or partial credit.

Authorized Representatives Signature Block	
Superintendent: 	Brian Flones
Section 504 Coordinator: 	Lisa Turner
Title IX Officer: 	Mark Helm
General Advisory Chair: 	Erik Dalbeck
Board Chair: 	Robert Sealby
Career and Technical Education Director/Administrator:	Peter Jelsing
Date printed copy was signed (MM/DD/YY):	

	<ul style="list-style-type: none"> • Page 2 - Perkins Assurances • Page 3 - Activities 16/17
Step 2:	<p>Then RETURN to this page to:</p> <ul style="list-style-type: none"> • Complete Budget Overview below. • Select "Yes" from drop-down list. • Press the Mark Completed icon on this page. • Send email requesting SAS approval (displayed after pressing Mark Completed icon).

Budget Overview

NOTE: The budget overview below does not replace the official budget matrix to be completed **at a later date when final allocations have been uploaded to iGrants and announced**. Both the budget overview based on preliminary allocation amounts, plus completed application pages, will be used to determine SAS approval.

Preliminary Allocation: \$17,181	
Object (cite activities in narrative text)	Estimated Cost
Object 0 (Debit Transfer)	
Object 2 (Salaries Certificated)	
Object 3 (Salaries Classified)	
Object 4 (Benefits)	
Object 5 (Program Supplies and Instructional Materials) Instructional Technology, New Equipment, technology, curriculum, and educational technology.	\$11,964
Object 7 (Purchased Services) Equipment repair and maintenance.	\$3,000
Object 8 (Travel) Professional Growth/Conferences	\$1,608
Object 9 (Major equipment purchases to replace outdated equipment)	
Indirect Costs State directed percentage	\$609
Total	\$17,181

Perkins Assurances

ALERT! A copy of the printed, signed, and dated assurance pages must be in skills center files for monitoring/auditing purposes.

Instructions:

1. Review the following assurance statements.
2. Sign, date and print a copy of this assurance section.
3. Place the hard copy of the printed, signed, and dated assurance section in skills center files for monitoring/auditing purposes.
4. Please key in the requested names of school officials and the dates on which they have signed a printed copy of the assurance section.

Upon written request, will the district consult in a timely and meaningful manner with representatives of nonprofit private schools in the geographic areas served by the eligible recipient? [section 317(b)(2)] Select

NOTE: The Office of the Superintendent of Public Instruction (OSPI) is required to monitor the performance of career and technical education programs in at least the following areas:

- a. Student participation in and completion of high-demand programs.
- b. Students earning dual credit for high school and college.

This skills center hereby assures compliance with the following requirements:

1. All Career and Technical Education classes/programs receiving state and/or federal Career and Technical Education funding are currently approved by the OSPI and are taught by an instructor who has a current Career and Technical Education certification and whose certification matches the instructional area.
2. The skills center must have program(s) of study documentation on file.
3. All Career and Technical Education instructors of approved applied academic courses have completed approved preparation and yearly in-service for the course(s) they teach.
4. All Career and Technical Education teachers in approved Career and Technical Education programs hold a current first aid and CPR certificate.
5. The local Career and Technical Education program has identified goals and objectives that have been developed in relation to the career and technical standards and indicators and are the basis for federal, state, and special grant funding requirements.
6. The local Career and Technical Education plan was developed in consultation with the local general advisory council (GAC).
7. The local Career and Technical Education plan was developed in consultation with representatives of the educational and training resources available in the area to be served by the applicant, such as private business schools, skills centers, and other public or private agencies.
8. All Career and Technical Education programs and activities are conducted in compliance with Title I of the Perkins Act of 2006 and the provisions of the state plan, including the provision of a financial audit of funds received under this title which may be included as part of an audit of the federal or state programs.

9. The skills center has conducted an evaluation of Career and Technical Education programs using the current standards and indicators, contracted evaluation services, or other local indicators.
10. Each recipient of financial assistance shall annually evaluate the effectiveness of the program. As part of each such evaluation, each recipient shall (1) review programs with the full and informed participation of representatives of individuals who are members of special populations, and (2) evaluate the progress of Career and Technical Education programs assisted under this Act in providing Career and Technical Education students with strong experience in, and understanding of, all aspects of the industry the students are preparing to enter.
11. Students who participate in Career and Technical Education programs are taught to the same challenging academic proficiencies as are taught to all other students.
12. Federal Career and Technical Education funds made available will be used to supplement, and in no case to supplant (replace), such state or local funds.
13. None of the funds expended under Title I of the Perkins Act of 2006 will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity, or any affiliate of such an organization.
14. Consortium dollars are not distributed to receiving skills centers based upon the amount of funds generated by the Carl D. Perkins formula.
15. Career and technical services, programs, and activities relate to state or regional occupational opportunities and prepare students for post secondary opportunities or entry into high skill, high wage jobs in current and emerging occupations.
16. The skills center will ensure their Career and Technical Education programs are in compliance with Perkins IV Sec. 134 & 135.
17. The skills center has developed an affirmative action plan which is on file in the skills center administration office and at OSPI. The affirmative action plan ensures that there will be no discrimination of staff or students in any skills center education program, including Career and Technical Education.
18. Equal access to Career and Technical Education programs will be provided to meet the needs of women and men for training in nontraditional and technological occupations.
19. Provisions will be made to provide programs and facilitate access and opportunities for all students who desire to participate in career and technical services, programs, and activities regardless of race, color, national origin, sex, disability, or age.
20. The skills center has developed a transition plan (which is on file in the skills center administration office) for the removal of any building barriers which may exist which would limit access by students with disabilities to any skills center education program, including Career and Technical Education.
21. Career and Technical Education planning for individuals with disabilities will be coordinated between appropriate representatives of Career and Technical Education and special education.
22. Each student who is disadvantaged and/or each student with a disability who enrolls in Career and Technical Education programs shall receive:
 - a. Assessment of the interests, abilities, and special needs of such students with respect to completing successfully the Career and Technical Education program.
 - b. Supplementary services, including adaptation of curriculum, instruction, equipment, and facilities designed to meet the needs of special populations.
 - c. Guidance, counseling, and career development activities conducted by professionally/technically trained counselors who are associated with the provision of such special services.
 - d. Counseling services designated to facilitate the transition from school to post-school employment, career opportunities, and postsecondary education.
23. The skills center will adequately address the needs of students in alternative education programs, if appropriate.
24. Data reported to OSPI under Perkins IV is complete, accurate, and reliable.
25. Reports and other information will be submitted within the dates established, and documentation will be maintained for five years.
26. The accounting system and management process used by the institution must be consistent with generally accepted accounting and management practices and meet the specific requirements of the Single Audit Act.
27. An inventory record will be maintained for all equipment purchased whole or in part with federal funds. All such equipment will be available for use by students in the approved Career and

Technical Education program for which purchased.

28. The skills center will supply information to OSPI to meet reporting requirements regarding staff, finances, enrollment, completion, and follow up as mandated in the Carl D. Perkins Career and Technical Education Act of 2006.
29. The skills center has a policy developed and on file in the skills center administration office which ensures that there will be no discrimination based upon race, color, national origin, sex, or disabling condition in any skills center education program, including Career and Technical Education. Skills centers are required to identify a coordinator of federal Title IX regulations.
30. The district board of directors has adopted a course equivalency procedure for career and technical high school courses offered to secondary students enrolled in high schools and skills centers in accordance with WAC 180-51-066 and RCW 28A.230.097. A career and technical course equivalency may be for whole or partial credit.

Authorized Representatives Signature Block	
Superintendent:	Brian Fones
Section 504 Coordinator:	Lisa Turner
Title IX Officer:	Mark Helm
General Advisory Chair:	Erik Dalbeck
Board Chair:	Robert Sealby
Career and Technical Education Director/Administrator:	Peter Jelsing
Date printed copy was signed (MM/DD/YY):	10/27/2017

Report 2016-17 Activities

Section A: Staff Employed

Yes The district assures OSPI the FTE and activities reported in this section reflect appropriate use of Federal Perkins funds.

The district assures OSPI the FTEs reported in this section reflect staff paid with Federal Perkins funds.

District did not use Perkins funds to pay staff salary.

Enter the number of staff employed with the Federal Perkins funds during the regular school term reported by full-time equivalents (FTEs) and headcount during the time period of September 1, 2016, through August 31, 2017.

Job Classification	Federal Perkins Funded FTEs	Number of Persons (Headcount)
1. Administrators		
2. Teachers		
3. Counselors/Support Specialists		
4. TOSA		
5. Paraeducators		
6. Secretaries/Assistants		
7. Substitute Pay		
8. Stipends paid to CTE Instructors		
9. Other (list below)		
List Other:		

Section B. Desired Outcomes

1. Describe the evaluation procedures and measures used to improve academic and technical skills of students enrolled in each CTE programs.

There are a couple of different items we are focusing on when it comes to academic and technical skills. The first item is that we are using Precision Exams as a comprehensive assessment. There is a pre-test within the first month of school to identify knowledge. Students then set growth goals based on this test. At the end of the year students take the final

assessment and track their progress. This process helps students as well as instructors prepare for strengths and weaknesses when preparing for the current year as well as the next year. The other initiative that we feel is important is preparing our instructors in PBIS. It is very important that our instructors continue to grow in tools that promote a positive and encouraging environment.

2. Describe the outcomes of the advisory committee involvement, goals for the school year, and what will be modified for the upcoming school year.

The focus this year for advisory is two fold; help with internship placement, as well as having a more consistent on campus presence. We have had great success in a couple programs, however we need to continue to showcase our other programs by getting our students out into the community/workforce.

3. Describe the involvement of community and educational partners in the development and implementation of CTE programs.

Wenatchee School District, our host district, as spent the last few years really working to have more community involvement. The district has invested lots of time and resources in a the program Wenatchee Learns. The staff's job is to continually seek out community partners at all age levels, but specifically find partners that will take on secondary students in job shadows and internships. WVTSC works closely with Wenatchee Learns, by sharing advisory members, community partners, college partners, as well events that promote CTE.

4. Describe the strategies employed to promote student preparation in non-traditional careers, and if the strategies resulted in increased enrollment in nontraditional CTE courses.

Through our advisory groups as well as the collaboration with Wenatchee Learns we are able to promote CTE in a number of different ways. Each program is asked to sponsor at least two community events. These events showcase the skills of each program. We have set a goal to have 3 building wide events. With the partnerships of Wenatchee Learns and Wenatchee Valley College we have had multiple joint community events that showcase how we all work together to promote CTE.

5. Please describe any significant changes to CTE in your district, including programs of study/courses that have been added or discontinued.

Last year we brought Cosmetology onto our campus. It had been a joint effort with the local beauty academy. The change was made to make the program more accessible to kids. There was no transportation for students to the site, as well as they academy charge a fee to high school students. We were able to remove those barriers. Number s grew immediately. We tripled our 2nd year students enrollment. This year we have increased this years total numbers by 15%. Also last year we have a commitment from WHS's Nursing Program to move to the Tech Center. While this is still a year away the opportunities for all students around us will increase. Finally we are hoping to move our fire program on-site. This program has been at a local fire station since the start.

6. Please list major accomplishments, achievements or advances in your district's CTE programs, including but not limited to new relationships with industry, colleges and other community

partners.

Last year we as a staff made a conscious effort to track a few points of interest. We want to continue to improve what we are doing here at the Tech Center. We have created multiple surveys that track how we are doing as a building, as individual programs, as well as why students may be leaving programs. Last year we brought Cosmetology onto our campus. It had been a joint effort with the local beauty academy. The change was made to make the program more accessible to kids. There was no transportation for students to the site, as well as they academy charge a fee to high school students. We were able to remove those barriers. Numbers grew immediately. We tripled our 2nd year students enrollment. This year we have increased this years total numbers by 15%. Also last year we have a commitment from WHS's Nursing Program to move to the Tech Center. While this is still a year away the opportunities for all students around us will increase. Finally we are hoping to move our fire program on-site. This program has been at a local fire station since the start.

7. Please list and describe the professional development provided to CTE teachers, counselors and administrators to assist in the improvement and enhancement of CTE programs and/or their ability to comply with particular requirements of the Act.

**Press the "NEW" button to complete information for each new record.
To avoid losing data, press the "SAVE" button after completion of each new record.
Allow save to complete before pressing the "NEW" button again.**

Workshop/Conference Title: Safe Schools

Date of Training: 9/13/17 to 10/15/17

Staff Who Attended: All Staff

Description of Training: A comprehensive guide in all aspects of required safety topics

Workshop/Conference Title: PBIS Training

Date of Training: Year long

Staff Who Attended: All staff

Description of Training: Classroom strategies that involve engagement

Annual Program Evaluation - Districts must evaluate the effectiveness of their CTE programs on an annual basis. Through a planned process, CTE programs must be evaluated and reviewed and the results of said evaluation must be used to inform continuous program improvement. The program evaluation should align with the District-Wide Plan for CTE, and be conducted in coordination with the General Advisory Council. As part of each such evaluation, each recipient shall:

- Ensure program alignment with the District-Wide Plan for CTE strategic plan.
- Assess strengths and weaknesses of CTE programs, including an analysis of any disparities or gaps in the performance of different categories of students.

- Ensure CTE students are being provided with strong experience in, and understanding of, all aspects of the industry the students are preparing to enter.
- Measure the success of the programs in meeting identified goals.
- Result in improvements in, revisions to, or discontinuation of the program.

Please upload your Annual Program Evaluation for CTE.

I certify that the Annual Program Evaluation for CTE was developed in coordination with and approved by General Advisory Committee.

I certify that the Annual Program Evaluation for CTE has school-board approval.

UPLOAD COMPLETED FILE ON OR BEFORE DUE DATE		
Uploaded Files	Uploaded By	Uploaded At
Program Review- Auto.pdf	PETER JELSING	10/17/2017 6:53 AM
Program Review- Cinema.pdf	PETER JELSING	10/17/2017 6:59 AM
Program Review- Collision.pdf	PETER JELSING	10/17/2017 8:02 AM
Program Review- Construction Trades.pdf	PETER JELSING	10/24/2017 10:09 AM
Program Review- Cosmo.pdf	PETER JELSING	10/20/2017 10:53 AM
Program Review- Fire.pdf	PETER JELSING	10/17/2017 7:07 AM
Program Review- Law.pdf	PETER JELSING	10/17/2017 6:49 AM
Program Review- VideoGame.pdf	PETER JELSING	10/17/2017 7:04 AM
Program Review-CompTech.pdf	PETER JELSING	10/17/2017 7:02 AM
ProgramReview- Albino.pdf	PETER JELSING	10/18/2017 1:16 PM

PERKINS PERFORMANCE IMPROVEMENT PLAN (PPIP)

Section 123(b) of the Carl D. Perkins Act of 2006 requires that districts meet at least 90 percent of an agreed upon local adjusted level of performance for any of the core performance indicators. Districts who fail to meet this requirement must submit a Perkins Performance Improvement Plan (PPIP).

Performance data to be used when determining the need for a Perkins Performance Improvement Plan (PPIP) can be found on the Perkins IV tab within the Career and Technical Education application on EDS.

Please complete a separate PPIP for each of the core performance indicators for which you have failed to meet 90 percent of an agreed upon local adjusted level of performance.

Press the "NEW" button to complete information for each new record. To avoid losing data, press the "SAVE" button after completion of each new record before pressing the "NEW" button again. Allow save to complete before pressing the "NEW" button again.

UNMET CORE PERFORMANCE INDICATOR: Data was not available for WVTSC on PerkinsIV Summary

<p>A. Provide any information or data that may explain why the district did not meet the 90 percent performance level for this indicator. This may include a discussion of the accuracy and completeness of the data.</p>	<p><i>Response:</i></p>
<p>B. Describe any disparities or gaps in the performance of different categories of students using the data provided by OSPI (Perkins IV, Section 113(b)(4)). Consider the following:</p> <ul style="list-style-type: none"> o Performance trends and maintaining continuous improvement o Overall results o Results for special populations and other disaggregate groups: <ul style="list-style-type: none"> ▪ Race ▪ Ethnicity ▪ Gender ▪ Disability Status ▪ Migrant Status ▪ English Proficiency ▪ Economically Disadvantaged Status o Results for high schools or campuses o Results for individual programs 	<p><i>Response:</i></p>
<p>C. Clearly describe the agency's goal(s) for improving performance on this measure, the specific actions to be taken to meet the goal(s), and how the agency will measure whether the goal(s) have been met. Consider the following:</p>	<p><i>Response:</i></p>

<ul style="list-style-type: none"> o Specific, achievable interventions o Measurable activities o Proven Practices o Scientifically-based research o How strategies will address the needs of special population students 	
<p>D. Provide the name of the lead contact for each action item identified under response C.</p>	<p><i>Response:</i></p>
<p>E. Project a date of completion for each action item identified under response C.</p>	<p><i>Response:</i></p>
<p>F. Describe how this local program improvement plan was developed in consultation with appropriate agencies, individuals, and organizations Section 123(b)(2).</p>	<p><i>Response:</i></p>
<p>G. Describe any budget allocations that will be utilized to support the improvement actions and identify the funding source.</p>	<p><i>Response:</i></p>

WAIVER REQUEST

ATTENTION: Districts with an allocation of less than \$15,000 who have demonstrated inability to enter into a consortium may be granted a waiver. In order to receive a waiver, districts must meet certain eligibility requirements and demonstrate their ability to provide a program of sufficient size, scope and quality and demonstrate how Perkins IV funding will be used to strengthen existing programs.

5.1 Is your district located in a rural, sparsely populated area (335 or fewer students in grades 9-12)?

No

5.2 Describe the district's efforts to enter into a consortium for the **2016-17 school year** (it is required that you make an earnest, demonstrable effort to enter into a consortium):

5.3 Describe how the district will provide services and activities that are sufficient size, scope, and quality to be effective (this should include a description of existing programs of study, preparatory course offerings, articulations agreements, significant partnerships, etc):

Receipt of a waiver will be contingent on the following:

- The district's statutory eligibility for a waiver, per responses to the above questions
- The quality of the district's entire Perkins Local Plan
- The district's historical capacity to manage the requirements of the Perkins grant (may include a review of past performance during Consolidated Program Reviews)
- The district's ongoing performance on Perkins Performance Indicators

Final Allocation Amount: \$17,181

Required Uses of the Funds (Section 134 and Section 135)

Skills Centers must provide a brief description of how Perkins IV funds will be used to support the following "required" uses of the funds for the following questions. If you do not plan to use Perkins IV funds for a particular category, please briefly describe how the skills center is meeting all required activities. All narrative sections must be completed in order to be considered for funding.

Improve Academic and Technical Skills of Students Enrolled in Career and Technical Education Programs (Sec. 134(b)(4)(B)) Sec 135)

6.1 Provide a description of how the skills center will improve programs through the integration of CTE and core academic programs (e.g., course equivalency, framework alignment to standards, programs of study).

Each program goes through a quality review annually and framework realignment on the ospi schedule. Course equivalencies are identified through a third party and approve through the administrative Council. In addition staff were closely with the high school counselor, parent, industry connection and college staff to support transitions from the CTE classroom to Industry, or post-secondary education. Staff is also given the opportunity to get training in the specific content areas that they are offering equivalencies in.

6.2 Provide a description of how the skills center will encourage CTE students at the secondary level to enroll in challenging core academic subjects (e.g., Navigation 101, student led conferences, programs of study).

As Wenatchee Valley Tech works with the counselors from our consortium districts we jointly have laid out pathways based on students interest, and levels. Also as part of the required leadership component all students establish goals and map out how they will make it happen through high school classes and post-graduation education.

6.3 Describe how the skills center will ensure that students who participate in career and technical education programs are taught to the same challenging academic proficiencies as are taught for all other students (e.g., state approved frameworks, articulation agreements, professional development).

Each of our CTE courses that have equivalency credit meets or exceeds the academic proficiencies. The equivalences are created through an independent professional (generally ESD content specialist). State Frameworks identify the embedded academics and serve to guide instruction. Instructors are eager to help students achieve their highest level of proficiency both in the in the CTE skill attainment and academics. Staff have the opportunities to take part in professional development designed to improve the delivery of academics within their Frameworks. Staff monitors and adjusts delivery to different to differentiate instruction while also adjusting the curriculum to strengthen the equivalency credit associated with their subject.

6.4 Describe how the skills center will provide students with strong experience in, and understanding of, all aspects of an industry (e.g., industry skill standards, CTSO experiences, certifications, advisory committees, field trips, career progression, and management).

Instructors at the skill center have been trained in Industry. Each course is governed by The Advisory Council that are leaders in the specific industry. This provides the link between industry and skill center programs and ensures that the components of the program include updated skill standards, certifications and current technology. In addition job opportunities, internships and opportunities for career advancement and management training are disseminated through the instructors to students. Each of our CTE courses provides leadership as an integral component in the scope and sequence of the course. All programs are members of SkillsUSA. Completers of our programs are eligible for end three certifications and all of the courses offered. Resources and opportunity are provided to staff to facilitate student exposure to Industry.

6.5 How will the skill center identify, assess, and certify skills for successful careers to:

- a. Increase workplace and life skills development for students.
- b. Increase the use of industry-based skill standards, assessments, and credentials.

(HSHW: Goal 1, Objective 2, a-b)

Skill centers operate under the guidance of an industry advisory Council. The partnership with these industry leaders provides direction to identify the specific skills needed in Industry. The certification available and Industry also guides instruction and standards covered in the course. Certification also provides the summative assessment. 21st century skills are integrated into the curriculum of skill center courses. Wenatchee Valley Tech also support students through jobs for Washington Graduates. The support class provides Focus instruction and workplace and life skills. We use the SkillUSA curriculum that allows a platform to discuss student strengths and weaknesses in the area of employability skills.

Community and Educational Partnerships (Sec. 134(b)(5) Sec. 135)

6.6 Describe how students, teachers, representatives of business and industry, labor organizations, representatives of special populations, and other interested individuals (i.e., parents, community members, IEP and advisory committee meetings) are involved in the development, implementation, and evaluation of career and technical education programs assisted under this Act, and how such individuals and entities are effectively informed about, and assisted in understanding, the requirements of this Act.

The Wenatchee Valley technical skills center is a model of cooperation and participation. An administrative council with representative representatives of Labor, business, education and Community oversees the skill center. Active advisory committees exist for all programs and information is disseminated regularly via advisory meetings. Superintendence, College, labor, and local industry serve on the advisory councils. Regular evaluation and assessment is an important aspect of all governance activities. Faculty participate in local and state sponsored in service activities. Local businesses and industries participate in an annual needs survey to determine the direction of existing programs and as well as for new programs. Through the year there are many opportunities to speak about our programs to community members, teachers, parents, students and Business Leaders has established a means to inform and help these members understand the Perkins requirements.

6.7 Describe how the skill center will increase work-integrated learning by:

- a. Increasing the number and types of workplace experiences available to students and out-of-school youth.
- b. Bringing more work experiences into the classroom by engaging employers and workers.

(HSHW: Goal 1, Objective 4, a-b)

Wenatchee Valley Tech Center has been working to increase the opportunities for students to transition from Project based instruction and training to industry based problem solving. Project

work is still a foundational Training Method utilize to help students successfully Master the core competencies of the curriculum and this mode of instruction will allow students to successfully earn in Industry certification and college articulation credit. Project work is the natural progression from direct instruction, 2 guided practice, 2 application semicolon the final piece is a transition to problem-based learning. A problem Bay is pedagogy with in the classroom is a close simulation of the workplace. In an industry setting, this model ads the component of the professional environment while gradually increasing the scope of work and responsibilities. Students apply knowledge and skill to cell problems in a real-world experience. This link between employers and skill centers provides oversight and accountability of programs. And players can also evaluate the applied skills and abilities of highly-trained students before they hire. This level of collaboration provides a superior opportunity for student, employer and skill center. Wenatchee Valley Tech Center is in the continual process of identifying industry Partners in order to provide students with real-world problem solving experiences that in order to augment training. We continue to track the number of internships and job shadows. Using this information we set yearly goals for programs as well as building.

Special Populations (Sec. 134(b)(8 & 9)(A-B))

NOTE: Special population means individuals with disabilities, individuals from economically disadvantaged families (including foster children), individuals preparing for nontraditional training and employment, single parents (including single pregnant women), displaced homemakers, and individuals who are limited English proficient.

6.8 Describe how individuals who are members of the special populations are given full access to CTE programs without discrimination.

Courses are available to all students regardless of any disability. When students show an interest in any Endeavor accommodations are made when needed. If if there are monetary issues fees are waived or alternatives are found so that students are and parents are not encumbered. Barrier reduction funds are utilized to reduce or remove issues that hinder students from successful completion of our programs. Special populations are identified early and specific needs are met to ensure success. All parties involved are informed and have input into the intervention process at all levels. Written documentation addressing the issues and plan of intervention are made to ensure every opportunity is available to students. Clear guidelines ensure that students in non-traditional classes feel comfortable and welcome. Bullying and harassment training is provided in each of our cooperating high schools. Students with limited English proficiency are provided an interpreter if required. Other students with disabilities are provided a one-on-one paraprofessional to aid them if required.

Preparation for Nontraditional Training and Employment (Sec. 134(b)(10))

6.9 Describe how funds will be used to promote preparation for nontraditional fields. Include recruitment methods and strategies.

All Skill Center programs are encouraged and provide multiple opportunities for all students and non-traditional training and employment fields. Promotional materials featuring women, minorities and disabled are used in Recruitment and marketing materials. Presentations include the industry needs for non-traditional opportunities available in our different offerings. Non- traditional business and industry professionals give presentations to students in their classes. Through presentations, and the correspondence of promotional materials non-traditional students are encouraged to participate in our programs. Numerous presentations and literature highlighting not traditional students has been provided to encourage members to take advantage of our course offerings. Any needed accommodations are identified and address for students participation in non-traditional fields. Non-traditional participants are directed to the appropriate apprenticeship, facilitating transition from high

school to post-secondary training. Counselors in are supporting schools look at the skill center as an opportunity for students of special population groups and direct them to our school.

Professional Development/CTE Personnel

6.10 Describe how comprehensive professional development promotes the integration of coherent and rigorous content aligned with challenging academic standards relevant to CTE programs will be provided to teaching, guidance and administrative personnel.

All staff are eligible for ongoing staff training offered through our host School District. In addition training opportunities are made available to staff for area and state professional organizations. Registration and travel expenses are paid for through professional development dollars. ESD 171 also provide staff development in the new teacher and principal evaluation program advisory boards are also very diligent provide Technical Training opportunities to teachers that they mentor.

6.11 Describe the professional development offered to guidance and counseling personnel regarding CTE opportunities for students and the linkages to future education and training opportunities.

Counseling and guidance staff for eligible for ongoing staff training offered through the Wenatchee School District. In addition ongoing communication and literature regarding course offerings, articulation credit, job placement, internships, job Shadows, pre apprenticeships and post-secondary education requirements are provided. The skill center director is an active member at counselor meetings. A yearly counselor meeting is hosted by the skill center for the Consortium counselors to provide program, facility and student process updates.

6.12 Describe how the skill center will improve availability and quality of career and education guidance in the middle school, high school and postsecondary institutions to:

- a. Enhance career guidance for students and,
- b. Partner with employers to help students explore careers and workplaces.

(HSHW: Goal 1, Objective 1, a-b)

Wenatchee Valley Tech Center puts on several different events for middle school high school and even Elementary level students. The events are mainly tours through our programs. We also go into schools and share the opportunities that we have for all students. We also speak at community groups events, as well as a number of parent nights throughout the valley. We host a hands-on event for 8th grade students in the spring. This gives students the opportunity to not only see our facility, but to actually do activities that are industry standards. Advisory members come and participate in this event as well. In addition to this each program takes part in a community outreach event. Many programs take on several.

6.13 Describe efforts to improve the recruitment and retention of CTE teachers, faculty, and career guidance and counseling personnel, including underrepresented groups; and the transition to teaching from business and industry.

Wenatchee Valley Tech actively recruits prospective Personnel from industry. We are actively working to expand or course offerings and staff. We encourage staff development and promotion when there is opportunity. We are a small skill center and utilize the support of our sending high schools for career guidance and counseling Personnel. A major component to our recruitment and training is from our advisory members. One emphasis that I have focused on is bilingual qualifications. We live in a high Hispanic population. A large barrier is language. In the last 2 years we have been fortunate to hire three instructors that speak Spanish.

Allowable Activities

As long as all required uses are being addressed, a recipient *may* use Perkins IV funding for the following allowable activities:

For each activity, please:

- Indicate whether or not you will use Perkins funding for this activity by checking the appropriate box;

For each activity that will be carried out using Perkins IV funding, please:

- Indicate the amount of funding that will be allocated to the activity
- Provide a detailed description of how the funding will be used and the anticipated outcomes.

7.1 To involve parents, businesses, and labor organizations as appropriate, in the design, implementation, and evaluation of CTE programs, including establishing effective programs and procedures to enable informed and effective participation in such programs.

Perkins funding used for this activity? Select Amount:

7.2 To provide career guidance and academic counseling for students participating in CTE programs, that improves graduation rates and provides information on postsecondary and career options, including baccalaureate degree programs, for secondary students, which activities may include the use of graduation and career plans.

Perkins funding used for this activity? Select Amount:

7.3 For local education and business (including small business) partnerships, including for:

- a. work-related experiences for students, such as internships, cooperative education, school-based enterprises, entrepreneurship, and job shadowing that are related to CTE programs;
- b. industry experience for teachers and faculty.

Perkins funding used for this activity? Select Amount:

7.4 To provide programs for special populations.

Perkins funding used for this activity? Select Amount:

7.5 To assist career and technical student organizations.

Perkins funding used for this activity? Select Amount:

7.6 For mentoring and support services.

Perkins funding used for this activity? Select Amount:

7.7 For leasing, purchasing, upgrading or adapting equipment, including instructional aids and publications (including support for library resources) designed to strengthen and support academic and technical skill achievement.

Perkins funding used for this activity? Yes Amount: \$15,572

We will be using Perkins Dollars to purchase upgrade equipment as well as instructional materials for programs that are in need of the items so that we can maintain a high quality of support in the academic and skills achievement.

7.8 To provide activities to support entrepreneurship education and training.

Perkins funding used for this activity? Select Amount:

7.9 For improving or developing new CTE courses, including the development of new proposed career and technical programs of study and courses that prepare individuals academically and technically for high-skill, high-wage, or high-demand occupations and dual or concurrent enrollment opportunities.

Perkins funding used for this activity? Select Amount:

7.10 To develop and support small, personalized career themed learning communities.

Perkins funding used for this activity? Select Amount:

7.11 To provide support for family and consumer sciences programs.

Perkins funding used for this activity? Select Amount:

7.12 To support training and activities (such as mentoring and outreach) in nontraditional fields.

Perkins funding used for this activity? Yes Amount: \$1,000

We will be using these dollars to support our instructors in their personal development as well as their continuing certifications

7.13 To provide support for training programs in automotive technologies.

Perkins funding used for this activity? Select Amount:

7.14 To pool a portion of such funds with a portion of funds available to not less than 1 other eligible recipient for innovative initiatives, which may include:

- a. improving the initial preparation and professional development of career and technical education teachers, faculty, administrators, and counselors;
- b. establishing, enhancing, or supporting systems for:
 - I. accountability data collection under the Perkins Act; or
 - II. reporting data under the Perkins Act;
- c. implementing career and technical programs of study; or
- d. implementing technical assessments; and

Perkins funding used for this activity? Select Amount:

7.15 To support other CTE activities that are consistent with the purpose of the Perkins Act.

Perkins funding used for this activity? Select Amount:

ADVISORY COMMITTEES

General Advisory Committee (GAC) – The GAC provides direction and guidance to administrators and governing boards for the entire Career and Technical Education program offered by a district or institution. The GAC, whose members should represent business and industry, education, labor organizations, special populations, community, government, students, parents and teachers, should work with district- and school-level staff and administration to carry out long term planning and implementation of career and technical education program goals. GAC duties may include:

- Assisting in the development and implementation of the District-Wide Plan for CTE.
- Assisting in the facilitation of the program renewal process on a district-wide basis.
- Making facilities and equipment recommendations.
- Providing business and industry guidance to CTE instructors and administrators.

Program Specific Advisory Committee (PSAC) – PACs provide direction and guidance to administrators and teachers for a specific Career and Technical Education program offered by a district or institution. The PSAC, whose members should represent business and industry, education, labor organizations, special populations, community, government, students, parents and teachers, should work with district- and school-level staff and administration to guide the program area through continual improvement using their expertise in the occupational area. PSAC duties may include:

- To facilitate the program renewal process by carrying out the following tasks using expertise in the program areas:
 - Strengthen the relationship between business, industry, the community, and education.
 - To monitor current and predicted occupational trends and identify curriculum implications.
 - To identify community resources that may be used to enrich CTE programs.

Please identify the program areas in which you are offering courses:

- Agricultural Education
- Business & Marketing
- Family and Consumer Sciences Education
- Health Science Education
- Science, Technology, Engineering & Mathematics (STEM)
- Skilled & Technical Sciences

Please upload your District-Wide Plan for CTE or Program of Work for each program area you are offering courses.

- I certify that there is an active General Advisory council that holds regular meetings throughout the school year.
- I certify that the District-Wide Plan for CTE was developed in coordination with and approved by General Advisory Committee.
- I certify that the District-Wide Plan for CTE has school-board approval.
- I certify that all Programs of Work were developed in coordination with the Program Specific Advisory Committee and approved by the General Advisory Committee.

UPLOAD COMPLETED FILE ON OR BEFORE DUE DATE		
Uploaded Files	Uploaded By	Uploaded At
All3yearplans.pdf	PETER JELSING	10/17/2017 8:04 AM

TECH PREP / PROGRAM(S) OF STUDY

Tech Prep

Please upload a signed copy of all current Tech Prep Articulation Agreements:

UPLOAD COMPLETED FILE ON OR BEFORE DUE DATE		
Uploaded Files	Uploaded By	Uploaded At
Articulation- Law.pdf	PETER JELSING	10/17/2017 12:10 PM
Articulations- UTI.pdf	PETER JELSING	10/17/2017 12:10 PM
Articulations- VGP & Computer Tech.pdf	PETER JELSING	10/17/2017 12:10 PM

Programs of Study

The following are minimum criteria for program of study assurances:

- The secondary CTE, academic, and appropriate elective courses are included, as well as the state and local graduation requirements.
- The secondary Program of Study includes leadership standards, through 21st Century skills.
- The Program of Study includes coherent and rigorous coursework in a non-duplicative sequence of courses from secondary to postsecondary.
- Completion of the secondary Program of Study prepares students for entry into the postsecondary opportunities (military, employment, apprenticeship, certificate and/or degree programs).
- Program of Study courses include appropriate state standards and/or industry skills standards.
- Program of Study leads to an industry recognized credential; academic certificate or degree; or employment.

9.1 Describe how the district will promote career and technical education programs of study to ²¹⁸

students (and inform parents as appropriate) when planning future coursework:

The Tech Center uses every opportunity to have conversation with each high school in our consortium. I present at every high school and most middle schools in our valley. It is also very important that we are always in communication with our consortium counselors. We talk with them weekly to help better guide our students. We also meet in a large group (all the local counselors) to talk about pathway trends and how best to guide students.

9.2 Describe how the district will expand programs of study and strengthen articulations with local post-secondary institutions:

At WVTSC we are continuously looking to increase program of study. We currently meet regularly with WVC to determine pathways and need. We are looking at adding a nursing program as well as an engineering/manufacturing program. Both of these programs will have articulations with WVC. We currently have 3 programs that need to update their articulation agreements and they should be completed within the next month.

List a Minimum of One Program of Study

**Press the "NEW" button to complete each new record.
To avoid losing data, press the "SAVE" button after completion of each new record.
Allow save to complete *before* pressing the "NEW" button again.**

Please identify your current program of study:

Career Cluster: Transportation, Distribution and Logistics

Pathway: Automotive Technology

[Link To Pathways](#)

In the list below, check the appropriate box(es) and identify the name of the institution(s):

4-Year Institution

Community College

Wenatchee Valley College

Technical School

UTI

Apprenticeship

Does this program of study lead to any state or nationally recognized certification? Yes

If yes, please identify certification name. NATEF

Please identify the current high school building code where this program of study is offered: **Bldg. Codes (CO/DIST/BLDG)**

High School Bldg. Code 4105

CORE INDICATORS OF PERFORMANCE

Districts are required report their performance on the Perkins Core Indicators of Performance. Districts may accept the state negotiated level of performance or negotiate their own. Districts opting to negotiate must set a performance level that is three (3) full percentage points above the district's performance level in the reporting year. Districts are required to meet 90% of the final agreed upon performance level, whether they have adopted the state target or negotiated their own.

Indicator	State Target	District Negotiated Proposed Target
Indicator 1S1 Academic Attainment in Reading/Language Arts	88.19%	75.53
Indicator 1S2 Academic Attainment in Mathematics	81.98%	65.02
Indicator 2S1 Technical Skill Attainment State proposed target. Subject to change based on counter proposal from OVAE.	90.00%	80.00
Indicator 3S1 Secondary School Completion	89.71%	78.05
Indicator 4S1 Student Graduation Rate	90.00%	82.18
Indicator 5S1 Secondary Placement	74.00%	70.00
Indicator 6S1 Nontraditional Participation	58.00%	60.00
Indicator 6S2 Nontraditional Completion	61.15%	61.15

Describe how the district will use Perkins funds and local program activities to meet the state-defined Adjusted Performance Level assigned to each of the following indicators:

10.1 Indicator 1S1: Describe how the district will increase the number of CTE Concentrators who meet proficiency standards on the English Language Arts (ELA) section of the Smarter Balanced Assessment.

Wenatchee School District has the AVID program at the secondary level. It is a homework center with tutoring after school. Gear-up is also a special program at the secondary level that helps ELA students reach English proficiency. Each of the CTE courses have ELA standards in their frameworks where they reinforce and support the building ELA efforts.

- 10.2 Indicator 1S2:** Describe how the district will increase the number of CTE Concentrators who meet proficiency standards on the Mathematics section of the Smarter Balanced Assessment.

Wenatchee school district has a secondary program titled avid. It is a homework center with tutoring after school. You're up is also a special program that reaches students who need help in mathematics. Each of our CTE courses has mathematics standards in their Frameworks where they reinforce and support the building math efforts.

- 10.3 Indicator 2S1:** Describe how the district will increase the number of CTE Concentrators who pass technical skill assessments aligned with industry-recognized standards.

- A secondary school diploma (student graduation rates)
- A GED credential

To increase in number of CTE concentrators who passed technical skill assessments align with the industry-recognized standards, students will be given more opportunities to take industry certifications. Ways to eliminate barriers to Industry Certification testing such as transportation and certification fees are being explored and are being taken care of through Skill Center Barrier dollars.

- 10.4 Indicators 3S1 & 4S1:** Describe how the district will increase the number of CTE Concentrators who earn a High School Diploma or a General Education Development (GED) credential.

Wenatchee school district AVID program is a Homework Center that has tutoring after school. You're up is also a special program that helps students meet graduation requirements. Each of our CTE courses has academic standards in their Frameworks where they reinforce and support they graduation requirements.

- 10.5 Indicator 5S1:** Describe how the district will increase the Number of CTE concentrators who enroll in a postsecondary education or advanced training program, enlist in the military, or secure full-time employment in the second post-exit-quarter.

Wenatchee School District and Wenatchee Valley college has created a program where every Wenatchee high school graduate is automatically enrolled in Wenatchee Valley College and received your letter of admission. This is called the acceptance guarantee or tag program. We also have tech prep articulations and programs of study and are CTE courses giving the students college credit for their CTE courses. Wenatchee School District also uses Career Cruising for student career exploration, to guide core scheduling, and provide directions for the high school and Beyond plan. These efforts are intended to take high-school more relevant and to make The Next Step Beyond High School easier.

- 10.6 Indicator 6S1:** Describe how the district will increase the Number of CTE participants from underrepresented gender groups who participate in a program that leads to employment in nontraditional fields.

The CTE department has create a non-traditional career experience for all 8th grade girls. This is to encourage them to explore non-traditional career careers before they enroll in the high school. Non-traditional Role Models into the school as guest speakers and we encourage all students to complete at least one job shadow with a student can observe the workplace and see the people and non-traditional roles.

- 10.7 Indicator 6S2:** Describe how the district will increase the Number of CTE concentrators from underrepresented gender groups who complete a program that leads to employment in nontraditional fields.

CTE instructors will recruit non-traditional students to their courses and then help those non-traditional students connect with employers. Wenatchee School District offered several careers

connected learning experience to assist students at this stage of their career exploration of preparation. For example the north central Washington career and college Expo, careers after school, job Shadows, guest speakers, field trips Etc.

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INSTRUCTOR DATA

NOTE: This information is for the Office of Superintendent of Public Instruction (OSPI) Career and Technical Education purposes only. Names and emails will not be shared with anyone outside of OSPI without permission from individual instructors. This will assist OSPI with communication, professional planning and trainings.

11.1 How many teachers in your district are teaching CTE courses? (Headcount *not* FTE) 10

Press the "NEW" button to complete each new record.

To avoid losing data, press the "SAVE" button after completion of each new record. Allow save to complete *before* pressing the "NEW" button again.

First Name	Last Name
Tim	Campbell
Email: Campbell.t@wenatcheeschools.org	

Certification #: 365661H	Certification Type: Continuing
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Check program areas that the instructor is teaching under.

- Agricultural Education
- Skilled & Technical Sciences
- Business & Marketing Education
- Family & Consumer Sciences
- STEM
- Health Sciences

First Name	Last Name
Albino	Luna
Email: Luna.albino@wenatcheeschools.org	

Certification #:	Certification Type: Proationary
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Check program areas that the instructor is teaching under.

- Agricultural Education
- Skilled & Technical Sciences
- Business & Marketing Education

- Family & Consumer Sciences
 STEM
 Health Sciences

First Name	Last Name
Betty	Palmer
Email: Palmer.B@wenatcheeschools.org	

Certification #: 460356R	Certification Type: Continuing
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Check program areas that the instructor is teaching under.

- Agricultural Education
 Skilled & Technical Sciences
 Business & Marketing Education
 Family & Consumer Sciences
 STEM
 Health Sciences

First Name	Last Name
Joseph	Dietrich
Email: dietrich.j@wenatcheeschools.org	

Certification #: 420965F	Certification Type: Continuing
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Check program areas that the instructor is teaching under.

- Agricultural Education
 Skilled & Technical Sciences
 Business & Marketing Education
 Family & Consumer Sciences
 STEM
 Health Sciences

First Name	Last Name
Kurt	Blanchard
Email: Blanchard.k@wenatcheeschools.org	

Certification #: 430145c	Certification Type: Continuing
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Check program areas that the instructor is teaching under.

- Agricultural Education
- Skilled & Technical Sciences
- Business & Marketing Education
- Family & Consumer Sciences
- STEM
- Health Sciences

First Name	Last Name
Juan	Loera
Email: loera.juan@wenatchessschools.org	

Certification #: 540780D	Certification Type: Proationary
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Check program areas that the instructor is teaching under.

- Agricultural Education
- Skilled & Technical Sciences
- Business & Marketing Education
- Family & Consumer Sciences
- STEM
- Health Sciences

First Name	Last Name
Kim	Anderson
Email: anderson.kim@wenatcheeschools.org	

Certification #: 430145C	Certification Type: Continuing
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Check program areas that the instructor is teaching under.

- Agricultural Education
- Skilled & Technical Sciences
- Business & Marketing Education
- Family & Consumer Sciences
- STEM
- Health Sciences

First Name	Last Name

Tonya	Cortez
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Email: cortez.t@wenatcheeschools.org

Certification #: 494164g	Certification Type: Continuing
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Check program areas that the instructor is teaching under.

- Agricultural Education
- Skilled & Technical Sciences
- Business & Marketing Education
- Family & Consumer Sciences
- STEM
- Health Sciences

First Name	Last Name
Eric	Link

Email: link.e@wenatcheeschools.org

Certification #: 336454D	Certification Type: Proationary
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Check program areas that the instructor is teaching under.

- Agricultural Education
- Skilled & Technical Sciences
- Business & Marketing Education
- Family & Consumer Sciences
- STEM
- Health Sciences

First Name	Last Name
Terry	Fike

Email: fike.t@wenatcheeschools.org

Certification #: 474684H	Certification Type: Continuing
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Check program areas that the instructor is teaching under.

- Agricultural Education
- Skilled & Technical Sciences
- Business & Marketing Education
- Family & Consumer Sciences

- STEM
- Health Sciences

PERKINS RESERVE SPECIAL PROJECTS (PRSR)

Name of PRSR:

Name of OSPI Program Supervisor administering PRSR:

Please provide a description of the PRSR:

Please provide a description how this PRSR aligns with ongoing district efforts to strengthen CTE programs, and the value to the district of being able to participate in the PRSR:

Proposed Budget - Perkins Reserve

	Perkins Reserve	Perkins Basic	State Enhanced CTE	Match/ In-Kind (optional)	Total
Travel					\$0
<i>Narrative:</i>					
Supplies/ Instructional Materials					\$0
<i>Narrative:</i>					
Technology/ Equipment					\$0
<i>Narrative:</i>					
Purchased Services					\$0
<i>Narrative:</i>					
Classified/ Certificated					\$0

Staff Salary/ Benefits						
<i>Narrative:</i>						
Perkins Reserve Total	\$0				Total	\$0