

Wenatchee School District Board of Directors



WSD Regular Board Meeting December 12th, 2017 District Office Agenda

6:00 PM

			TIME
I. PLEDGE OF ALLEGIANCE			02 Min
Minutes: Bd. Wkshp. 11/07/17 & Reg. 11/28/17 & Spec. Mtg. 11/30/17	Action	1+	
Vouchers	Action	2+	
Personnel Report	Action	3+	
Contracts	Action	4+	
Camps	Action	5+	
Surplus Report	Action	6+	
Donation for Food Service	Action	7+	
 II. REORGANIZATION OF THE BOARD:			 15 Min
Policy 1210 – (2 nd Reading) (#1&2) Discussion & Public Comment	Information/Action		10 min
Nominations & Roll Call Vote	Action		05 min
III. CITIZEN COMMENTS:			03 Min
IV. RECOGNITIONS:			10 Min
Schools of Distinction: Valley Academy, Greg Lovercamp, Director			
Regional Finalists State “Teacher of the Year”: Doug Merrill, Kelly Smothers & Mary Symonds			
Regional Winner State “Teacher of the Year”: Jon Magnus			
V. ASB REPORTS: WHS & WSHS	Information		05 Min
VI. FIELD TRIP REQUESTS:	Action		10 Min
Assist. Supt. L&T Jodi Smith Payne & Club Advisors/Teachers			
VII. WENATCHEE LEARNS STRATEGIES:			55 Min
Strategy 3: Use the Best Tools & Resources to Advance Learning			
<i>Objective 3.4 Facilities that Optimize Learning</i>			
Facility Projects Updates:	Action		10 min
Revised Hill Contract Amendment #1 & #6			
Gregg Herkenrath, Dir. of Facilities			
Strategy 4: Balance Change for All with Excellence for All			
<i>Objective 4.2 Sound Fiscal & Resource Management & Sound Human Resource Management</i>			
1) COSA Contracts –			
Admin Support	Action		05 min
Business Office	Action		05 min
2) NW Leadership Associates Letter of Agreement	Information/Action		05 min
Lisa Turner, HR Executive Director			
3) Budget Status Report	Information		05 min
4) Enrollment Report	Information		05 min
Les Vandervort, CFO			
5) Trademark Registration	Action		05 min
Mark Helm, Executive Director of Student Services			
<i>Objective 4.4 Highly Trained & Engaged Staff Learning & Teaching & All Employees</i>			
6) Board Planning Calendar	Information		15 min
Brian Flones, Superintendent			
 VIII. BOARD COMMUNICATION:			 05 min
IX. SUPERINTENDENT REPORT:			05 min
X. ADJOURNMENT: (SEE REVERSE SIDE)			02 min



Wenatchee School District

Regular Board Meeting

Minutes of November 28, 2017
WSD District Office

Board Members	Staff Present
Laura R. Jaecks, V. P. (Acting President)	Brian Flones, Superintendent
Walter Newman	Cabinet
Michele Sandberg	
Sarah Knox	
Sunny Hemphill	

I. Regular Meeting 6 p.m.

Laura Jaecks, Acting President, opened the regular board meeting at 6:00 p.m. Ms. Jaecks invited the Honorable Judge Lesley Allan of Chelan County Superior Court and the newly elected board members to come forward.

The Oath of Office for newly reelected board members was officiated by the Honorable Judge Lesley Allan, Chelan Co. Superior Court:

- WSD Board Director Sarah Knox
- WSD Board Director Sunny Hemphill
- WSD Board Director Michele Sandberg

Board Of Directors Oath Of Office:

I, (Sarah Knox, Sunny Hemphill & Michele Sandberg) do hereby solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Washington and will faithfully discharge the duties of Director of Wenatchee School District No. 246, Chelan County, state of Washington, to the best of my ability.

The three board members repeated their oath with Judge Lesley Allan and signed official documents before proceeding with the Pledge of Allegiance and board meeting. The Board and Superintendent Flones thanked Judge Allan for administering the Oath of Office.

Vice President Jaecks (acting president) asked that we proceed with a motion to approve the consent agenda, before a discussion on Policy No. 1210 Board Reorganization. The board agreed that would be appropriate, Michele Sandberg asked the discussion to be before the reorganization of the board.

II. Consent Agenda

MOTION MADE: Sarah Knox made the motion to approve the consent agenda as presented.

SECONDED: Sunny Hemphill

DISCUSSION: None

PASSED UNANIMOUSLY

Consent Agenda included:

MINUTES: Reg. Bd. Mtg. 11/14/17

PERSONNEL REPORT PREPARED BY:

Lisa Turner, HR Executive Director: Nov. 28th, 2017- On file

PAYROLL PREPARED BY: November

Tami Hubensack, Director of Payroll: **\$7,084,582.81**

VOUCHERS & CONTRACTS PREPARED BY:

Karen Walters, Director of Accounting –Nov. 28, 2017

General Fund

Check numbers 595326 through 595576 totaling \$448,622.78

Capital Projects Fund

Check numbers 595577 through 595584 totaling \$337,889.69

Associated Student Body Fund

Check numbers 595585 through 595620 totaling \$32,124.60

Date	New / Renewal / Revision	Federal Yes/No	Agency	Purpose	Amount	Effective Dates	Staff Person Responsible for Contract	Reviewed by	PO Required?
09/28/17	Renewal	No	Colonial Vista	Student Clinical Experiences	\$0	2017-2018 School Year	Dennis Conger	Les	No
					Budget Code				
					N/A				
09/28/17	Renewal	No	Regency	Student Clinical Experiences	\$0	2017-2018 School Year	Dennis Conger	Les	No
					Budget Code				
					N/A				
09/28/17	Renewal	No	Riverwest	Student Clinical Experiences	\$0	2017-2018 School Year	Dennis Conger	Les	No
					Budget Code				
					N/A				
11/15/17	Renewal	No	Center for Childhood Deafness and Hearing Loss	Purchase .2 FTE Teacher from Wenatchee School Distr	Revenue \$19,074	Upon Approval - 6/30/18	Trisha Craig	Les	No
					Budget Code				
					N/A				
11/14/17	Renewal	No	ESD105 / EPIC	Services for Preschool students, ages 3-5	\$0	Aug 2017 - Aug 2018	Trisha Craig	Les	No
					Budget Code				
					N/A				
11/15/17	Renewal	No	Chelan-Douglas Child Services Associatio	Clarify Responsibilities and encourage cooperation of services to children 3-5 with disabilities	\$0	10/1/17 - 9/30/18	Trisha Craig	Les	No
					Budget Code				
					N/A				
11/14/17	New	No	Tim Andrews Consulting	Professional Development	\$1,450	11/30/17	Trisha Craig	Les	Yes
					Budget Code				
					2102-27-7000-000				

5) Surplus Report & Other Consent Items

SURPLUS REPORT PREPARED BY:

Karen Walters, Director of Accounting: On File

CAMPS & CLINICS: None

POLICIES 2nd READING: Policy No. 3416, Medication at School

OTHER: WenEA Bargaining Contract

IV. ASB Reports

WHS ASB: Marc Hernandez, President reported:

- Staff and Student Forum has been formed and will meet in December to work better as a school, better communication and handling ASB business
- Formed a President's council between Club Presidents and ASB
- Winter Dance is planned

WSHS: Seny Gonzales, Leadership President

- Robotics team took 5th, 9th and 15th at match competition recently out of 23 teams
- Leadership – Making November Care Kits for the homeless and still asking for donations
- WSHS is also collection toys for the Salvation Army children Christmas Trees
- WSHS is selling car decals for a fundraiser
- Decca Club gearing up for regional meet this January – 6 students going for first time
- Poetry competition, WSHS has a student preparing
- Annual Door Decoration competition now going on at school
- Winter Talent Show at WSHS planning, everyone invited on Dec. 15th at 1:30 pm

VI. Wenatchee Learns Strategies

Policy 1210 – Board Reorganization:

MOTION MADE: Michele Sandberg made a motion to revise Policy 1210 with a strikeout in the last sentence in the first paragraph for approval at this meeting.

SECONDED: By Sunny Hemphill

ANNUAL ORGANIZATIONAL MEETING, ELECTION OF OFFICERS

At the first regular meeting at which newly-elected board members are seated in election years and at the first regular meeting in December in non-election years, the board shall elect from among its members a chair/president and a vice president to serve one-year terms. ~~A newly elected or appointed board member will not be eligible to serve as an officer unless a majority of the board has been appointed.~~

If a board member is unable to continue to serve as an officer, a replacement shall be elected immediately. In the absence of both the chair/president and the vice president, the board shall elect a president pro tempore who shall perform the functions of the chair/president during the latter's absence.

The superintendent shall act as board secretary. In order to provide a record of the proceedings of each meeting of the board, the superintendent shall appoint a recording secretary of the board.

In even-numbered years in June a legislative representative shall be elected who shall serve a two-year term.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

- Welcome and introduction of newly elected board members by the chair/president.*
- Call for nominations for chair/president to serve during the ensuing year.*
- Election of a chair/president (roll call vote).**
- Assumption of office by the new chair/president.*
- Call for nominations for vice chair/president to serve during the ensuing year.*
- Election of a vice chair/president (roll call vote).**

Policies shall continue from year to year and board to board until and unless the board changes them.

DISCUSSION:

- Sarah Knox stated that a lot of other districts don't have this in their policy, not applying to newly elected board members.
- Another board member stated that changing it at this point would not be beneficial to the board because it takes at least a year to understand what is going on in a school district.
- It would weaken the district's stand on a first and second reading on policies therefore taking away from our public's opportunity to have a say in changes.
- Superintendent Fiones asked Danielle Marchant, WSD general legal counsel to come forward to give the district legal advice concerning this policy change since it did not have a first and second reading and public comment opportunity.

The legal counsel's points:

- The board has the right to change policies, but it is also obligated to follow the procedures attached to the policies requiring proper process.
- We look at RCW's and the constitution come into the policies and procedures governance
- There are other Procedures we have to comply with in terms of amending a Policy, Procedure No. 1310P Open Public Meetings Act, Ch. 42.30 RCW
- Also RCW 28A2320.019 requires public notice and opportunity for public comment
- Open Public Meetings Act has not been met with proper notice if amendment proceeds at this meeting
- The agenda does not point out the proposed motion for change
- The handout must have the proposed change
- Public comment and public notice also has to have reasonable time for the board to consider the notice and public comments

- There are also district statutes in Policy No. 1310 requiring the proposed change be presented first in writing and that voting does not occur until the next meeting, unless the board determines that the change is in the best interest of the district.
- Best interest of district means:
 - Emergency nature –in response to fire, riot, natural disaster, health and safety of students
 - Motion must provide the nature of the change that pertains to the emergency nature of the amendment, which at this point it does not.
 - Open Public Meetings Act has not been met without public notice and public comment
 - Reasonable time for the board to consider public comment is also an issue
- The board has a judiciary duty to do what is best for the district and obligation to comply with the statute set in place by district policies and state law.

The legal counsel advised the board to allow the normal process for the policy change according to the statutes that are in place, the timeframe to follow the statutes is important. At this time there seems to not have been proper procedure followed.

Recommendation is to hold the Board Reorganizational process according to the policy at this meeting, whether it is or is not voting in a new president and vice president at this time. The vote will determine that. But then the reasonable time requirement would be met by the next meeting.

Michele Sandberg shared that she spoke to WSSDA legal and was told the board could waive the 2nd reading. Ms. Sandberg understood that waiving the 2nd reading is not in the best interest of the district and it is not an emergency. Ms. Marchant agreed there is no statute for 2nd readings, but she explained that what WSSDA’s intention was to recommend second readings to give the reasonable time opportunity statute to be met by districts. If our district gets rid of the 2nd reading then we are required to put something in its place to allow the reasonable time opportunity. Its not that you can’t, we would just have to provide a different process.

The question was asked that the first sentence in the policy 1210 actually prevent postponing the vote. The question was asked if that was correct.

“At the first regular meeting at which newly-elected board members are seated in election years and at the first regular meeting in December in non-election years, the board shall elect from among its members a chair/president and a vice president to serve one-year terms”:

Ms. Marchant, said it depends – if we state emergency or use suspension of an in force policy, but that requires a whole difference process, at this juncture to follow the policy and nominate a president is her recommendation, that way the policy requirements have been met. If no one is voted in Ms. Jaecks will continue as acting president until the next meeting.

This meeting would meet the requirement as the first reading. Public comment can be in person or written.

Clarity: Organization meeting should take place tonight to follow policy and revote at next meeting if not a majority vote.

Citizen Comments:

Chuck Largent, former WSD Board Member:

- When he was on the board he had some very good veterans on the board, Karen Norlin and Jesus Hernandez and Superintendent Flones and was grateful he did not have to run the meetings
- It helped to take their lead and learn from them
- It took a couple years before he felt comfortable taking more on
- There’s a lot to learn, 1000 employees and 8000 students – not as easy as some may think
- From personal experienced he recommends to not change the policy, it is there for a reason to help you learn and grow through the experience

Kevin Gilbert former WSD Board Member.

- Welcome you all new board members, have heard great things about you
- Married to teacher and thought he knew everything, but soon learned otherwise
- Had a daughter go through the system and thought he understood what it took
- After he was on the board it took him a year or two just to start to understand everything & how a district runs and the many requirements
- So much about the budgetary things, the policies and the legislative requirements that it is overwhelming at first
- I did not feel capable to jump into the leadership roles, rightly so, but after a year or two I was ready to rock and roll.
- I didn’t always agree with the other board members or the Superintendent but we all worked as a team and collaborated and respected each other
- Recommend to stick to your ideas and go forward but give yourself time to learn also

Next Ms. Jaecks, Acting Board President followed the Policy 1210 requirements:

Called for nominations for chair/president to serve during the ensuing year.

Election of a chair/president (roll call vote).

The call for the nomination for the president, none.

The call for the nomination for the vice president, none.

It was suggested to move on to the next order of business.

WENATCHEE LEARNS STRATEGIES:

Strategy 1: Design the Personalized Learning System of the Future

Objective 1.2 Students Exploring Career Paths

CAREER CONNECT WA GRANT AWARD – Mr. Dennis Conger, CTE Director, could not attend, he was at a conference.

Diana Haglund, Coord. WL Connect, summarized what the plan is for using the Career Connect WA Grant award that they received. Our district received \$400,000, Governor Ensley will be officially announcing next week, but Ms. Haglund is excited to share the news with the board. She provided the following information in addition with the summary.

November 21, 2017

Dear Career Connect North Central Washington:

Thank you for your outstanding application. In keeping with our desire to build peer-to-peer support across all areas of the state, and working toward a truly unified statewide system for youth registered apprenticeship and career connected learning, we are pleased to announce the review committee's decisions. Please work directly with Washington STEM and the Employment Security Department to finalize contracts implementing these decisions.

The state agencies and stakeholders represented below are committed to expanding youth registered apprenticeship and career connected learning to improve career opportunities, change lives for young people, and support economic growth throughout the entire state. Washington STEM managed the comprehensive and rigorous review process and will continue to provide technical support to awardees throughout the contract period.

All of the Career Connect Washington proposals showed a commitment to these goals and a level of partnership across multiple local stakeholders that is unprecedented in this state. The RFP offered \$6.4 million, and the applications totaled \$10.9 million, indicating high interest and demand for this strategy in local communities across Washington state. Applicants were required to identify local leveraging funds to amplify the impact of the state funds, and the total local leverage identified exceeded \$14 million, indicating that communities are ready to commit their own existing local resources to expand youth registered apprenticeship and career connected learning for local youth and local employers.

The applications indicated a high level of local leadership, local partnership, and quality program design. The review team has chosen to fully fund the strongest applications, and provide funding for the remaining areas to work together to continue building their capacity and results, so the momentum and local partnership they've gained will not be lost. All awardees are being asked to identify even stronger



employer support, expand existing apprenticeship programs even more, and work together to build a unified statewide system.

This approach is projected to create 29,974 new career connected learning experiences, and 3,824 new internships, pre-apprenticeships, and registered apprenticeships (youth and adult), exceeding our statewide goals of 15,000 and 1,500, respectively. Including all applicants in this statewide effort enables Washington to build statewide capacity, since the Governor's Career Connect Task Force intends to continue expanding youth registered apprenticeship and career connected learning in the years to come. It also appropriately reflects the high levels of partnership and design work demonstrated by all of the local communities that applied.

Career Connect North Central Washington is offered full funding of your requested amount for a total of \$854,547.00. Conditions of acceptance include implementing your local application as planned, and:

- a) In addition to the employer champion already identified, identify a specific employer and specific person at that employer responsible for sponsoring a new or expanded registered apprenticeship (either youth or adult), and delineate plans to work with peer companies to recruit additional apprenticeship employer sponsors/training agents.
- b) In addition to the registered apprenticeship expansion already identified, work with the Department of Labor and Industries to identify key sponsor or employer entities in your area with whom you could collaborate toward expanding existing or creating new apprenticeship programs. The goal is to expand youth and adult registered apprenticeship slots in your area, increasing your commitment to expanded registered apprenticeship slots by at least 20.
- c) Work with your local partners to develop strategies that enable youth registered apprenticeships to earn credit toward high school graduation, and assist in related statewide efforts upon request.
- d) Ensure success of low-income youth and youth of color by offering wrap-around services such as child care and transportation as needed, and clarify this aspect of your program design.
- e) Take part in statewide peer-to-peer learning to increase each area's capacity and identify additional resources to ensure not just sustainability, but steady growth and expansion.
- f) Commit to use the Career Connect logo and the name above on all materials, use Career Connect employer outreach materials once available, and assist other areas of the state if they identify employers who want to replicate the youth or adult registered apprenticeship strategies that you have created.
- g) Hold quarterly meetings of your local Career Connect Team to track local progress, identify new opportunities for expansion, and identify additional employers to work with.

For all funded applicants, we will simplify and streamline the outcomes table, provide quarterly peer-to-peer learning conference calls to promote replication of successful local practices, and provide technical assistance upon request.

The public announcement for this award is pending an announcement from the Governor's office. In order to coordinate funded partner efforts and ensure we maximize impact across these investments, we ask that you not make any public announcement about your award until you have received further notification regarding the timing and process for announcements.

Please contact Tim Probst or Gilda Wheeler with any questions regarding next steps.

Congratulations! Together we are putting Washington out in front of the nation, helping employers grow talent, and changing lives for youth.


Sincerely,

Tim Probst, Employment Security Department

Gilda Wheeler, Washington STEM




Through public/private partnerships, Career Connect Washington will create a statewide career-readiness system that, over time, becomes a routine part of educational experience for all Washington youth with a focus on youth from low-income backgrounds, those living in rural communities, and youth of color. This initiative aims to create a long-term culture change that equally values all family-wage careers and career pathways. Career Connect Washington will also promote Registered Apprenticeship and Career Connected Learning as talent recruitment and development strategies for employers across Washington, with a focus on high-demand, family-wage careers.



\$854,540 AWARDED TO NCW OUT OF 6.4 MILLION
TWO YEAR GRANT
5 COUNTIES (CHELAN, DOUGLAS, GRANT, OKANOGAN, ADAMS)
14,000 SQ MILES
36 SCHOOL DISTRICTS
1,700 YOUTH CONNECTED TO CAREERS

Chelan/Douglas Allocation



\$200K **CAREER CONNECTED LEARNING**
 Continuation of delivery of high quality career connected learning activities to support STEM career pathways: **COMPUTER SCIENCE, HEALTHCARE & MANUFACTURING**
 Assurance of three high quality career connected learning experience that are connected to a youth's career plan. 10% of youth will have comprehensive career planning adult mentorship and in depth career experiences (90 internships or worksite learning)



\$200K **CREATION OF YOUTH & ADULT APPRENTICESHIP PATHWAYS**
 Development of pre-apprenticeship, youth apprenticeships and adult apprenticeship pathways that align with in-demand jobs in: **TECHNOLOGY, AGRICULTURE, HEALTHCARE & MANUFACTURING**



75%
 of funds must be spend on WIOA eligible out of school youth (16-24) as defined by federal WIOA regulations.

1 CAREER CONNECT TEAM
 Wenatchee School District
 Apple STEM Network
 Wenatchee Valley College
 Chelan County PUD
 NCESD
 NC Workforce Development Council

Discussion:

- Explained the process of apprentice programs, L&I process first
- Includes adult apprenticeships in steps
- There needs to be a job at the end of apprenticeship
- WIOA – 16-24 is Federal funded – the meaning of these funds outlined for board – the “out of school” program is one of 12 criteria:

SECTION 1.01 WIOA: THE WORKFORCE INNOVATION AND OPPORTUNITY ACT

The board thanked Ms. Haglund for the good news and summary. They congratulated she and Mr. Conger.

WSD Legal Counsel informed the board of the parliamentary procedure on withdrawing a motion and for closing a nomination. She informed the board we still needed to close that part of the meeting.

MOTION WITHDRAWN:

Pending motion before the board, should be withdrawn and can be made again at the next board meeting. Roberts Rules of order recommends withdrawing the motion. This would still be the first reading.

“MOTION MADE: Michele Sandberg made a motion to revise Policy 1210 with a ~~strikeout~~ in the last sentence in the first paragraph for approval at this meeting.
SECONDED: By Sunny Hemphill

Michele Sandberg asked permission to withdraw the motion.
 President Jaecks stated:

“Unless there is an objection the motion will be withdrawn. Is there an objection?”

No objection
Motion withdrawn

NOMINATIONS CLOSED:

The nomination for reorganization of the board –Acting President Jaecks stated:
Unless there is an objection the nominations for reorganization of the board is closed.
No objections.
Nominations closed.

Strategy 4: Balance Change for All with Excellence for All

Objective 4.4 Highly Trained & Engaged Staff Learning & Teaching & All Employees

Board Policies Review: Superintendent Flonos reviewed these policies with the board.

Policy No. 1111 Oath of Office – Policy shared and new board members participated in this process tonight.

Policy No. 1210 Annual Organizational Meeting Election of Officers – already discussed, 1st reading tonight for changes.

Policy No. 1225 School Director Legislative Program Supt. Flonos explained the responsibilities of this position.

Nomination made: Michele Sandberg nominated Sunny Hemphill to fill the legislative position for the board. It is a two-year term.

Seconded by: Sarah Knox

Passed Unanimously

District Learning Team: Board representative and rotating board members

Meets every other month meeting next meeting is December 5th.

Sarah Knox appointed as the board representative.

Michele Sandberg will be the rotating board member for the first meeting. Ms. Jaecks reminded everyone that they need to communicate ahead of time so there is not 3 board members attending at the same time.

Policy No. 1112 Director Orientation

Superintendent Flonos asked for suggestions for board meeting and workshop topics:

- Board Planning Calendar Topics:
 - Strategic Plan – progress on goals
 - Ad Hoc committees
 - Moving into the technology age – having board meetings online
 - Evaluation of Superintendent – how it is done
 - Testing – Assessments – what’s required
 - Team put together for Math curriculum
 - Follow up on new bell schedule at WHS – parent and students
 - Teachers/staff representatives/different employment groups – 3 or 5 minutes
 - Updated website that is easier to search, more organized
 - Bullying – have a discussion of what we are doing currently and can do in future
 - Current Special Education and testing and the ease of parents accessing information
 - Budget workshop – so many pieces that we need to understand
 - Check in on early learning progress
- A packet will be a part of this information and some online.

The boardroom is reserved every third Monday for a workshop.

Legislative Conference, everyone is registered with rooms for the January 28 & 29th 2018.

Superintendent Flonos will put together an outline for topics for workshops and prioritize the items. Discussion followed aspects of organizing this schedule for the new board members to get up to speed on district business and programs. Supt. Flonos gave a summary of the data dashboard and alignment of initiatives and strategic plan.

VII. Board Communication

- Sarah Knox talked to someone in schools who said there too many on board tours; it is distracting for the learning environment.
- Laura Jaecks pointed out that the board does not dictate the manner in which the board is invited to tour the schools. The principals and staff are the ones who make the decisions what the visit consists of. So the teachers/staff should communicate that with their principals.
- Supt. Flonos pointed out also that on tours the board members see demonstrations of PBIS, GLAD or a new curriculum, etc. so the purpose is for the board to see what is going on in the classroom and how effective these programs are for our students.
- Board calendar was brought up to the new board members, on the board webpage, made a year ahead. The itinerary of the visits is given to the board and is posted on the board webpage also.
- A School visit this Thursday to Lewis & Clark.

EXECUTIVE SESSION: Entered at 7:23 p.m. Open meeting ended, Acting President Jaecks read the following statement:

The school board will enter into executive session in accordance with board policy 1410 to discuss with legal counsel representing the district matters relating to district enforcement actions, or litigation or potential litigation to which the district, the board, or a member acting in an official capacity is, or is likely to become a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the district.

The executive session is expected to last 75 minutes and no action will be taken.

Executive Session ended and entered an open meeting status at 8:30 p.m.

VIII. Meeting Adjourned

MEETING ADJOURNED President Laura Jaecks adjourned the meeting at 8:30 p.m.

President

Superintendent

Date



Wenatchee School District Special Board Meeting

Minutes of November 30, 2017
WSD District Office

Board Members

Laura R. Jaecks, V. P. (Acting President)
Walter Newman
Michele Sandberg
Sarah Knox
Sunny Hemphill

Staff Present

Brian Frones, Superintendent
Cabinet

I. Special Meeting 3:30 p.m.

Laura Jaecks, Acting President, opened the Special Board Meeting at 3:30 p.m. with the Pledge of Allegiance and read the following statement.

In accordance with school board policy 1410 Section E the school board will enter in to executive session to review the performance of a staff member.

The executive session is expected to last 60 minutes and no action will be taken.

EXECUTIVE SESSION: Open meeting adjourned into the executive session at 3:30 p.m.

OPEN SESSION: The meeting was reconvened in open session – 4:30 p.m. and announced that they would go back into executive session for 30 more minutes.

OPEN SESSION: The meeting was reconvened in open session – 5:00 p.m.

MEETING ADJOURNED: Acting President Laura R. Jaecks adjourned the meeting at 5:00 p.m. with no action taken.

President

Superintendent

Date



CONSENT AGENDA



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 595621 through 595826 totaling \$986,775.25

Capital Projects Fund

Check numbers 595827 through 595833 totaling \$25,024.39

Associated Student Body Fund

Check numbers 595834 through 595870 totaling \$43,582.74

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 December 12, 2017, the board, by a _____ vote, approves payments, totaling \$1,055,382.38. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP WARRANTS:
Warrant Numbers 595621 through 595870, totaling \$1,055,382.38

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

Check Nbr	Vendor Name	Check Date	Check Amount
595621	A & A MOTORCOACH	12/13/2017	2,754.90
595622	AED FIRST RESPONSE	12/13/2017	1,841.72
595623	ALBIN-BULLOCK, JANET M	12/13/2017	900.00
595624	ALLEN, KAREN A	12/13/2017	833.55
595625	ALPIRE VEGA, DANIEL O	12/13/2017	12.50
595626	AMAZON CAPITAL SERVICES	12/13/2017	3,987.63
595627	AMERICAN PRODUCE EXPRESS, LLC	12/13/2017	1,622.00
595628	AMERIGAS	12/13/2017	389.93
595629	APPLE COMPUTER INC	12/13/2017	1,128.53
595630	AVALON MUSIC INC	12/13/2017	464.96
595631	AWSP	12/13/2017	832.00
595632	BECKSTEAD ELECTRIC INC	12/13/2017	5,500.00
595633	BEESON, ANGALENA MARIE	12/13/2017	44.51
595634	BERGER, THERESA	12/13/2017	81.44
595635	BIRKS, RAY R	12/13/2017	43.17
595636	BLANKENSHIP, MAREA E	12/13/2017	131.00
595637	BOB FEIL BOATS & MOTORS	12/13/2017	126.92
595638	BORST, KELSEY A	12/13/2017	78.57
595639	BROWN, SARAH F	12/13/2017	3.99
595640	BRYSON SALES & SERVICE	12/13/2017	594.01
595641	BSN SPORTS	12/13/2017	2,536.44
595642	BURROWS TRACTOR INC	12/13/2017	78.30
595643	BUTLER, TERESA L	12/13/2017	22.36
595644	CAEMMERER, ADELE L	12/13/2017	74.61
595645	CAMPBELL, MARILEE	12/13/2017	38.75
595646	CAMPBELL, RUTH ELVIRA	12/13/2017	42.58
595647	CAROLINA BIOLOGICAL SUPPLY	12/13/2017	286.81
595648	CARVITTO, JUSTIN JOSEPH	12/13/2017	37.40
595649	CASCADE NATURAL GAS CORP	12/13/2017	13,497.32
595650	CASCADE ANALYTICAL INC	12/13/2017	64.89
595651	CEREBELLUM CORPORATION	12/13/2017	433.58
595652	CHINOOK MUSIC SERVICE INC	12/13/2017	420.57
595653	CITY OF WENATCHEE	12/13/2017	8,441.26

Check Nbr	Vendor Name	Check Date	Check Amount
595654	CITY TREASURER	12/13/2017	19,658.89
595655	COLEMAN OIL	12/13/2017	12,318.54
595656	COMMERCIAL PRINTING INC	12/13/2017	441.95
595657	COMMITTEE FOR CHILDREN	12/13/2017	645.96
595658	CONGER, DENNIS DWIGHT	12/13/2017	142.31
595659	CORTES, TONYA ALICIA	12/13/2017	41.09
595660	CUMMINS INC	12/13/2017	739.80
595661	DACEY, MICHAEL E	12/13/2017	223.98
595662	DAY WIRELESS SYSTEMS	12/13/2017	25.61
595663	DEVEREAUX, JENNIFER L	12/13/2017	147.85
595664	DEVEREAUX, PATRICIA L	12/13/2017	364.90
595665	DICKEY, EILEEN DEVON	12/13/2017	66.07
595666	DISCOUNT TIRE	12/13/2017	795.32
595667	DON SANGSTER MOTORS INC	12/13/2017	18,726.80
595668	DREYER, KATHERINE LOUISE	12/13/2017	50.00
595669	EADIE, KAREN R	12/13/2017	32.79
595670	EAGLE, BILL DAVID	12/13/2017	54.00
595671	ELLS, JOE	12/13/2017	351.14
595672	ESCHWIG, LISA	12/13/2017	15.78
595673	EVERHART, WENDY	12/13/2017	166.27
595674	FASTENAL COMPANY	12/13/2017	150.07
595675	FERRELL, AMELIA M	12/13/2017	130.00
595676	FILEWAVE (USA) INC	12/13/2017	977.77
595677	FOLLETT SCHOOL SOLUTIONS, INC	12/13/2017	4,112.07
595678	FOOD SERVICE OF AMERICA	12/13/2017	23,432.96
595679	FORSYTH, BECKY	12/13/2017	113.06
595680	FOSTER PEPPER PLLC	12/13/2017	1,636.50
595681	FRANZ FAMILY BAKERIES	12/13/2017	1,815.70
595682	FRED MEYER CUSTOMER CHARGES	12/13/2017	122.91
595683	GENGLER, MONICA JUNE	12/13/2017	43.24
595684	GO USA	12/13/2017	804.67
595685	GODINA, TERESA	12/13/2017	49.70
595686	GONSALEZ, ROCIO	12/13/2017	869.00
595687	GRADUATION ALLIANCE INC	12/13/2017	3,055.25
595688	GRANGER JR, SCOTT M	12/13/2017	1,341.66
595689	HAGLUNDS TROPHIES	12/13/2017	30.35
595690	HALL, DEVERI LUCILLE	12/13/2017	100.00
595691	HALLBERG, ALEXXA LOUISE	12/13/2017	35.00
595692	HANSEN, AARON A	12/13/2017	142.38
595693	HAUCK, KRISTIN E	12/13/2017	48.75
595694	HEALTH CARE AUTHORITY	12/13/2017	5,674.59
595695	HEARTLAND SCHOOL SOLUTIONS	12/13/2017	994.57
595696	HEATH, MELINDA LEE	12/13/2017	54.04
595697	HELFRICH, JOHN	12/13/2017	47.94
595698	HELM, GRACIE	12/13/2017	246.37
595699	HELM, MARK A	12/13/2017	142.31
595700	HOLLYWOOD LIGHTS, INC.	12/13/2017	308.78
595701	HOME DEPOT	12/13/2017	331.62
595702	HOUGHTON MIFFLIN HARCOURT	12/13/2017	1,190.00
595703	HOWARD, JENNIFER L	12/13/2017	40.00

Check Nbr	Vendor Name	Check Date	Check Amount
595704	HUMAN RELATIONS MEDIA	12/13/2017	494.84
595705	HUPP, MANDY C	12/13/2017	140.00
595706	I-CAR	12/13/2017	224.50
595707	ICICLE CREEK MUSIC CENTER	12/13/2017	1,000.00
595708	INIGUEZ, RICARDO	12/13/2017	1,718.00
595709	INLAND PIPE AND SUPPLY	12/13/2017	402.54
595710	JAECKS, LAURA R	12/13/2017	172.31
595711	JAEGER, JEFF	12/13/2017	1,363.63
595712	JARVIS, OLIVA	12/13/2017	113.00
595713	JERRYS AUTO SUPPLY	12/13/2017	50.21
595714	JOHNSON, ELISA ANN	12/13/2017	1,000.00
595715	JOHNSON GAUKROGER SMITH &	12/13/2017	12,000.00
595716	JOSTENS DIPLOMA DIVISON	12/13/2017	8.72
595717	JW PEPPER & SON INC	12/13/2017	111.65
595718	KING, ANDREW RAY	12/13/2017	30.00
595719	KING COUNTY DIRECTORS ASSN	12/13/2017	8,220.06
595720	KOWATSCH, MIKELA KATHLEEN	12/13/2017	96.00
595721	LAMINATOR.COM	12/13/2017	180.49
595722	LEARNING A-Z	12/13/2017	595.72
595723	LEARNING FORWARD	12/13/2017	793.00
595724	LEWIN, DEBORAH J	12/13/2017	54.66
595725	LINCOLN ELEC CUTTING SYSTEMS	12/13/2017	785.14
595726	LINDELL, MICHELLE	12/13/2017	50.00
595727	LINK TRANSPORTATION	12/13/2017	907.50
595728	LITTLE CAESARS PIZZA	12/13/2017	216.80
595729	LOCAL TEL COMMUNICATIONS	12/13/2017	2,242.58
595730	LOPEZ, JUAN DANIEL	12/13/2017	93.75
595731	LOPUSHINSKY, TAMERA L	12/13/2017	289.73
595732	MACKIN LIBRARY MEDIA	12/13/2017	1,631.29
595733	MACON, KENDRA A	12/13/2017	35.45
595734	MAGANA FARMS	12/13/2017	945.00
595735	MARTINEZ, LISA	12/13/2017	42.69
595736	MASON, TAYLOR B	12/13/2017	41.57
595737	MCALLISTER, BROOKE ANNE	12/13/2017	543.48
595738	MENDOZA, SILVIA	12/13/2017	29.08
595739	MICRO COMPUTER SYSTEMS	12/13/2017	9,133.16
595740	MILLER, EMILY E	12/13/2017	3.37
595741	MOODY, KATHRYN A	12/13/2017	368.00
595742	MORRIS, CONNIE	12/13/2017	109.34
595743	MOSER, JESSICA SUSAN	12/13/2017	452.71
595744	MOTOR MART	12/13/2017	400.00
595745	MOUNTAIN HOME BIOLOGICAL	12/13/2017	137.81
595746	NANCYS PARTY RENTALS INC	12/13/2017	1,161.49
595747	NEILSON, JUSTIN R	12/13/2017	56.00
595748	NORTH CENTRAL WA FBLA	12/13/2017	480.00
595749	NORTH CENTRAL ESD	12/13/2017	22,721.04
595750	NW PBIS NETWORK, INC	12/13/2017	350.00
595751	O'REILLY AUTOMOTIVE STORES	12/13/2017	168.05
595752	OFFICE DEPOT	12/13/2017	5,109.67
595753	ORALLO, DAWN COLLEEN	12/13/2017	73.40

Check Nbr	Vendor Name	Check Date	Check Amount
595754	ORIENTAL TRADING COMPANY INC	12/13/2017	65.95
595755	ORONDO SCHOOL DISTRICT	12/13/2017	145.38
595756	OROZCO BLANCO, ELIZABETH	12/13/2017	80.00
595757	OSPI CHILD NUTRITION SERV	12/13/2017	31,811.94
595758	OXARC	12/13/2017	799.99
595759	PACIFIC SECURITY	12/13/2017	8,655.00
595760	PAYNEWEST INSURANCE	12/13/2017	3,150.00
595761	PC & MACEXCHANGE	12/13/2017	850.60
595762	PETERSON, LESLIE C	12/13/2017	840.08
595763	PRO BUILD CO., LLC	12/13/2017	324.16
595764	PUD NO 1 OF CHELAN COUNTY	12/13/2017	43,268.71
595765	RATH, KARLYN M	12/13/2017	539.97
595766	REALLY GOOD STUFF	12/13/2017	28.94
595767	REV.COM INC	12/13/2017	17.00
595768	RICOH USA, INC.	12/13/2017	19,920.03
595769	ROBINSON, JULIE A	12/13/2017	26.00
595770	ROMERO, JADE	12/13/2017	721.00
595771	RWC GROUP	12/13/2017	958.06
595772	S & S HEALTH CARE	12/13/2017	1,581.70
595773	SAFEWAY INC	12/13/2017	879.09
595774	SANDBERG, MICHELE	12/13/2017	48.00
595775	SAVAGE, SUNNY RAE	12/13/2017	653.45
595776	SBLENDORIO, SUSAN	12/13/2017	66.77
595777	SBS FOODS, INC	12/13/2017	1,236.10
595778	SCHETKY NORTHWEST SALES	12/13/2017	387.75
595779	SCHOLASTIC BOOK CLUBS	12/13/2017	21.93
595780	SCHREIBER, SARAH M	12/13/2017	13.00
595781	SHEETS, JILL C	12/13/2017	501.55
595782	SHEPHERD, TAMERA J	12/13/2017	19.32
595783	SKALISKY, KEVIN DALE	12/13/2017	40.00
595784	SMELTZER, KATHRYN M	12/13/2017	273.48
595785	SMITS, LORETTA	12/13/2017	175.48
595786	SONGSMITH STRING INSTRUMENTS	12/13/2017	37.94
595787	SOUND ADVICE	12/13/2017	888.08
595788	SPRINGBROOK FARMS, INC	12/13/2017	7,231.08
595789	STANS MERRY MART	12/13/2017	80.70
595790	STAR RENTALS INC	12/13/2017	108.40
595791	STEWART, CRAIG	12/13/2017	19.80
595792	STRATEGIC STEPS	12/13/2017	1,750.00
595793	SUN BASIN THEATERS	12/13/2017	703.46
595794	SUPER DUPER SCHOOL COMPANY	12/13/2017	90.85
595795	TALBOT, JENNIFER	12/13/2017	98.58
595796	TANNER, HAELEY	12/13/2017	113.00
595797	TIM ANDREWS CONSULTING	12/13/2017	1,450.00
595798	TOIGO, HEIDI S	12/13/2017	672.51
595799	TROXELL COMMUNICATIONS	12/13/2017	94.14
595800	US BANK CORPORATE PAYMENT SYST	12/13/2017	50,282.86
595801	VANDERVORT, LESLEY S	12/13/2017	351.97
595802	VAUGHAN, MICHELLE D	12/13/2017	657.19
595803	VERIZON WIRELESS	12/13/2017	387.40

Check Nbr	Vendor Name	Check Date	Check Amount
595804	VEX ROBOTICS, INC	12/13/2017	1,233.75
595805	VINCENT, RONALD	12/13/2017	20.00
595806	WALLACE, MELANIE ANN	12/13/2017	18.12
595807	WASWUG	12/13/2017	1,650.00
595808	WEINSTEIN BEVERAGE CO	12/13/2017	106.25
595809	WENGER	12/13/2017	2,485.35
595810	WERTZ, JOLYNN J	12/13/2017	98.00
595811	WESCO PAINT & EQUIPMENT SUPPLY	12/13/2017	814.90
595812	WHITE, CHRISTINA J	12/13/2017	1,000.00
595813	WICKEL, LISA M	12/13/2017	28.25
595814	WILSON, MICHAEL E	12/13/2017	51.47
595815	WIRTH, CALEB AUSTIN	12/13/2017	8.13
595816	WMEA ALL-STATE	12/13/2017	660.00
595817	WOOLSEY, JON MARK	12/13/2017	47.94
595818	WORKLAND AUTO PARTS	12/13/2017	113.86
595819	WSD ADMIN IMPREST	12/13/2017	153.03
595820	WSU	12/13/2017	500.00
595821	WSU/HOUSING & DINING	12/13/2017	528.20
595822	WULF, ROSEMARY E	12/13/2017	143.14
595823	WVC	12/13/2017	563,334.10
595824	WVTSC	12/13/2017	2,719.43
595825	YAKSUM ORCHARD	12/13/2017	69.00
595826	ZAVALA, GUADALUPE	12/13/2017	130.00
595827	AMERESCO QUANTUM INC	12/13/2017	13,947.82
595828	FORTE ARCHITECTS INC	12/13/2017	5,417.00
595829	HILL INTL INC	12/13/2017	2,107.22
595830	NELSON GEOTECHNICAL ASSO INC	12/13/2017	484.35
595831	TCF ARCHITECTURE PLLC	12/13/2017	1,105.46
595832	ULINE	12/13/2017	1,544.76
595833	US BANK CORPORATE PAYMENT SYST	12/13/2017	417.78
595834	7 SEAS SCREEN PRINTING	12/13/2017	595.10
595835	AMAZON CAPITAL SERVICES	12/13/2017	365.11
595836	AREA 10 DECA	12/13/2017	305.00
595837	BSN SPORTS	12/13/2017	4,682.89
595838	CAFFE D'ARTE	12/13/2017	40.20
595839	CASTRO, ALBERT	12/13/2017	300.00
595840	CBBN LEAGUE	12/13/2017	100.00
595841	CHINOOK MUSIC SERVICE INC	12/13/2017	50.25
595842	CHRISTOFERSON, DARCI	12/13/2017	95.15
595843	COLUMBIA CINEMA THEATRE	12/13/2017	1,742.50
595844	CRUZ, BLANCA	12/13/2017	50.00
595845	DECA INC	12/13/2017	20.00
595846	DEMOULIN BROTHERS & COMPANY	12/13/2017	273.35
595847	FAN CLOTH PRODUCTS LLC	12/13/2017	313.00
595848	FLORAFINDER LLC	12/13/2017	254.77
595849	FOLD A GOAL	12/13/2017	129.00
595850	GARCIA RIVERA, BERTHA	12/13/2017	40.00
595851	GREAT AMERICAN OPPORTUNITIES I	12/13/2017	13,465.08
595852	HAGLUNDS TROPHIES	12/13/2017	2,677.42
595853	JANSSEN PEAK PERFORMANCE INC	12/13/2017	274.95

Check Nbr	Vendor Name	Check Date	Check Amount
595854	JOSTENS DIPLOMA DIVISON	12/13/2017	32.52
595855	LINK TRANSPORTATION	12/13/2017	180.00
595856	LOFTUS, PATRICK JOSEPH	12/13/2017	36.94
595857	MCCOURT, HEATHER G	12/13/2017	30.00
595858	OMS ASB IMPREST	12/13/2017	24.71
595859	PARSONS PHOTOGRAPHY	12/13/2017	15.00
595860	PROACTIVE COACHING LLC	12/13/2017	50.85
595861	R & S VENDING	12/13/2017	760.00
595862	REAMS, VICTORIA COLLEEN	12/13/2017	10.00
595863	SAFEWAY INC	12/13/2017	113.00
595864	SHIRTS & STUFF	12/13/2017	600.10
595865	TURNER, STACEY	12/13/2017	30.00
595866	US BANK CORPORATE PAYMENT SYST	12/13/2017	12,108.41
595867	WHS ASB IMPREST	12/13/2017	340.00
595868	WHS ASB ADVANCE TRAVEL	12/13/2017	995.00
595869	WIECZOREK, KEVIN	12/13/2017	30.00
595870	WSD	12/13/2017	2,452.44

250 Computer Check(s) For a Total of 1,055,382.38

	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
	250	Computer	Checks For a Total of	1,055,382.38
Total For	250	Manual, Wire Tran,	ACH & Computer Checks	1,055,382.38
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,055,382.38

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-1,532.63	719.00	987,588.88	986,775.25
20	Capital Projects	-35.09	0.00	25,059.48	25,024.39
40	Associated Stude	-116.73	0.00	43,699.47	43,582.74

WENATCHEE SCHOOL DISTRICT

December 12, 2017

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

HIRES

Employee Name	Job	FTE	Hours/ day	Building	Effective Start Date	Effective End Date
Classified:						
Finneseth, Debra	Para Ed	-	6.75	LNC	11/27/2017	-
Graves, Amy	Lifeguard	-	-	WHS	11/20/2017	7/30/2018
Hargraves, Brenda	ASP Activity Instructor	-	2.00	PIO	11/1/2017	6/9/2018
McCowan, Robbin	Utility Custodian	-	8.00	WA	11/21/2017	-
Melby, Ashlee	Sped Para Ed	-	6.00	OMS	11/27/2017	-
Sands, Stephen	ASP Activity Instructor	-	3.00	Multiple Buildings	11/6/2017	8/29/2018
Savage, Emma	Lifeguard	-	-	WHS	11/21/2017	7/30/2018
Smith, Aimee	Nutrition Service Associate II	-	7.50	WHS	11/14/2017	-
Tatum, Connie	Para Ed	-	6.00	COL	11/27/2017	-
VanHeyningen, Hannah	Lifeguard	-	-	WHS	11/20/2017	7/30/2018
Vidano, Craig	Para Ed	-	6.00	MV	11/27/2017	6/15/18
Whitehorn, John	Utility Custodian	-	8.00	MV	12/4/2017	-
Certificated:						
McCullough, Gemma	3rd Grade Teacher	1.00	-	COL	1/3/2018	6/15/2018
Wyles, Nikole	1st Grade Teacher	1.00	-	WA	12/1/2017	6/15/2018

LEAVE OF ABSENCE

Employee Name	Job	FTE	Hours/ day	Building	Effective Start Date	Effective End Date
Classified:						
Dale, Denise	Para Ed	-	7.40	MV	12/1/2017	1/12/2018
Morris, Stephen	Elementary Lead Custodian	-	8.00	NBY	11/1/2017	12/30/2017
Valencia, Laura	Para Ed	-	7.00	OMS	12/1/2017	6/15/2018
RETURN FROM LEAVE OF ABSENCE						
Employee Name	Job	FTE	Hours/ day	Building	Effective Start Date	Effective End Date
Classified:						
Clare, Justin (partial)	Utility Custodian	-	4.50	PIO	12/1/2017	-
Sanchez-Torres, Belia (partial)	Family Advocate	-	4.00	L&C	12/4/2017	12/15/2017
Sanchez-Torres, Belia (full)	Family Advocate	-	8.00	L&C	1/3/2018	
RESIGNATIONS						
Employee Name	Job	FTE	Hours/ day	Building	Effective Start Date	Effective End Date
Classified:						
Alberts, Linda	Para Ed	-	6.00	PIO	12/15/2017	-
Fox, Javier	Para Ed	-	6.00	Castlerock	12/15/2017	-
Retirement						
Employee Name	Job	FTE	Hours/ day	Building	Effective Start Date	Effective End Date
Certificated:						
Martinez, Cheryl	Music Teacher	1.00	-	SS/MV	6/30/2018	-
2017-2018 SUPPLEMENTAL CONTRACTS						
Employee Name	Job	FTE	Hours/ day	Building	Effective Start Date	Effective End Date
Kerns, Jacob	Boys Basketball	0.77	-	OMS	-	-
Hertzog, Kari	High School Intramural Supervisor	1.00	-	WHS	-	-

Kuntz, Eric	Assistant Boys Basketball	0.92	-	WHS	-	-

December 12, 2017 Board Meeting

Submission Summary Form for District Contracts


Submit **unsigned** contracts to the District office for review at least two weeks before the scheduled School Board meeting. Upon review, the contracts will be submitted 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 Flonex, Jon Dejong, Les Vandervort, or the School Board.

Date	New / Renewal / Revision	Federal Yes/No	Agency	Purpose	Amount	Effective Dates	Staff Person Responsible for Contract	Reviewed by	PO Required?
12/01/17	New	No	Linked In	Advertising and Recruitment Tool	\$14,628	1/10/18 - 1/1/19	Lisa Turner	Les	Yes
					Budget Code				
					9700-14-7071-000-3020				
12/01/17	New	No	Linked In	Advertising and Recruitment Tool	\$0	1/10/18 - 1/1/19	Lisa Turner	Les	No
					Budget Code				
					N/A				
11/22/17	New	No	Strategic Steps	Professional Development	\$6,300	2/26/18 - 10/18	Tim Sheppard	Les	Yes
					Budget Code				
					0107-27-7100-106				
11/22/17	Renewal	No	Seattle University - Center for Change	Pre-Employment Transition Services	Revenue \$15,500	1/1/18 - 9/30/18	Trisha Craig	Les	No
					Budget Code				
					N/A				
12/05/17	New	No	GLAD	Training Workshop	\$14,800	4/23/17 - 4/27/18	Cynthia Valdez	Les	Yes
					Budget Code				
					6500-31-7000-000				
					Budget Code				
					Budget Code				
					Budget Code				
					Budget Code				

Contract Coversheet (Non-Federal) Request Board Approval

Please submit this form with your **unsigned** contract to Les Vandervort for approval at least two weeks before the scheduled School Board meeting. Upon approval, Les will submit the contract to the Superintendent's office, where it will be included on the agenda for School Board approval. **All contracts require school board approval.** The **only** authorized signatures on a contract are Brian 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?
12/01/17	New	Linked in	Advertisement and recruiting tool- Contract #CS3909288-17	\$14,628	01/01/2018 - 12 Months	<u>Lisa Turner</u>		No
				Budget Code		I have read this contract and recommend it for board approval.		
				9700 14 7071 000 3020		Initial <u>LT</u> Date <u>12-4-17</u>		

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

Agency Name Linked in
 Attention: Paul Timko
 Street address or PO Box 1000 West Maude Avenue
 City, State, Zip Code Sunnyvale, CA 94085
 Email Address ptimko@linkedin.com
 Phone Number 650.429.2122

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

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

The service agreement is for the Recruiter Seat, Company Page Life Tab, and 3 Job Slots.



LinkedIn
 1000 West Maude Avenue
 Sunnyvale, CA 94085
 Phone: 650.687.3600
 Fax: 1.650.429.2122
 www.linkedin.com

Pricing Valid Through: December 15, 2017

Proposed by:
 Paul Timko
 ptimko@linkedin.com
 (312) 999-4336

CONTRACT CONTACT: Brian Flones

Sold to Customer Wenatchee School District 246

BILL TO: Please review the below Billing details and edit if necessary.

Bill To Doing Business As: Wenatchee School District

Contact: Lisa Turner
 Wenatchee School District 246
 235 Sunset Ave

Address:
 City/State/Zip: Wenatchee WA 98801-1961

Country: United States

Email: turner.l@wenatcheeschools.org

Phone:

By initialing here, I agree that the Billing details are current and accurate. _____

SHIP TO: Wenatchee School District 246

Ship To Doing Business As: Wenatchee School District
 235 Sunset Ave

Wenatchee, WA 98801-1961
 United States

ORDER INFORMATION

Contract #: CS3909288-17

Billing Period: Quarterly

Billing Method: Invoice

Billing Instructions:

For Internal Only:

Master Agreement (LSA):

Type: New Business

Rep Region: LTS-NA-US-CEN8-CORP-SMB-AE-SBS

Agency Name:

Currency: USD

Contract Start Date*: January 1, 2018

Contract End Date:

The start date of the services on this Order Form will be the later of the Contract Start Date or the date that the Order Form is fully executed

Product Order Description	Qty	Term (Months)	Notes	Unit List Price	Sales Price	Total
Product Name: Career Pages - Enterprise: Basic Product SKU: LCPEBLOXX-1601 Product Description: Custom content on LinkedIn company profile page. Includes: preferred placement on company page for custom content, careers tab, customizable modules on the careers tab. 12-month package includes USD 9K traffic driver budget (~300K impressions), 1 views, standard analytics All Career page "traffic driver" ad impressions launch within 90 days from the contract start date using social ad units and targeting generated by LinkedIn.	1	12		\$15,000.00	\$7,500.00	\$7,500.00
Product Name: Job Slots Product SKU: JOBSLR000-1601 Product Description: Reserved annual job posting with ability to change, update, remove on demand.	3	12		\$1,500.00	\$750.00	\$2,250.00
Product Name: Recruiter - Corporate Product SKU: RCORPRO00-1601 Product Description: LinkedIn Recruiter account with team collaboration, auditing, and unparalleled network search capabilities. Includes at least 150 InMails/month per license as well as basic training and support.	1	12		\$9,000.00	\$4,500.00	\$4,500.00
SUB TOTAL						\$14,250.00
ESTIMATED TAX*						\$378.00
ESTIMATED ORDER TOTAL						\$14,628.00

PURCHASE ORDER INFORMATION TAX INFORMATION

<p>Our records INDICATE that a Purchase Order Number may NOT be required for this order.</p> <p>If a Purchase Order IS required, please enter the PO Number:</p> <p>By initialing here, I confirm that a Purchase Order number is NOT required, or if a Purchase Order Number is listed ABOVE, I confirm that it is current and accurate. _____</p>	<p>Check here if your company is tax exempt: Please attach any/all exemption certifications or email documentation to taxinquiry@linkedin.com.</p> <p>Your order will be taxed using the applicable tax rate for your shipping address. The tax listed on your order form is only an estimate and is calculated on the net price. Your invoice will reflect the final total taxes in effect at the time of invoicing and may differ from the amount listed on this order form.</p> <p>For customers located in AZ, CT, FL, HI, IL, IN, MA, MN, NE, NJ, NY, NC, OH, PA, TN, TX, UT, VT, WA and WI, LinkedIn may be required to charge sales tax on your order pursuant to certain state and local sales tax laws. Any applicable sales tax charges will appear separately on your final invoice. For customers located in other states, your state and/or local government may require you to report your purchase and pay appropriate sales and/or use tax amounts to them directly.</p>
PAYMENT OPTIONS	
<ul style="list-style-type: none"> • Customer Payment Terms: 30 Days • USA Customers: Check, Credit Card, or Bank Wire Transfer • Non-US Customers: Credit Card or Bank Wire Transfer only 	

TERMS


- Services provided under this Order Form are governed by the LinkedIn Subscription Agreement available at <https://legal.linkedin.com/lsa/public-sector> ("LSA") and the the LinkedIn Service-Specific Terms available at <https://legal.linkedin.com/service-specific-terms> ("Service Terms"), the terms of which are incorporated into this Order Form.
- Except as provided in the LSA, Services purchased under this Order Form are non-cancelable and non-refundable.
- Future orders will be at list price (including any applicable volume based discounts) at the time of purchase.
- Customer will maintain complete and accurate billing and contact information with LinkedIn and will notify LinkedIn of any inaccuracies on an invoice within the time period set forth in the Payment Terms section above.
- Add-on orders must co-term with the originating order.

CUSTOMER (or APPROVED AGENCY)	LinkedIn Corporation
Signature:	Signature: 
Name:	Name: Marshia Escobar
Title:	Title: Senior Manager, Revenue Recognition
Date:	Date: December 1, 2017

I hereby represent that I am an authorized signatory and have read and agreed to the terms of this Order Form.

Contract Coversheet (Non-Federal) Request Board Approval

Please submit this form with your **unsigned** contract to Les Vandervort for approval at least two weeks before the scheduled School Board meeting. Upon approval, Les will submit the contract to the Superintendent's office, where it will be included on the agenda for School Board approval. **All contracts require school board approval.** The **only** authorized signatures on a contract are *Brian 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?
12/01/17	New	Linked in	Advertisement and recruiting tool- Contract #CS3966339-17	N/C	01/01/2018 - 12 Months	<u>Lisa Turner</u>		No
				Budget Code		I have read this contract and recommend it for board approval.		
				9700 14 7071 000 3020		Initial <u>LT</u> Date <u>12-4-17</u>		

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

Agency Name Linked in
 Attention: Paul Timko
 Street address or PO Box 1000 West Maude Avenue
 City, State, Zip Code Sunnyvale, CA 94085
 Email Address ptimko@linkedin.com
 Phone Number 650.429.2122

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

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

The service agreement is for the free job slot as part of the Q4 promotion. December 15th Deadline for agreement return.



LinkedIn
 1000 West Maude Avenue
 Sunnyvale, CA 94085
 Phone: 650.687.3600
 Fax: 1.650.429.2122
 www.linkedin.com

Pricing Valid Through: December 15, 2017

Proposed by:
 Paul Timko
 ptimko@linkedin.com
 (312) 999-4336

CONTRACT CONTACT: Brian Flones

Sold to Customer Wenatchee School District 246

BILL TO: Please review the below Billing details and edit if necessary.

Bill To Doing Business As: Wenatchee School District

Contact: Lisa Turner

Wenatchee School District 246

Address: 235 Sunset Ave

City/State/Zip: Wenatchee WA 98801-1961

Country: United States

Email: turner.l@wenatecheschools.org

Phone:

By initialing here, I agree that the Billing details are current and accurate. _____

SHIP TO: Wenatchee School District 246

Ship To Doing Business As: Wenatchee School District
 235 Sunset Ave

Wenatchee, WA 98801-1961
 United States

ORDER INFORMATION

Contract #: CS3966339-17

Billing Period: Annually Upfront

Billing Method: Invoice

Billing Instructions:

For Internal Only:

Master Agreement (LSA): Wenatchee School District 246-starter package

Type: Add-On Non Co-Term

Rep Region: LTS-NA-US-CEN8-CORP-SMB-AE-SBS

Agency Name:

Currency: USD

Contract Start Date*: January 1, 2018

Contract End Date:

*The start date of the services on this Order Form will be the later of the Contract Start Date or the date that the Order Form is fully executed"

Product Order Description	Qty	Term (Months)	Notes	Unit List Price	Sales Price	Total
Product Name: Job Slots Product SKU: JOBSLR000-1601 Product Description: Reserved annual job posting with ability to change, update, remove on demand.	1	12		\$1,500.00	\$0.00	\$0.00
SUB TOTAL						\$0.00
ESTIMATED TAX*						\$0.00
ESTIMATED ORDER TOTAL						\$0.00

PURCHASE ORDER INFORMATION	TAX INFORMATION
<p>Our records INDICATE that a Purchase Order Number may NOT be required for this order.</p> <p>If a Purchase Order IS required, please enter the PO Number:</p> <p>By initialing here, I confirm that a Purchase Order number is NOT required, or if a Purchase Order Number is listed ABOVE, I confirm that it is current and accurate. _____</p>	<p>Check here if your company is tax exempt: <i>Please attach any/all exemption certifications or email documentation to taxinquiry@linkedin.com.</i></p> <p>Your order will be taxed using the applicable tax rate for your shipping address. The tax listed on your order form is only an estimate and is calculated on the net price. Your invoice will reflect the final total taxes in effect at the time of invoicing and may differ from the amount listed on this order form.</p> <p>For customers located in AZ, CT, FL, HI, IL, IN, MA, MN, NE, NJ, NY, NC, OH, PA, TN, TX, UT, VT, WA and WI, LinkedIn may be required to charge sales tax on your order pursuant to certain state and local sales tax laws. Any applicable sales tax charges will appear separately on your final invoice. For customers located in other states, your state and/or local government may require you to report your purchase and pay appropriate sales and/or use tax amounts to them directly.</p>
PAYMENT OPTIONS	
<ul style="list-style-type: none"> Customer Payment Terms: 30 Days USA Customers: Check, Credit Card, or Bank Wire Transfer Non-US Customers: Credit Card or Bank Wire Transfer only 	

TERMS

LinkedIn Confidential and Proprietary
 Rev. September 2016

- Services provided under this Order Form are governed by the LinkedIn Subscription Agreement between the parties ("LSA") and the LinkedIn Service-Specific Terms available at <https://legal.linkedin.com/service-specific-terms> ("Service Terms"), the terms of which are incorporated into this Order Form.
- Except as provided in the LSA, Services purchased under this Order Form are non-cancelable and non-refundable.
- Future orders will be at list price (including any applicable volume based discounts) at the time of purchase.
- Customer will maintain complete and accurate billing and contact information with LinkedIn and will notify LinkedIn of any inaccuracies on an invoice within the time period set forth in the Payment Terms section above.
- If and to the extent Customer provides to LinkedIn any personal data of European Union residents in connection with its use of the Services (not including data provided by members to LinkedIn), LinkedIn and Customer will comply with the applicable Standard Contractual Clauses available at <https://business.linkedin.com/c/15/10/eu-scc>, the terms of which are incorporated by reference into this Order Form.

CUSTOMER (or APPROVED AGENCY)	LinkedIn Corporation
Signature:	Signature: 
Name:	Name: Marshia Escobar
Title:	Title: Senior Manager, Revenue Recognition
Date:	Date: December 1, 2017

I hereby represent that I am an authorized signatory and have read and agreed to the terms of this Order Form.


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 Flones, Jon DeJong, Les Vandervort, or the School Board.

Date	New or Renewal or Revision	Agency	Purpose	Amount	Contract Start Date & End Date	Staff Person Responsible for Contract	Approved by Les?	PO Required?	Attorney Review Required?
Oct. 31, 2017	New	Strategic Steps	Cultivating a Growth Mindset professional development	\$6,300	Feb. 26, 2018-Oct. 2018	<u>Tim Sheppard</u>		Yes	This is decided at the district office.
				Budget Code		I have read this contract and recommend it for board approval.			
				0107-27-7100-106		Initial: TS Date: 11/16/17			

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

Agency Name: Strategic Steps
 Attention: Sara Schoenhals Martinez
 Street address or PO Box: PO Box 4850
 City, State, Zip Code: Wenatchee, WA. 98807
 Email Address: sara@strategicsteps.org
 Phone Number: 509-855-5599

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

If this is a revision, what has changed?

Cultivating A Growth Mindset is designed to enhance and deepen a growth mindset within the school's culture. The process infuses and equips teachers and staff with the heartset, mindset and skillset needed to navigate change and challenges with resiliency and a proactive approach. Lincoln's Cultivating A Growth Mindset tract begins with a focused session for each PLC in Feb/Mar 2018. This will lay the foundation. Oct. 2018, will continue the process with one whole staff plenary session that will build on our work this year, and launch the new school year. The process is designed to support PLCs in implementing a growth mindset regarding students, colleagues and new opportunities embedded in curriculum and initiative adoptions. The process develops stronger collaboration within PLCs and utilizes the embedded support and accountability that working with a team provides.

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

Reviewed by Attorney _____

Signature

Requires Edits? _____



**CULTIVATING A GROWTH MINDSET
LINCOLN ELEMENTARY
Oct, Feb/Mar 2018**

Cultivating A Growth Mindset is designed to enhance and deepen a growth mindset within the school's culture. The process infuses and equips teachers and staff with the heartset, mindset and skillset needed to navigate change and challenges with resiliency and a proactive approach.

Lincoln's Cultivating A Growth Mindset tract begins with a focused session for each PLC in Feb/Mar 2018. This will lay the foundation. Oct. 2018, we'll continue the process with one whole staff plenary session that will build on our work this year, and launch the new school year.

The process is designed to support PLCs in implementing a growth mindset regarding students, colleagues and new opportunities embedded in curriculum and initiative adoptions. The process develops stronger collaboration within PLCs and utilizes the embedded support and accountability that working with a team provides.

SERVICES: LINCOLN ELEMENTARY TRAINING SPECIFICS

Strategic Steps will provide the following services to Lincoln Elementary staff:

I. PLC Growth Mindset PLC Sessions

DATES: Feb. 26, 2018 (12-3pm with IS team)

Feb 27-Mar 1, 2018 (3.5 days total)

TIME: 3 hours per PLC

II. Staff Plenary Session

DATE: October 12, 2018 (3 hour presentation)

TIME: TBD

TERMS AND PAYMENT:

Supplies: Lincoln Elementary agrees to provide supplies or copies needed by participants during the session. This may include butcher paper, markers, etc.

Cancellation Policy: Any cancellation must be communicated to Strategic Steps with a minimum of 1-month notification to release the district/site from full payment of contract. Cancellations received less than one month in advance will require the district/site to honor the financial requirements of the contract, unless mutually agreed upon in writing.

Training/Consulting Fee:

Lincoln Elementary will be sent an invoice for the training and consulting fees plus actual and necessary expenses after each training/consulting date or block of sequential dates.

ITEM	#	Expenses	Total
PLC Foundation Sessions (Feb/Mar 2018)	3	1250 full day	3750.00
<ul style="list-style-type: none"> • 3 full days at \$1250/day • 1 half day at \$750/half day 	1	750 half day	750.00
Plenary Session (Oct 2018)	1	1800	1800.00
Trainer expenses (travel, lodging, food)		N/A	N/A
Total			\$6300.00

District/Site Approval Signature:

Strategic Steps Signature: Sara Schoenhals
 Martinez

Digitally signed by Sara Schoenhals
 Martinez
 DN: cn=Sara Schoenhals Martinez,
 o=Strategic Steps, ou,
 email=sara@strategicsteps.org, c=US
 Date: 2017.10.31 15:40:32 -0700'

Date: Oct. 31, 2017




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), the contract will be submitted 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 / Renew / Revision	Agency	Purpose	Amount or \$0	Contract Start & End Date	Staff Person Responsible for Contract	Reviewed by? (District Office)	Attorney Review Required?
11/21/17	Renewal	Seattle University (SU) on behalf of its Center for Change in Transition Services (CCTS)	The original contract with CCTS ended on December 31, 2017. This contract extension continues the Agreement through September 30, 2018.	SU reimburse up to \$15,500 N/A	January 1, 2018 through September 30, 2018	Trisha Craig		Decided at DO
				Budget Code or N/A	Does it renew automatically?	I have read this contract and recommend it for board approval.	Is a PO Required?	
						TC Initials 11-21-17 Today's Date	NO	

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

Agency Name: Center for Change in Transition Services
 Attention: Elaine Marcinek, Director of Finance & Operations
 Street address or PO Box: 901 12th Avenue, PO Box 222000
 City, State, Zip Code: Seattle, WA 98122-1090
 Email Address: marcinee@seattleu.edu
 Phone Number: 206-296-5761

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

If this is a revision, what changed?

The District will perform the scope of work and fulfill the deliverables and reporting requirements of the Project as outlined in Exhibit A. Seattle University will reimburse the District for services rendered in the performance of this Agreement not to exceed \$15,500 as outlined in Exhibit B.

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

Reviewed by Attorney _____
 Signature

Requires Edits? _____

SUBCONTRACT AGREEMENT
Seattle University ("SU") on behalf of its
Center for Change in Transition Services ("CCTS")
901 12th Ave PO Box 222000
Seattle WA 98122-1090

This Subcontract Agreement ("Agreement") is made between Seattle University, a Washington State non-profit institution of higher education ("SU"), and Wenatchee School District a Washington municipal corporation ("District").

RECITALS:

Whereas, SU has received a contract to support Pre-employment Transition Services (PreETS) from the Washington State Department of Social and Health Services ("DSHS"), Division of Vocational Rehabilitation ("DVR") designated to ("Project");

Whereas, the District desires to participate under the terms and conditions set forth in this Agreement in order to fulfill the goals and objectives of the Project;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

I. SCOPE OF WORK

The District will perform the scope of work and fulfill the deliverables and reporting requirements of the Project as outlined in **Exhibit A**.

II. TERM

This Agreement awards funds to be expended during the period of January 1, 2018 through September 30, 2018 unless amended by written mutual agreement or terminated pursuant to the provisions of the original contract.

III. ESTIMATED COST AND EXPENDITURE LIMITATION

SU will reimburse the District for services rendered in the performance of this Agreement not to exceed \$15,500 as outlined in **Exhibit B**.

IV. PAYMENT

A. Upon acceptance of the project deliverables, receipt of invoices, and subject to the provisions of this Agreement, SU will reimburse the District for actual expenses according to the Budget in **Exhibit B**.

B. District will submit invoices to SU for reimbursement to the following contact:

Elaine Marcinek, Director of Finance and Operations

OR

Kristina Sherman, Grant & Contract Compliance Coordinator

Center for Change in Transition Services (CCTS)

Seattle University

901 12th Ave, PO Box 222000

Seattle WA 98122-1090

marcinee@seattleu.edu / shermank@seattleu.edu

In order for the District to receive payment, the invoices must clearly detail the nature of all expenses as outlined in Exhibit B, show the period and amount claimed for reimbursement, and reference the contract number #25-0-1-465060-PD-WENATCHEE.

If, during the six year (6) retention period of this Agreement, a finding or questioned cost is found related directly to this Agreement, then SU will promptly notify the District in order to proceed with resolution of such matter.

IV. INSURANCE

The District certifies, by checking the appropriate box below, initialing to the left of the box selected, and signing this Agreement, that:

* The District is self-insured or insured through a risk pool and shall pay for losses for which it is found liable; or

*The District maintains the types and amounts of insurance identified below and shall, prior to the execution of this Agreement, provide certificates of insurance to that effect to SU.

Commercial General Liability Insurance (CGL) - to include coverage for bodily injury, property damage, and contractual liability, with the following minimum limits: Each Occurrence - \$1,000,000; General Aggregate - \$2,000,000. The policy shall include liability arising out of premises, operations, independent Districts, products-completed operations, personal injury, advertising injury, and liability assumed under an insured contract. The State of Washington, Department of Social & Health Services (DSHS), its elected and appointed officials, agents, and employees of the state, as well as Seattle University, its agents and employees, shall be named as additional insureds.

V. CONFIDENTIALITY

"Confidential Information" means any proprietary or confidential information as such terms are most broadly defined under common or federal, state and local law including, without limitation, the Family Educational Rights and Privacy Act ("FERPA") and shall extend to all personal and private information (and all organizations, listings, distillations and analysis thereof) pertaining to student data, it's and their personnel data, inventory information and other related data (collectively "SU Information"). District agrees that it (i) will not copy, transmit or use any of SU's Confidential Information in any way, except as permitted by this Agreement or as required to achieve the purposes of this Agreement, (ii) will not disclose any SU Confidential Information to any third party, except as required by law, and (iii) will protect SU's Confidential Information reasonably and at least as well as it protects its own. Information is not Confidential Information if it (i) became known to the District prior to receipt from SU, (ii) has become publicly known, except through breach of this Agreement, or (iii) is independently developed without reference to Confidential Information.

This provision shall survive expiration and termination of this Agreement.

- a) In addition, the District shall not use, publish, transfer, sell or otherwise disclose any Confidential Information gained by reason of this Contract for any purpose that is not directly connected with District's performance of the services contemplated hereunder, except:
 - i) as provided by law; or,
 - ii) in the case of Personal Information, with the prior written consent of the person or personal representative of the person who is the subject of the Personal Information.
- b) The District shall protect and maintain all Confidential Information gained by reason of this Contract against unauthorized use, access, disclosure, modification or loss. This duty requires the District to employ reasonable security measures, which include restricting access to the Confidential Information by:
 - i) Allowing access only to staff that have an authorized business requirement to view the Confidential Information.
 - ii) Physically Securing any computers, documents, or other media containing the Confidential Information.
 - iii) Ensure the security of Confidential Information transmitted via fax (facsimile) by:
 - (1) Verifying the recipient phone number to prevent accidental transmittal of Confidential Information to unauthorized persons.
 - (2) Communicating with the intended recipient before transmission to ensure that the fax will be received only by an authorized person.
 - (3) Verifying after transmittal that the fax was received by the intended recipient.
 - iv) When transporting six (6) or more records containing Confidential Information, outside a Secured Area, do one or more of the following as appropriate:
 - (1) Use a Trusted System.
 - (2) Encrypt the Confidential Information, including:
 - (a) Encrypting email and/or email attachments which contain the Confidential Information.
 - (b) Encrypting Confidential Information when it is stored on portable devices or media, including but not limited to laptop computers and flash memory devices.
 - v) Send paper documents containing Confidential Information via a Trusted System.
- c) Upon request by DSHS, at the end of the Contract term, or when no longer needed, Confidential Information shall be returned to DSHS or District shall certify in writing that they employed a DSHS approved method to destroy the information. District may obtain information regarding approved destruction methods from the DSHS contact identified on the cover page of this Contract.
- d) Paper documents with Confidential Information may be recycled through a contracted firm, provided the contract with the recycler specifies that the confidentiality of information will be protected, and the information destroyed through the recycling process. Paper documents containing Confidential Information requiring special handling (e.g. protected health information) must be destroyed on-site through shredding, pulping, or incineration.
- e) Notification of Compromise or Potential Compromise. The compromise or potential compromise of Confidential Information must be reported to the DSHS Contact designated on the contract within one (1) business day of discovery. District must also take actions to mitigate the risk of loss and comply with any notification or other requirements imposed by law or DSHS.

VI. OWNERSHIP OF INTELLECTUAL PROPERTY

SU will be the exclusive owner of all right, title, and interest, including without limitation all copyrights, trademarks, patents, trade secret and other intellectual property or proprietary rights, in and to anything that is produced, conceived or developed by CONTRACTOR in the course of providing the Consulting Services for SU under this Agreement (collectively, "Work Product"). CONTRACTOR will take all action reasonably requested by SU to vest ownership of Work Product in SU and to permit SU to obtain copyright, trademark, patent, or similar protection in SU's name. CONTRACTOR appoints SU as its agent and attorney-in-fact for the following limited purposes: (a) to take any action to obtain patents, copyrights, or other kinds of legal protection in Work Product; (b) to assign those rights to SU; and (c) to protect those rights from infringement. This appointment and power of attorney are irrevocable. Any action taken by SU under this power of attorney will have the same legal effect as if CONTRACTOR did it itself.

SU and CONTRACTOR agree that all Work Product is deemed a "work-made-for-hire" as that term is defined in Section 101 of the United States Copyright Act. As such, all copyrights in and to Work Product will be the sole and exclusive property of SU from the inception of their creation in tangible form. To avoid any dispute regarding ownership of Word Product, CONTRACTOR hereby irrevocably assigns to SU all right, title and interest, including all copyrights, trademarks, patents, trade secrets and other intellectual property or proprietary rights, in and to Work Product.

During and after the term of this Agreement, CONTRACTOR will assist SU in every reasonable way, at SU's expense, to secure, maintain and defend for SU's benefit all copyrights, patent rights, trademarks, trade secret rights and other proprietary rights in and to Work Product. To the extent that CONTRACTOR has property rights that are incorporated in or necessary to the use of any Work Product, CONTRACTOR grants SU, and its agents and contractors, a royalty-free, irrevocable, worldwide, non-exclusive license to use, disclose, reproduce, modify, license and distribute such Work Product. Upon termination of this Agreement, or upon any earlier request of SU, Work Product and all copies thereof shall be provided to SU.

VII. RELATIONSHIP OF THE PARTIES

The parties are independent entities. This Agreement does not create any employment, joint venture, partnership, or agency relationship between the parties or their employees. Neither party has authority to enter into contracts on the other's behalf.

VIII. DEBARMENT CERTIFICATION

The District, by signature of this Agreement, certifies that the District is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from participating in transactions (Debarred). The District shall immediately notify SU if, during the term of this Agreement, District becomes Debarred. University may immediately terminate this Agreement by providing District written notice if District becomes Debarred during the term hereof.

IX. CODE OF ETHICS

District agrees to abide by the Code of Ethics as outlined in **Exhibit C: DSHS Code of Ethics and Standards of Practice**.

X. INDEMNIFICATION AND HOLD HARMLESS

District agrees that any personal injury to District or third parties or any property damage incurred in the course of performance under the Agreement shall be the responsibility of District.

District agrees to indemnify, defend and hold harmless SU, its trustees, officers, employees, and agents from and against any and all claims, actions, costs, losses, damages, liabilities, demands, judgments and expenses, including reasonable attorney's fees, arising out of or anyway connected to District's performance of the Agreement, except to the extent such are caused by the negligence of SU.

The District shall be responsible for and shall indemnify, defend, and hold DSHS and Seattle University harmless from any and all claims, costs, charges, penalties, demands, losses, liabilities, damages, judgments, or fines, of whatsoever kind of nature, arising out of or relating to:

- a) The District's or any Subcontractor's performance or failure to perform this Contract, or b) the acts or omissions of the District or any Subcontractor.
- b) The District's duty to indemnify, defend, and hold DSHS and Seattle University harmless from any and all claims, costs, charges, penalties, demands, losses, liabilities, damages, judgments, or fines shall include DSHS' personnel-related costs, reasonable attorney's fees, court costs, and all related expenses.
- c) The District waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend, and hold harmless the State and its agencies, officials, agents, or employees.
- d) Nothing in this term shall be construed as a modification or limitation on the District's obligation to procure insurance in accordance with this Contract or the scope of said insurance.

XI. MONITORING, AUDITS, INVESTIGATIONS

The District shall monitor its performance on an ongoing basis to ensure adequate progress is being made toward achieving the objectives of the contract, and that the management thereof is in compliance with all applicable statutes and regulations. The purpose of monitoring is to reinforce, improve, and augment the District's capacity to administer the contract by identifying potential problem areas, and recommending corrective actions to prevent deficiencies; over and underpayments may be identified at this time.

SU will periodically monitor the District's programmatic and fiscal performance in accordance with the terms and conditions of this contract. Monitoring will be done by SU at times it deems reasonable. SU will make every effort not to disturb or disrupt any program or activity beyond what is necessary to obtain relevant data and make a reasonable assessment of the District's performance. The monitoring may be done on a continuing basis during the contract term and may involve telephone contact, written communication, analysis of reports, on-site visits, and interviews as appropriate and with the involvement of all necessary team members except in the case of financial review processes. SU will provide written notice of any required corrective actions.

An audit of the District's operations may be required. SU may require an audit to be limited to the financial and compliance requirements of this contract. The single purpose or end-of-project audit would be arranged and paid for by SU or DVR. It could be performed by SU or DVR staff or by an independent public accountant, or examiner. SU

shall notify the District in writing of the intent to audit prior to the start of the audit. SU has the right to recover appropriate amounts of funds from the District following the audit. SU may withhold future funding to the District if the District fails to provide the required audit reports, or to comply with audit requirements in a timely manner. If an audit report contains exceptions, the findings must be resolved to the satisfaction of SU or DVR prior to any subsequent award of funds from SU or DVR to the District.

SU may investigate any matter it deems necessary to determine compliance with State and Federal policy and/or procedures. The investigations authorized by this provision may include examining records (including making certified copies thereof), questioning employees, Board Members, and students served under this contract, and entering any site or premises in which any part of a program of the District is conducted or which any of the records of the District are kept.

XII. MAINTENANCE OF RECORDS

The District shall maintain records relating to this Agreement and the performance of the services described herein. The records shall include, but are not limited to, accounting procedures and practices, which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. All records and other material relevant to this Agreement shall be retained for six (6) years after expiration or termination of this Agreement. Without agreeing that litigation or claims are legally authorized, if any litigation, claim, or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

XIII. TERMINATION

This Agreement may be terminated by either party for material breach that has not been cured within thirty (30) days after written notification to the breaching party of the nature of the breach.

University retains the right to terminate this Agreement for any reason upon thirty (30) days written notice to the District. Upon receipt of such notification, the District may make no further commitments or conduct any remaining work under the Agreement and must take all reasonable actions to cancel outstanding obligations.

XIV. NOTICES

Any notice to either party hereunder must be in writing signed by the party giving it, and shall be deemed given when mailed postage prepaid by U.S. Postal Service first class, certified, or express mail, or other overnight mail service, or sent by facsimile or email (with delivery receipt), or hand delivered, when addressed as follows, or to such other addressee as may be hereafter designated by written notice. All such notices shall be effective only when received by the addressee.

To Seattle University: Robert Dullea Interim Provost 901 12 th Avenue P.O. Box 222000 Seattle, WA 98122 mccollr@seattleu.edu	With a copy to: Mary S. Petersen Vice President and University Counsel 901 12 th Avenue P.O. Box 222000 Seattle, WA 98122 marypete@seattleu.edu
To District:	

- XV. GOVERNING LAW
This Agreement shall be governed by, and construed in accordance with, the laws of the State of Washington without regard to conflicts of laws principles. The state courts of Washington and the United States District Court for the Western District of Washington will have exclusive jurisdiction over the parties with respect to any dispute or controversy between them arising under or in connection with this Agreement. Venue for purpose of litigation will be King County, Washington.
- XVI. MODIFICATION
No amendment, modification, addition, or change to this Agreement shall be effective unless in writing and signed by authorized officials or agents of both parties.
- XVII. WAIVER
The failure of either party to assert a right hereunder or to insist upon compliance with any term of condition of this Agreement shall not constitute a waiver of that right or excuse a similar subsequent failure to perform any such term or condition by the other party.
- XVIII. SEVERABILITY
The provisions of this Agreement are severable. If any provision of this Agreement is declared void or invalid by any court of competent jurisdiction, all other provisions of this Agreement shall remain binding.
- XIX. ASSIGNMENT
District may not assign this Agreement to any other person or entity.
- XX. ENTIRE AGREEMENT
This Agreement, including all exhibits, contains the entire agreement of the parties with respect to this matter. No representations have been made or relied on by either party, other than those expressly provided for in this Agreement.

XXI. AUTHORITY

The undersigned represent and warrant to each other that they possess all right, interest, and authority necessary to be bound by the terms and conditions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the effective date.

SEATTLE UNIVERSITY

District

By:

By:

Name: Robert Dullea

Name: _____

Title: Interim Provost

Title: _____

Date: _____

Date: _____

EXHIBIT A: Scope of Work, Deliverables and Reporting Requirements

The purpose of the Transition Learning Communities (TLC) pilot project is to develop innovative and effective pre-employment transition strategies and practices. Through careful analysis of local and regional data, TLCs will discover and implement transition practices that are aligned to and grounded in transition research. The long-term goal of the TLCs is to increase positive post-school outcomes within their Districts.

The specific objectives of the project are to:

1. Increase the number of students with a disability who receive (a) job exploration counseling, (b) work-based learning experiences, (c) postsecondary education counseling, (d) work-place readiness training, and (e) instruction in self-advocacy.
2. Increase outreach and support strategies to include families in the transition process.
3. Identify and track students with disabilities for direct pre-employment services with DVR.
4. Disseminate information and strategies to local Transition Networks to improve postsecondary engagement in employment and education.

I. Scope of Work

1. **Designate a "TLC Leader."** District's team will be asked to designate a TLC leader for each high school participating in the pilot. Each TLC lead will serve as the school's primary point of contact during this pilot; help facilitate administration, staff, and family buy-in for the TLC Project; serve as a resource at the school during implementation; and champion the goals of the program. The Center for Change in Transition Services staff will assist in facilitating meetings, developing agendas and provide support and resources for TLC meetings. The building leader will collaborate with CCTS in this work.
2. **Attend TLC workshops and meetings.** District's TLC staff will be required to attend eight to nine (8-9) TLC workshops facilitated by a CCTS Transition Specialist and eight to ten (8-10) additional TLC meetings during the project period.
3. **Analyze IEPs for transition services.** District's TLC will examine post-school and other relevant District data to create an action plan. CCTS staff will work with the TLC team to select data-driven and research-based transition service areas that will positively influence student post-school outcomes.
4. **Participate in shared learning.** As a brand new program, a key purpose of the pilot is to learn and improve the program's structure before expanding to other Districts throughout the state. Selected schools will be considered core-learning partners during the initial project. Partner Districts will be asked to:
 - a. Actively engage in program design. TLC leaders, team members, school administrators, and DVR representatives (counselors, pre-employment transition consultants) will be engaged in regular discussions.
 - b. Participate in a Transition Learning Community. Selected teachers and support professionals (including DVR) will participate in TLC workshops and group meetings.
 - c. Implement CCTS Transition Portfolio (T-Folio) Self-Determination Curriculum with select students/student groups.
5. **Assist and facilitate outreach activities.** Outreach will include adult services agencies, families, community organizations, and Interagency Transition Networks (where applicable).

6. **Provide access to data and data collection opportunities.** Data collected over the course of the TLC pilot will help us better understand how to tailor the program. Because of this, we require partner Districts to:
 - a. Provide access to data as aligned with TLC action plan. CCTS will use data as part of the Transition Learning Community facilitation process. District data may include graduation rates, dropout rates, IEP transition components, post-school outcome data, numbers of students with IEP and/or 504 plans, numbers of students attending IEP meetings, and pre- and post- self-determination assessments.
 - b. Facilitate opportunities for data collection. CCTS is interested in periodically collecting data (as appropriate and aligned to action plans) from school staff and families. Data collection may occur as surveys, informal or formal interviews, focus groups, or observations.
7. **Other activities.** Project Districts may be asked to participate in and provide information for media and project dissemination activities (i.e., attend local conferences).

Districts selected to participate in the pilot will share some responsibilities with CCTS/DVR:

1. **Curriculum and Assessment.** Transition services based on age-appropriate transition assessments are a core ingredient for post-school success for students with disabilities. CCTS and the Transition Learning Communities will work together to determine appropriate curriculum and assessment that can be integrated seamlessly into the existing classroom structure, school, and community.
2. **Information Dissemination.** CCTS and District leadership will work together throughout the course of the project to ensure that District administration and staff is informed about the TLC pilot and receive assistance as needed.

II. Deliverables and Reporting Requirements

With the support and guidance of CCTS Transition Specialists, each TLC must provide the following reports and notifications by the due dates outlined below. Reports and notifications may be delivered to your Transition Specialist. Documentation of activities is required for reimbursement of expenses.

Reporting templates will be provided by CCTS.

TLC Reports	
Deliverable	Deadline (dates can be flexible, contact CCTS)
SMART Goal Benchmark Reports (4 total)	One week after each workshop
TLC Team Meeting Report (3 total)	One after each meeting
Updated TLC Contact List	Oct 31, 2017
Updated Workshop and Meeting Schedule	Oct 31, 2017

Updated SMART Goal	Oct 31, 2017
Updated Action Plan	Oct 31, 2017
QuIST Narrative (Midpoint and Final)	Dec 31, 2017; May 31, 2018
Post-School Outcome Data Narrative	March 31, 2018
IEP Data Narrative	March 31, 2018
Final Summary Report	May 31, 2018

Data Collection	
Deliverable	Deadline (dates can be flexible, contact CCTS)
AIR Self-Determination Assessments - Fall and Year-End	Oct 31, 2017; June 30, 2018
School District Tallies of Students with 504 plans and IEPs	Dec 31, 2017
Number of students who attended IEP meetings for 2017-18 school year	June 30, 2018

Deliverables highlighted in peach reflect contract revisions.

EXHIBIT B: Budget

Cost Description	Budget (not to exceed)
<p>Teacher Release Time and/or Stipends Release time for teachers to attend TLC workshops and meetings during school hours. (Up to 12 teachers x \$175/day x 0.5 days x 14 meetings); and/or, Stipends for teachers to participate in TLC workshops and meetings during after school hours. (Up to <u>12</u> teachers to attend 14 meetings).</p> <p>Travel Mileage, parking, lodging, and other travel related costs as needed for teachers participation in TLC workshops and meetings.</p> <p>Student Support* Service and supply costs for classroom, field trips, or after- school programs that align with the TLC action plan.</p>	<p>\$15,500</p>
Total Budget (not to exceed)	\$15,500

**Prior approval is required from CCTS before funds may be spent in the Student Support category. Requests must be sent to your Transition Specialist.*

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?
12/01/17	New	Preschool GLAD / A Program of Academic Excellence	Training / workshop for teachers - Part I -- covers the model and practical strategies in the classroom Part II - 4 Day in-class demonstration sessions. Afternoons are used for "group processing" and hands-on planning for participants Total of Five Days of Training	Total - \$14,800 Budget Code 6500 31 7000 000	Part I - April 23, 2018 Part II - April 24-27, 2018	<u>Cynthia Valdez</u> I have read this contract and recommend it for board approval. Initial <i>CV</i> Date 12/1/17		Yes	This is decided at the district office.

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

Agency Name: Preschool GLAD - Orange County Dept of Education
 Attention: Christie Baird
 Street address or PO Box: 200 Kalmus Drive, P.O. Box 9050
 City, State, Zip Code: Costa Mesa, CA 92628-9050
 Email Address: cbaird@ocde.us
 Phone Number: 714-327-8181

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

If this is a revision, what has changed?



Contract covers Part I - Day 1 Workshop for teachers - provides theoretical and research base for the training. It also covers the model and practical strategies including those to promote academic language, literacy and cross-cultural respect in the classroom. Part II - Day 2 - 5 In class demonstration sessions and group processing sessions. This includes four days of demonstration training where teachers observe the model and strategies being demonstrated in a regular classroom, during the morning and afternoons will be used for group processing and hands-on planning for participants. Preschool GLAD handbooks provided for participants, 12 participant registration fees = \$750 each / Transportation and rental car = \$3,000 / Hotel expense = \$2,000 (5 nights x 2 trainers x \$200 per night) / Food expense = \$600 and Shipping expense = \$200.

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

Reviewed by Attorney _____

Signature

Requires Edits? _____



Preschool GLAD®
A Program of Academic Excellence
 Orange County Department of Education
 200 Kalmus Drive, P.O. Box 9050
 Costa Mesa, CA 92628-9050
 (714) 327-8181 FAX: (714) 437-5446



November 28, 2017

CONTRACT PROPOSAL

With

Cynthia Valdez - contact
 Assistant Director of Special Programs
 Wenatchee School District
 235 Sunset Ave.
 Wenatchee, WA 98801
 509.662.9634

for

Preschool GLAD® Training

Tier I Training, Part I: 1-Day Workshop

Following the Joyce and Showers model, the workshop provides the theoretical and research base for the training. It also covers the model and practical strategies including those to promote academic language, literacy, and cross-cultural respect in the classroom. Preschool GLAD™ handbook is provided.

Date: April 23, 2018 (8:00 am – 3:00 pm)
 Location TBD

Tier I Training, Part II: 4-Day In-class Demonstration Sessions

Following the 1-Day Workshop, teachers attend four days of demonstration training where they observe the model and strategies being demonstrated in a regular classroom, during the morning. The model and strategies are demonstrated during a regular preschool classroom schedule. Afternoons are used for “group processing” and “hands-on” planning for participants. Afternoon planning materials are not provided.

Dates: April 24-27, 2018 (8:00 am – 3:00 pm)
 Location TBD

COST:

Registration Fees:

- Tier One, Five Day Training 12 participants @ \$750 each

Travel Fees: (only actual travel expenses will be billed)

- Transportation \$3000 (travel to location, rental car)
- Hotel expense \$2000 (5 nights x 2 trainers x \$200 per night)

- Food expenses \$600 (\$50 a day X 6 days X 2 trainers)
- Shipping expense \$200

TOTAL COST: \$14,800

Registration fees, Tier I \$ 9,000
Travel Fees \$ 5,800

Signature of Proposal Acceptance: _____ Date: _____

Please sign this proposal if you accept it and return a signed copy to the Preschool GLAD® office.

Attn: Christie Baird, Preschool GLAD®
 Orange County Department of Education
 200 Kalmus Drive, P.O. Box 9050
 Costa Mesa, CA 92628-9050

The signed copy of this proposal must be returned to the Preschool GLAD® office before training commences.

This is a proposal only. We will wait for a signature before beginning contract proceedings. Contract is with Orange County Department of Education/Preschool GLAD®.

Please note to whom and where the final invoice is to be sent:



MEMORANDUM

Inventory Surplus

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

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

Building	Quantity	Item
Wenatchee High School	70	Classroom Desk Chair Combos
	200	Old Athletic Clothing
Wenatchee Valley TSC	1	1975 Century Fire Truck VIN# 3534122074
Technology		
<i>John Newbery</i>	2 Boxes	Misc. Mice, Cords, Etc.
	6	eMac
	4	Epson PowerLite
	1	Box Alphasmart Keyboard
	1	Brother Printer
<i>Mission View</i>	12	MacBook
<i>Orchard</i>	1	HP Laserjet
<i>Castlrock</i>	24	MacBook Pro
	2 Boxes	PowerBook
	10	MacBook
	7	Network Switches
	1	Renaissance Scanner
	4	Asante Uplink Switch
	1	Asante HUB
	1	Seagate Hardrive
	1 Box	Old Laptop Chargers
	1	HP Photosmart
	1 Box	Wired Mice
	1	Typing Instructor
	1	Sound Amplifier
	1	Brother Printer
	1	Brother Printer
	1 Box	Misc. Chargers
	1	VCR
	1 Box	CAT 5 Cables
	20	Wired Keyboards
	1	Polycom Projector
	1	Panasonic Camera
<i>District Office</i>	1	Brother Printer
	1	HP Laserjet
<i>Operational Technology</i>	1	MacBook Pro



Little Panthers Winter Clinics

- *Free*
- *January 13th and January 20th*
- *11:30 – 12:30 @WHS*
- *Halftime show January 20th at boys varsity game*



Panther Basketball 2017

Now with youth size hoops!



- *All instruction provided by Wenatchee High School coaching staff and players*
- *Learn the skills and drills to be successful*
- *Compete against peers in basketball competitions*
- *All participants earn a Panther t-shirt*

Registration form at: www.wenatcheeschools.org/whs/athletics/winter-sports.cfm

**En Ingles y Espanol en el sitio web*

Wenatchee Panthers

Little Panthers Clinic

Clinic Clearance Form

Return this form to: Wenatchee Athletic Department
c/o Girls Basketball Camp
1101 Millerdale Avenue
Wenatchee, WA. 98801

Make checks payable to: WHS ASB

Cost: FREE (includes camp t-shirt, please circle size) **Y L S M L XL**

Camp Dates and Schedule: January 13th and January 20th
11:30 – 12:30 plus halftime show night of the 20th

Participant Name: _____ Parent Phone: _____

Address: _____ Grade Entering: _____ Birth Date: _____

City: _____ Parent Email: _____

School Attending: _____

Emergency Contact Information:

Name: _____ Relation: _____ Phone: _____

Medical Insurance Co: _____ Policy #: _____

My child is in good physical condition and is cleared to participate in this activity.

Medical/physical information we should be aware of: _____

I give permission for my child to participate in the ASB sponsored camp and hold harmless the WHS ASB and any representative thereof from any and all liability that may arise from my child's participation in this activity.

I understand that injuries can occur during participation in this activity. I recognize that conditioning, nutrition, proper technique, safety procedures and well-fitting equipment are important aspects of this training program.

I authorize the staff of this WHS ASB activity to obtain medical care if necessary and acknowledge that I am responsible for any and all medical expenses due to an injury or illness that occurs while at camp.

Parent Name: _____ Date: _____

Parent Signature: _____

***Visit the WHS Athletics website to print additional registration forms.**

Athletic Office Use Only

Date Received:

Payment Received:
Check # (if applicable):

Wenatchee Panthers

Pantheritos Basquetbol

Campamento Formulario de Autorización

Regrese esta forma a:

Wenatchee Athletic Department
c/o Girls Basketball Camp
1101 Millerdale Avenue
Wenatchee, WA. 98801

Enviar cheques a nombre de:

WHS ASB

Costo:

GRATIS (incluye playeras de campamento, por favor circule la talla)
YL S M L XL

Fechas y horario de campamento:

January 13th and January 20th
11:30-12:30 y el noche de el 20th a medio tiempo juego

Nombre de participante: _____ Número telefonico de padres: _____

Domicilio: _____ Proximo Grado: _____ Fecha de nacimiento: _____

Ciudad: _____ Correo electronico: _____

Escuela asistir: _____

Información de contacto de emergencia:

Nombre: _____ Relación: _____ Número telefónico: _____

Compañía de seguro médico: _____ Número de polica #: _____

Mi hijo esta en buena condición fisica y puede participar en esta actividad.

Información médica/fisica que deberiamos saber: _____

Le doy permiso a mi hijo para participar en un campamento patrocinado por ASB y exumo de responsibilidad a la escuela de Wenatchee High School y algun representante de ella por problemas que puedan derivar la participación de mi hijo en esta actividad.

Yo comprendo que heridas pueden ocurrir durante la participación en esta actividad. Yo reconosco que el entrenamiento, nutrición, técnicas adecuadas, procedimientos de seguridad y equipamiento bien ajustado son aspectos importantes de este programa de entrenamiento.

Yo autorizo a Los empleados de Wenatchee High School para obtener cuidado medico si es necesario y comprendo que soy responsable por todos los cargos financieros que sean causados por alguna herida o enfermedad que ocurran en el campamento.

Nombre de padre: _____ Fecha: _____

Firma de padre: _____

* Visite el sitio web WHS Atletismo para imprimir formularios adicionales.

Athletic Office Use Only

Date Received:

Payment Received:
Check # (if applicable):



1001 Circle St
Wenatchee, WA 98801

MEMORANDUM

TO: All Wenatchee School District Board Members
FROM: Chris Lutgen
DATE: 12/01/2017
SUBJECT: Donation of Funds

Lillian Blanchard contacted us a few weeks ago and inquired about making a donation to the Nutrition Services Department. Her late husband grew up in the Wenatchee School District and graduated from Wenatchee High School. She said he always spoke so fondly of his school day memories, especially lunch.

To honor the memory of her husband Mrs. Blanchard sent a check in the amount of \$12,000 to the Nutrition Services Department. The intention of these funds is to pay off all student negative balances, and continue to help students in need throughout the school year.

In honor of Mrs. Blanchard's late husband, and as a service to our schools, will you please approve our acceptance of this donation? Thank you.

Regards,

A handwritten signature in black ink, appearing to be "Chris Lutgen", written over a horizontal line.

Chris Lutgen
Director of Nutrition Services

HOLD DOCUMENT UP TO THE LIGHT TO VIEW TRUE WATERMARK

CASHIER'S CHECK

HOLD DOCUMENT UP TO THE LIGHT TO VIEW TRUE WATERMARK



1032210093

91-2
1221

Date 11/02/2017

Void after 7 years

Remitter: LILIAN MAGNO BLANCHARD

Pay To The Order Of: WENATCHEE SCHOOL DISTRICT

Pay: TWELVE THOUSAND
DOLLARS AND 00 CENTS

\$** 12,000.00 **

Drawer: JPMORGAN CHASE BANK, N.A.

Ryan A. Crowley, Managing Director
JPMorgan Chase Bank, N.A.
Phoenix, AZ



Do not write outside this box

MEMO: DONATION: LUNCH PROGRAM

Memo: Note: For information only. Comment has no effect on bank's payment.

⑈ 1032210093⑈ ⑆ 122100024⑆ 806002226⑈



DISTRICT POLICY

UPDATES

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

**Objective 4.1 Continuous Improvement of Service
Quality**

ANNUAL ORGANIZATIONAL MEETING, ELECTION OF OFFICERS

At the first regular meeting at which newly-elected board members are seated in election years and at the first regular meeting in December in non-election years, the board shall elect from among its members a *chair/president* and a vice president to serve one-year terms. ~~A newly elected or appointed board member will not be eligible to serve as an officer unless a majority of the board has been appointed.~~

If a board member is unable to continue to serve as an officer, a replacement shall be elected immediately. In the absence of both the *chair/president* and the vice president, the board shall elect a president pro tempore who shall perform the functions of the *chair/president* during the latter's absence.

The superintendent shall act as board secretary. In order to provide a record of the proceedings of each meeting of the board, the superintendent shall appoint a recording secretary of the board.

In even-numbered years in June a legislative representative shall be elected who shall serve a two-year term.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

- A. Welcome and introduction of newly elected board members by the chair/president.
- B. Call for nominations for chair/president to serve during the ensuing year.
- C. Election of a chair/president (roll call vote).*
- D. Assumption of office by the new chair/president.
- E. Call for nominations for vice chair/president to serve during the ensuing year.
- F. Election of a vice chair/president (roll call vote).*

Policies shall continue from year to year and board to board until and unless the board changes them.

Legal References: RCW 28A.330.010 RCW 28A.330.020 RCW 28A.330.050 RCW 28A.400.030 RCW 29A.20.040	Board president, vice-president or president pro tempore — Secretary Certain board elections, manner and vote required — Selection of personnel, manner Duties of superintendent as secretary of the board Superintendent Duties Local elected officials, commencement of term of office — Purpose
--	--

Adoption Date: 12.09.02
Wenatchee School District
Revised: 08.99; 08.05; 02.11; 02.28.12
Classification: Optional

ANNUAL ORGANIZATIONAL MEETING, ELECTION OF OFFICERS

At the first regular meeting at which newly-elected board members are seated in election years and at the first regular meeting in December in non-election years, the board shall elect from among its members a *chair/president* and a vice president to serve one-year terms. A newly elected or appointed board member will not be eligible to serve as *chair/president*. A newly elected or appointed board member will not be eligible to serve as vice president unless four of the five members of the board vote to confirm the newly elected or appointed board member as vice president.

If no *chair/president* nominee is elected, then the current *chair/president* shall serve an additional one-year term as the *chair/president*. If no vice president nominee is elected, then the *chair/president* shall appoint a vice president to serve a one-year term.

If a board member is unable to continue to serve as an officer, a replacement shall be elected immediately. In the absence of both the *chair/president* and the vice president, the board shall elect a president pro tempore who shall perform the functions of the *chair/president* during the latter's absence.

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Adoption Date: 12.09.02
Wenatchee School District
Revised: 08.99; 08.05; 02.11; 02.28.12
Classification: Optional



OVERNIGHT / OUT OF STATE FIELD TRIP REQUESTS

Out of District/Overnight & Out of State Field Trip Requests for Board Approval December 12, 2017

Requesting Location	Trip Number	Dates	Destination	Teacher/Advisor Name	Group Making Trip/Chaperones	Educational Objective	# of Adults	# of Students	Estimated Cost	Funding Source
203 Pioneer Middle School	3450	03/29/2018 02:00:00 PM - 04/06/2018 11:00:00 PM	Washington D.C.	Dawn Wood	8th grade students from all 3 middle schools in WSD	Enrichment of the students US History curriculum by visiting historical sites in Boston, Philadelphia, Gettysburg, and Washington DC.	12	22	\$ 14,538.50	Pioneer - ASB
402.4 Wenatchee High School - MOSAIC/MIGRANT	3383	02/16/2018 08:00:00 AM - 02/18/2018 05:00:00 PM	Washington State University - Pullman WA	Ramon Rivera	Mariachi Huenachi	WSU Preview Trip - full workshop weekend	4	31	\$ 1,938.15	MOSAIC - NLA

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*



FACILITY

PROJECTS UPDATES

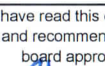
ITEM # 1

Contract Coversheet (Non-Federal) Request Board Approval

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

All contracts require school board approval.

The **only** authorized signatures on a contract are Brian 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?
12/05/17	Revision #6 Revised	Hill International, Inc.	Hill contract extension to Dec. 31, 2017 to help get the closeout process completed (CIP).	<\$5,000.00>	Continued thru Dec. 31, 2017	<u>Gregg Herkenrath</u>		No.	This is decided at the district office.
				Budget Code		I have read this contract and recommend it for board approval.  Initial 12-6-17 Date			
				1400 22 7000 100					

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

Agency Name Hill International, Inc.
 Attention: David Zeitlin
 Street address or PO Box 818 West Riverside Ave., Suite 350
 City, State, Zip Code Spokane, WA 99201
 Email Address davidzeitlin@hillintl.com
 Phone Number (509) 747-8031 or (425) 531-0430

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

If this is a revision, what has changed?

A budget transfer of <\$10,000.00> from this contract was moved to CIP PH 2 Contract in March 2017. This Revised Amendment 6 is asking for \$5,000.00 to cover the closeout process construction management services on the Phase 1 CIP. This creates a total deduct of <\$5,000.00> on this contract.

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

Reviewed by Attorney _____
Signature

Requires Edits? _____

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

REVISED Amendment No. 6

November 28, 2017

This **Revised 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 10/9/17.) 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	Budget Transfer from CIP to Phase 2 Bond Planning	-10,000.00	
Professional Consulting Services	Additional Services for Construction Management Services per the attached letter (dated 10/9/17)	\$5,000.00	December 31, 2017
Contract plus Amendments #1 thru #5		\$1,329,069.00	Old End Date January 31, 2017
Current Value		\$1,324,069.00	

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year above written.

WENATCHEE SCHOOL DISTRICT

HILL INTERNATIONAL, INC.

By: _____

By:  _____

Name: Brian Flonas

Name: Gregory Heinz

Title: Superintendent

Title: Vice President

Date: _____

Date: 12/15/17



Hill International

Hill International, Inc.

Lincoln Plaza
818 W. Riverside Ave., Suite #350
Spokane, WA 99201
(509) 747-8031
(509) 747-8037
www.hillintl.com

October 9, 2017

Mr. Brian Fones
Superintendent
Wenatchee School District
235 Sunset Avenue
Wenatchee, WA 98807-1767

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

Dear Mr. Fones:

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.

Attachments: Contract Agreement Amendment #6

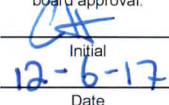
cc: Gregg Herkenrath, Wenatchee School District
Gregory Heinz, Robert Mills, Hill International, Inc.

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?
12/05/17	Revision #1 Revised	Hill International, Inc.	Hill contract extension to April 30, 2018 to assist with long range facility planning and the bond campaign (CIP PH 2).	\$9,000.00	Continued thru April 30, 2018	<u>Gregg Herkenrath</u>		No. Increase PO	
				Budget Code			I have read this contract and recommend it for board approval.		842140016
				1500 22 7000 100			 Initial 12-6-17 Date		1 by \$9000.00 = new total \$106,400.00
								0	This is decided at the district office.

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

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

Agency Name Hill International, Inc.
 Attention: David Zeitlin
 Street address or PO Box 818 West Riverside Ave., Suite 350
 City, State, Zip Code Spokane, WA 99201
 Email Address davidzeitlin@hillintl.com
 Phone Number (509) 747-8031 or (425) 531-0430

If this is a revision, what has changed?

A budget transfer of \$10,000.00 from the CIP Phase 1 contract was moved to this CIP PH 2 Contract in March 2017. This Revised Amendment 1 is asking for \$9,000.00 to assist with the long range facility planning and the two graphics for the bond campaign. This amendment also extends the contract to April 30, 2018.

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

Reviewed by Attorney _____
 Signature

Requires Edits? _____

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

REVISED Amendment No. 1

November 28, 2017

This **Revised Amendment No. 1** 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 10/9/17.) All other terms and conditions of the original agreement shall remain unchanged. (Reference PO# 8421400161, Phase 2 Bond Study)

Contract Summary	Scope of Work	Contract Value	Contract End Date
Professional Consulting Services	Budget Transfer from CIP to Phase 2 Bond Planning	10,000.00	
Professional Consulting Services	Additional Services for Construction Management Services per the attached letter (dated 10/9/17)	\$9,000.00	April 30, 2018
Contract		\$87,400	Old End Date April 1, 2016
Current Value		\$106,400	

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year above written.

WENATCHEE SCHOOL DISTRICT

HILL INTERNATIONAL, INC.

By: _____

By: Gregory Heinz

Name: Brian Flonas

Name: Gregory Heinz

Title: Superintendent

Title: Vice President

Date: _____

Date: 12/15/17

HILL
Hill International

Hill International, Inc.
Lincoln Plaza
818 W. Riverside Ave., Suite #350
Spokane, WA 99201
(509) 747-8031
(509) 747-8037
www.hillintl.com

October 9, 2017

Mr. Brian Flonas
Superintendent
Wenatchee School District
235 Sunset Avenue
Wenatchee, WA 98807-1767

**Subject: School Capital Improvement Program
Wenatchee School District No. 246
Additional Services for Construction Management Services #1**

Dear Mr. Flonas:

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,



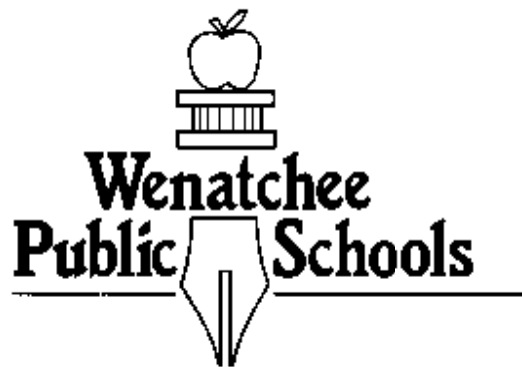
DAVID N. ZEITLIN, R.A.

Program Manager

HILL INTERNATIONAL, INC.

Attachments: Contract Agreement Amendment # 1

cc: Gregg Herkenrath, Wenatchee School District
Gregory Heinz, Robert Mills, Hill International, Inc.



COLLECTIVE BARGAINING AGREEMENT BETWEEN

Wenatchee School District No. 246
and
Central Office Administrative
Support Association

September 1, 2017 through August 31, 2020

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1 AGREEMENT

2 between

3 WENATCHEE SCHOOL DISTRICT NO. 246

4 and

5 CENTRAL OFFICE ADMINISTRATIVE SUPPORT ASSOCIATION

6 WHEREAS, the parties have negotiated with respect to wages, hours, and working conditions,
7 and the establishment of grievance procedures, which pertain to employees represented by
8 CENTRAL OFFICE ADMINISTRATIVE SUPPORT ASSOCIATION. (COASA); and

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

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

13 **ARTICLE I - BARGAINING UNIT RECOGNITION**

14 The District recognizes COASA as the sole and exclusive bargaining agent for employees
15 classified as Receptionist/Secretary, Lead Receptionist/Secretary and Administrative Secretary.
16 This recognition is for the purpose of negotiating salaries, wages, hours and other conditions of
17 employment.

18 **ARTICLE II - MANAGEMENT RIGHTS**

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

1 **ARTICLE III - WORK RULES**

2 **Section 3.1 Workweek**

3 The workweek shall consist of five consecutive eight (8) hour days exclusive of designated lunch
4 periods. Employees must have their immediate supervisor’s approval prior to working beyond
5 their normal hours.

6 **Section 3.2 Rest Period**

7 All employees’ work schedules shall provide for a fifteen-minute rest period during each one-half
8 shift as long as the one-half shift is three and one half (3.5) hours or more. The rest period shall
9 be scheduled at the middle of each one-half shift whenever it is feasible.

10 **Section 3.4 Staff Development**

11 The District will reimburse employees for one-half (1/2) the tuition cost of an accredited college
12 course that directly applies to the employee's current job description. The District and/or employee
13 may recommend a course in which the employee should enroll. Reimbursement will depend on a
14 prior approval from the employee's immediate supervisor and prior approval from the Human
15 Resources Administrator. Employees shall follow the District procedure for Classified Tuition
16 Reimbursement, ISO Process HRO-P005 to receive reimbursement.

17 **Section 3.5 Training Meetings**

18 When the District requires employee attendance at in-service training meetings within the District,
19 said employee shall receive their regular rate of pay.

20 **ARTICLE IV - WAGES AND HEALTH BENEFITS**

21 **Section 4.1 Salaries**

22 Salaries contained in Schedule A shall be for the entire term of this agreement subject to the terms
23 and conditions of Article XIII, Section 13.1.

24 **Section 4.2 Salary Adjustments**

- 25 • Salary shall be increased no less than the state flow through each year of this agreement.
26 • If allowed by the State, salary schedule shall be increased 1.5% plus state flow through for
27 2018-19.
28 • Salary schedule shall be increased 1.5% plus state flow through for 2019-2020.

1 **Section 4.3 New Job Classifications**

2 When any job within the bargaining group encompassed by this contract and not listed on the wage
3 schedule attached hereto is established, the District may designate a job classification and rate
4 structure for said job.

5 **Section 4.4 Professional Stipends**

6 Annual stipends will be paid to employees who hold a the following professional standards
7 certificate, bilingual and or a Bachelor's degree or Associates degree based on the employee's
8 yearly contracted hours as follows:

9 Associate Professional Standards Certificate	.65 per hour
10 Vocational Certificate	.65 per hour
11 Bilingual Stipend	.65 per hour
12 Associate Arts Degree	.65 per hour
13 Professional Standards Certificate	.75 per hour
14 Certified Professional Secretary Rating	.75 per hour
15 Bachelors Degree	.75 per hour

16 Application of the stipend for the year in which the certificate was earned shall be on a prorated
17 basis. The stipend amounts are fixed for the term of this agreement.

18 **Section 4.5 Retirement Notification**

19 Retiring employees that notify the District in writing six (6) months prior to their retirement date
20 shall receive one dollar (\$1) per hour stipend for their final six (6) months. This stipend is to
21 recognize the additional responsibilities associated with training existing and/or new employees.

22 **Section 4.6 Direct Deposit**

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

25 **Section 4.7 Health Benefits**

26 The district shall contribute (flow through) the state funded insurance benefit amount per month
27 toward the cost of District approved medical, vision and dental plans for full time equivalent (FTE)
28 employees, net of any amounts funded for purposes specified by the legislature or the state.
29 Employees must work four (4) hours per day or more (or total 720 hours annually) to be eligible
30 for prorated insurance coverage. Effective October 1, 2013 the District will pay for those
31 employees who qualify for benefits, one hundred (100%) percent of the State Health Care

1 Authority retiree subsidy, also know as Carve-out, per 1.0 FTE prorated per qualified employee.
 2 The insurance contribution shall be prorated to the amount of full-time employee’s equivalency.
 3 For this Section the full-time employee shall be 1440 hours, and eligibility shall be four (4) hours
 4 per day or a total of 720 hours annually. The parties agree to abide by state laws relating to school
 5 district employee benefits. No employee shall be eligible for double coverage under any district
 6 health benefit plan(s). Excess contributions shall be pooled.

7 **Section 4.7.A Minimum Contribution**

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

13 **ARTICLE V- HOLIDAYS**

14 **Section 5.1 Paid Holidays** The following days shall be recognized and observed as paid
 15 holidays:

- | | |
|----------------------------------|----------------------------------|
| 16 (1) Labor Day | (8) New Year's Day |
| 17 (2) Veterans' Day | (9) Martin Luther King Day |
| 18 (3) Thanksgiving | (10) President’s Day |
| 19 (4) Friday after Thanksgiving | (11) Memorial Day |
| 20 (5) Christmas Eve | (12) Last Day of Spring Vacation |
| 21 (6) Christmas Day | (13) Day before or after July 4 |
| 22 (7) New Year's Eve | (14) Independence Day |

23 **ARTICLE VI- VACATIONS**

24 **Section 6.1 Vacation Accrual**

25 Yearly vacation time shall be earned in the amount of one (1) day per month for each full time
 26 employee for a maximum of twelve (12) days a year for the first three years. After completion of
 27 the third year the following table shall apply (Bonus days shall be computed effective on
 28 anniversary date of hire):

29 After completion of:	Add:	Total:
30 3 rd year	1 Bonus Day	13 days
31 4 th year	2 Bonus Days	14 days

1	5 th year	3 Bonus Days	15 days
2	6 th year	4 Bonus Days	16 days
3	7 th year	5 Bonus Days	17 days
4	8 th year	6 Bonus Days	18 days
5	9 th year	7 Bonus Days	19 days
6	10 th year	8 Bonus Days	20 days

7 Full time employees are defined as those working a 40-hour week on a 12-month contract. Those
8 working less than a 40-hour week on a 12-month contract shall receive annual vacation in the
9 amount prorated based on the fraction of the 40-hour week worked.

10 **Section 6.2 Vacation Schedules**

11 Vacation schedules will be arranged with the District and have approval of the supervisor. The
12 District shall attempt to accommodate the employee whenever possible.

13 **Section 6.3 Vacation Accumulation**

14 Employees may accumulate a maximum of fifteen (15) days vacation, which may be added to
15 vacation benefits, accrued for the following year.

16 **Section 6.4 Holiday Conflict**

17 Holidays that occur during the time in which a vacation day is being taken by an employee, will
18 not be counted as a vacation day for that employee.

19 **Section 6.5 Work Year Over 260 Days**

20 This floating holiday will be taken at the discretion of the District and shall be on a non-school
21 day(s).

22 **Section 6.6 Separation Pay**

23 Any employee who is laid off, discharged, retired or separated from the service of the employer,
24 prior to taking their vacation, shall be paid on the basis of the employee's regular rate of pay for
25 the unused vacation the employee has accumulated at the time of separation.

26 **Section 6.7 Annual Leave Sharing**

27 1. **Right to Donate:** Employees may donate annual leave to come to the aid of another
28 COASA and/or Business Office Association employee who is suffering from an extraordinary or
29 severe illness, injury, impairment or physical or mental condition which causes or is likely to cause
30 the employee to take leave without pay or terminate his or her employment.

1 2. Minimum Accumulation: An employee who has an accrued annual leave balance of more
2 than ten (10) days may donate such leave.

3 3. Maximum Donation: Employees are allowed to grant up to ten (10) days during any
4 twelve-month period.

5 4. Limits: Employees cannot donate annual leave days that would result in their annual leave
6 account going below ten (10) days.

7 5. Status of Leave Employees: While an employee is on leave under this section, he or she
8 shall be classified as an employee and shall receive the same treatment in respect to salary, wages,
9 and employee benefits as the employee would normally receive. Donated time will be credited to
10 the employee's sick leave account in accordance with state statutes, rules and regulations.

11 **ARTICLE VII - SICK AND EMERGENCY LEAVE**

12 **Section 7.1 Sick Leave**

13 Annual leave with compensation for illness, injury and emergencies shall accrue at a rate not to
14 exceed one (1) prorated day per each calendar month worked. Such leave shall accrue to the
15 employee on a monthly basis. Leave provided in this section shall accumulate to the number of
16 days in the employee's work year. Five (5) days per contract year may be granted for emergency
17 leave. After expiration of five (5) days emergency leave, additional leave may be granted on
18 approval of the Superintendent or designee. Emergency leave shall be used for:

19 1. Serious illness in the immediate family. The immediate family is defined as spouse, parent,
20 mother-in-law, father-in-law, brother, sister, child, grandparent, grandchild, or legal dependent.

21 2. Serious illness of a person not in the immediate family if approved by the Superintendent
22 or designee.

23 3. Circumstances beyond the control of the employee such as fire, flood, accident, etc., if
24 approved by the Superintendent or designee.

25 4. The District shall allow an employee to use the employee's accrued sick leave to care for a
26 child of the employee under the age of eighteen with a health condition that requires treatment or
27 supervision.

28 **Section 7.2 Physician Verification**

29 Illness in excess of three (3) consecutive workdays, shall be verified by a written statement from
30 a physician. The physician's statement must be attached to the absence report submitted each
31 month to the District's central administration office by supervisors. Physician's verification of

1 illness may, at the District's discretion, be requested from time to time for absence of less than
2 three (3) days if abuse is indicated.

3 **Section 7.3 Sick Leave Cash Out**

4 In January of the year following any year in which a minimum of sixty (60) days of leave for
5 illness or injury is accrued, and each January thereafter, any eligible employee may exercise an
6 option to receive remuneration for unused leave for illness or injury accumulated in the previous
7 year at a rate equal to one day's monetary compensation of the employee for each four (4) full days
8 of accrued leave for illness or injury in excess of sixty days. Leave for illness or injury for which
9 compensation has been received shall be deducted from accrued leave for illness or injury at the
10 rate of four (4) days for every one-day's monetary compensation.

11 Additionally, at the time of separation from school district employment due to retirement or death
12 an eligible employee or the employee's estate shall receive remuneration at a rate equal to one
13 day's current monetary compensation of the employee for each four (4) days accrued leave for
14 illness or injury. Days in excess of 180 will not be allowed for cash-out purposes.

15 **ARTICLE VIII- UNPAID LEAVES**

16 **Section 8.1 Family & Disability Leave**

17 Family leave and disability leave (including maternity leave) shall be granted in accordance with
18 Federal and State statutes. If an employee qualifies for the Family Medical Leave Act (FMLA),
19 and is entitled to FMLA, they shall be required to exhaust all paid leave during the FMLA
20 designated leave.

21 **ARTICLE IX – OTHER PAID LEAVES**

22 **Section 9.1 Jury Duty**

23 An employee shall be granted a paid leave of absence with any time they are required to report for
24 jury duty or jury service. Employees shall be paid the difference between any jury duty
25 compensation they receive and their regular wages for each day of jury service.

26 **Section 9.2 Subpoena**

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

1 **Section 9.3 Bereavement Leave**

2 Paid leave of up to five (5) days each year, non-accumulative, shall be granted to an employee in
3 cases of bereavement in the immediate family. The immediate family shall be defined as spouse,
4 parent, mother-in-law, father-in-law, brother, sister, child, grandparent, grandchild or legal
5 dependent. One (1) day of leave with pay shall also be granted for bereavement of friends and
6 professional acquaintances, provided that the employee shall provide an explanation of the
7 circumstances requiring such leave, subject to the approval of the Superintendent or designee.
8 Leave for reasons involving bereavement may be granted by the District in addition to the five (5)
9 days specified above in unusual cases where extreme hardship is evident.

10 **Section 9.4 Personal Leave**

11 An employee shall be provided with two (2) days per year paid personal leave to take care of
12 personal business. Personal Leave requires the approval of the supervisor prior to the employee
13 taking such leave. Employees may carry over one (1) personal leave day into the following year,
14 for a maximum of three days.

15 **ARTICLE X- JOB OPENINGS/PROMOTIONS/PROBATION**

16 **Section 10.1 Job Opening**

17 Whenever a job opening occurs other than a temporary opening or an opening filled by promotion
18 within the bargaining unit, such opening shall be posted. During this period, employees who wish
19 to apply for the open position may do so. The application shall be in writing and it shall be
20 submitted to the District's Human Resources office. Selection and assignment of an employee to
21 a new or open position, shall be made by the District according to ability, qualifications and
22 performance. If equal to a junior employee, the most senior employee will have preferential rights
23 to the position.

24 **Section 10.2 Promotion**

25 Any promotion or change in job classification shall be considered temporary for a period of 30
26 calendar days from the date of such promotion or change. Within the 30-day period, if the District
27 decides the employee is unsuited for the job, the employee shall revert to their former classification
28 without prejudice.

29 **Section 10.3 Probation**

30 New employees shall be placed on a 180-day probationary period on Step I of their job
31 classification. At the end of the probationary period the District will determine if credit for prior

1 work experience should be extended, placing the employee on a higher step of the job
2 classification. If so determined the higher step would be retroactive to date of hire.

3 **Section 10.4 Seniority**

4 Seniority means length of continuous service within the bargaining unit. Employees on approved
5 leave will not be considered to have a break in service. Employees on a leave of absence retain,
6 but do not accrue seniority. In the event of a layoff, reduction in force, or cut in hours, seniority
7 will be followed when minimum qualifications for the job are met within the job classification.

8 **Section 10.5 Loss of Seniority Rights**

9 An employee's continuous service record and seniority standing shall be broken by voluntary
10 resignation, discharge for just cause, or retirement. However, if an employee returns to work with
11 the District in any capacity within one year of the break in service, the break in continuous service
12 shall be removed from the record and the employee shall be restored to prior seniority standing.

13 **Section 10.6 Longevity**

14 For the purpose of longevity the hire date of an employee shall be established as of the date on
15 which he/she began continuous employment as a regular employee by the District (hereinafter
16 referred to as "hire date").

17 **ARTICLE XI- DISCIPLINE AND DISCHARGE**

18 The District shall have the right to discipline or discharge an employee for cause. Any disciplinary
19 action or measure imposed upon an employee may be processed as a grievance through the regular
20 grievance procedure hereinafter provided. If the District has reason to reprimand an employee, it
21 shall be done in manner that will not embarrass the employee before other employees or the public.

22 **ARTICLE XII- GRIEVANCE PROCEDURE**

23 Any grievance or dispute which may arise between the District, COASA and/or an employee,
24 including the application, meaning or interpretation of this agreement, shall be settled in the
25 following manner:

26 **Step I:** The employee shall first discuss the grievance with the immediate supervisor. All
27 grievances not brought to the supervisor under Step One within ten (10) working days of the
28 occurrence, the grievance shall be waived by the employee. A supervisor receiving a grievance as
29 herein provided shall respond to the employee within ten (10) working days from the receipt of
30 the grievance.

1 **Step II:** If the grievance is not resolved at the completion of Step One, the written statement of
2 grievance shall be presented in person by the employee to the District Superintendent/or designee
3 within five (5) working days. The District Superintendent/or designee shall respond in writing
4 within five (5) working days of the hearing as to the disposition of the grievance.

5 **Step III:** If the grievance is not resolved to the employee's satisfaction at the completion of Step
6 Two, the employee may within ten (10) working days, request a Board hearing of the grievance.
7 Such hearings shall be held in conjunction with regular Board meetings. The parties further agree
8 to accept the Boards decision as final and binding upon them. Following said hearing, the Board
9 shall render its decision.

10 **ARTICLE XIII - TERM AND SEPARABILITY OF PROVISIONS**

11 **Section 13.1 Term of Agreement**

12 This Agreement shall remain in full force and effect from September 1, 2017 until August 31,
13 2020. Salaries in Schedule A and Health Benefits shall be adjusted for each school year in
14 accordance with Section 4.2. and 4.7. and the salary and insurance funds allocated from the state.

15 **Section 13.2 Provisions**

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

17 **Section 13.3 Openers**

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

20 **Section 13.4 Unlawful Provisions**

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

24 **Section 13.5 Conflicts with Statute**

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

27 **Section 13.6 Re-negotiating**

28 In the event either Section 13.4 or 13.5 is determined to apply to any provision of the Agreement,
29 such provision shall be re-negotiated.
30
31

1 **Section 13.7 Entire Agreement**

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

12

13

1 CENTRAL OFFICE ADMINISTRATIVE
2 SECRETARIAL ASSOCIATION

WENATCHEE SCHOOL DISTRICT 246

3

4

5

6 President

Board Chairman

7

8

9

10

11 Negotiator

Board Secretary

12

13

14

15

16

Date

Date

Schedule A
Central Office Administrative Support Association
2017-2018

(Years) Satisfactory Performance	Receptionist/ Secretary	Lead Receptionist/ Secretary	Administrative Secretary
1	\$15.30	\$16.53	\$18.95
2	\$15.80	\$17.03	\$19.45
3	\$16.30	\$17.53	\$19.95
4	\$16.80	\$18.03	\$20.55
5	\$17.30	\$18.53	\$21.15
6	\$17.80	\$19.03	\$21.75
8	\$18.30	\$19.53	\$22.65
10	\$18.80	\$20.03	\$22.85
15	\$19.30	\$20.63	\$23.47
20	\$19.80	\$21.23	\$24.13

*Longevity Pay	After 10 years of continuous service in WSD	\$0.25	Per Hour
	After 14 years of continuous service in WSD	\$0.50	Per Hour
	After 20 years of continuous service in WSD	\$0.75	Per Hour

* Longevity pay to be awarded on anniversary of month of district hire date.

Stipends	Associate Arts Degree	\$0.65	Per Hour
	Bilingual Stipend	\$0.65	Per Hour
	Associate Professional Standards Certification	\$0.65	Per Hour
	Vocational Certificate	\$0.65	Per Hour
	Professional Standards Certificate	\$0.75	Per Hour
	Certificated Professional Secretary Rating	\$0.75	Per Hour
	Bachelors Degree	\$0.75	Per Hour

Stipends are calculated based on the employee's yearly contracted hours
Stipends are fixed for the term of this agreement.

17-18 State flow through, plus cohort adjustments for each step

18-19 1.5% plus state (If allowed by the State)

19-20 1.5% plus state

updated 12/04/17



COLLECTIVE BARGAINING AGREEMENT BETWEEN

Wenatchee School District No. 246

&

Wenatchee School
Business Association

September 1, 2017 through August 31, 2020

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1 AGREEMENT

2 between

3 WENATCHEE SCHOOL DISTRICT NO. 246

4 and

5 WENATCHEE SCHOOL BUSINESS ASSOCIATION

6 WHEREAS, the parties have negotiated with respect to wages, hours, and working
7 conditions, and the establishment of grievance procedures, which pertain to employees
8 represented by WSBA; and

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

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

13 **ARTICLE I - BARGAINING UNIT RECOGNITION**

14 The District recognizes WSBA as the sole and exclusive bargaining agent for employees
15 classified as Accounting Clerk and Assistant Accountant. This recognition is for the
16 purpose of negotiating salaries, wages, hours and other conditions of employment.

17 **ARTICLE II - MANAGEMENT RIGHTS**

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

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1 **ARTICLE III - WORK RULES**

2 **Section 3.1 Workweek**

3 The workweek shall consist of five consecutive eight (8) hour days exclusive of designated
4 lunch periods. Employees must have their immediate supervisor's approval prior to
5 working beyond their normal hours.

6 **Section 3.2 Rest Period**

7 All employees' work schedules shall provide for a fifteen-minute rest period during each
8 one-half shift as long as the one-half shift is three and one half (3.5) hours or more. The
9 rest period shall be scheduled at the middle of each one-half shift whenever it is feasible.

10 **Section 3.3 Overtime and Compensatory Time**

11 Staff members are entitled to one and one-half (1½) times the regular rate of pay for all
12 hours worked in excess of forty (40) hours per week. Staff members shall not perform any
13 work during lunch periods or before or after work hours without prior approval of the
14 immediate supervisor.

15 Employees who work over forty (40) hours in a week may request comp time off in lieu of
16 overtime pay. Comp time off in lieu of overtime may be authorized as follows:

- 17 a. Comp time shall be computed at the rate of one and one-half (1½) hours for
18 each hour worked.
- 19 b. Comp time may be accumulated to a maximum of fifteen (15) hours.
- 20 c. Comp time must be used by the end of the pay period in which it is earned or
21 thirty (30) days, whichever is longer.
- 22 d. The District will not require an employee to take comp time if the employee
23 elects to be paid overtime.

24 The District may elect to pay overtime rather than provide comp time off.

25 **Section 3.5 Staff Development**

26 The District will reimburse employees for one-half (½) the tuition cost of an accredited
27 college course that directly applies to the employee's current job description. The District
28 and/or employee may recommend a course in which the employee should enroll.
29 Reimbursement will depend on prior approval from the Chief Financial Officer and
30 Director of Human Resources or Executive Director of Human Resources. Payment for

1 one-half (½) of tuition cost will occur when the employee completes the district procedure
2 for Classified Tuition Reimbursement, ISO Process HRO-P005 to receive reimbursement.

3 **ARTICLE IV - WAGES AND HEALTH BENEFITS**

4 **Section 4.1 Salaries**

5 Salaries contained in Schedule A shall be for the entire term of this agreement subject to
6 the terms and conditions of Article XIII, Section 13.1.

7 **Section 4.2 Salary Adjustments**

- 8 • Salary shall be increased no less than the state flow through each year of this
9 agreement.
- 10 • If allowed by the State, salary schedule shall be increased 1.5% plus state flow
11 through for 2018-19.
- 12 • Salary schedule shall be increased 1.5% plus state flow through for 2019-2020.

13 **Section 4.3 New Job Classifications**

14 When any job within the bargaining group encompassed by this contract and not listed on
15 the wage schedule attached hereto is established, the District may designate a job
16 classification and rate structure for said job. In the event WSBA does not agree that the
17 classification and rate are proper, WSBA shall have the right to submit the issue for
18 negotiation at the next official negotiations session established by this contract.

19 **Section 4.4 Professional Standards Certificate**

20 Annual stipends will be paid to employees who hold a Bachelor's degree or Associate Arts
21 degree based on the employee's yearly contracted hours as follows:

22 Associate Arts Degree	.65 per hour
23 Bachelors Degree	.75 per hour

24 **Section 4.5 Retirement Notification**

25 Retiring employees that notify the District in writing six (6) months prior to their retirement
26 date shall receive a dollar (\$1) per hour stipend for their final six (6) months. This stipend
27 is to recognize the additional responsibilities associated with training existing and/or new
28 employees.

- (4) Friday after Thanksgiving
- (5) Christmas Eve
- (6) Christmas Day
- (7) New Year's Eve
- (11) Memorial Day
- (12) Last Day of Spring Vacation
- (13) Day before or after July 4
- (14) Independence Day

ARTICLE VI- VACATIONS

Section 6.1 Vacation Accrual

Vacation time shall be earned in the amount of one (1) day per month for each full time employee for the first three years. After completion of the third year the following table shall apply (Bonus days shall be computed effective on anniversary date of hire):

<u>After completion of:</u>	<u>Add:</u>	<u>Total:</u>
3rd year	1 Bonus Day	13 days
4th year	2 Bonus Days	14 days
5th year	3 Bonus Days	15 days
6th year	4 Bonus Days	16 days
7th year	5 Bonus Days	17 days
8th year	6 Bonus Days	18 days
9th year	7 Bonus Days	19 days
10th year	8 Bonus Days	20 days

Full time employees are defined as those working a 40-hour week on a 12-month contract. Those working less than a 40-hour week on a 12-month contract shall receive annual vacation in the amount prorated based on the fraction of the 40-hour week worked.

Section 6.2 Vacation Schedules

Employees will submit vacation requests at least three (3) weeks in advance of the requested vacation date, if the vacation requested is one (1) week or more. Vacation schedules will be arranged with the District to not disrupt the normal operation of the District, as determined by the District, and the request must have prior approval of the supervisor. The District shall attempt to accommodate the employee whenever possible.

Section 6.3 Vacation Accumulation

Employees may accumulate a maximum of fifteen (15) days vacation, which may be added to vacation benefits, accrued for the following year.

1 **Section 6.4 Holiday Conflict**

2 Holidays that occur during the time in which a vacation is being taken by an employee,
3 will not be counted as a vacation day for that employee.

4 **Section 6.5 Work Year Over 260 Days**

5 Employees will receive an additional floating holiday for every day the contract year
6 exceeds 260 workdays. This floating holiday will be taken at the discretion of the district,
7 and must be used in the current contract year and cannot be carried forward to the next
8 year. Anyone hired after March 1 of a given year is not eligible for the floating holiday in
9 that contract year.

10 **Section 6.6 Separation Pay**

11 Any employee who is laid off, discharged, retired or separated from the service of the
12 employer, prior to taking their vacation, shall be paid on the basis of the employee's regular
13 rate of pay for the unused vacation the employee has accumulated at the time of separation.

14 **Section 6.7 Annual Leave Sharing**

- 15 1. **Right to Donate:** Employees may donate annual leave to come to the aid of another
16 WSBA or COASA employee who is suffering from an extraordinary or severe illness,
17 injury, impairment or physical or mental condition which causes or is likely to cause
18 the employee to take leave without pay or terminate his or her employment.
- 19 2. **Minimum Accumulation:** An employee who has an accrued annual leave balance of
20 more than ten (10) days may donate such leave.
- 21 3. **Maximum Donation:** Employees are allowed to grant up to six (6) days during any
22 twelve-month period.
- 23 4. **Limits:** Employees cannot donate annual leave days that would result in their annual
24 leave account going below ten (10) days.
- 25 5. **Status of Leave Employees:** While an employee is on leave under this section, he or
26 she shall be classified as an employee and shall receive the same treatment in respect
27 to salary, wages, and employee benefits as the employee would normally receive.
28 Donated time will be credited to the employee's sick leave account in accordance with
29 state statutes, rules and regulations.

1 **ARTICLE VII - SICK AND EMERGENCY LEAVE**

2 **Section 7.1 Sick Leave**

3 Annual leave with compensation for illness, injury and emergencies shall accrue at a rate
4 not to exceed one (1) prorated day per each calendar month worked. Such leave shall
5 accrue to the employee on a monthly basis. Leave provided in this section shall accumulate
6 to the number of days in the employee's work year. Five (5) days per contract year may be
7 granted for emergency leave. After expiration of five (5) days emergency leave, additional
8 leave may be granted on approval of the Superintendent or designee. Emergency leave
9 shall be used for:

- 10 1. Serious illness in the immediate family. The immediate family is defined as spouse,
11 parent, mother-in-law, father-in-law, brother, sister, child, grandparent, grandchild, or
12 legal dependent.
- 13 2. Serious illness of a person not in the immediate family if approved by the
14 Superintendent or designee.
- 15 3. Circumstances beyond the control of the employee such as fire, flood, accident, etc., if
16 approved by the Superintendent or designee.
- 17 4. The District shall allow an employee to use the employee's accrued sick leave to care
18 for a child of the employee under the age of eighteen with a health condition that
19 requires treatment or supervision.

20 **Section 7.2 Physician Verification**

21 A written statement from a physician shall verify illness in excess of three (3) consecutive
22 workdays. The physician's statement must be attached to the absence report submitted each
23 month to the District's central administration office by supervisors. Physician's verification
24 of illness may, at the District's discretion, be requested from time to time for absences of
25 less than three (3) days.

26 **Section 7.3 Sick Leave Cash Out**

27 In January of the year following any year in which a minimum of sixty (60) days of leave
28 for illness or injury is accrued, and each January thereafter, any eligible employee may
29 exercise an option to receive remuneration for unused leave for illness or injury
30 accumulated in the previous year at a rate equal to one day's monetary compensation of the

1 employee for each four (4) full days of accrued leave for illness or injury in excess of sixty
2 days. Leave for illness or injury for which compensation has been received shall be
3 deducted from accrued leave for illness or injury at the rate of four (4) days for every one-
4 day's monetary compensation.

5 Additionally, at the time of separation from school district employment an eligible
6 employee or the eligible employee's estate shall receive remuneration at a rate equal to one
7 day's current monetary compensation of the employee for each four (4) days accrued leave
8 for illness or injury. Days in excess of 180 will not be allowed for cash-out purposes.

9 For the purposes of this section, retirement shall be defined as when an employee is eligible
10 to receive benefits under the Public Employees Retirement System (PERS) or School
11 Employees Retirement System (SERS).

12 An eligible employee is defined as:

- 13 1. An employee who separates from employment due to retirement or death; or
- 14 2. An employee who separates from employment who is at least fifty-five (55) years
15 old and has a minimum of ten (10) years service in SERS III; or
- 16 3. An employee who separates from employment who is at least fifty-five (55) years
17 old and has a minimum of fifteen (15) years of service in SERS II.

18 **ARTICLE VIII- UNPAID LEAVES**

19 **Section 8.1 Family & Disability Leave**

20 Family leave and disability leave (including maternity leave) shall be granted in accordance
21 with Federal and State statues. If an employee qualifies for the Family Medical Leave Act
22 (FMLA), and is entitled to (FMLA) they shall be required to exhaust all paid leave during
23 the designated leave.

24 **ARTICLE IX- OTHER PAID LEAVES**

25 **Section 9.1 Jury Duty**

26 An employee shall be granted a paid leave of absence with any time they are required to
27 report for jury duty or jury service. Employees shall be paid the difference between any
28 jury duty compensation they receive and their regular wages for each day of jury service.

1 **Section 9.2 Subpoena**

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

7 **Section 9.3 Bereavement Leave**

8 Paid leave of up to five (5) days each year, non-accumulative, shall be granted to an
9 employee in cases of bereavement in the immediate family. The immediate family shall
10 be defined as spouse, parent, mother-in-law, father-in-law, brother, sister, child,
11 grandparent, grandchild or legal dependent. One (1) day of bereavement leave with pay
12 shall also be granted for bereavement of friends, aunts, uncles, nieces, nephews, cousins
13 and professional acquaintances, provided that the employee shall provide an explanation
14 of the circumstances requiring such leave, subject to the approval of the Superintendent or
15 designee. Leave for reasons involving bereavement may be granted by the Chief Financial
16 Officer in addition to the five (5) days, specified above, in unusual cases where extreme
17 hardship is evident.

18 **Section 9.4 Personal Leave**

19 An employee shall be entitled to up to two (2) paid personal leave days per year to take
20 care of personal business. Personal Leave requires the approval of the supervisor prior to
21 the employee taking such leave. Employees may carry over one (1) personal leave day
22 into the following year, for a maximum of two (2) days.

23 **ARTICLE X- JOB OPENINGS/PROMOTIONS/PROBATION**

24 **Section 10.1 Job Opening**

25 Whenever a job opening occurs, other than a temporary opening or an opening filled by
26 promotion within the bargaining unit, such opening shall be posted. During this period,
27 employees who wish to apply for the open position may do so. The application shall be in
28 writing and it shall be submitted to the District's personnel office.

1 **Section 10.2 Promotion or Change in Job Classification**

2 Any promotion or change in job classification shall be considered temporary for a period
3 of 30 calendar days from the date of such promotion or change. If within the 30 day period
4 the District decides the employee is unsuited for the job the employee shall revert to their
5 former classification without prejudice.

6 **Section 10.3 Probation**

7 New employees shall be placed on a 180 calendar days' probationary period during which
8 time the employee may be discharged without cause and without further recourse, except
9 as provided by law. At any time prior to the end of the probationary period the District
10 will determine if credit for directly relevant prior work experience should be extended,
11 placing the employee on a higher step of the job classification. If so determined the higher
12 step would be retroactive to date of hire. New employees shall not be placed higher than
13 Step 5 of the relevant salary schedule (see ISO HR-P002).

14 **ARTICLE XI- DISCIPLINE AND DISCHARGE**

15 The District shall have the right to discipline or discharge an employee for cause. Any
16 disciplinary action or measure imposed upon an employee may be processed as a grievance
17 through the regular grievance procedure hereinafter provided. If the District has reason to
18 reprimand an employee, it shall be done in manner that will not embarrass the employee
19 before other employees or the public.

20 **ARTICLE XII- GRIEVANCE PROCEDURE**

21 Any grievance or dispute which may arise between the District, WSBA and/or an
22 employee, including the application, meaning or interpretation of this agreement, shall be
23 settled in the following manner:

24 **Step I:** The employee shall first discuss the grievance with the immediate supervisor. All
25 grievances not brought to the supervisor under Step One within five (5) working days of
26 the occurrence of the grievance shall be waived by the employee. A supervisor receiving
27 a grievance as herein provided shall respond to the employee within five (5) working days
28 from the receipt of the grievance.

29 **Step II** If the grievance is not resolved at the completion of Step One; the written statement
30 of the grievance shall be presented in person by the employee to the District

1 Superintendent/or designee within five (5) working days. The District Superintendent/or
2 designee shall respond in writing within five (5) working days of the hearing as to the
3 disposition of the grievance.

4 **Step III:** If the grievance is not resolved to the employee's satisfaction at the completion
5 of Step Two, the employee, may within five (5) working days, request a Board hearing of
6 the grievance. Such hearings shall be held in conjunction with regular Board meetings.
7 The parties further agree to accept the Board's decision as final and binding upon them.

8 **ARTICLE XIII - TERM AND SEPARABILITY OF PROVISIONS**

9 **Section 13.1 Term of Agreement**

10 This Agreement shall remain in full force and effect from September 1 2017 until August
11 31, 2020 Salaries in Schedule A and Health Benefits shall be adjusted for each school year
12 in accordance with Section 4.2 and 4.7 and the salary and insurance funds allocated from
13 the state.

14 **Section 13.2 Provisions**

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

16 **Section 13.3 Openers**

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

19 **Section 13.4 Unlawful Provisions**

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

23 **Section 13.5 Conflicts with Statute**

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

27 **Section 13.6 Re-Negotiating**

28 In the event either Section 13.4 or 13.5 is determined to apply to any provision of the
29 Agreement, such provision shall be renegotiated.
30

1 **Section 13.7** **Entire Agreement**

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

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1 WENATCHEE SCHOOL
2 BUSINESS ASSOCIATION
3
4 _____
5 Business Association Negotiator
6
7 _____
8 Business Association Negotiator
9
10 Date _____
11

WENATCHEE SCHOOL
DISTRICT NO. 246

Board Chairman

Superintendent
Date _____

**Schedule A
Business Association-District Office
Salary Schedule
2017-2018**

(Years)			
Satisfactory Performance	Accounting Clerk	Assistant Accountant	Accounting Specialist
1	\$16.02	\$17.27	\$19.65
2	\$16.65	\$17.88	\$20.27
3	\$17.33	\$18.67	\$21.07
4	\$17.96	\$19.40	\$21.81
5	\$18.39	\$20.08	\$22.49
6	\$17.76	\$20.69	\$22.92
8	\$19.03	\$21.35	\$23.35
10	\$19.26	\$21.66	\$23.54
15	\$19.77	\$21.96	\$24.18
20	\$20.30	\$22.37	\$24.84
Longevity Pay	After 10 years of continuous service in WSD	\$0.25	Per Hour
	After 14 years of continuous service in WSD	\$0.50	Per Hour
	After 20 years of continuous service in WSD	\$0.75	Per Hour
Stipends	Assciates of Arts Degree	\$0.65	Per Hour
	Bachelor's Degree	\$0.75	Per Hour
2017-18 - 2.3% state flow thorough, with some cohort adjustments to steps			
18-19 - 1.5% above state flow through			
19-20 - 1.5% above sate flow through			

Wenatchee School District No. 246
MEMORANDUM

To: Wenatchee School Board
Brian Flones, Superintendent

From: Les Vandervort, Chief Financial Officer

Date: December 6, 2017

Re: **October 2017 Budget Status Report**

GENERAL FUND With **16%** of the fiscal year elapsed, Total General Fund revenues were **18%** and expenditures were **14.9%** of budgeted amounts, respectively.

General Fund Total Fund Balance at October 31, 2017 is **\$14,168,083** (13.74%).

Total Fund Balance at October 31, 2016 was **\$15,220,734** (15.80%).

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.

2017-18 is a transition year for salaries to a new model in 2018-19. 2018-19 also poses funding problems as school districts move to a limited local levy assessment and the elimination of the staff mix factor in the cert salary schedule.

The hope of many is that the 2018 legislature backs off some of the new changes so districts aren't caught with deficits.

CAPITAL PROJECTS FUND The Year Ending Fund Balance is **\$5,985,197**.

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 **\$4,400,805** is for payment of bond principal and interest payments which are due each December and June. Revenues consist primarily of property taxes.

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 **32.3%** of the amount budgeted for the year. Expenditures are **10.8%** of budget.

The Total Year Ending Fund Balance is **\$743,651**.

TRANSPORTATION VEHICLE FUND The Year Ending fund balance is **\$278,661**.

This balance has been encumbered.

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

Budget Status Report
October 2017

16%

	Annual Budget	Actual For Year	Rec'd/Spent
Revenues/Other Financing Sources			
1000 Local Taxes	12,356,742	4,370,670	35.4%
2000 Local Nontax	2,455,012	304,110	12.4%
3000 State, General Purpose	59,953,230	10,324,883	17.2%
4000 State, Special Purpose	16,126,612	2,456,417	15.2%
5000 Federal, General Purpose	50,000	516,184	1032.4%
6000 Federal, Special Purpose	8,830,265	4,173	0.0%
7000 Revenues fr Other Dists	37,000	2,619	7.1%
8000 Revenues fr Other Agencies	66,500		0.0%
9000 Other Financing Sources	0		
Total Revenues/Other Sources	99,875,361	17,979,056	18.0%
Expenditures			
00 Regular Instruction	56,474,414	8,726,431	15.5%
20 Special Ed Instruction	10,188,337	1,597,529	15.7%
30 Vocational Instruction	3,546,550	474,129	13.4%
40 Skill Ctr / Voc-Tec Instruction	1,718,297	128,101	7.5%
50/60 Compensatory Instruction	10,902,338	1,250,279	11.5%
70 Other Instructional Program	1,318,877	107,628	8.2%
80 Community Support	743,190	96,226	12.9%
90 Support Services	18,209,480	2,956,773	16.2%
Total Expenditures	103,101,483	15,337,096	14.9%
Excess of Revenues / Other Sources Over (Under) Expenditures	-3,226,122	2,641,960	
Operating Trans Out to TVF, DSF and CPF	0		
Total Beginning Fund Balance	11,000,000	11,526,123	
Total Ending Fund Balance	7,773,878	14,168,083	13.74%
821 Restricted for Carryovers	400,000	637,301	
825 Restricted for Skill Center	0		
840 Nonspendable for Inventory	35,000	32,511	
884 Assigned to Capital Projects	0	541,000	
888 Assigned to Other Purposes (L&I, motor pool)	152,000	600,000	
891 Unassigned Minimum Fund Balance	2,186,878	5,155,074	5.00%
890 Unassigned Fund Balance	5,000,000	7,202,197	6.99%

Wenatchee School District No. 246

Capital Projects Fund

Budget Status Report
October 2017

	Annual Budget	Actual For Year	Percent Rec'd/Spent
16%			
Revenues/Other Financing Sources			
1000 Local Taxes			0.0%
2000 Local Nontax	387,501	9,439	2.4%
3000 State, General Purpose			
4000 State, Special Purpose	5,228,147	78,261	1.5%
5000 Federal, General Purpose			
6000 Federal, Special Purpose			
7000 Revenues fr Other Dists			
8000 Revenues fr Other Agencies	45,000		
9000 Other Financing Sources			
Total Revenues/Other Sources	5,660,648	87,700	1.5%
Expenditures			
10 Sites	875,000	19,895	2.3%
20 Buildings	3,440,000	76,642	2.2%
30 Equipment	3,213,147	521	0.0%
40 Energy	75,000		
50 Sales & Lease Equipment			
60 Bond Issuance Expenditure	0		
90 Debt			
Total Expenditures	7,603,147	97,058	1.3%
Transfers in (out)	0	0	
Excess of Revenues / Other Sources Over (Under) Expenditures	-1,942,499	-9,358	
Total Beginning Fund Balance	4,000,000	5,994,555	
Total Ending Fund Balance	2,057,501	5,985,197	

Wenatchee School District No. 246

Debt Service Fund

Budget Status Report
October 2017

16%

	Annual Budget	Actual For Year	Percent Rec'd/Spent
Revenues/Other Financing Sources			
1000 Local Taxes	5,402,000	1,938,474	35.9%
2000 Local Nontax	10,000	4,483	44.8%
3000 State, General Purpose			
5000 Federal, General Purpose			
6000 Federal, Special Purpose			
9000 Other Financing Sources			
<hr/>			
Total Revenues/Other Sources	5,412,000	1,942,957	35.9%
Expenditures			
Matured Bond Expenditures	2,135,000		0.0%
Interest on Bonds	3,334,563		0.0%
Interfund Loan Interest			
Bond Transfer Fees	50,000		0.0%
Arbitrage Rebate			
<hr/>			
Total Expenditures	5,519,563	0	0.0%
Other Financing Uses	0		
Excess of Revenues / Other Sources Over (Under) Expenditures	-107,563	1,942,957	
Total Beginning Fund Balance	2,450,000	2,457,848	
Total Ending Fund Balance	2,342,437	4,400,805	

Wenatchee School District No. 246

Budget Status Report
October 2017

Associated Student Body Fund

16%

	Annual Budget	Actual For Year	Percent Rec'd/Spent
Revenues/Other Financing Sources			
1000 General Student Body	174,170	123,884	71.1%
2000 Athletics	289,857	84,836	29.3%
3000 Classes	12,000	1,188	9.9%
4000 Clubs	515,861	114,690	22.2%
6000 Private Moneys	53,100	12,920	24.3%
Total Revenues	1,044,988	337,518	32.3%
Expenditures			
1000 General Student Body	149,989	10,377	6.9%
2000 Athletics	278,831	47,774	17.1%
3000 Classes	7,500		0.0%
4000 Clubs	638,367	59,535	9.3%
6000 Private Moneys	51,050	4,404	8.6%
Total Expenditures	1,125,737	122,090	10.8%
Excess of Revenues / Other Sources Over (Under) Expenditures	-80,749	215,428	
Total Beginning Fund Balance	600,000	528,223	
Total Ending Fund Balance	519,251	743,651	

Wenatchee School District No. 246

Budget Status Report
October 2017

Transportation Vehicle Fund

16%

	Annual Budget	Actual For Year	Percent Rec'd/Spent
Revenues/Other Financing Sources			
1000 Local Taxes			
2000 Local Nontax	1,000	341	34.1%
3000 State, General Purpose			
4000 State, Special Purpose	166,000		0.0%
8000 Revenues fr Other Agencies			
9000 Other Financing Sources		1,000	
Operating Transfers In from Gen Fund			
Total Revenues/Other Sources	167,000	1,341	0.8%
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	447,000		
Act 34 Contract Purchase/Rebuild			0.0%
Total Expenditures	447,000	0	0.0%
Operating Transfers Out to DSF			
Excess of Revenues / Other Sources Over (Under) Expenditures			
	-280,000	1,341	
Total Beginning Fund Balance	280,000	277,320	
Total Ending Fund Balance	0	278,661	

Wenatchee School District No. 246
MEMORANDUM

To: Wenatchee School Board
Brian Fones, Superintendent

From: Les Vandervort, Chief Financial Officer

Date: December 5, 2017

Re: Enrollment Reports for **December 2017**

Exhibit A - Monthly Enrollments.

The **December 2017** count of K-12 students is **7,766.80 full-time equivalents (FTE)** including 266.93 FTE Running Start students (Running Start students are counted starting in October).

The *average* FTE of 7,759.41 is **18.41** 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 the same FTE as 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	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	AVERAGE	2017-18 AVG to BUD	
												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 Kindergart	503.00	504.65	501.65	500.65							502.49	530	-27.51
FIRST	538.00	545.81	538.59	544.28							541.67	530	11.67
SECOND	570.00	570.00	573.00	574.00							571.75	576	-4.25
THIRD	552.60	554.60	559.60	562.87							557.42	555	2.42
FOURTH	562.59	568.59	568.38	566.38							566.49	568	-1.51
FIFTH	541.00	540.00	540.00	540.00							540.25	544	-3.75
SIXTH	577.77	577.77	580.77	582.77							579.77	590	-10.23
SEVENTH	556.93	559.93	561.16	559.34							559.34	543	16.34
EIGHTH	563.46	564.46	563.46	566.46							564.46	556	8.46
NINTH	528.53	531.32	531.44	532.60							530.97	530	0.97
TENTH	587.02	579.12	583.26	581.40							582.70	585	-2.30
ELEVENTH	533.45	528.40	525.80	521.89							527.39	550	-22.62
TWELFTH	484.13	478.14	475.51	472.85							477.66	490	-12.34
Kindergarten	503.00	504.65	501.65	500.65	0.00	0.00	0.00	0.00	0.00	0.00	502.49	530	-27.51
GRADES 1-5	2764.19	2779.00	2779.57	2787.53	0.00	0.00	0.00	0.00	0.00	0.00	2777.57	2,773	4.57
GRADES 6-8	1698.16	1702.16	1705.39	1708.57	0.00	0.00	0.00	0.00	0.00	0.00	1703.57	1,689	14.57
GRADES 9-12	2133.13	2116.98	2116.01	2108.74	0.00	0.00	0.00	0.00	0.00	0.00	2118.72	2,155	-36.28
K-12 Subtotal	7098.48	7102.79	7102.62	7105.49	0.00	0.00	0.00	0.00	0.00	0.00	7102.35	7,147	-44.65
Running Start		279.73	274.33	266.93							273.66	190	83.66
Open Doors	73.48	81.81	83.04	88.35							81.67	90	-8.33
Alternative	285.51	304.15	311.22	306.03							301.73	314	-12.27
TOTAL	7,457.47	7,768.48	7,771.21	7,766.80							7,759.41	7,741	18.41

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	502.49
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	541.67
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	571.75
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	557.42
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	566.49
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	540.25
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	579.77
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	559.34
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	564.46
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	530.97
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	582.70
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	527.39
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	477.66
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	7102.35
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	273.66
Skill Source/Open Door Alternative									89.23	89.98	101.14	90.41	81.67
											253.49	313.53	301.73
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	7,759.41
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										from 16-17
		REF ONLY	REF ONLY					REF ONLY	REF ONLY			to 17-18
School		December 2014	December 2015	December 2016	December 2017	increase (decrease)	Grade	December 2014	December 2015	December 2016	December 2017	increase (decrease)
Columbia		461	463	431	428	(3)	1/2 day K	76	22	0	0	0
Lewis & Clark		482	467	489	489	0	ADK	435	533	526	501	(25)
Lincoln		508	504	506	516	10	1	600	601	572	544	(28)
Mission View		541	532	550	509	(41)	2	543	577	556	574	18
Newbery		507	545	510	481	(29)	3	588	545	564	563	(2)
Sunnyslope		283	291	294	305	11	4	548	596	540	566	26
Washington		560	619	573	560	(13)	5	552	547	594	540	(54)
Elementary		3,342	3,421	3,352	3,288	(64)		3,341	3,421	3,352	3,288	(64)
Foothills		603	624	587	611	25	6	525	552	546	583	37
Orchard		406	392	429	496	66	7	567	530	569	559	(9)
Pioneer		703	652	625	601	(23)	8	621	587	526	566	41
Middle Schools		1,712	1,669	1,641	1,708	68		1,712	1,669	1,641	1,708	68
WHS		1928	2009	1,847	1,768	(79)	9	602	628	590	533	(57)
WSHS		237	235	271	265	(6)	10	547	600	621	581	(39)
High Schools		2165	2244	2,118	2,033	(85)	11	567	548	506	522	16
							12	550	565	452	473	21
Skill Source		3	8	3	6	3		2,266	2,340	2,169	2,109	(60)
Skill Source/Open Door		87	99	85	83	(1)						
Open Doors/Grad Alliance				5	5	0	Total Regular	7,320	7,430	7,162	7,105	(57)
Valley Academy		171	154	175	181	6						
WV Tech Ctr		192	193	186	195	9						
Other Enrollment		453	454	454	470	17	ALE	264	259	313	306	(7)
							Open Door	87	99	90	88	-1
Subtotal Enrollment		7,672	7,787	7,564	7,500	(64)	Running Start	174	151	204	267	63
Running Start		174	151	204	267	63		7,845	7,939	7,769	7,767	(2)
Total Enrollment		7,846	7,938	7,769	7,767	(2)						
Juvenile Detention Center		11	7	13	17	4						
Special Ed		863	901	892	916	24						
Exhibit C												

Enrollment 17-18

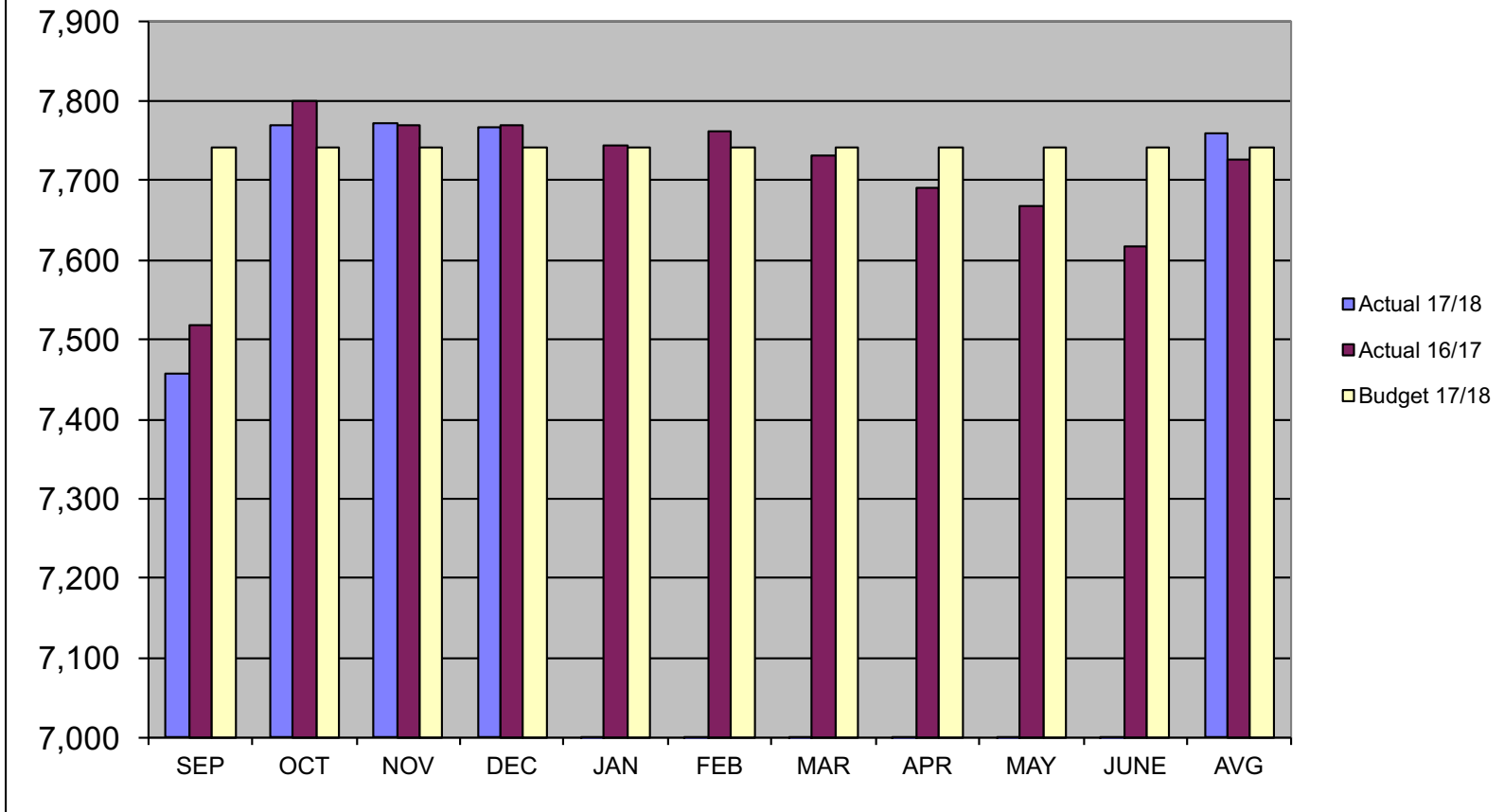


Exhibit D

	24 KINDER		24 GRADE 1		25 GRADE 2		25 GRADE 3		27 GRADE 4		27 GRADE 5		
	#		#		#		#		#		#		
Columbia	Holland, Courtney	15	Ells, Joe	22	Bentsen, Carolyn B	19	Heffron, Rebecca	21	Gelb, Tracy	24	Cline, Gretchen	22	FTE 428.37 Head
	Ryan-Kelzenberg (Shel)	14	Lopez, Lizbeth B	22	Card-Roley, Laurie	18	Kniveton, Jenifer	24	Hetterle, Rachel	24	Hill, Courtney	18	
	Young, Ann	15	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					
		61		67		77		89		73		62	429
Lewis & Clark	Jarvis, Oliva B	21	Navarro, Nancy B	22	Alvarez, Itzia	21	Black, Maria	20	Roberts, Teresa	19	Brandt, Theresa	26	FTE 489.13 Head
	Limon, Donna	21	Solis, Anelita B	22	Collins, Alanna	21	De La Mora B	21	Smoots, Fonda	19	Ross, Melodie	26	
	Tanner, Haley	21	Tshritter, Carol	20	Lopez, Daniz	21	Nunez, Ginger	21	Strong, Olga	19	Sanchez, Juan	25	
	Yanez, Carmen B	21	West, Marie	22	Martinez, Eva	21	Rudell, Laura	20	Zavala, Hugo	20			
		84		86		84		82		77		77	490
Lincoln	Charles, Katie	17	Blankenship, Marea B	18	Guerrero	22	Heinz, Teresa	21	Gaytley, Todd	22	Bullis, Jacob	22	FTE 516.00 Head
	Clive, Cassandra	17	Hurt, Allison (Shelt'd)	22	Rodriguez, Christina B	21	Mason, Kristina	21	Mahler, Cynthia	23	Ferson, Darrin	22	
	Gonzalez, Rocio B	19	Pattison, Lisa	20	Schmidt, Sandra	23	Nelson, Tessa	22	Parr, Kevin B	23	Nicpan-Brown, Kristina	21	
	Smith, Candy (Shelt'd)	17	Robins, Jessica	20	Wilson, Carmen B	21	Williams, Dianna B	20	Rang, Kadie	23	Williams, Jeffrey	22	
SpEd Noble	4	SpEd Noble	3	SpEd Noble	3	SpEd McFarland	1	SpEd McFarland	3	SpEd McFarland	3		
		74		83		90		85		94		90	516
Mission View	Hepton, Tiffany	21	Berdine, Mary	20	Avila, Armando B	20	Boisen, Kris	23	Avila, Mario B	24	Childers, Nika	22	FTE 509.00 Head
	Martinez, Lupe B	20	Chang Marr, Maria B	19	Christensen, Jen B	19	Brown, Sarah	22	Lewis, Lisa	25	Pass, Scott	24	
	Mendoza, Liliana	21	Downey, Coni	18	Martinez, Brandy	21	Chavez, Gabriela B	23	Wirth, Debra	24	Phelps, Theresa	24	
	Orozco Blanco, Eliza B	17	Montalvo, Patricia B	20	Yanez, Socorro B	20	Savage, Tamara	24					
Valdovinos, Cari	18	O'Banion, Heidi	18	Zavala, Guadalupe	20								
		79		95		100		92		73		70	509
Newbery	Wright, Carrie	3	Wright, Carrie	2	Wright, Carrie		Brooks, Ingrid B	24	Keene, Stephanie	24	Kniveton, Kyle B	21	FTE 480.68 Head
	Fischer, Leticia	16	Arneson, Imelda B	16	Dundas, Cheri	21	Dickson, Kimberly	24	Peterson, Tracy	24	London, Flora	22	
	Reyna-Smith, Soyla	18	Garza, Ashley	17	Morrell, Blake	22	Gutierrez-Zamora B	25	Schott, Robert B	22	Preuss, J. Austin	22	
	Vivanco, Matilde B	13	McLaughlin, Lori	18	Page, Brooke B	18	Stubbe, Stephanie	24	Wallace, Patricia	24	Wallace, Patricia	23	
Wise, Jill	17	Woolsey, Tami	18	Riggan, Brooke	22	Wright, Carrie	22	Wright 3, Kniveton 1	4	Wright, Carrie	2		
		67		71		83		73		98		90	482
Sunnyslope	LeFebvre, S	25	Anspach, Julie	27	Gale, C	24	Dalbeck, Abby	24	Baier, Erika	28	Lammert, Amy	26	FTE 305.00 Head
	Steitz, Lisa	23	Springer, M	26	Howard, Jeri	23	Martin, Peggy	21	Weber, K	30	Morgan, T	28	
		48		53		47		45		58		54	305
Washington	Arredondo, Zuly	22	Garcia/Wilkens	23	Anguiano, Stephanie	23	Bucholz, Heidi	25	Day,	24	Christensen, Monika	24	FTE 560.00 Head
	Connor, Michelle	22	Larsen, Rebecca	22	Clayson, Wendi	22	McGinnis, Lance	24	Gillespie, Terry	24	Roche, Laura	24	
	Hannah	22	Oltman, Erin	23	Huson, Lynda	23	Reinfeld, Jill	23	Smeller,	23	Sutton, Jana	24	
	Reiber, Erin	22	Rodriguez	22	Lake, Caroline	22	Williams, David	24	Smith, Jodee	23	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	1	SpEd Ptolemy		SpEd Ptolemy			
		88		90		93		97		95		97	560
TOTAL FTE												3288.18	
TOTAL Head Count												3291	
Special Ed Count												6	
Average Class size												21.36	
# of Teachers/Classes												23	
B = Bilingual													
D = Dual Language													

December 2017

2016-2017 Enrollment

Official Count Day

	K	FTE	1	FTE	2	FTE	3	FTE	4	FTE	5	FTE	Head Total	FTE Total
Columbia	61	61.00	67	66.50	77	77.00	89	88.87	73	73.00	62	62.00	429	428.37
Lewis & Clark	84	84.00	86	85.78	84	84.00	82	82.00	77	76.35	77	77.00	490	489.13
Lincoln	74	74.00	83	83.00	90	90.00	85	85.00	94	94.00	90	90.00	516	516.00
Mission View	79	79.00	95	95.00	100	100.00	92	92.00	73	73.00	70	70.00	509	509.00
Newbery	67	66.65	71	71.00	83	83.00	73	73.00	98	97.03	90	90.00	482	480.68
Sunnyslope	48	48.00	53	53.00	47	47.00	45	45.00	58	58.00	54	54.00	305	305.00
Washington	88	88.00	90	90.00	93	93.00	97	97.00	95	95.00	97	97.00	560	560.00
Total	501	500.65	545	544.28	574	574.00	563	562.87	568	566.38	540	540.00	3291	3288.18
	6		7		8									
Foothills	198	197.61	199	198.70	215	215.00							612	611.31
Orchard	184	184.00	162	161.64	150	150.00							496	495.64
Pioneer	201	201.16	199	199.00	202	201.31							602	601.47
Total	583	582.77	560	559.34	567	566.31							1710	1708.42
	9		10		11		12							
WHS	514	501.51	542	523.42	477	393.19	421	350.20					1954	1768.32
WSHS	18	18.00	31	29.96	82	80.02	140	136.66					271	264.64
Total	532	519.51	573	553.38	559	473.21	561	486.86					2225	2032.96
	9		10		11		12							
Skillsource	1	1.00	5	4.67	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	21	21.00	25	24.76	24	23.30		
	6		7		8		9		10					
	16	14.68	18	16.71	11	11.00	7	7.00	6	5.19			196	181.01
Special Ed-Bldg 511													0	0.00
	9		10		11		12							
WVTSC	0	16.44	6	34.30	61	67.68	62	76.86					318	195.28
Running Start													301	266.93
Open Doors - Skillsource	0	0.00	16	15.75	29	28.80	40	38.80					85	83.35
Open Doors - Grad Alliance	0	0.00	0	0.00	1	1.00	4	4.00					5	5.00
	0	0.00	16	15.75	30	29.80	44	42.80						
													Total FTE	7766.80

Juvenile Detention Center													17	17.00
Special Education	Age	FTE	Age	FTE	Age	FTE							916	916.00
	0-2	53.00	3-5	65.00	K-21	798.00								



Office of the Secretary of State
Corporations & Charities Division

Washington Trademark

See attached detailed instructions

- New Filing \$55 per classification number**
- 5 Year Renewal \$50 per classification number**
- Add \$50 to your fee for Expedited Service**

This Box For Office Use Only

5 Year Expiration Date:

Registration Number:

TRADEMARK REGISTRATION/RENEWAL

Chapter 19.77 RCW

SECTION 1

TRADEMARK OWNER: (May be a company, organization or an individual - see instructions page)

Wenatchee School District

Address: 235 Sunset Avenue

City Wenatchee State WA Zip Code 98801

SECTION 2

IF TRADEMARK OWNER IS AN ENTITY LIST STATE/COUNTRY OF ORIGIN: Washington

If recorded in the State of Washington, provide the UBI Number: 048006747

SECTION 3

TRADEMARK SPECIFIC INFORMATION:

Attach three (3) samples of the trademark, including one original (see instructions page)

Describe the trademark as it is to be registered: A purple "W" with gold lettering. Below this to the left and slightly interposed over the "W" is a gray panther, with its face forward facing and showing its back, left shoulder and arm and torso, to the right of the panther a red apple with a pegasus shoe and torch. Below this is banner with "Wenatchee"

Goods or Services Classification Number(s): (see list on page 2): 12, 25, 28, 41

Trademark is used for: Goods Services of the following description: The trademark is used on the goods and in services specified above as a symbol for Wenatchee High School in Wenatchee, Washington.

Continued on page 2

SECTION 3 (continued)

Describe the exact manner in which the trademark is affixed to goods or displayed with services: _____

The trademark will be affixed on letterhead, training materials, education materials, clothing for students, adults and alumni, equipment and clothing for athletes and coaches, vehicles, building signs, community advertisements

SECTION 4

WASHINGTON TRADEMARK TO BE RENEWED BY APPLICANT

Registration Number: _____ Original Date Filed: _____

SECTION 5

DATE TRADEMARK WAS FIRST USED BY APPLICANT OR APPLICANT'S PREDECESSOR

Date used in any state or country: early 1970s Date used in Washington State: early 1970s

SECTION 6

SIGNATURE OF OWNER OR AUTHORIZED REPRESENTATIVE

Applicant is the owner of and is now using the trademark identified above; I believe no other individual or entity has the right to use such trademark in connection with the same or similar goods or services in this state either in identical form or in such a near manner as might be mistaken therefore.

X _____
Signature **Printed Name & Title** **Date** **Phone Number**

GOODS OR SERVICE CLASSIFICATION NUMBERS:
 (See WAC 434-12-015 for a complete description of each classification)

Goods

- 1. Chemical
- 2. Paints
- 3. Cosmetic & Cleaning
- 4. Lubricants & Fuel
- 5. Pharmaceuticals
- 6. Metal Goods
- 7. Machinery
- 8. Hand tools
- 9. Electrical & Scientific
- 10. Medical Apparatus
- 11. Environmental Control Apparatus
- 12. Vehicles
- 13. Firearms
- 14. Jewelry
- 15. Musical Instruments
- 16. Paper Goods & Printed Matter
- 17. Rubber Goods

Goods

- 18. Leather Goods
- 19. Nonmetallic Building Materials
- 20. Furniture & Other Articles
- 21. House wares & Glass
- 22. Cordage and Fibers
- 23. Yarns and Threads
- 24. Fabrics
- 25. Clothing
- 26. Fancy Goods
- 27. Floor Coverings
- 28. Toys & Sporting Goods
- 29. Meats & Processed Foods
- 30. Staple Foods
- 31. Natural Agricultural Products
- 32. Light Beverages
- 33. Wines and Spirits
- 34. Smoker's Articles

Services

- 35. Advertising & Business
- 36. Insurance & Financial
- 37. Construction & Repair
- 38. Telecommunications
- 39. Transportation & Storage
- 40. Treatment of Materials
- 41. Education & Training
- 42. Scientific & Technological
- 43. Food, Drink & Lodging
- 44. Medical, Veterinary & Hygienic
- 45. Personal & Social





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SECTION 3

TRADEMARK SPECIFIC INFORMATION:

Attach three (3) samples of the trademark, including one original *(see instructions page)*

Describe the trademark as it is to be registered: purple and gold "W" mark, the "W" is purple with gold border. The mark represents Wenatchee High School Athletics.

Goods or Services Classification Number(s): *(see list on page 2):* 12, 25, 28, 41

Trademark is used for: Goods Services of the following description: The trademark is used on the goods and services specified above as the second of two symbols for Wenatchee High School Athletics for

Wenatchee High School in Wenatchee, Washington

Continued on page 2

SECTION 3 (continued)

Describe the exact manner in which the trademark is affixed to goods or displayed with services: _____

The trademark will be affixed on letterhead, training materials, education materials, clothing for student and adult

fans and alumni, equipment and clothing for athletes and coaches, vehicles, building signs, community advertisements

SECTION 4

WASHINGTON TRADEMARK TO BE RENEWED BY APPLICANT

Registration Number: _____ Original Date Filed: _____

SECTION 5

DATE TRADEMARK WAS FIRST USED BY APPLICANT OR APPLICANT'S PREDECESSOR

Date used in any state or country: unknown Date used in Washington State: unknown

SECTION 6

SIGNATURE OF OWNER OR AUTHORIZED REPRESENTATIVE

Applicant is the owner of and is now using the trademark identified above; I believe no other individual or entity has the right to use such trademark in connection with the same or similar goods or services in this state either in identical form or in such a near manner as might be mistaken therefore.

X _____
 Signature Printed Name & Title Date Phone Number

GOODS OR SERVICE CLASSIFICATION NUMBERS:
 (See WAC 434-12-015 for a complete description of each classification)

Goods

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- 3. Cosmetic & Cleaning
- 4. Lubricants & Fuel
- 5. Pharmaceuticals
- 6. Metal Goods
- 7. Machinery
- 8. Hand tools
- 9. Electrical & Scientific
- 10. Medical Apparatus
- 11. Environmental Control Apparatus
- 12. Vehicles
- 13. Firearms
- 14. Jewelry
- 15. Musical Instruments
- 16. Paper Goods & Printed Matter
- 17. Rubber Goods

Goods

- 18. Leather Goods
- 19. Nonmetallic Building Materials
- 20. Furniture & Other Articles
- 21. House wares & Glass
- 22. Cordage and Fibers
- 23. Yarns and Threads
- 24. Fabrics
- 25. Clothing
- 26. Fancy Goods
- 27. Floor Coverings
- 28. Toys & Sporting Goods
- 29. Meats & Processed Foods
- 30. Staple Foods
- 31. Natural Agricultural Products
- 32. Light Beverages
- 33. Wines and Spirits
- 34. Smoker's Articles

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- 36. Insurance & Financial
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- 38. Telecommunications
- 39. Transportation & Storage
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- 41. Education & Training
- 42. Scientific & Technological
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Attach three (3) samples of the trademark, including one original (see instructions page)

Describe the trademark as it is to be registered: A purple panther bearing teeth and claws in a lunging forward position chest forward with its right paw and claws over a gold "W" with a purple border

Goods or Services Classification Number(s): (see list on page 2): 12, 25, 28, 41

Trademark is used for: Goods Services of the following description: The trademark is used on the goods and in services specified above as the first of two symbols for Wenatchee High School Athletics for High School in Wenatchee, Washington.

Continued on page 2

SECTION 3 (continued)

Describe the exact manner in which the trademark is affixed to goods or displayed with services: _____

The trademark will be affixed on letterhead, training materials, education materials, clothing for student and adult fans and alumni, equipment and clothing for athletes and coaches, vehicles, building signs, community advertisements

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Registration Number: _____ Original Date Filed: _____

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Date used in any state or country: unknown Date used in Washington State: unknown

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