



SCHOOL BOARD MEETING

March 22, 2016
WSD District Office
AGENDA

6:00 p.m. Regular Board Meeting

	Time
I. PLEDGE OF ALLEGIANCE	
II. CONSENT AGENDA	02 Min
1. Minutes of Board Mtg. 3/08/16	Action 1+
2. Personnel Report	Action 2+
3. Vouchers/Payroll	Action 3+
4. Contracts	Action 4+
5. Surplus Report	Action 5+
6. Summer Sports Camps/Clinics	Action 6+
III. RECOGNITIONS:	20 Min
Classified Appreciation Week	
School Retirees Appreciation Week	
IV. CITIZEN COMMENTS:	05 Min
V. HIGH SCHOOL ASB REPORTS	05 Min
VI. FACILITIES UPDATES:	20 Min
Lincoln Change Order #4	Action 05 min
Project Updates & Financial Report	Information 15 min
David Zeitlin, Senior Project Manager, Hill International	
VII. SPECIAL PRESENTATIONS:	40 Min
School Health Clinics:	Information 40 min
Tim Sheppard, Lincoln Elementary Principal	
Kory Kalahar, WSHS Principal	
VIII. POLICY UPDATES:	20 Min
3000 Series Policy Updates 1 st Reading	Information 10 min
Mark Helm, Executive Director of Student Services	
5000 Series Policy Updates 1 st Reading	Information 10 min
Lisa Turner, Executive Director of Human Resources	
IX. BOARD COMMUNICATION	05 min
X. SUPERINTENDENT'S REPORT	05 min
XI. ADJOURNMENT	

SEE
REVERSE
SIDE
Board Meeting



CONSENT AGENDA



Wenatchee School District Regular Board Meeting

Minutes of March 08, 2016
WSD District Office

Board Members Present

Jennifer Talbot, President
Jesús Hernández
Laura R. Jaecks
Walter Newman

6:00 PM

Staff Present

Jon DeJong, Deputy Superintendent
Cabinet

I. Regular Meeting 6:00 p.m.

Jennifer Talbot, Board President, opened the regular board meeting at 6:00 pm with the Pledge of Allegiance. Robert Sealby had an excused absence.

Jennifer Talbot, Board President, asked for a motion to approve the consent agenda.

II. Consent Agenda

MOTION MADE: Jesús Hernández made the motion to approve the consent agenda.

SECONDED: By Walter Newman

DISCUSSION: None

PASSED UNANIMOUSLY

Consent Agenda included:

1) Minutes

MINUTES:

2/16/16 Board Workshop & 2/26/16 Regular Board Meeting

2) Personnel Report

PERSONNEL REPORT PREPARED BY: Lisa Turner, HR Director: 3/08/2016
personnel report: on file

3) Vouchers/Payroll

VOUCHERS PREPARED BY:

Karen Walters, Director of Accounting: 3/09/16

General Fund

Check numbers 582192 through 582375 totaling \$538,066.07

Capital Projects Fund

Check number 582376 through 582382 totaling \$247,321.43

Associated Student Body Fund

Check number 582383 through 582410 totaling \$55,247.12

4) Surplus Report

PAYROLL: Tammy Hubensack, Director of Payroll: None

SURPLUS REPORT: Karen Walters, Director of Accounting: On File

5) Contracts

CONTRACTS: Karen Walters, Director of Accounting 3/08/16

Date	New or Renewal or Revision	Federal Yes/No	Agency	Purpose	Amount	Effective Dates	Staff Person Responsible for Contract has read and has recommended this contract for Board approval	Reviewed by Los?	PO Required?
02/29/16	New	No	Equifax	Power of Attorney for a TPS for Unemployment Accounts	N/A	Upon Completion until cancelled	Denise Watson	Yes	No
					Budget Code				
					N/A				
02/17/16	New	No	Innersync Studio, LLC	Software Support & hosting of WSD website platform	\$16,896	4/1/16 - 6/31/17	Ron Brown	Yes	Yes
					Budget Code				
					0179-27-7000-000				
02/24/16	Revision	No	NCESD	6 additional days for deaf services	\$31,200	2/12/16 - 6/30/16	Trisha Craig	Yes	Yes
					Budget Code				
					2100-26-2098-000				
02/01/16	New	No	University of Washington	Project Data preschool students with Autism	\$110,000 Grant to WSD	9/1/15 - 6/10/16	Trisha Craig	Yes	No
					Budget Code				
					N/A				
02/10/16	New	No	Family ID	Online Athletic Clearance	\$2,180	8/1/16 - 7/31/17	Jim Beeson	Yes	Yes
					Budget Code				
					0100-28-7000-000				

III. Citizens Comments

None

IV. ASB Reports

WSHS: Principal Kory Kalahar reported that ASB/Leadership Representative Houston Morris was not able to attend the meeting this evening but will return at the next board meeting to report activities at WSHS.

WHS: ASB President Christian Brandt-Sims arrived late and reported the following out of sequence of the agenda:

- Former 1998 WHS graduate, John Norlin, presented at an assembly about the dangers of indifference and apathy, and how to become engaged with our surroundings. It was very motivational.
- The “Inclusive Project” is helping the student body to become more involved with others in school and how we can take pride in what we are doing for one another - challenge of doing 2 months of good things everyday.
- Spring Play is “The Man Who Came To Dinner”
- TOLO is March 12th.
- ASB officers visited OMS and shared to the student body, “What to expect at high school”, ASB encouraged everyone to get involved.
- Planning Prom for April 30th, intent is making it a special event, it will not be competing with graduation activities, and it will be a *Black Tie Affair*.
- Spring Week is coming up and we are still undecided on some of the activities.
- Plans for Janice Frans Talent Show fundraiser still underway and going well.
- DECA – 20 students are going to Nationals
- Golf, Tennis and Track and Soccer have meets and games this week.
- The Mock Trial Team is preparing for state, everyone is invited to attend.

V. Field Trip Requests:

Jodi Smith Payne, Assistant Superintendent of Learning and Teaching introduced the advisors, Jessica Frank, advisor of Pioneer VEX Robotics Team (Artificial Intelligence) and Matt Asplund, FFA advisor at WHS. Dawn McCormick could not attend, she is the advisor to the Honor Choir, her trip was approved earlier because the WHS competition finalist were announce just prior to the state competition and it was before the board meeting.

Prepared

By: Jodi Smith Payne

Re: Assistant Superintendent of Learning and Teaching

Learning and Teaching

OUT-OF-STATE AND OUT-OF-DISTRICT/OVERNIGHT FIELD TRIP REQUESTS

Out of District/Overnight and Out of State Field Trip Requests for Board Approval Board Meeting: March 8, 2016									
Requesting Location	Dates	Destination	Round Trip Miles	Teacher/Advisor Name	Group Making Trip/Chaperones	Educational Objective	# of Adults	# of Students	Estimated Cost
203.3 Pioneer Middle School - SOAR	04/19/2016 06:00:00 AM - 04/24/2016 11:45:00 PM	Kentucky Expo Center 937 Phillips Lane Louisville KY	4,510.87	Jessica Frank	FMS Vex Robotics Team (Artificial Intelligence) and possibly Five Elements	To continue to grow in their ability to engineer robotics, program using code, and	4	9	50.00
402.2 Wenatchee High School	05/11/2016 04:30:00 PM - 05/14/2016 10:00:00 PM	WSU Campus, Pullman, WA	397	Beth Hammerberg, Don Elwood, Matt Asplund, Matt Kline	FFA	State Convention and Competition.	5	40	\$ 4,833.50
Out of District Field Trip Already Approved/Complete									
402.2 Wenatchee High School	3/03/2016 12:30 PM - 3/06/2016 8:00 PM	Seattle, WA	296.81	Dawn McCormick/Parents	NW Honor Choir Competition		1	1	50.00

Mr. Asplund, FFA Advsiors, shared with the board the details of the state convention and competition that the FFA students will be attending. Over 20 students will be competing from WSD. He also shared that former WHS graduate, Julia Spangler was elected to serve as the State FFA President, a very prestigious position and an honor to have a WHS graduate hold the post. He answered the board’s questions related to their trip and he shared how busy their programs are right now with spring activities coming up.

MOTION MADE: Walter Newman made the motion to approve the FFA State Convention and Competition field trip as presented by Matt Asplund, Wenatchee High School FFA advisor.

DISCUSSION: None

SECONDED: By Laura Jaecks

PASSED Unanimously

Advisor Jessica Frank handed over the presentation to The FMS Vex Robotics (Artificial Intelligence) Team consisting of the following students: Willow Baker, Chloe Wiegand, Caitlyn Drolet, and Regan Tumilson. Each student shared the experience they had in participating as a part of the team. They are the only team attending the National Competition from this side of the state. They also shared the specifics of the competition and demonstrated the (more than a robot) robot that they entered into the competition and qualified them to go on to Nationals in Kentucky. They shared a video of the National REC Foundation Expo, which was very inspirational. The board thanked the students for the excellent demonstration and congratulated them on qualifying for Nationals.

MOTION MADE: Laura Jaecks made the motion to approve the Pioneer Vex Robotics Team field trip to go to Nationals as presented by the advisor Jessica Frank and the student team.

DISCUSSION: None

SECONDED: By Walter Newman

PASSED Unanimously

VI. New Business

1) Phase 2 Facility Planning: David Zeitlin, Senior Project Manager, Hill International and Tom Bassett, Forte Architects. Long Range Facility Plan: Mr Zeitlin and Mr. Bassett presented the board with a 328 page Phase 2 Long Range Plan Draft. Mr. Zeitlin explained to the board that they have been working on this plan since June of 2015. He presented the following PowerPoint:

AGENDA AND STUDY OVERVIEW

1. Study Approach
2. Scenarios Overview
3. Cost Modeling Results
4. District Wide Classroom Needs Study Scenarios

- Scenario A: Baseline Modernization of WHS for 1600 to 1800 students
- Scenario B: WHS Modernization for 1600 to 1800 students plus Pioneer Facility for a WHS Annex
- Scenario C: Modernize and Expand WHS for 2600 students
- Scenario D: New 2nd High School & Modernize WHS for 1600 to 1800 students
- Scenario E: Construct mostly New Building at WHS (new-in-lieu) for 2600 students
- Scenario F: WHS Modernization for 1600 to 1800 students plus construct new Junior High for 1200 students
- Scenario G: WHS Modernization for 1600 to 1800 students, Foothills as a new High School for 600 students, New Middle School for 600 students
- Scenario H: WHS Modernization for 1600 to 1800 students, New Classrooms around District

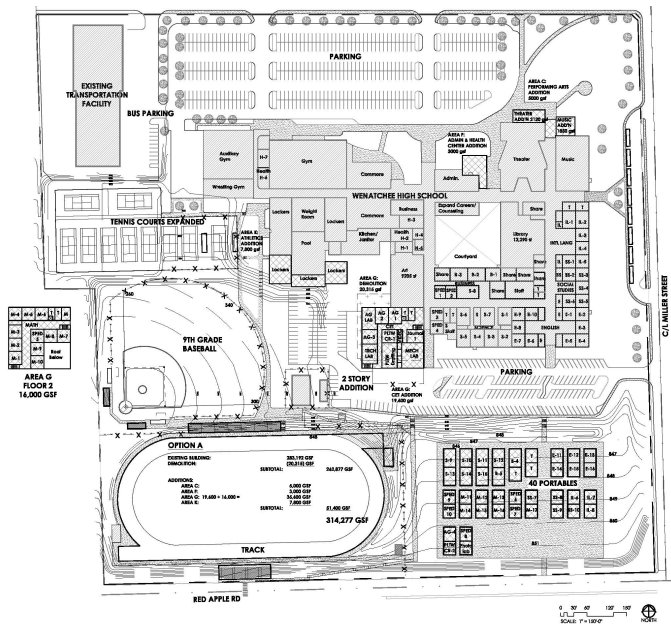
Schedule Assumptions

- High School: Construction completed by Summer 2021
- Elementary or Middle School: Construction completed by Summer 2020

Available Funding

• Approximate OSPI Matching Funds:	\$31 million
• Approximate Maximum Bond Funds	\$115 million
• Other Possible Funds	<u>\$4 million</u>
Approximate Total	\$150 million

SCENARIO A



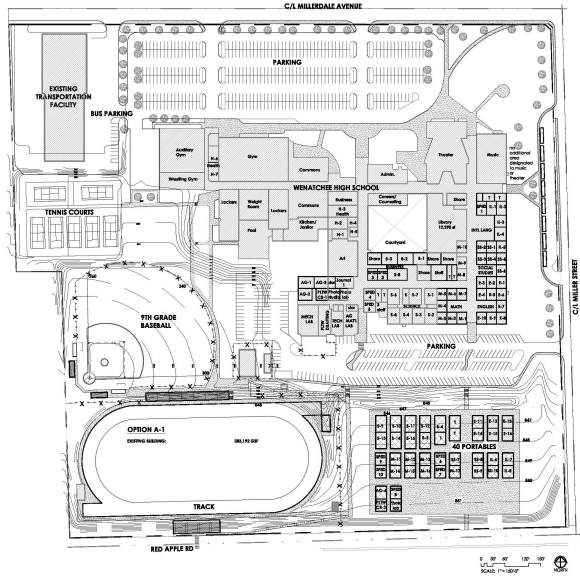
WHS Modernization (With some new building area)

- Modernization for 1600 to 1800 students
- Additional square footage
- 900 sf for general classrooms
- Portables for 1000 students
- No work to Transportation Facility
- Modernize parking and sports fields/facilities

What We Found:

- Current building is 283,192 sf
- Meeting education program requests plus 900 sf classrooms equals needing more square footage +/- 31,000 sf (51,400 sf new - 20,315 sf demo)
- Takes about 40 portables to house 1,000 students

SCENARIO A-1



WHS Modernization

(Stays within existing footprint)

- Baseline modernization for 1600 to 1800 students within existing footprint
- No additional square footage
- Portables for 1000 students
- Limited site improvements
- Classrooms remain at 700 sf
- No program expansion
- No work to Transportation Facility

What We Found:

- Current building is 283,192 sf
- To stay within existing building footprint, classrooms stay at 700 sf and program expansion is limited
- Takes at least 40 portables and probably more if program expansion is accommodated

SCENARIO B

WHS Modernization

Pioneer as an Annex and

New Middle School

- Modernization for 1600 to 1800 students
- Additional square footage
- Program expansion and 900 sf general classrooms
- Transportation Facility modernized
- Modernize parking and sports fields/facilities
- 600 High School students at Pioneer Middle School & New Middle School for 600 students

What We Found:

- Current building is 283,192 sf
- Meeting education program requests plus 900 sf classrooms equals needing more square footage +/- 31,000 sf (51,400 sf new - 20,315 sf demo)
- Large number of portables required for phasing, about 54 (not shown)

SCENARIO B1

Limited WHS Modernization for 1600 to 1800 students

Use Pioneer as WHS Annex

New Middle School for 600

No Transportation Facility Modernization

WHS Limited Modernization:

- Floor Plan Configuration remains essentially as is
- Fully Modernized Infrastructure (MEP & Technology)
- General Remodeling as budget allows (finishes, etc.)
- No Site Improvements, except limited infrastructure
- May be a challenge to get full OSPI matching funds

Use Pioneer as Annex:

- No Work: Same as Option B
- New Middle School:
- Same as Option B

SCENARIO C

WHS Modernization and Expansion for 2600 Students & Relocate Transportation Facility

- Modernization and expansion for 2600 students
- Relocate transportation facility to new site
- Modernize parking and sports fields/facilities

What We Found:

- Need to demolish most of general classroom area and build new 3-story classroom wings to accommodate classroom size, program expansion and school capacity
- Many areas to add (Music, Theater, Sports/Fitness)
- Campus is very tight for building and site areas to support 2600 students, but possible
- Large number of portables required for phasing, about 54 (not shown)

SCENARIO D

WHS Modernization
New Second High School
Modernize Transportation Facility

- Modernization for 1600 to 1800 students
 - Additional square footage
 - Program expansion and 900 sf general classrooms
 - Transportation Facility modernized, same as Option B
 - Modernize parking and sports fields/facilities
 - New Second High School for 1600 students
- What We Found:
- Current building is 283,192 sf
 - Meeting education program requests plus 900 sf classrooms equals needing more square footage +/- 31,000 sf (51,400 sf new - 20,315 sf demo)
 - Large number of portables required for phasing, about 54 (not shown)

SCENARIO E

Primarily New WHS to North and Modernize Balance of Area,
New Transportation Facility (same as Option C)

- Construct primarily new building (new-in lieu) and modernize balance for 2600 students
 - Relocate Transportation Facility to a new site, same as Option C
 - Modernize parking and sports field/facilities
- What We Found:
- There is adequate space in North Parking Lot for mostly new building, 3 stories.
 - Keep and modernize athletic facilities, kitchen area, theater and music areas.
 - Re-orient front door to the south
 - May reduce construction phasing
 - 324,000 sf New Construction
 - 130,000 sf Modernized

SCENARIO F

WHS Modernization for 1600 to 1800 students (same as Option B)
New Junior High School for 1200
Modernize Transportation Facility (Same as Option B)

- Modernization for 1600 to 1800 students
 - Additional square footage
 - Program expansion and 900 sf general classrooms
 - Transportation Facility modernized, same as Option B
 - Modernize parking and sports fields/facilities
 - New Junior High School for 1200 students
- What We Found:
- Current building is 283,192 sf
 - Meeting education program requests plus 900 sf classrooms equals needing more square footage +/- 31,000 sf (51,400 sf new - 20,315 sf demo)

SCENARIO F -1

Very Limited WHS Modernization for 1600 to 1800
New Junior High School for 1200
No Transportation Facility Modernization

WHS Very Limited Modernization:

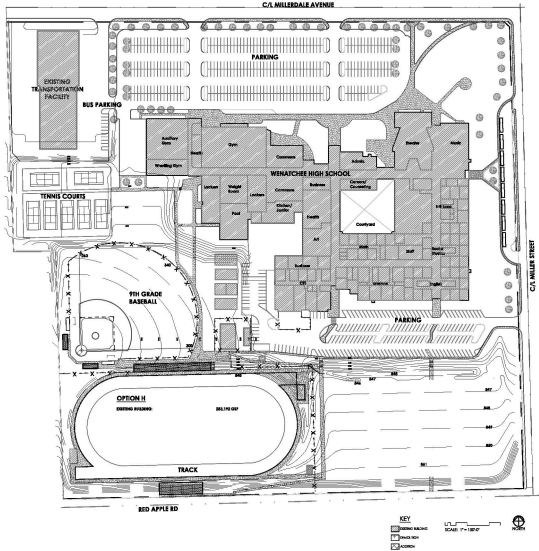
- Floor Plan Configuration remains as is
 - Partial Modernization of infrastructure and general remodeling
 - No Site Improvements, except limited infrastructure
- New Junior High School:
- Same as Option F
- Transportation Facility
- No Modernization

SCENARIO G

Limited WHS Modernization for 1600 to 1800
Convert Foothills to a 3rd High
School for 600 to 700 students
New Junior High School for 600

No Transportation Facility Modernization
 WHS Limited Modernization:

- Floor Plan Configuration remains essentially as is
 - Full Modernized infrastructure (MEP and Technology)
 - General Remodeling as budget allows (finishes etc.)
 - No Site Improvements, except limited infrastructure
 - May be a challenge to get full OSPI matching funds
- Convert Foothills to a 3rd High School:
- Assume very minimal work
- New Middle School
- Same as Option B

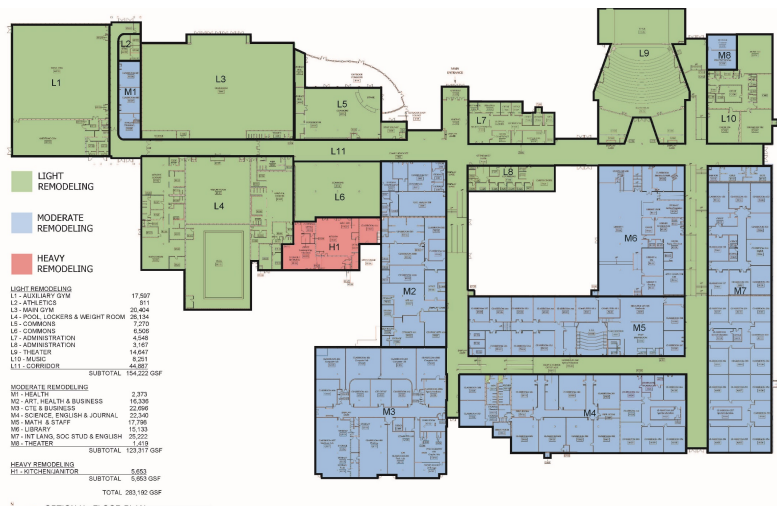


Limited WHS Modernization for 1600 to 1800
 Build New Classrooms around District
 No Transportation Facility Modernization
 Expand Westside High School and Wenatchee Valley Tech to take 300 students each
 WHS Limited Modernization:

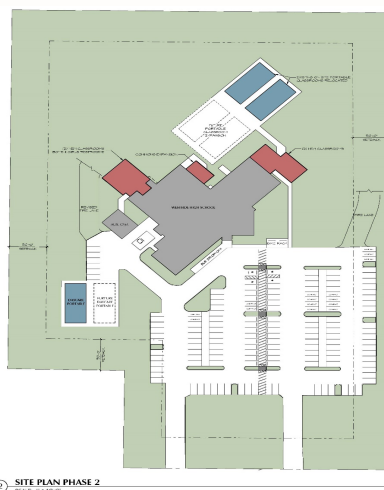
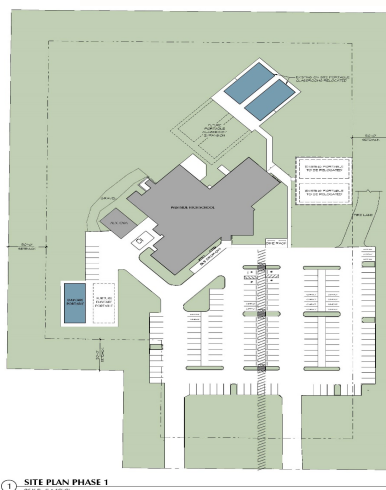
- Floor Plan Configuration remains essentially as is
- Full Modernized infrastructure (MEP and Technology)
- General Remodeling as budget allows (finishes etc.)
- No Site Improvements, except limited infrastructure

Build New Classrooms around District:

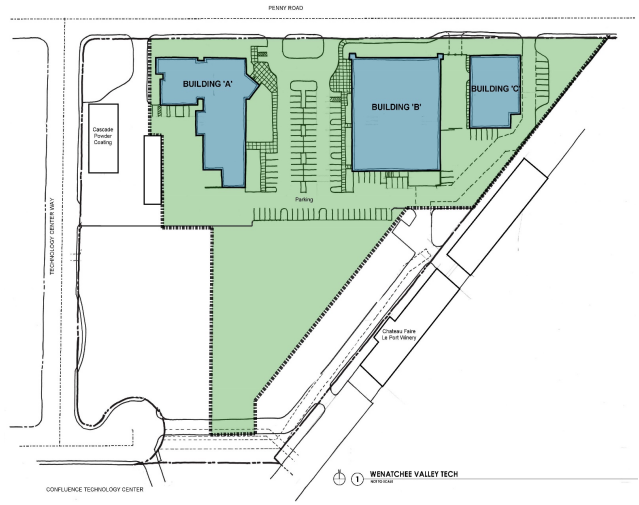
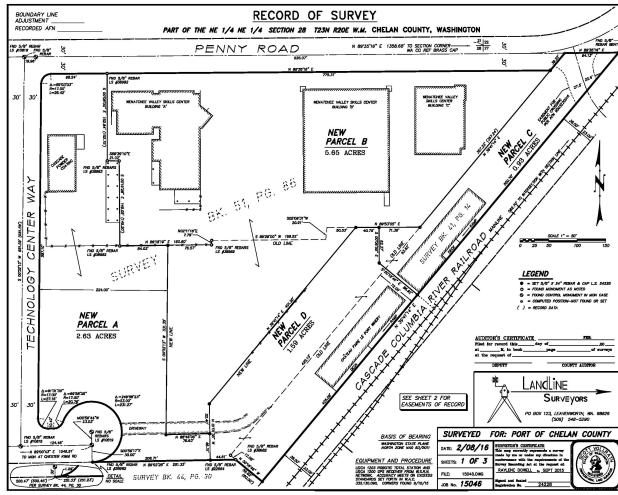
- Westside HS: Add approximately 10 classrooms to house +/- 300 students
- WVT: Add classrooms to house +/- 300 students
- Add other classrooms (permanent or portable) around district to address overcrowding



Proposed Modernizations
WENATCHEE HIGH SCHOOL
 Wenatchee School District No. 246
 12/11/2015



Wenatchee School District #246
WESTSIDE H.S. POTENTIAL EXPANSION PHASES



Cost Modeling Results

- Most Scenarios studied exceeded the probable available funds of approximately \$150 million.
- Scenario A-1 is approximately \$150 million but does not address overcrowding at WHS
- Scenario H is the only approach that can stay with available funds and remodel WHS plus deal with district wide overcrowding

District Wide Facilities Needs

- Roofing
- HVAC Replacement
- Boiler Replacement
- Lighting Replacement
- Electrical System Upgrades
- Lighting Replacement
- Technology
- Plumbing Fixtures
- Kitchen Equipment
- Parking Lot Upgrades
- Flooring Replacement
- Painting Interior
- Painting Exterior

DISTRICT WIDE CLASSROOM ASSESSMENT NEEDS

**ELEMENTARY SCHOOL GRADES K-3
RATIO 17:1**

Room Type	Number of Classrooms	Total No. Students per grade	Current Average No of students per classroom	No of Classrooms needed to meet 17:1 Ratio	No of Additional Classrooms needed
K	26	578	22.23	34	8
1	26	600	23.08	35	9
2	26	580	22.31	34	8
3	24	543	22.63	32	8
Total Across District					33
Total No. By School					36

Other Elementary School Room Needs:

- Four Art Classrooms
- Small Group Learning Environments

Discussion points:

- Option H – details
- \$110 MM contingency bond passing
- Layered on study
- The need for HVAC replacement
- Option H is intended to engage the facilities committee - can add classrooms
- Breakdown of funded needed: \$85 MM for high school bond & match funds of \$31 MM from state

- Ideally would like to demolish some of WHS and rebuild
- Using the greater community - WVTSC, WSHS, Valley Academy
- What is the “right thing to do” for a quality education –
 - Models tell us smaller high schools = students more successful
 - Statistics show lower ratios – student to teachers, higher success
- Expand use of facilities that we currently have
- How can we drop number of students at WHS to 1600 – 1800, now we have 2100 +
- The students need to have a “say/choice” in where they attend
- We need to be careful in moving kids around the district, makes a difference in many areas, we also need to specially define what numbers we are talking about
- Classes that could change at WSHS making room at the high school suggested
- Discussion on rewording in Board Charge
 - Change #4 to read: Address the High School Athletic Facilities modernization and improvements as alternative projects should funds become available.
 - Add #8 to read: Consider alternative school schedules & calendar including the possibility of year-round school to address overcrowding.

REVISED Facilities Committee Charge:

WENATCHEE PUBLIC SCHOOLS

We envision a Wenatchee renowned for making education personal and a local culture that values learning and is committed to success for all.

Wenatchee School District Phase 2 Facility Improvement Program

Board's Charge to the Committee

Within the Board of Directors' Vision Statement acknowledgement is given to the importance of community participation to assist with envisioning the future of the school district's educational program, formulate goals, define outcomes, and set the course for the District. To address facility interests designated as part of the Phase 2 Facility Improvement Program, the Board wishes to constitute a citizens based committee to formulate a series of recommendations. The committee will be known as- ***Citizens' Phase 2 Facility Planning Committee***. The Phase 2 focus is to be influenced by facility issues that directly address the Board's current priority interests:

District-wide

- Balance Between Building Utilization & Capacity Limits
- Planning for Future Student Growth at All Levels
- Grade Configuration Alternatives
- School Safety

Wenatchee High School

- Student Overcrowding
- Facility Design That Supports Varied Personalized Learning Experiences Expanding program options and enrollment at WestSide High School and Wenatchee Valley Technical Skills Center.

Specifically, the Citizens' Phase 2 Facility Planning Committee is asked to:

1. Review, assess, and project short and long term space needs district-wide
2. Prioritize grade configuration alternatives
3. Address Wenatchee High School's large student population, building capacity limits, and outdated infrastructure
4. Address the High School Athletic Facilities modernization and improvements as alternative projects should funds become available.
5. Address Foothills Middle School HVAC and plumbing and building envelopes for Mission View, Lewis and Clark, and Columbia Elementary Schools
6. School Safety and bus/parent pickup/drop off lanes at schools
7. Future land acquisitions
8. Consider alternative school schedules & calendar including the possibility of year-round school to address overcrowding.

District staff, with support from consultant services, is to evaluate related district facilities, align program interests and facility alternatives based on current and future goals, evaluation of the feasibility of facility alternatives, and provide necessary background for committee review, evaluation and recommendation development. Final committee recommendations are tentatively planned to be presented to the Board of Directors by August 2016.

Membership on the Committee is by invitation of the Superintendent and approved by the Board of Directors. Makeup of the Committee will reflect a cross-section of parents, community members, and school personnel. The Committee functions only in an advisory capacity culminating in a final recommendation. The District's Planning Team is to develop a process that is transparent, participatory, and communicates to all stakeholders in a timely manner throughout the process. Assisting district staff will be TCF Architects, Forte Architects and Hill International. The Committee is scheduled to hold the first meeting on March 31, 2016.

MOTION MADE: Walter Newman made the motion to move forward with the Board Charge as outlined with changes as noted.

DISCUSSION: None

SECONDED: By Laura Jaacks

PASSED Unanimously

VII. Facility Updates

1) Lincoln Change Order #3: David Zeitlin, Senior Project Manager, Hill International presented the following change order for approval.

SITUATION

Change Order No. 3 is attached for your review. The change order includes twelve (12) changes to the construction contract for the Lincoln Elementary School Modernization and Addition project. One (1) of the changes is due to construction related activities related to unforeseen soil conditions. Ten (10) of the changes are additive cost changes to the contract. Two (2) are deductive cost changes to the contract. The cost of the changes from Change Order No. 3 is within the budget established for this project. The total for change orders to date is 6.84% of the construction contract amount.

Original Construction Contract Amount \$19,445,406.00

Current Change Order

Change Order No 3 \$115,093.00

Total Change Orders

Change Order 1 thru 3 \$1,330,650.00

Contract Amount including this Change Order \$20,776,056.00

RECOMMENDATION

The Board of Directors approves Change Order No. 3 to Lydig Construction, Inc. for the Lincoln Elementary School Modernization and Addition Project in the amount of \$115,093.00 increasing the contract amount to \$20,776,056.00.

Re: Abraham Lincoln Elementary School Addition and Modernization
Change Order No. 3
Wenatchee School District

Below is a brief description of each of the construction change directives (CCD's), which make up Change Order No. 3

CCD #105 Scarify Soils at Subgrade \$3,498.00

- (PCO 105) Nelson Geotechnical advised to scarify the soil in the area of the new foundations in order to speed the drying time.

CCD #111 GWB Ceilings \$67,314.00

- (PCO 139) Due to early value engineering efforts to minimize construction cost, the original car decking and added structural plywood on the ceilings that were planned to be left exposed and simply painted. After initial installation of added structural plywood ceiling finish it was determined that the owner would benefit from a more finished look of adding gypsum wallboard to the ceilings.

CCD #113 ADA Door Operators \$15,179.00

- (PCO 148) Adds labor and equipment for installing a complete and functioning ADA door operating system at the main entrance and bus drop off entrance. Only the infrastructure of the ADA door operators had been specified for the base bid. Feedback from the principal regarding student access was taken into consideration in this decision.

CCD #115 Clear finish at MDF Chair Rail in Lieu of Paint (\$1,733.00)

- (PCO 138) The alternate accepted in Change Order No. 1 included painting of the chair rail and wainscot MDF. The intended finish of the MDF was to be a durable clear coat. The painting of the material was eliminated and the clear coat was added. Providing a credit to the district.
-

CCD #116 Miscellaneous Door items \$3,424.00

- (PCO 131) Deleted door louvers specified in base bid at staff restrooms. (\$528.00)
- (PCO 136) Add flashing around outside of exterior doors to receive the thickness of the siding. \$2,875.00
- (PCO 147) Add new hardware for Quiet Room door #521 for similar installation as Washington Elementary. \$1,077.00

CCD #117 Change Residential Appliances to O.F.C.I. to C.F.C.I. \$10,880.00

- The residential appliances such as the staff break room refrigerator, dishwasher, microwave, and other appliances throughout the building were originally to be purchased by the owner separately and installed by the contractor. To simplify the process the contractor will provide a complete package. The contractor is purchasing appliances through Sav-Mart.
-

CCD #118 Miscellaneous Electrical Changes \$9,310.00

- (PCO 150) Owner directed changes to the Gym and Multipurpose room audiovisual equipment. \$4,122.00
- (PCO 152) Added infrastructure for power supply to the dry fire sprinkler system. This was a design build system, therefore the quantity and location of the equipment was unknown prior to bid. \$3,549.00
- (PCO 162) Added power and heat tape at water pipes in an un-insulated mechanical space. \$1,639.00

CCD #119 Metal Flashing End Dam Detail \$7,221.00

- The district building envelope consultant suggested installing the window sill pan in two separate pieces for ease of installation, an additional interior metal trim piece was required for visual appearance.

Discussion: Tom Bassett explained how the ceiling was not working out with the plywood they were using; it needed a more secure structure, a higher quality level, to keep the equity between schools the same. Mr. Zeitlin read the

summary and recommendation to the board to clarify and answer their questions. Mr. Zeitlin told the board that the projects' schedule is still on track.

MOTION MADE: Laura Jaecks made the motion to approve the Lincoln Change Order #3 as presented by David Zeitlin, Senior Project Manager, Hill International and Tom Bassett, Forte Architects.

DISCUSSION: None

SECONDED: By Walter Newman

PASSED Unanimously

VIII. Policy Updates

1) Policy and Procedure 3000 Series Updates:

Mark Helm brought Procedure 3131P to the board as an information item. This policy addresses District Attendance Area Transfers. The language is tightening up section 4 and getting in line with requirements and class size. Choice was topic of some conversation. The board thanked Mr. Helm for the update.

IX. Communications

- Jennifer Talbot shared that she attended some of the meeting on the Early Learning initiative on 2/29. She wasn't able to stay for the whole meeting but found it very inspiring.
- Ms. Talbot also shared about the screening of the *Most Likely to Succeed* Film at the Performing Arts Center on March 23rd. The parent groups of Washington Elementary, Columbia Elementary and Newbery Elementary will receive all the proceeds. It showcases personalized learning & Project Based Learning.
- Ms. Talbot shared a letter from a student about a survey he asked the board to take. She verified the legitimacy of the survey by contacting the principal at the young man's school. The board agreed that Ms. Talbot could take the survey as the representative of the board.

X. Superintendent's Report

None

XI. Meeting Adjourned

MEETING ADJOURNED: President Talbot adjourned the meeting at 7:35 p.m.

President

Superintendent

Date

WENATCHEE SCHOOL DISTRICT NO. 246
MARCH 22, 2016

TO: BOARD OF EDUCATION

FROM: Brian L. Fiones, Superintendent

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

SUBJECT: PERSONNEL REPORT

APPOINTMENTS

We ask the Board to appoint:

Classified:

- Martha Flores: ASP Activity Instructor at L&C, effective March 9, 2016 through August 30, 2016;
- Donna Titleman: ASP Activity Instructor at Multiple Locations, effective March 7, 2016 through August 30, 2016;
- Michelle Valentine: Secondary Production for 4 hrs/day at PIO, effective March 1, 2016;

CHANGE OF STATUS

Classified:

- Deveri Hall: Change as Bus Driver for 4 hrs/day to 4.25 hrs/day, effective March 3, 2016;
- Diana Zaragoza Torres: Change from After School Staff/Tutor to Homework Center Tutor at COL, effective March 1, 2016 through August 31, 2016;

LEAVE OF ABSENCE

The following employees have requested a Leave of Absence:

Classified:

- Lina Maldonado: Leave as Child/Family Advocate for 8 hrs/day at PIO, effective February 19, 2016 through March 7, 2016;

Certificated

- Jake Carvitto: Updated leave as 1.0 FTE 7th Grade Teacher at FMS, effective February 5, 2016 through May 6, 2016;
- Erin Oltman: Leave as 1.0 FTE 1st Grade Teacher at WA, effective April 11, 2016 through June 10, 2016;

RETURN FROM LEAVE OF ABSENCE

Classified:

- Connie Romero: Return as Bus Para for 6.03 hrs/day, effective March 7, 2016;

Doug Merrill
Rebecca Molitor
David Morris
Cyndi Noyd
Lynn O'Keefe
Scott Paine
Krissy Richerson
Stephen Roche
Don Talbot
Stephen Thibault
Dennis Tronson
Travis Turner
Susan Valdez
Don Whipple
Jeff Zehnder

District

Brian Lee
Genie Lutz
Russell Lytle
Kara Melton

Head Girls Golf
WIA World Studies
Assist. Track
Assist. Track
Assist. Tennis
Head Boys Golf
Assist. Track
Assist. Track
Assist. Tennis
Assist. Baseball
Head Boys Soccer
Assist. Fastpitch
Assist. Track
Assist. Track
Head Baseball

Head Boys Swim
Assist. Girls Swim
Assist. Boys Swim
Girls Swim Supervisor



DATE: March 17, 2016
TO: Board of Directors
FROM: Lindee Akers
RE: Hand Carry Payroll Report

MEMORANDUM

The payroll report is not ready as of now. It will be a hand carry item for the board consent agenda. I will post on the moodle and send in an email as soon as I receive it.

Thank you, Lindee



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 582413 through 582622 totaling \$827,162.68

Capital Projects Fund

Check number 582623 through 582638 totaling \$4,728,417.00

Associated Student Body Fund

Check number 582639 through 582704 totaling \$52,852.89

Transportation Vehicle Fund

Check numbers through totaling \$

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

Certification:

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

Signature of Auditing Officer

Date

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of March 22, 2016, the board, by a _____ vote, approves payments, totaling \$5,608,432.57. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP WARRANTS:
Warrant Numbers 582413 through 582704, totaling \$5,608,432.57

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

Check Nbr	Vendor Name	Check Date	Check Amount
582413	ACADEMIC TOOL BOX	03/23/2016	421.97
582414	ACT	03/23/2016	812.00
582415	ADVANCE TUTORING SERVICES	03/23/2016	1,695.00
582416	ALL DOORS & HARDWARE CO	03/23/2016	428.18
582417	ALLEN, ROXY	03/23/2016	49.40
582418	AMERICAN PRODUCE EXPRESS, LLC	03/23/2016	1,657.65
582419	AMERIGAS	03/23/2016	490.82
582420	ANDERSON, KATHRYN E	03/23/2016	7.00
582421	ANDREWJESKI, JACQUELINE MARYAN	03/23/2016	30.55
582422	APPLE COMPUTER INC	03/23/2016	9,855.58
582423	APPLE VALLEY PUMPING SER INC	03/23/2016	135.50
582424	AVANT ASSESSMENT, LLC	03/23/2016	472.50
582425	AW REHN & ASSOC INC	03/23/2016	509.50
582426	BARNHART, VICKI L	03/23/2016	13.50
582427	BATTERY SYSTEMS	03/23/2016	388.96
582428	BEATY, LINDA D	03/23/2016	866.63
582429	BERGER, THERESA	03/23/2016	94.51
582430	BIRKS, RAY R	03/23/2016	42.56
582431	BLAIR, DALE F	03/23/2016	1,360.23
582432	BLANKENSHIP, KORY	03/23/2016	102.00
582433	BRADFORD, WILLIAM H	03/23/2016	36.00
582434	BRENDER, RONDA F	03/23/2016	520.00
582435	BROOKS, BRETT A	03/23/2016	50.00
582436	BRYSON SALES & SERVICE	03/23/2016	322.71
582437	CAROLINA BIOLOGICAL SUPPLY	03/23/2016	245.71
582438	CASCADE QUALITY WATER CENTER	03/23/2016	349.00
582439	CASCADE CHRISTIAN ACADEMY	03/23/2016	3,924.32
582440	CASCADE BAND & COLOR GUARD	03/23/2016	300.00
582441	CASTRO, JOSHUA M	03/23/2016	162.50
582442	CHINOOK MUSIC SERVICE INC	03/23/2016	139.16
582443	CHRISTENSEN, MONIKA K	03/23/2016	167.88
582444	CINTAS CORPORATION	03/23/2016	743.42
582445	CITY TREASURER	03/23/2016	500.95

Check Nbr	Vendor Name	Check Date	Check Amount
582446	CLAY ART	03/23/2016	1,526.13
582447	CLOAKEY, JACQUELINE MARIE	03/23/2016	900.00
582448	COLUMBIA PAINT CO	03/23/2016	220.21
582449	COLUMBIA RIVER STEEL SUPPLY	03/23/2016	396.25
582450	COMMERCIAL TIRE	03/23/2016	3,888.51
582451	CONFLUENCE TECHNOLOGY CENTER	03/23/2016	255.49
582452	CONGER, DENNIS DWIGHT	03/23/2016	358.44
582453	CONSOLIDATED ELECTRICAL DISTRI	03/23/2016	673.15
582454	COSTCO HOUSEHOLD BANK FSB DO	03/23/2016	797.49
582455	CTS CASH OFFICE	03/23/2016	4,529.29
582456	DATA CONTROL	03/23/2016	163.94
582457	DEPERSIO, PAMELA B	03/23/2016	63.53
582458	DEVEREAUX, PATRICIA L	03/23/2016	114.63
582459	DIETRICH, SARA IRENE	03/23/2016	10.30
582460	DOH ASSOCIATES PS	03/23/2016	235.00
582461	DON SANGSTER MOTORS INC	03/23/2016	240.59
582462	ECOLAB INC	03/23/2016	850.01
582463	EQUIPMENT MANUFACTURING CO	03/23/2016	635.38
582464	ESCHWIG, LISA	03/23/2016	31.96
582465	ESCOBEDO, URIEL	03/23/2016	600.00
582466	FAILURE FREE READING	03/23/2016	1,200.00
582467	FASTENERS INC	03/23/2016	372.40
582468	FINK, TERI	03/23/2016	24.24
582469	FLOOR FACTORY	03/23/2016	149.59
582470	FLYNN, KAREN S	03/23/2016	21.17
582471	FOOD SERVICE OF AMERICA	03/23/2016	36,363.80
582472	FRANZ FAMILY BAKERIES	03/23/2016	786.97
582473	FRED MEYER CUSTOMER CHARGES	03/23/2016	166.40
582474	FULKERSON, KATHY	03/23/2016	16.25
582475	GALAXY COMICS	03/23/2016	23.78
582476	GEBBERS CATTLE, LTD.	03/23/2016	184.50
582477	GODFATHERS PIZZA	03/23/2016	34.15
582478	GONZALEZ, MARIA MERSE	03/23/2016	335.34
582479	GOOD SAMARITAN FIRST AID	03/23/2016	90.00
582480	GRADUATION ALLIANCE INC	03/23/2016	10,290.00
582481	GREATER WEN REGIONAL LANDFILL	03/23/2016	221.63
582482	HAHN, MARCIA L	03/23/2016	33.96
582483	HAYS, LARA GWEN	03/23/2016	20.52
582484	HEADLEY, GABRIEL JONATHAN	03/23/2016	2.49
582485	HEALTH CARE AUTHORITY	03/23/2016	2,729.14
582486	HEATHMAN LODGE, THE	03/23/2016	372.74
582487	HEATH, MELINDA L	03/23/2016	57.89
582488	HENDERSON, MAIJA B	03/23/2016	27.71
582489	HOLLYWOOD LIGHTS, INC.	03/23/2016	12,305.08
582490	HOLZERLAND, TED	03/23/2016	50.00
582491	HOME DEPOT	03/23/2016	273.50
582492	HOWIE, MARY E	03/23/2016	28.21
582493	HUBENSACK, TAMMY A	03/23/2016	173.64
582494	INIGUEZ, MARIA T	03/23/2016	173.64
582495	INLAND PIPE AND SUPPLY	03/23/2016	27.60

Check Nbr	Vendor Name	Check Date	Check Amount
582496	J & G DISTRIBUTING INC	03/23/2016	9,229.57
582497	JERRYS AUTO SUPPLY	03/23/2016	1,761.46
582498	JOHNSON GAUKROGER SMITH &	03/23/2016	17,762.25
582499	JOSTENS	03/23/2016	41.01
582500	JW PEPPER & SON INC	03/23/2016	204.88
582501	KENNELLY KEYS MUSIC	03/23/2016	76.57
582502	KEYHOLE INC	03/23/2016	72.09
582503	KING COUNTY DIRECTORS ASSN	03/23/2016	6,684.71
582504	KWLN LA NUEVA/ALPHA MEDIA	03/23/2016	400.00
582505	LAUREATE LEARNING CTR	03/23/2016	1,021.00
582506	LEARNING SCIENCES INT	03/23/2016	20,000.00
582507	LEWIN, DEBORAH J	03/23/2016	173.64
582508	LIFESKILLS/M DACEY	03/23/2016	43.15
582509	LIQUIDS POWDERS & MACHINES	03/23/2016	70.48
582510	LOCAL TEL COMMUNICATIONS	03/23/2016	20,535.60
582511	LOVERCAMP, MARGARET E	03/23/2016	23.76
582512	LOWES HOME IMPROVEMENT	03/23/2016	237.73
582513	LUEBBER, ERIN N	03/23/2016	190.00
582514	MACKENZIE, AARON GRAHAM	03/23/2016	38.42
582515	MADLAND, MARY	03/23/2016	208.33
582516	MAGANA FARMS	03/23/2016	862.50
582517	MARSON AND MARSON LUMBER INC	03/23/2016	14.53
582518	MCCOURT, HEATHER G	03/23/2016	52.00
582519	MCLESTER, DOUGLAS L	03/23/2016	22.00
582520	MCPHETRIDGE, HOLLY L	03/23/2016	176.20
582521	METAL SMITHS INC.	03/23/2016	194.76
582522	MICRO COMPUTER SYSTEMS	03/23/2016	2,284.75
582523	MORENO, MARIA INES	03/23/2016	25.50
582524	MORRISON, SANDRA R	03/23/2016	40.00
582525	MOSAIC COOPERATIVE LLC	03/23/2016	3,000.00
582526	NEES, MELANIE J	03/23/2016	310.00
582527	NGUYEN, SANG	03/23/2016	15.50
582528	NORCO INC	03/23/2016	257.88
582529	NORTH CENTRAL ESD	03/23/2016	105,332.80
582530	NW TEXTBOOK DEPOSITORY	03/23/2016	17,771.43
582531	NW VITAL RECORDS CTR INC	03/23/2016	180.00
582532	O'REILLY AUTOMOTIVE STORES	03/23/2016	367.03
582533	OFFICE DEPOT	03/23/2016	4,042.03
582534	OLIVAS, JERRY	03/23/2016	2,100.00
582535	OLLERTON-CABALLERO, MICHA M	03/23/2016	46.00
582536	OMS IMPREST FUND	03/23/2016	16.23
582537	ORANGE CO DEPT OF EDU	03/23/2016	940.50
582538	ORIENTAL TRADING COMPANY INC	03/23/2016	124.94
582539	ORRCO	03/23/2016	115.00
582540	OTTLEY, KELLI R	03/23/2016	305.00
582541	OXARC	03/23/2016	842.05
582542	PACIFIC SECURITY	03/23/2016	350.00
582543	PAPA JOHNS PIZZA	03/23/2016	326.28
582544	PARKS, GREG	03/23/2016	186.00
582545	PARSONS PHOTOGRAPHY	03/23/2016	108.40

Check Nbr	Vendor Name	Check Date	Check Amount
582546	PC & MACEXCHANGE	03/23/2016	2,625.34
582547	PHONAK LLC	03/23/2016	824.39
582548	PIO IMPREST FUND	03/23/2016	19.00
582549	PLATT ELECTRICAL SUPPLY	03/23/2016	819.50
582550	POLTZ FIRE PROTECTION	03/23/2016	127.91
582551	POSTMASTER C/O PIONEER	03/23/2016	196.00
582552	PRO BUILD CO., LLC	03/23/2016	40.62
582553	PSAT NMSQT	03/23/2016	2,550.00
582554	PUD NO 1 OF CHELAN COUNTY	03/23/2016	55,464.66
582555	QMS	03/23/2016	2,347.95
582556	RED LION HOTEL WENATCHEE	03/23/2016	1,138.41
582557	RICHMOND, ADAM E	03/23/2016	38.02
582558	RICOH USA, INC.	03/23/2016	3,391.89
582559	RICOH USA, INC	03/23/2016	2,572.46
582560	RIGHT! SYSTEMS INC	03/23/2016	10,144.90
582561	ROBO MATTER INC	03/23/2016	548.95
582562	RWC GROUP	03/23/2016	1,260.47
582563	S & S HEALTH CARE	03/23/2016	990.00
582564	SAFEWAY INC	03/23/2016	1,120.98
582565	SAV-MART	03/23/2016	758.75
582566	SBS FOODS, INC	03/23/2016	737.34
582567	SCHETKY NORTHWEST SALES	03/23/2016	373.55
582568	SCHNEIDER, ANNE B	03/23/2016	37.98
582569	SCHOLASTIC BOOK FAIRS	03/23/2016	2,937.46
582570	SCHOOL NUTRITION ASSOC	03/23/2016	114.50
582571	SCROGGIE, CORINA R	03/23/2016	9.72
582572	SEARS, SUSAN L	03/23/2016	14.69
582573	SELLERS, KEVIN M	03/23/2016	590.00
582574	SHIPOWICK, BRICE DEAN	03/23/2016	104.00
582575	SHIPOWICK-SMITH COUNSELING	03/23/2016	208.33
582576	SHORT, CHERYL	03/23/2016	208.33
582577	SKILLSOURCE	03/23/2016	50,776.83
582578	SMITH, DAWN IRENE	03/23/2016	75.73
582579	SMITH, JODI	03/23/2016	1,960.95
582580	STANDARD PAINT	03/23/2016	24.82
582581	STANS MERRY MART	03/23/2016	102.72
582582	STANSBERRY, GRAHAM M	03/23/2016	365.00
582583	STANTON, SUZANNE M	03/23/2016	69.45
582584	STRICKLAND, ASHLE T	03/23/2016	40.00
582585	STUMPF FARMS INC.	03/23/2016	1,163.78
582586	SWANSON, JAMES R	03/23/2016	230.87
582587	THACKERAY, ZANE	03/23/2016	36.00
582588	THE ACADEMY	03/23/2016	2,726.25
582589	THYSSENKRUPP ELEVATOR INC	03/23/2016	301.14
582590	TRAN, JOSETTE B	03/23/2016	173.64
582591	TROXELL COMMUNICATIONS	03/23/2016	1,315.71
582592	UNITED LABORATORIES	03/23/2016	310.36
582593	UNITED STATES POSTAL SERVICE	03/23/2016	225.00
582594	UPS	03/23/2016	66.49
582595	US BANK CORPORATE PAYMENT SYST	03/23/2016	31,866.45

Check Nbr	Vendor Name	Check Date	Check Amount
582596	US LINEN & UNIFORM INC	03/23/2016	1,834.78
582597	WA ST CTR CHILD/DEAF/HEAR LOSS	03/23/2016	750.00
582598	WALDREN, LAURA	03/23/2016	1,000.00
582599	WALTERS, KAREN	03/23/2016	30.00
582600	WASTE MANAGEMENT	03/23/2016	751.46
582601	WATSON, DENISE MARIE	03/23/2016	361.89
582602	WCTSMA	03/23/2016	830.00
582603	WEAVER, RYAN C	03/23/2016	46.00
582604	WEINSTEIN BEVERAGE CO	03/23/2016	2,779.61
582605	WELLS FARGO INSURANCE SERVICES	03/23/2016	2,750.00
582606	WEN PETROLEUM CO	03/23/2016	3,972.24
582607	WEN SMART CHOICE P S TIRE FACT	03/23/2016	751.56
582608	WEN VALLEY CHAMBER OF COMMERCE	03/23/2016	550.00
582609	WEN VALLEY HOSPITAL	03/23/2016	1,672.36
582610	WENATCHEE RIVER INST.	03/23/2016	410.00
582611	WEST COAST PAPER CO	03/23/2016	271.00
582612	WESTERN BUS SALES INC	03/23/2016	494.47
582613	WHEATLEY, JEREMY A	03/23/2016	1,022.33
582614	WHS ASB	03/23/2016	100.00
582615	WILSON, MICHAEL E	03/23/2016	356.44
582616	WINKELMAN, KEN	03/23/2016	542.50
582617	WOOLSEY, JON MARK	03/23/2016	75.23
582618	WORKLAND AUTO PARTS	03/23/2016	48.75
582619	WSD ADMIN IMPREST	03/23/2016	112.00
582620	WSIPC	03/23/2016	290.00
582621	WSSDA	03/23/2016	747.52
582622	WVC	03/23/2016	291,338.96
582623	ALLANA BUICK & BERS INC	03/23/2016	4,290.00
582624	CASCADE QUALITY WATER CENTER	03/23/2016	64.93
582625	FORTE ARCHITECTS INC	03/23/2016	31,885.80
582626	FOSTER PEPPER PLLC	03/23/2016	316.00
582627	GRACE LUTHERAN CHURCH	03/23/2016	1,116.00
582628	INSTA STOR INC	03/23/2016	233.06
582629	KING COUNTY DIRECTORS ASSN	03/23/2016	299.30
582630	LOCAL TEL COMMUNICATIONS	03/23/2016	17,177.91
582631	LOWES HOME IMPROVEMENT	03/23/2016	1,481.05
582632	LYDIG CONSTRUCTION INC	03/23/2016	2,183,732.73
582633	OFFICE DEPOT	03/23/2016	35.95
582634	PACIFIC SECURITY	03/23/2016	40.00
582635	RENT ME MINI STORAGE	03/23/2016	547.43
582636	RIDGELINE GRAPHICS INC.	03/23/2016	81.30
582637	WEN WORLD	03/23/2016	55.32
582638	WLK JOINT VENTURE	03/23/2016	2,487,060.22
582639	AMAYA, JOSE	03/23/2016	10.00
582640	ANGUIANO, JESUS	03/23/2016	10.00
582641	ANGUIANO, MARIA	03/23/2016	10.00
582642	BEST WESTERN AHTANUM	03/23/2016	998.91
582643	BLANCO, MARIA	03/23/2016	10.00
582644	BRAVO, ADRIANA	03/23/2016	10.00
582645	BROWN, MARK	03/23/2016	10.00

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Check Nbr	Vendor Name	Check Date	Check Amount
582646	BUSTOS DOVAL, PAOLA	03/23/2016	10.00
582647	CAFFE D'ARTE	03/23/2016	482.87
582648	CAMARENA, TERESA	03/23/2016	10.00
582649	CHEERZONE.COM	03/23/2016	479.15
582650	CHENEY SCHOOL DIST #360	03/23/2016	125.00
582651	CHINOOK MUSIC SERVICE INC	03/23/2016	85.85
582652	COSTCO HOUSEHOLD BANK FSB DO	03/23/2016	1,345.76
582653	CRAFT WAREHOUSE	03/23/2016	18.29
582654	CUSTOM INK LLC	03/23/2016	1,267.50
582655	GONZALEZ, JORGE H	03/23/2016	10.00
582656	GPA EMBROIDERY INC	03/23/2016	1,077.45
582657	GUZMAN, ROCIO	03/23/2016	10.00
582658	HAGLUNDS TROPHIES	03/23/2016	861.53
582659	HOME DEPOT	03/23/2016	371.74
582660	HORTICULTURAL SERVICES INC	03/23/2016	617.53
582661	ICICLE RIVER COMPANY	03/23/2016	171.00
582662	JOSTENS	03/23/2016	17,444.06
582663	KIMMEL ATHLETIC SUPPLY	03/23/2016	554.32
582664	KING COUNTY DIRECTORS ASSN	03/23/2016	133.86
582665	LINK TRANSPORTATION	03/23/2016	115.00
582666	MARTINEZ, ALVARO	03/23/2016	40.00
582667	MCCORMICK, DAWN MARIE TYACKE	03/23/2016	21.76
582668	MENDOZA, BENITO	03/23/2016	10.00
582669	MORA SANCHEZ, VERONICA	03/23/2016	10.00
582670	MORFIN, IMELDA	03/23/2016	10.00
582671	NATL FFA ORG.	03/23/2016	492.00
582672	NAVARRO, SERGIO	03/23/2016	10.00
582673	NCWMEA	03/23/2016	96.00
582674	NORLIN CONSULTING	03/23/2016	1,200.00
582675	NSPA MEMBERSHIP	03/23/2016	1,370.00
582676	OLYMPIC HIGH SCHOOL	03/23/2016	140.00
582677	OROZCO, MARIA	03/23/2016	10.00
582678	PIONEER MIDDLE SCHOOL	03/23/2016	26.00
582679	R & S VENDING	03/23/2016	1,325.75
582680	RAMIREZ, CARLOS	03/23/2016	10.00
582681	RAMIREZ, ESTHER	03/23/2016	10.00
582682	RAMOS LOPEZ, JACOBO ANGEL	03/23/2016	10.00
582683	ROBERT MAC STAGE HYPNOTIST	03/23/2016	1,350.00
582684	RODRIGUEZ, GABRIEL	03/23/2016	10.00
582685	SAFEWAY INC	03/23/2016	141.03
582686	SALAS, VIRGINIA	03/23/2016	10.00
582687	SENCION, ROGELIO	03/23/2016	10.00
582688	SHEETS, JILL C	03/23/2016	356.46
582689	SIGN WAREHOUSE INC	03/23/2016	758.54
582690	STANS MERRY MART	03/23/2016	92.41
582691	STRICKLAND, ASHLE T	03/23/2016	60.00
582692	STUMP PRINTING CO, INC	03/23/2016	56.64
582693	TAMAYO HERNANDEZ, ABELARDO	03/23/2016	10.00
582694	US BANK CORPORATE PAYMENT SYST	03/23/2016	10,203.10
582695	VILLANUEVA LUVIANO, RAMIRO	03/23/2016	10.00

Check Nbr	Vendor Name	Check Date	Check Amount
582696	VISCONTIS ITALIAN RESTAURANT	03/23/2016	1,469.00
582697	WA ST FFA ASSOC/MEMBERSHIP	03/23/2016	391.00
582698	WEINSTEIN BEVERAGE CO	03/23/2016	220.64
582699	WEN WORLD	03/23/2016	922.48
582700	WHS	03/23/2016	13.00
582701	WHS ASB IMPREST	03/23/2016	1,191.06
582702	WHS ASB ADVANCE TRAVEL	03/23/2016	3,144.00
582703	WSD	03/23/2016	677.20
582704	WSD ADMIN IMPREST	03/23/2016	715.00
292	Computer	Check(s) For a Total of	5,608,432.57

	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
	292	Computer	Checks For a Total of	5,608,432.57
Total For	292	Manual, Wire Tran, ACH & Computer	Checks	5,608,432.57
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	5,608,432.57

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-1,381.20	162.50	828,381.38	827,162.68
20	Capital Projects	0.00	0.00	4,728,417.00	4,728,417.00
40	Associated Stude	-259.37	0.00	53,112.26	52,852.89

March 23, 2016 Board Meeting

Submission Summary Form for District Contracts

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

Date	New or Renewal or Revision	Federal Yes/No	Agency	Purpose	Amount	Effective Dates	Staff Person Responsible for Contract has read and has recommended this contract for Board approval	Reviewed by Les?	PO Required?
03/02/16	New	No	Entertainment Warehouse	Senior Party Entertainment	\$8,997	6/3/16	Ricardo Iniguez	Yes	Yes
					Budget Code 402-3000				
03/08/16	New	No	North 40 Productions	Documentary Salmon Raising Project	\$12,950	upon approval - 7/15/16	Diana Haglund	Yes	Yes
					Budget Code 8912-91-7000-000				
03/14/16	New	No	Tall Timber	6th Grade Outdoor Camp	\$7,300	5/25/16 - 5/27/16	Dan Wilson	Yes	Yes
					Budget Code 203-4400				
					Budget Code				
					Budget Code				
					Budget Code				
					Budget Code				
					Budget Code				
					Budget Code				

Contract Coversheet (Non-Federal) Request Board Approval

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

All contracts require school board approval.

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

Date	New or Renewal or Revision	Agency	Purpose	Amount	Contract Start Date & End Date	Staff Person Responsible for Contract	Approved by Les?	PO Required ?	Attorney Review Required?
02/01/18	New	Entertainment Warehouse	Senior Party Entertainment	\$8,997	June 3, 2018	<u>Ricardo Iniguez</u> <small>Read the contract and recommend it for board approval.</small> <u>R.I.</u> <small>Initial</small> <u>3/2/16</u> <small>Date</small>		Yes	
				Budget Code					
				402-3000					

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

Agency Name Entertainment Warehouse
 Attention: Candace
 Street address or PO Box 1525 E. Lyons
 City, State, Zip Code Spokane WA 99217
 Email Address _____
 Phone Number 1-509-468-4682

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

Custom event production and hosted grad party Entertainment. This includes 3 player hosted game shoe mania live, photo booth package, Delux curtain Booth, Casino tables, cash cube, radar pitching cage, Buck Toss, Worlds Sports Challenge, Block Rocker Bingo, Ricochet game, Corn Hole Gam, Snake Pit Game. Event Staffing and hosting is also including. See attached contract for further details.

Be sure to follow state bid requirements as outlined in RCW

Reviewed by Attorney _____

Signature

Requires Edits? _____



1525 E. Lyons Ave.
Spokane, WA 99217

Service Agreement / Invoice

(See Invoice number below)

Business Office 509.468.7070 Fax 509.534.6834

<p align="center">INDIVIDUAL, GROUP or ORGANIZATION</p> <p>Wenatchee HS Sr. All-Nighter 2016 ATTN: Lyn Kelley 235 Sunset Ave. Wenatchee, WA 98801</p> <p>Phone: (509) 679-4682 Alt. Phone: _____ Fax _____</p>	<p align="center">EVENT INFORMATION</p> <p>EVENT DATE: <u>6/3/2016</u></p> <p>Event Type: _____</p> <hr/> <p align="center">LOCATION DETAIL</p> <p>Friday, June 3, 2016 Wentachee HS Delivery: TBA Event: 10pm-1:30am Strike: 1:30am</p>
---	---

- Orders to be paid in full ten days prior to performance.
- Reservation Fee/Retainer to be returned with contract.
- Balance must be paid prior to delivery.
- Finance charges and late fees will apply.
- Overtime charges will incur if requested on the day of performance.
- Overtime talent fees are billed at \$125.00 per hour, per Talent, subject to Performer availability and due at time of request.

This agreement provides that Entertainment Warehouse, Inc. will provide the entertainment staffing and/or specialized equipment for the event described above. This agreement also provides that the Individual, Group or Organization named above will pay in full to Entertainment Warehouse, Inc. the amount agreed to in this contract for the services/equipment rental described herein.

SERVICE DESCRIPTION & PROVISIONS			
ITEM	COMPONENTS / OPTIONS	QTY	AMOUNT
CUSTOM	Custom Event Production and Hosted Grad Party Entertainment (Hosted run time 10:00PM-1:30AM, Prizes and Announcements to follow) **Budget: \$9,000.00 GAMES/ACTIVITIES: 3 Player Hosted Game Show Mania-Live, Photo Booth Package (Unlimited Photos, Custom 3-Photo Overlay, Deluxe Curtain Booth, Online Album, Slide Show Display, 12 Table Casino Package: 10 Blackjack tables, 1 Dice, 1 Roulette, Complimentary Dealer Training/Orientation (Scheduled: May 18, 2016), Cash Cube, Radar Pitching Cage, Buck Toss, World Sports Challenge: 5-sided Sports Inflatable, Block Rocker Party Bingo (For 30), Ricochet Game, Corn Hole Game, Snake Pit Game, Multi-Component Audio Installation with High-Energy Background Music, Event Planning and Consultation, Equipment Delivery and Pick-up, Event Construction, Event Strike Event Staffing: Event Director, Event Technician/Game Show Host		9,771.60T

TERMS AND CONDITIONS

1. This contract constitutes an order for special event equipment, products and/or services.
2. Upon execution of this contract, Entertainment Warehouse reserves the equipment/staffing for the time and date(s) agreed upon. In consideration for this reservation, client agrees to pay 50% of contract amount in the event of cancellation.
3. If Entertainment Warehouse, Inc. cannot perform this Agreement due to a fire or other casualty, strike, act of God, or other cause beyond the control of the parties, then Entertainment Warehouse, Inc. shall return the deposit or any payments received to the client but shall have no further liability with respect to the agreement. In the event that Entertainment Warehouse, Inc. fails to perform for any other reason, in whole or in part, it shall not be liable for any amount in excess of the amount paid by Client under this contract. Client also agrees to hold Entertainment Warehouse harmless.
4. Any alteration from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate.
5. Client shall be responsible for any damage or loss of equipment while on the event premises or under client supervision.
6. Late fees will apply to any outstanding balance beyond the date of service. Minimum fee of \$25.00 will be charged for late payments. All payments are due prior to the conclusion of performance.

RESERVATION FEE: \$1,500.00

(To be submitted with contract, or as agreed upon.)

Acceptance of Reservation

Client Signature _____

Date _____

PLEASE SIGN AND RETURN TO CONFIRM THIS RESERVATION
(No reservation will be made without a signed agreement)

OFFICE USE ONLY			
P.O. NO.	TERMS	SALES REP	Project Lead
	Advance Pay	KMHB	TBA
Service Date	6/3/2016	Invoice #	005300

Page 1

Order Total
Sales Tax (8.4%)
Contract Total
Payments/Credits
Balance Due

Thank you for your continued business!



1525 E. Lyons Ave.
Spokane, WA 99217

Service Agreement / Invoice

(See Invoice number below)

Business Office 509.468.7070 Fax 509.534.6834

<p align="center">INDIVIDUAL, GROUP or ORGANIZATION</p> <p>Wenatchee HS Sr. All-Nighter 2016 ATTN: Lyn Kelley 235 Sunset Ave. Wenatchee, WA 98801</p> <p>Phone: (509) 679-4682 Alt. Phone: _____ Fax _____</p>	<p align="center">EVENT INFORMATION</p> <p>EVENT DATE: <u>6/3/2016</u> Event Type: _____</p> <hr/> <p align="center">LOCATION DETAIL</p> <p>Friday, June 3, 2016 Wenatchee HS Delivery: TBA Event: 10pm-1:30am Strike: 1:30am</p>
---	---

- Orders to be paid in full ten days prior to performance.
- Reservation Fee/Retainer to be returned with contract.
- Balance must be paid prior to delivery.
- Finance charges and late fees will apply.
- Overtime charges will incur if requested on the day of performance.
- Overtime talent fees are billed at \$125.00 per hour, per Talent, subject to Performer availability and due at time of request.

This agreement provides that Entertainment Warehouse, Inc. will provide the entertainment staffing and/or specialized equipment for the event described above. This agreement also provides that the Individual, Group or Organization named above will pay in full to Entertainment Warehouse, Inc. the amount agreed to in this contract for the services/equipment rental described herein.

SERVICE DESCRIPTION & PROVISIONS			
ITEM	COMPONENTS / OPTIONS	QTY	AMOUNT
Discount	Packaged Discount		-1,272.50
Discount	Sponsorship Discount (Budget Threshold Adjustment) **Client will provide 2 hotel rooms (Double Beds) for our staff, checking in June 3 and checking out June 4. (KMHB)		-200.00

TERMS AND CONDITIONS

1. This contract constitutes an order for special event equipment, products and/or services.
2. Upon execution of this contract, Entertainment Warehouse reserves the equipment/staffing for the time and date(s) agreed upon. In consideration for this reservation, client agrees to pay 50% of contract amount in the event of cancellation.
3. If Entertainment Warehouse, Inc. cannot perform this Agreement due to a fire or other casualty, strike, act of God, or other cause beyond the control of the parties, then Entertainment Warehouse, Inc. shall return the deposit or any payments received to the client but shall have no further liability with respect to the agreement. In the event that Entertainment Warehouse, Inc. fails to perform for any other reason, in whole or in part, it shall not be liable for any amount in excess of the amount paid by Client under this contract. Client also agrees to hold Entertainment Warehouse harmless.
4. Any alteration from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate.
5. Client shall be responsible for any damage or loss of equipment while on the event premises or under client supervision.
6. Late fees will apply to any outstanding balance beyond the date of service. Minimum fee of \$25.00 will be charged for late payments. All payments are due prior to the conclusion of performance.

RESERVATION FEE: \$1,500.00

(To be submitted with contract, or as agreed upon.)

Acceptance of Reservation

Client Signature _____

Date _____

PLEASE SIGN AND RETURN TO CONFIRM THIS RESERVATION
(No reservation will be made without a signed agreement)

OFFICE USE ONLY			
P.O. NO.	TERMS	SALES REP	Project Lead
	Advance Pay	KMHB	TBA
Service Date	6/3/2016	Invoice #	005300

Page 2

Order Total	\$8,299.10
Sales Tax (8.4%)	\$697.12
Contract Total	\$8,996.22
Payments/Credits	\$0.00
Balance Due	\$8,996.22

Thank you for your continued business!



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/10/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER North Town Insurance Agency 5727 N Division Spokane, WA 99207-1216	CONTACT NAME: _____ PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____	
	INSURER(S) AFFORDING COVERAGE	
INSURED Entertainment Warehouse Inc 1525 E Lyons Ave Spokane, WA 99217	INSURER A: Mesa Underwriters Specialty Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			MP-0046006001144	7/27/2015	7/27/2016	EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000.00 MED EXP (Any one person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMP/OP AGG \$ INCLUDED \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$


DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Evidence of Insurance

CERTIFICATE HOLDER N/A	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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Contract Coversheet for Board Approval (Non-Federal)

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 District contracts require school board approval. The only authorized signatures on a contract are Brian Flores, Les Vandervort, or the School Board.**

Date	New or Renewal or Revision	Agency	Purpose	Amount	Effective Dates	Staff Person Responsible for Contract	Approved by Les?	PO Required?
03/18/16	New	North 40 Productions	Documentary video highlighting community involvement with WSD Salmon Raising Project	\$12,950	Project delivered by July 15, 2016	Diana Hays Print Name Here		
				Budget Code 8912-91-700-000		I have read this contract and recommend it for board approval. Initials 3-8-16 Date		

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

Agency Name: North 40 Productions
 Attention: Jeff Ostenson
 Street address or PO Box: 15 Orando Ave
 City, State, Zip Code: Wenatchee, WA 98801
 Email Address: jeff@north40productions.com
 Phone Number: 509-888-2212

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

A 3-5 minute documentary style video that follows the salmon raising project taking place at Washington Elementary school in Dave Williams' 3rd grade classroom. The video will be shot between January 2016 and June 2016 in a series of partial day shoots. The final project to be delivered by July 15, 2016.



Statement Of Work:
WSD Community Involvement Video
Salmon Project w/ Sara Rolfs

Dear Diana and Teri

Thank you for coming to North 40 for your production needs. The following proposal outlines our understand of the project to create a video highlighting community involvement within the Wenatchee School District. The story of local parent, Sara Rolfs, spear heading a project to raise salmon eggs in three different classrooms in the school district, will be used to illustrate community involvement.

Goal of Project:

To create a 3- to 5-minute docu-style video that follows the salmon raising project taking place at Washington Elementary school in Dave Williams' 3rd grade classroom. Please refer to the attached script treatment for details on the story structure of the 3 to 5-minute mini documentary.

Scope:

This video will be shot between January 2016 and June 2016 in a series of partial day shoots. Footage will include interviews of Sara Rolfs (parent volunteer), Dave Williams (elementary school teacher), and Sean Koester (fish biologist) as well as several specific points of interest during the development of the fish in the classroom tanks and the final release into the Columbia River in Chelan.

Deliverables:

The entirety of this project will be delivered by July 15, 2016. North 40 will provide the film in any digital formats needed for optimal distribution. Wenatchee School District will have shared rights to all footage acquired during production for use in any other projects.

SCRIPT TREATMENT

The Story: When 3rd graders at Washington Elementary School in Wenatchee, WA cultivate salmon eggs in their classroom and then release the hatchlings into the wild, their education comes alive. Meet the dedicated volunteers and teacher who made this happen and discover why project based learning is worth the investment.

Interviewees:

- Sarah Rolfs (Wenatchee School District parent and volunteer)
- Sean Koester (monitoring, outreach and education for Cascade Columbia Fisheries Enhancement Group, volunteer)
- Dave Williams (3rd grade teacher at Washington Elementary)
- A few kids involved the project

Audience:

- Community members who can get involved with project based learning
- Educators who can use project based learning in their classrooms

Takeaway:

- Project based learning makes education come alive for kids and is completely worth the investment in time, people and resources

Script:

Opening B-roll: Kids looking at eggs, excitement is in the air

Act 1: What they're doing (eggs and anticipation)

- Sarah talks about how the original idea came about
- Kids explain what they're learning
- Sean and Dave talk about the curriculum and what the kids will experience/learn

B-roll: Kids continue to look at eggs and engage in curriculum

Act 2: Why they're doing it (fish hatch)

- Sarah talks about the need for project based learning
- David reinforces the value of it: kids fully engaged in their learning
- Comments from kids reinforce the value of it
- Sean comments on why he, as a community member, has gotten involved

B-roll: Eggs hatching, kids are crazy-excited, engage in more curriculum, art project

Act 3: Call to action (releasing the fish)

- Sarah talks about how the community needs to engage
- David and Sean: It's not that hard, and worth it
- Closing comments from kids
- Closing summary statement from Sarah capturing why she does this

B-roll: Releasing the fish in Chelan

Statement Of Work:
WSD Community Involvement Video
Salmon Project w/ Sara Rolfs

Estimated Budget:

PRE - PRODUCTION		
Project development		\$1,000.00
Script Treatment	\$500.00	
Pre-Production/Coordination	\$500.00	
PRODUCTION		
Filming interviews		\$4,000.00
On Location Production 3 Interviews - \$500.00/per B-Roll Filming - \$2,500.00	\$4,000.00	
Soundtrack		\$750.00
Soundbed - Acquisition and license	\$750.00	
POST PRODUCTION		
Media acquisition and preparation		\$750.00
Digital ingest of production photography	\$250.00	
Footage logging	\$500.00	
Editing		\$6,450.00
Video editing	\$3,500.00	
GFX Design	\$1,000.00	
Color Correction	\$750.00	
Sound editing	\$1,000.00	
Digital Delivery	\$200.00	
PROJECT TOTAL		\$12,950.00

If the above statement of work meets with your approval, please sign below:

Wenatchee School District:

Signature Date

For North 40 Productions:

Jeff Ostenson Date



Contract Coversheet (Non-Federal) Request Board Approval

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

All contracts require school board approval.

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

Date	New or Renewal or Revision	Agency	Purpose	Amount	Contract Start Date & End Date	Staff Person Responsible for Contract	Approved by Les?	PO Required?	Attorney Review Required?
03/14/16	New Revision	Tall Timbers	pioneer 6th Grade Outdoor Education Camp	\$7300.00 Approx.	5/25/16 - 5/27/16	<div style="text-align: center;"> (Put Your Name Here) </div> <div style="font-size: small;"> I have read this contract and recommend it for board approval. Initial: <u>DEW</u> Date: <u>3/14/16</u> </div>			This is decided at the district office.
				Budget Code	2015-2016 School Year				
				203-4400					

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

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

Agency Name	Tall Timbers
Attention:	Contract Services
Street address or PO Box	27875 White River Rd.
City, State, Zip Code	Leavenworth, WA 98826
Email Address	
Phone Number	509-763-3127

If this is a revision, what has changed?

Provide an opportunity for the 6th grade students to participate in outdoor education activities.

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

**MUTUAL HOLD HARMLESS
AND INDEMNIFICATION AGREEMENT**

THIS MUTUAL HOLD HARMLESS AND INDEMNIFICATION AGREEMENT (“this Agreement”) is made effective on 2/18/2015 by and between the Wenatchee School District No. 246 (“WSD”), of 235 Sunset Avenue, Wenatchee, Washington 98801, and Tall Timber Ranch of 27875 White River Rd., Leavenworth WA. WSD and the Tall Timber Ranch are sometimes individually referred to as “Party” and collectively referred to as “the Parties.”

RECITALS:

WHEREAS, the Tall Timber provides **Pioneer Middle School 6th Grade Outdoor Ed Camp**, which WSD desires to utilize for its students; and multiple activities such as rock climbing, zip line, nature walks, archery, and a variety of other energetic team building activities;

WHEREAS, the WSD and the Tall Timber desire to enter into this Agreement to provide for mutual hold harmless and indemnification obligations.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, WSD and Tall Timber hereby agree as follows:

TERMS:

1. Hold Harmless.

a. The Tall Timber shall fully defend, indemnify, and hold harmless WSD from any and all claims, lawsuits, demands, causes of action, liability, loss, damage and/or injury, of any kind whatsoever, including, without limitation, all claims for monetary loss, property damages, equitable relief, personal injury, and/or wrongful death, whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or Tall Timber arising out of, in any way whatsoever, the negligent acts or omissions, or willful misconduct, on the part of the Tall Timber its officers, employees, agents or volunteers related to the programs and activities it offers. This obligation applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys’ fees, and related costs or expenses, and any reimbursements to WSD for all legal fees, expenses, and costs incurred by it.

b. WSD shall fully defend, indemnify, and hold harmless the Tall Timber from any and all claims, lawsuits, demands, causes of action, liability, loss, damage and/or injury, of any kind whatsoever, including, without limitation, all claims for monetary loss, property

MUTUAL HOLD HARMLESS AND
INDEMNIFICATION AGREEMENT

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damages, equitable relief, personal injury, and/or wrongful death, whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or Tall Timber, arising out of, in any way whatsoever, the negligent acts or omissions, or willful misconduct, on the part of WSD, its officers, employees, agents or volunteers related programs and activities carried out by the Tall Timber. This obligation applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and any reimbursements to the Tall Timber for all legal fees, expenses, and costs incurred by it.

2. Required Documentation:

a. Reservation Forms: The Parties shall submit appropriate reservation forms in advance for use of the other's facilities specifying the intended use of the facility. The Parties shall endeavor to obtain Release of Liability forms from their participants and legal guardians prior to utilizing each other's facilities when appropriate.

b. Annual Certificates of Insurance: Before the Pioneer Middle School 6th Grade Outdoor Ed Camp, will provide to each other evidence of insurance in anticipation of the annual events to be booked by each party. Tall Timber certificate of insurance shall name Wenatchee School District, its directors, staff and volunteers as additional insured. WSD certificate of insurance shall name Tall Timber as additional insured.

3. Types of Programs/Activities Anticipated: Annually, the Parties shall consult with each other re the programs and activities that they anticipate each year for planning and coordination purposes.

4. Authority to Enter Agreement. Each Party warrants that the individuals who have signed this Agreement have the actual legal power, right, and authority to make this Agreement and bind each respective Party.

5. Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

6. Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual right by custom, estoppel, or otherwise.

MUTUAL HOLD HARMLESS AND
INDEMNIFICATION AGREEMENT

Page 2
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7. Attorneys' Fees and Costs. If any legal action or other proceeding is brought in connection with this Agreement, each Party shall bear its own attorneys' fees and costs incurred therein.

8. Entire Agreement. This Agreement contains the entire agreement between the Parties related to the matters specified herein, and supersedes any prior oral or written statements or agreements between the Parties to such matters.

9. Enforceability, Severability, and Reformation. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited. The intent of the Parties is to provide as broad an indemnification as possible under Washington law.

10. Applicable Law. This Agreement shall be governed exclusively by the laws of Washington, without regard to conflict of law provisions.

11. Exclusive Venue and Jurisdiction. Any lawsuit or legal proceeding arising out of or relating to this Agreement in any way whatsoever shall be exclusively brought and litigated in the federal and state courts of Washington.

12. Notices. Notices hereunder shall be in writing and may be mailed or delivered. If mailed, such notices shall be sent postage prepaid, certified mail, return receipt requested, and the date marked on the return receipt by the United States Postal Service shall be deemed to be the date on which the party received the notice. Notices shall be mailed or delivered as follows:

TO WSD: Superintendent
Wenatchee School District #246
P.O. Box 1767
Wenatchee, WA 98801

TO Tall Timber Ranch

Tall Timber
27875 White River Rd.
Leavenworth WA 98826

IN WITNESS WHEREOF this Agreement was entered into on the day and year first above written.

MUTUAL HOLD HARMLESS AND
INDEMNIFICATION AGREEMENT

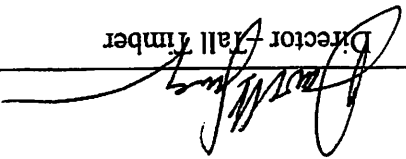
Page 3
34

WENATCHEE SCHOOL DISTRICT

BRIAN L. FLORES
Superintendent

Tall Timber Ranch

Director Tall Timber

By 

Tall Timber Guest Group Agreement

27875 White River Road; Leavenworth, WA 98826
(509) 763-3127

Guest Group I 289
Bookings I 525M

Group Information

1. Sponsoring Organization: PIONEER MIDDLE SCHOOL
2. Authorized Representative: GREG SIMMONS
3. Street Address, City, State, Zip 1620 Russell Street Wenatchee WA 98801
Business Phone: 509-663-7171 Home Phone:

Camp Information

1. Camp Dates First Day: 5/25/2016 Last Day: 5/26/2016
2. We expect between: Minimum Count: 50 Maximum Count: 125
3. The authorized representative agrees to provide Tall Timber with a final count no less than 10 days prior to the scheduled event.

Food Service Information

1. Our first meal is Wednesday dinner Time: 6:00 PM
Our last meal is: Thursday lunch Time: 12:30 PM
2. Please explain any diet requests or needs:

Insurance Information

Please read carefully and fill in needed information.

1. Accident/Medical Insurance is provided by the individual or Guest Group. Tall Timber Ranch provides secondary coverage only for registered guests.
2. Our group accident insurance company is the _____ Policy # _____
3. Our group liability insurance company is the _____ Policy # _____
4. Tall Timber is responsible only for the services stated above. The authorized representative agrees, on behalf of the sponsoring organization, to be responsible for all other aspects of their event (including program activities, supervision, leadership, etc.) and will not hold Tall Timber liable for any injury resulting from these.
5. _____ The sponsoring organization does not have liability insurance. We realize that this constitutes a risk and agree to accept full responsibility for this event and will not hold Tall Timber Ranch liable for any accident, illness, or injury. We understand that Tall Timber Ranch has the right to cancel our event after review of these terms with the Tall Timber insurance agent.

Camp Facilities

1. Facilities Provided: Main Camp Schulze Center Cedar House
Other _____ Schulze Center for school staff only

Finance Information

(Please note: Tall Timber reserves the right to renegotiate fees up to 30 days prior to the first day of camp.)

1. The Fees will be:

- Schulze/Cedar/Bathroom Cabi \$25.00 per person for Schulze/Cedar/Bathroom cabin.
- Non-bathroom Cab \$25.00 per person for non-bathroom cabin.
- RV Campground Fee: per person for RV Campground.
- Added Fee: per person

2. Number of nights: 1

3. Activity Fees:

Recreation Fee: per group fee.
 (Discounts for children apply only at family camps.)

6. Additional Fees will be: Program activities (contact office to schedule at least 2 weeks prior)

7. Non-Refundable deposit amount: \$175.00

This deposit, and the signed contract, is required within 14 days of booking to hold a reservation.

8. The organization named above agrees to pay for the minimum attendance number stated above in the event they were to have a smaller number or to cancel the event within 90 days of the event.

9. The sponsoring organization agrees to pay for any damages or extra cleaning resulting from reckless or malicious conduct by any group member.

10. The sponsoring organization and the authorized representative agrees to be held responsible for the financial obligations of this agreement.

11. The balance of the total account will be paid to Tall Timber Ranch with one check on the final day of camp. Any other arrangements for payment will be made prior to the organization's arrival. Failure to make payment as agreed will result in a penalty of 1.5% of the final bill per month.

Other Information

1. The authorized representative agrees on behalf of the organization to abide by the governing guidelines of Tall Timber Ranch as found in the Guest Group Handbook and takes responsibility for communicating them to the organization.

2. This agreement is not binding until signed by both parties.

3. Enclosed is the deposit Check (check number): Deposit on file. in the amount of \$175.00

I have read and agree to the terms of this agreement, and I am authorized to act on behalf of the sponsoring organization.

Authorized Representative Date

Tall Timber Representative Date

Tall Timber Guest Group Agreement

27875 White River Road; Leavenworth, WA 98826
(509) 763-3127

Guest Group I 289
Bookings I 526M

Group Information

1. Sponsoring Organization: PIONEER MIDDLE SCHOOL
 2. Authorized Representative: GREG SIMMONS
 3. Street Address, City, State, Zip 1620 Russell Street Wenatchee WA 98801
- Business Phone: 509-663-7171 Home Phone:

Camp Information

1. Camp Dates First Day: 5/26/2016 Last Day: 5/27/2016
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Please read carefully and fill in needed information.

1. Accident/Medical Insurance is provided by the individual or Guest Group. Tall Timber Ranch provides secondary coverage only for registered guests.
2. Our group accident insurance company is the _____ Policy # _____
3. Our group liability insurance company is the _____ Policy # _____
4. Tall Timber is responsible only for the services stated above. The authorized representative agrees, on behalf of the sponsoring organization, to be responsible for all other aspects of their event (including program activities, supervision, leadership, etc.) and will not hold Tall Timber liable for any injury resulting from these.
5. _____ The sponsoring organization does not have liability insurance. We realize that this constitutes a risk and agree to accept full responsibility for this event and will not hold Tall Timber Ranch liable for any accident, illness, or injury. We understand that Tall Timber Ranch has the right to cancel our event after review of these terms with the Tall Timber insurance agent.

Camp Facilities

1. Facilities Provided: Main Camp Schulze Center Cedar House
Other _____ Schulze Center for school staff only

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(Please note: Tall Timber reserves the right to renegotiate fees up to 30 days prior to the first day of camp.)

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- Non-bathroom Cab \$25.00 per person for non-bathroom cabin.
- RV Campground Fee: per person for RV Campground.
- Added Fee: per person

2. Number of nights: 1

3. Activity Fees:

Recreation Fee: per group fee.

(Discounts for children apply only at family camps.)

6. Additional Fees will be: Program activities (contact office to schedule at least 2 weeks prior)

7. Non-Refundable deposit amount: \$175.00

This deposit, and the signed contract, is required within 14 days of booking to hold a reservation.

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10. The sponsoring organization and the authorized representative agrees to be held responsible for the financial obligations of this agreement.

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Other Information

1. The authorized representative agrees on behalf of the organization to abide by the governing guidelines of Tall Timber Ranch as found in the Guest Group Handbook and takes responsibility for communicating them to the organization.

2. This agreement is not binding until signed by both parties.

3. Enclosed is the deposit Check (check number): Deposit on file. in the amount of \$175.00

I have read and agree to the terms of this agreement, and I am authorized to act on behalf of the sponsoring organization.

Authorized Representative Date

Tall Timber Representative Date

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

Date (MM/DD/YR)
6/11/15

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

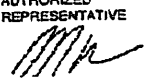
PRODUCER Heffernan Insurance Brokers 1350 Carlbak Avenue Walnut Creek, CA 94596 CA License #0564249	CONTACT NAME: Gina Gonsalves or LuAnn Watkins	
	PHONE (A/C.No./Ext): 925-934-8500	FAX (A/C.No.): 925-834-8278
EMAIL ADDRESS: ginag@heffins.com or luanrw@heffins.com		
INSURERS AFFORDING COVERAGE		NAIC #
INSURED PresbyterianOne c/o Heffernan Insurance Brokers 1350 Carlbak Avenue, Suite 200 Walnut Creek, CA 94596	INSURER A: Philadelphia Indemnity Insurance Co.	18058
	INSURER B: Hartford Fire Insurance Co.	19682
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			PHPK1335299	05/01/15	06/01/16	EACH OCCURRENCE	\$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X					MED EXP (Any one person)	\$15,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$3,000,000
GENL AGGREGATE LIMIT APPLIES PER POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/>							PRODUCTS - COMP/OP AGG	\$3,000,000
								\$
B	AUTOMOBILE LIABILITY			57UENZC4907	06/01/15	06/01/16	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			PHUB499338	06/01/15	06/01/16	EACH OCCURRENCE	\$25,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$25,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000							\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in N.H.) If yes, describe under DESCRIPTION OF OPERATIONS below							WE STATUTORY LIMITS OTHER	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 RE: Tall Timber Ranch, 27875 White River Rd., Leavenworth, WA 98826. Wenatchee School District, its directors, staff, agents and volunteers are included as an additional insured on General Liability policy per the attached endorsement, if required

CERTIFICATE HOLDER Wenatchee School District #246 P.O. Box 1767 Wenatchee, WA 98807	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Additional Insured Person(s) or Organization(s)
Wenatchee School District #246 its directors, staff, agents and volunteers P.O. Box 1767 Wenatchee, WA 98807
Re:
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

Schools Insurance Association of Washington

CERTIFICATE OF COVERAGE

Issue Date: 08/18/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE MEMORANDUM OF COVERAGE (MOC) BELOW. THIS CERTIFICATE OF COVERAGE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the MOC must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the MOC, certain coverage may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	COMPANIES AFFORDING COVERAGE
Clear Risk Solutions 451 Diamond Drive Ephrata, WA 98823 Phone 509-754-2027 Fax 509-754-3406	GENERAL LIABILITY SIAW/Munich Re Torus Specialty Insurance Company AUTOMOBILE LIABILITY SIAW/Munich Re Torus Specialty Insurance Company PROPERTY SIAW / Munich Re, et al. CRIME / PUBLIC EMPLOYEE DISHONESTY SIAW/Munich Re
INSURED	
Wenatchee School District #246 P.O. Box 1767 Wenatchee, WA 98807	

COVERAGES

THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE COVERAGE PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED BY THE MOC DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH MOC. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.


TYPE OF COVERAGE	MOC NUMBER	MOC EFF. DATE	MOC EXP. DATE	DESCRIPTION	LIMITS
GENERAL LIABILITY					
COMMERCIAL GENERAL LIABILITY OCCURRENCE FORM	SIAW151634050	09/01/2015	09/01/2016	GENERAL AGGREGATE PRODUCT-COMP/OP AGG PERSONAL & ADV. INJURY EACH OCCURRENCE ANNUAL PROGRAM AGGREGATE	\$31,000,000 \$31,000,000 \$25,000,000 \$25,000,000 \$150,000,000
(LIABILITY IS SUBJECT TO A 100,000 SIR PAYABLE FROM PROGRAM FUNDS)					
AUTOMOBILE LIABILITY					
ANY AUTO	SIAW151634050	09/01/2015	09/01/2016	COMBINED SINGLE LIMIT ANNUAL PROGRAM AGGREGATE	\$25,000,000 NONE
(LIABILITY IS SUBJECT TO A 100,000 SIR PAYABLE FROM PROGRAM FUNDS)					
PROPERTY					
	SIAW151634050	09/01/2015	09/01/2016	ALL RISK PER OCC EXCL EQ & FL EARTHQUAKE PER OCC FLOOD PER OCC (Except FZ ABV, which is \$1M) ANNUAL PROGRAM AGGREGATE	\$150,000,000 EXCLUDED EXCLUDED NONE
(PROPERTY IS SUBJECT TO A 250,000 SIR PAYABLE FROM PROGRAM FUNDS)					
CRIME/PUBLIC EMPLOYEE DISHONESTY					
	SIAW151634050	09/01/2015	09/01/2016	PER LOSS	\$1,000,000
(CRIME SUBJECT TO A \$250,000 PROGRAM SIR)					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / SPECIAL ITEMS

Regarding use of facility during policy period. Tall Timber Ranch is named as Additional Insured regarding this use only and is subject to coverage terms, conditions, and exclusions. Additional Insured endorsement is attached.

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED COVERAGE BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE PROVISIONS OF THE MOC.

CERTIFICATE HOLDER	AUTHORIZED REPRESENTATIVE
Tall Timber Ranch 27875 White River Road Leavenworth, WA 98826	

ADDITIONAL INSURED ENDORSEMENT

**THIS ENDORSEMENT MODIFIES COVERAGE PROVIDED UNDER THE
FOLLOWING:**

GENERAL LIABILITY COVERAGE PART

How Coverage is Changed

It is agreed that the interest of any Additional Insured is recognized as their interests may appear, providing that the certificate of coverage that this is attached to has been issued and is on file with the Company.

The Limits of Coverage applicable to the Additional Insured are those specified in either the:

1. Written Contract or written agreement; or
2. Declarations for this memorandum, whichever is less.

These Limits of Coverage are inclusive and not in addition to the Limits of Coverage shown in the Declarations.

Additional Insured:

Tall Timber Ranch
27875 White River Road
Leavenworth, WA 98826

Regarding use of facility during policy period. Tall Timber Ranch is named as Additional Insured regarding this use only and is subject to coverage terms, conditions, and exclusions. Additional Insured endorsement is attached.

Other terms:

All other terms of your MOC remain the same.

3004378

MEMORANDUM

Inventory Surplus

TO:	Board of Education
FROM:	Karen Walters, Director of Accounting
DATE:	March 22, 2016
SUBJECT:	Declaration of Surplus

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

Building	Quantity	Item
John Newbery	1	Sharp TV w/Remote
	1 Box	Misc. Teaching Material
	3 Boxes	Misc. Math Material
	1 Box	Number Corner Material
	1 Box	Number Corner Games
	1	Sharp TV
	2 Box	Misc. Puzzles, DVD, etc.
Washington	2 Boxes	Teacher Resource Books
	2 Boxes	Math Manipulatives
	10 Boxes	Misc. Books/VHS/Cassette Tapes
	3 Boxes	Share the Music Textbooks
	1 Box	Silver Burdett Teacher Books
	1	Puppet Show "Theater"
	6	Autoharps
	3	Chromatic Orff Instruments
	3 Boxes	Costumes/Props
	2 Boxes	Misc. Classroom Instruments
	10 Bags	Wooden Shapes
	1 Box	People together Books
	1	Metal Tray
	1	Globe
	10 Sets	Base 10 Cubes
	4	Pencil Sharpeners
	4 Boxes	Math Materials
Westside High School	1 Box	Algebra Books
Maintenance & Operations	1	Ford Van
District Office	3 Boxes	Hanging File Folders
	2	Paper Trays
	1	Laptop Stand
	2	10 Key Calculator
	1 Box	Plastic Binding Combs
	1 Box	Plastic Binders
	1 Box	Plastic Binders
	1	Small Shelf
	1	Label Maker with Tape
	1	Computer Stand
	1 Box	File Folders
	1	Metal Desk Return
	3	Brown Chair
	1	Rolling File Cabinet
	1	Office Chair
1	Folding Chair	

MEMORANDUM
Inventory Surplus

- 1 Rolling Cart
- 1 Laminate Shelf

Technology

Lincoln

Sunnyslope

Wenatchee High School

Operational Technology

- 1 Box Cords, mice, keyboards
- 1 DeskJet
- 3 eMac
- 4 MacBook2
- 2 Samsung SM

2016 Summer Plan for WHS Girls Soccer

Practice at Apple Bowl:

3:30pm-5:30pm 6/1, 6/6 and 6/8.

Monday and Thursday mornings beginning 6/13 through 7/28 8:30am-10:30am

Wednesday evening summer league 7:00pm- 9:00pm beginning 6/15 through 7/27

WVC tournament:

Friday 6/24 and Saturday 6/25

Eastern Washington University Varsity Summer Camp

Wednesday 7/6 - Thursday 7/7

~~WHS Varsity Soccer~~ :-

Wenatchee School District Sports Camp/Clinic Application

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

- | | |
|--|---|
| <p>1. <i>WVC Tournament</i>
Type of Camp</p> <p>3. <i>Wenatchee Valley College</i>
Group Sponsoring Camp</p> <p>5. <i>Wenatchee Valley College</i>
Name of Clinician</p> <p>7. <i>6/24/16 - 6/25/16</i>
Date(s) of Camp</p> <p>9. <i>Freshmen - Seniors</i>
Age (Grade) of Participants</p> <p>11. <i>0</i>
Anticipated Number of Male Campers</p> | <p>2. <i>Games for Players</i>
Purpose of Camp</p> <p>4. <i>Wenatchee Valley College</i>
Camp Location</p> <p>6. <i>1300 Fifth St, Wenatchee</i>
Address of Clinician</p> <p>8. <i>At least 4 games/team. 2 Teams</i>
Number & Types of Sessions</p> <p>10. <i>\$ 300/team (2 Teams)</i>
Cost Per Participant</p> <p>12. <i>34</i>
Anticipated Number of Female Campers <i>Players</i></p> |
|--|---|
13. Is the insurance/liability statement to the parent/legal guardian included on the pupil registration form?
 Yes _____ No *NA*

Camp Sponsor Signature

Building Principal Signature

District AD Signature

Date of Signature

Date of Signature

Date of Signature

School Board Section

Approved

Rejected

Reason for Rejection:

WSD Administrative Signature

Date

Wenatchee School District Sports Camp/Clinic Application

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

- | | |
|---|---|
| <p>1. <i>EWU Soccer Camp</i>
Type of Camp</p> <p>3. <i>Eastern Washington Univ.</i>
Group Sponsoring Camp</p> <p>5. <i>EWU</i>
Name of Clinician</p> <p>7. <i>7/6/16 - 7/7/16</i>
Date(s) of Camp</p> <p>9. <i>10-12 grade</i>
Age (Grade) of Participants</p> <p>11. <i>0</i>
Anticipated Number of Male Campers</p> | <p>2. <i>Training for WWS players</i>
Purpose of Camp</p> <p>4. <i>Eastern Washington Univ.</i>
Camp Location</p> <p>6. <i>Main Campus Contact Cheney, WA 99004</i>
Address of Clinician</p> <p>8. <i>Multiple sessions/games 500m days</i>
Number & Types of Sessions</p> <p>10. <i>\$ 350 per Team</i>
Cost Per Participant</p> <p>12. <i>18</i>
Anticipated Number of Female Campers</p> |
|---|---|

13. Is the insurance/liability statement to the parent/legal guardian included on the pupil registration form?
 Yes No *NA*

Camp Sponsor Signature	Building Principal Signature	District AD Signature
Date of Signature	Date of Signature	Date of Signature

School Board Section

Approved

Rejected

Reason for Rejection:



Eastern Washington University Soccer

Adidas Eagles Girls Team Camp

July 6-7, 2016

Eastern Washington University Soccer is excited to announce the Adidas Eagles Girls' Team Camp to be held on July 6-7 (Wednesday-Thursday). Last year's inaugural event hosted 12 Northwest High School teams, representing four states (WA, MT, OR, ID). The camp is open to girls' high school age teams. The camp will again bring some of the top high school teams from throughout the Northwest for the Adidas Eagle Girls' Team Camp.

Adidas Eagle Team Camp Highlights:

- 3-4 guaranteed games against teams from different states
- Camp competition & contests
- D1 soccer facilities on Eastern Washington University Campus
- Coaches Social (Thursday night)
- Quality instruction & clinic provided by Eastern Washington Soccer Coaching Staff
- Campus Tours conducted by EWU Tour Guides

Details:

- Teams organize their own housing (hotels, camping) and food during camp
- Roster of 20 players. Each player and coaches receive camp t-shirts

Camp Cost:

- \$350 per team

Registration Deadline:

Space is limited, so please register your team as soon as possible.

For all registration and general questions, please contact:

Assistant Coach - Max Weber
Eastern Washington Soccer
mweber7@ewu.edu
509-828-2030

Adidas Eagle Girls Team Camp Registration Form

Team Name: Wenatchee Panthers

Coach Name: John Springer

Email: whscoachspringer@gmail.com Cell Phone: 509 387-3334

Send registration and team payment to:

Eastern Washington Soccer
207 Physical Education Building
Cheney, WA 99004



RECOGNITIONS



**Washington State
School Retirees' Association**

4726 Pacific Avenue SE Lacey, WA 98503 (360) 413-5496 1-800-544-5219 www.wssra.org

January 11, 2016

BRIAN FLONES, SUPERINTENDENT
WENATCHEE SCHOOL DISTRICT NO. 246
PO BOX 1767
WENATCHEE, WA. 98801-1999

Dear Brian,

We appreciate your consideration for the retired school employees who have contributed their efforts to provide support for students in your schools. Governor Jay Inslee has declared the week of March 14-20, 2016 as SCHOOL RETIREES' APPRECIATION WEEK. We have enclosed a copy of his Proclamation and invite you to adopt it and/or acknowledge it in a way which honors your retired employees.

Activities and possible ideas which other districts have used in recognizing this week have included reader-board messages, reading a resolution at a Board meeting, honoring some retirees at a Board meeting or hosting a luncheon for local retirees. (a retiree from Unit 02, Chelan-Douglas County SRA) could organize this for you.

The Washington State School Retirees' Association continues to engage in lobbying efforts with the Legislature to protect and improve retirement pensions and benefits for all present and future school retirees, both certificated and classified. Our priorities include Plan 2/3 full retirement at age 62, preserving Public Employee Benefits Board (PEBB) health benefits, safeguarding full funding of the Washington State Pension System and restoration of the Uniform Plan 1 COLA. Additionally, we are vigorously seeking a change to allow recent Plan 2/3 retirees to substitute teach immediately upon retirement.

As a member of the Washington State Retirement System yourself, you will be a beneficiary of WSSRA's work to protect and improve our retirement system for current employees and those who are retired.

We thank you for your concern for retirees, their contributions and their accomplishments.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Boring".

Mike Boring, Executive Director
Washington State School Retirees' Association

Enclosures: Governor Inslee's Proclamation

The State of Washington



Proclamation

WHEREAS, the Washington State School Retirees' Association (WSSRA) recognizes all retired school employees; and

WHEREAS, the WSSRA educates and assists retirees in meeting the special challenges retirement brings, and works to improve their general welfare; and

WHEREAS, the WSSRA aids in advancing education by supporting high educational standards; and

WHEREAS, the WSSRA promotes group and individual involvement in charitable projects and activities, sponsors scholarships, and maintains interest and participates in educational and community activities; and

WHEREAS, the WSSRA supports and encourages retired educators to remain active in the education profession through volunteer activities associated with learning;

NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, do hereby proclaim March 14-20, 2016 as

School Retirees Appreciation Week

in Washington, and I urge all people in our state to join me in this special observance.



Signed this 5th day of January, 2016

A handwritten signature in blue ink, appearing to read "Jay Inslee".

Governor Jay Inslee



FACILITY PROJECTS

UPDATES



AIA Document G701™ – 2001

Change Order

PROJECT (Name and address):

Abraham Lincoln Elementary School
Addition and Modernization
1224 Methow Street
Wenatchee, Washington 98801

CHANGE ORDER NUMBER: 004

DATE: March 11, 2016

OWNER:

ARCHITECT:

CONTRACTOR:

FIELD:

PROJECT MANAGER:

TO CONTRACTOR (Name and address):

Lydig Construction
11001 East Montgomery Drive
Spokane Valley, Washington 92206

ARCHITECT'S PROJECT NUMBER: 1408

CONTRACT DATE: June 04, 2015

CONTRACT FOR:

THE CONTRACT IS CHANGED AS FOLLOWS:

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

CCD	PCO	DESCRIPTION	COST
101	101	Install Geogrid Filter Fabric in Area 6.	\$2,833.00
114	149	Gravel for Kitchen Delivery Access.	\$3,027.00
127	113	RFI-036 Added GWB at Rooms 611/613 over sprinkler pipe.	\$260.00
127	144	RFI-174 Soffit Ceiling Transition at Gridline C/17.	\$916.00
127	167	RFI-177 Add Wall for Existing Column.	\$838.00
127	171	RFI-200 Soffit for Existing Exposed Beam.	\$612.00
127	172	RFI-203 Framed Pilasters for Damaged Brick.	\$2,498.00
128	146	RFI-140 Boiler Room Sump Pit Access Ladder.	\$1,564.00
128	161	RFI-197 Added Knox Box.	\$700.00
128	190	RFI-199 Fire Rated Threshold at P601.	\$130.00
129	153	RFI-168 Lights and Receptacles for Skylights.	\$8,203.00
130	165	PR-018 Replace Skylight in Area 4 Roof.	\$10,737.00
131	160	ASI-007 Paint Colors Incorrectly Noted	\$414.00
Total:			\$32,732.00

The original Contract Sum was	\$ 19,445,406.00
The net change by previously authorized Change Orders	\$ 1,330,650.00
The Contract Sum prior to this Change Order was	\$ 20,776,056.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 32,732.00
The new Contract Sum including this Change Order will be	\$ 20,808,788.00

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

The date of Substantial Completion as of the date of this Change Order therefore is October 31, 2016

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

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Forte Architects, Inc.
ARCHITECT (Firm name)

240 North Wenatchee Avenue
Wenatchee, Washington 98801

ADDRESS

BY (Signature)

Mr. Tom Bassett
(Typed name)

March 11, 2016
DATE

Lydig Construction
CONTRACTOR (Firm name)

11001 East Montgomery Drive
Spokane Valley, Washington 92206

ADDRESS

BY (Signature)

(Typed name)

DATE

Wenatchee School District No. 246
OWNER (Firm name)

235 Sunset Avenue
Wenatchee, Washington 98801

ADDRESS

BY (Signature)

(Typed name)

DATE

March 11, 2016

**Re: Abraham Lincoln Elementary School Addition and Modernization
Change Order No. 4**
Wenatchee School District

Below is a brief description of each of the construction change directives (CCD's) which make up Change Order No. 4

CCD #101 Install Geotextile Fabric in Area 6 - \$2,833.00

- (PCO 101) Nelson Geotechnical advised to place the geotextile fabric over the existing soil in order to increase soil bearing capacity as required.

CCD #114 Gravel for Kitchen Delivery Access - \$3,027.00

- (PCO 149) The district requested an access driveway be provided for kitchen deliveries at the east side of the building, due to the prior access being blocked off by construction fences.

CCD #127 Miscellaneous Framing and Gypsum Wall Board - \$5,124.00

- (PCO 113 - \$260.00) Gypsum wall board finish was added to an exposed double 2x10 wood beam in order to conceal the beam and keep finishes consistent.
- (PCO 144 - \$916.00) In the main hallway at gridlines C and 17 the acoustical ceiling was indicated to be installed lower than the adjacent hard lid ceiling, a soffit was added in order to accommodate the transition and hide the gap.
- (PCO 167 - \$838.00) An existing column concealed in a void was located a couple of feet from where it was originally thought to be located. The column holds up a major portion of the existing skylight. In order to avoid a larger expense of moving the column, the column was left in the original location and furred out with metal framing and gypsum wall board finish.
- (PCO 171 - \$612.00) The end of an existing beam along gridline E and 16 overhangs into the hallway, the portion of this beam cannot be removed and is not architecturally pleasing. The end of the beam was framed up to the ceiling with metal studs and covered with gypsum wall board finish.
- (PCO 172 - \$2,498.00) The exterior of the small gym, where the old wall ball courts were located, is now exposed at the interior of the main hallway. The exterior wall originally had three wing walls that were removed. It was difficult to remove all of the mortar and grout where the wing

walls attached to the brick building wall. These areas were furred out with metal framing and covered with gypsum wall board finish.

CCD #128 Sump Pit Ladder, Knox Box, Fire Rated Threshold - \$2,394.00

- (PCO 146 - \$1,564.00) The existing sump pit in the boiler room was originally used to access the underground tunnel system. The tunnel system will be abandoned, but the pit is being utilized for new water pipes and valves. The valves will need to be accessed by maintenance occasionally, and the existing access ladder does not meet current codes. A new ladder has been provided which meets current codes.
- (PCO 161 - \$700.00) A knox box was not originally shown on the drawings, but is required for the fire department to access the building in the event of an emergency.
- (PCO 190 - \$130.00) A firerated threshold was not originally shown for door #P601 on the approved plan review drawings, but the building inspector required one to be installed.

CCD #129 RFI-168 Lights and Receptacles for Skylights - \$8,203.00

- (PCO 153) Due to the SolaTube skylights having motorized controls, it is required for all units to be accessible for maintenance. Lighting and convenient outlets were provided in the attic areas as required to meet code.

CCD #130 Replace Skylight in Area 4 Roof - \$10,737.00

- (PCO 165) The existing skylight was originally planned to remain as is. It was visually acceptable and did not have any leaks. There were some concerns of how to flash the sides of the skylight after the tile roof had been removed and the new asphalt roof was being installed. It was determined that the skylight most likely did not have another 30 years of life left and the district would benefit from replacing the skylight now rather than in the near future.

CCD #131 Paint Colors Incorrectly Noted - \$414.00

- (PCO 160) Paint colors indicated on the paint location plan did not correspond to the restroom tile colors selected for the same area. Three walls needed to be repainted in order to match.



AIA[®] Document G714[™] – 2007

Construction Change Directive

PROJECT: <i>(Name and address)</i> Abraham Lincoln Elementary School Addition and Modernization 1224 Methow Street Wenatchee, Washington 98801	DIRECTIVE NUMBER: 127 DATE: March 10, 2016 CONTRACT FOR: General Construction	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONSULTANT: <input type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> PROJECT MANAGER: <input checked="" type="checkbox"/>
TO CONTRACTOR: <i>(Name and address)</i> Lydig Construction 11001 East Montgomery Drive Spokane Valley, Washington 92206	CONTRACT DATED: June 4, 2015 ARCHITECT'S PROJECT NUMBER: 1408	

You are hereby directed to make the following change(s) in this Contract:
(Describe briefly any proposed changes or list any attached information in the alternative)

• Per PCO 113 - RFI-036 Added GWB at Rooms 611-613 to Wrap Exposed Sprinkler Pipe.	\$260.00
• Per PCO 144 - RFI-174 Added Soffit Ceiling Transition at C-17.	\$916.00
• Per PCO 167 - RFI-177 Add Wall for Existing Column.	\$838.00
• Per PCO 171 - RFI-200 Soffit for Existing Exposed Beam.	\$612.00
• Per PCO 172 - RFI-203 Framed Pilasters for Damaged Brick.	\$2,498.00
Total:	\$5,124.00

PROPOSED ADJUSTMENTS

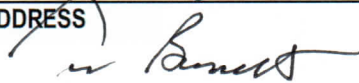
- The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:
 - Lump Sum increase of \$
 - Unit Price of \$ per
 - As provided in Section 7.3.3 of AIA Document A201-2007
 - As follows: Per paragraph 7.02 B. of Section 00 70 00 General Conditions for GC/CM Facility Construction (revised March 03, 2015)
- The Contract Time is proposed to (remain unchanged). The proposed adjustment, if any, is to be ZERO.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.

Forte Architects, Inc.
ARCHITECT *(Firm name)*

240 North Wenatchee Avenue
Wenatchee, Washington 98801

ADDRESS


BY *(Signature)*

Mr. Tom Bassett

(Typed name)

3.11.2016

DATE

Wenatchee School District No. 246
OWNER *(Firm name)*

235 Sunset Avenue
Wenatchee, Washington 98801

ADDRESS

BY *(Signature)*

(Typed name)

DATE

Lydig Construction
CONTRACTOR *(Firm name)*

11001 East Montgomery Drive
Spokane Valley, Washington 92206

ADDRESS

BY *(Signature)*

(Typed name)

DATE



AIA® Document G714™ – 2007

Construction Change Directive

PROJECT: <i>(Name and address)</i> Abraham Lincoln Elementary School Addition and Modernization 1224 Methow Street Wenatchee, Washington 98801	DIRECTIVE NUMBER: 128 DATE: March 10, 2016 CONTRACT FOR: General Construction	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONSULTANT: <input type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> PROJECT MANAGER: <input checked="" type="checkbox"/>
TO CONTRACTOR: <i>(Name and address)</i> Lydig Construction 11001 East Montgomery Drive Spokane Valley, Washington 92206	CONTRACT DATED: June 4, 2015 ARCHITECT'S PROJECT NUMBER: 1408	

You are hereby directed to make the following change(s) in this Contract:
(Describe briefly any proposed changes or list any attached information in the alternative)

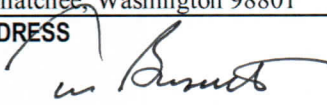
- Per PCO 146 - RFI-140 Boiler Room Sump Pit Access Ladder. \$1,564.00
 - Per PCO 161 - RFI-197 Added Knox Box. \$700.00
 - Per PCO 190 - RFI-199 Fire Rated Threshold at P601. \$130.00
- Total: \$2,394.00

PROPOSED ADJUSTMENTS

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 - Lump Sum increase of \$
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 - As provided in Section 7.3.3 of AIA Document A201-2007
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ARCHITECT *(Firm name)*
240 North Wenatchee Avenue
Wenatchee, Washington 98801
ADDRESS

BY *(Signature)*
Mr. Tom Bassett
(Typed name)
3.11.2016
DATE

Wenatchee School District No. 246
OWNER *(Firm name)*
235 Sunset Avenue
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ADDRESS

BY *(Signature)*

(Typed name)
DATE

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Spokane Valley, Washington 92206
ADDRESS

BY *(Signature)*

(Typed name)
DATE



AIA® Document G714™ – 2007

Construction Change Directive

PROJECT: <i>(Name and address)</i> Abraham Lincoln Elementary School Addition and Modernization 1224 Methow Street Wenatchee, Washington 98801	DIRECTIVE NUMBER: 129 DATE: March 10, 2016 CONTRACT FOR: General Construction	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONSULTANT: <input type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> PROJECT MANAGER: <input checked="" type="checkbox"/>
TO CONTRACTOR: <i>(Name and address)</i> Lydig Construction 11001 East Montgomery Drive Spokane Valley, Washington 92206	CONTRACT DATED: June 4, 2015 ARCHITECT'S PROJECT NUMBER: 1408	

You are hereby directed to make the following change(s) in this Contract:
(Describe briefly any proposed changes or list any attached information in the alternative)

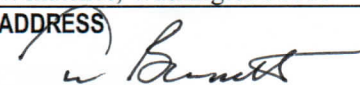
- Per PCO 153 - RFI-168 Lights and Receptacles for Skylights. \$8,203.00

PROPOSED ADJUSTMENTS

- The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:
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 - Unit Price of \$ per
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 - As follows: Per paragraph 7.02 B. of Section 00 70 00 General Conditions for GC/CM Facility Construction (revised March 03, 2015)
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Forte Architects, Inc.
ARCHITECT *(Firm name)*
240 North Wenatchee Avenue
Wenatchee, Washington 98801
ADDRESS

BY *(Signature)*
Mr. Tom Bassett
(Typed name)
3-11-2016
DATE

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ADDRESS
BY *(Signature)*
(Typed name)
DATE

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CONTRACTOR *(Firm name)*
11001 East Montgomery Drive
Spokane Valley, Washington 92206
ADDRESS
BY *(Signature)*
(Typed name)
DATE

AIA[®] Document G714[™] – 2007

Construction Change Directive

PROJECT: <i>(Name and address)</i> Abraham Lincoln Elementary School Addition and Modernization 1224 Methow Street Wenatchee, Washington 98801	DIRECTIVE NUMBER: 130 DATE: March 10, 2016 CONTRACT FOR: General Construction	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONSULTANT: <input type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> PROJECT MANAGER: <input checked="" type="checkbox"/>
TO CONTRACTOR: <i>(Name and address)</i> Lydig Construction 11001 East Montgomery Drive Spokane Valley, Washington 92206	CONTRACT DATED: June 4, 2015 ARCHITECT'S PROJECT NUMBER: 1408	

You are hereby directed to make the following change(s) in this Contract:
(Describe briefly any proposed changes or list any attached information in the alternative)

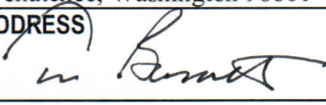
- Per PCO 165 - PR-018 Replace Skylight in Area 4 Roof. \$10,737.00

PROPOSED ADJUSTMENTS

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 - Unit Price of \$ per
 - As provided in Section 7.3.3 of AIA Document A201-2007
 - As follows: Per paragraph 7.02 B. of Section 00 70 00 General Conditions for GC/CM Facility Construction (revised March 03, 2015)
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BY *(Signature)*
Mr. Tom Bassett
(Typed name)
3-11-2016
DATE

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BY *(Signature)*
(Typed name)
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Lydig Construction
CONTRACTOR *(Firm name)*
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Spokane Valley, Washington 92206
ADDRESS
BY *(Signature)*
(Typed name)
DATE



AIA® Document G714™ – 2007

Construction Change Directive

PROJECT: <i>(Name and address)</i> Abraham Lincoln Elementary School Addition and Modernization 1224 Methow Street Wenatchee, Washington 98801	DIRECTIVE NUMBER: 131 DATE: March 10, 2016 CONTRACT FOR: General Construction	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONSULTANT: <input type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> PROJECT MANAGER: <input checked="" type="checkbox"/>
TO CONTRACTOR: <i>(Name and address)</i> Lydig Construction 11001 East Montgomery Drive Spokane Valley, Washington 92206	CONTRACT DATED: June 4, 2015 ARCHITECT'S PROJECT NUMBER: 1408	

You are hereby directed to make the following change(s) in this Contract:
(Describe briefly any proposed changes or list any attached information in the alternative)

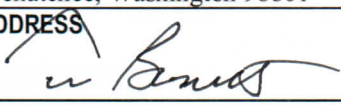
- Per PCO 160 - ASI-007 Paint Colors Incorrectly Noted \$414.00

PROPOSED ADJUSTMENTS

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Forte Architects, Inc.
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Wenatchee, Washington 98801
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BY *(Signature)*
Mr. Tom Bassett
(Typed name)
3-11-2016
DATE

Wenatchee School District No. 246
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ADDRESS
BY *(Signature)*
(Typed name)
DATE

Lydig Construction
CONTRACTOR *(Firm name)*
11001 East Montgomery Drive
Spokane Valley, Washington 92206
ADDRESS
BY *(Signature)*
(Typed name)
DATE



Date: March 17, 2016
To: Board of Directors
From: Lindee Akers
Re: Capital Facilities Update

MEMORANDUM

This update will be in verbal form. There are no handouts for the board packet. Let me know if you have any questions.

Thank you,
Lindee



SPECIAL

PRESENTATIONS



Date: March 17, 2016
To: Board of Directors
From: Lindee Akers
Re: Health Clinics

MEMORANDUM

This update will be in verbal form plus a summary/outline. There are no handouts for the board packet at this time. I will post the summary/outline when I receive it. Let me know if you have any questions.

Thank you,
Lindee



DISTRICT POLICY

UPDATES

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

3000 Policy Series Review

Policy	Title	Suggested Action	District Recommendation	Rationale
3246	Restraint, Isolation and Other Uses of Reasonable Force	Essential	Approve	Restraint, Isolation and Force is no longer allowed in a student's IEP unless specifically needed for that child and may only be used to address spontaneous behavior with all students. This replaces policy 3247 – now obsolete.
3246P	Restraint, Isolation and Other Uses of Reasonable Force Procedure	Essential	FYI	Includes new definitions, use and reporting requirements – replaces 3247P.
				March 2016

Restraint, Isolation and Other Uses of Reasonable Force

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

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

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

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

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

Legal References

RCW 9A.16.020 Use of force — When lawful

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

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

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

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

RCW 70.96B.010 - Definitions

WAC 392-400-235 Discipline — Conditions and limitations

Cross References

2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973

2161 - Special Education and Related Services for Eligible Students

Management Resources

2015 - July Policy Alert

2013 - December Issue

2013 - July Issue

Policy News, December 2008 Use of Reasonable Force Policy

Adopted ____ 2016

Revised: 12.08; 12.11; 07.13; 12.13

Procedure Restraint, Isolation and Other Uses of Reasonable Force

A. Definitions:

- 1) **Physical force:** The use of bodily force or physical restriction that substantially immobilizes or reduces the free movement of a student.
- 2) **Chemical spray:** Pepper spray, OcSpray, or other similar chemicals that are used to control a student or limit a student's freedom of movement.
- 3) **Restraint:** Physical intervention or force used to control a student, including the use of a restraint device. **It does not include appropriate use of a prescribed medical, orthopedic or therapeutic device when used as intended, such as to achieve proper body position, balance or alignment or to permit a student to safely participate in activities.**
- 4) **Restraint device:** A device used to assist in controlling a student, including, but not limited to metal handcuffs, plastic ties, ankle restraints, leather cuffs, other hospital-type restraints, pepper spray, tasers or batons. **Restraint device does not mean a seat harness used to safely transport students. This definition is consistent with RCW 28A.600.485 (1)(c), and is not intended to endorse or encourage the use of such devices or techniques with students.**
- 5) **Isolation:** Restricting a student alone within a room or any other form of enclosure, from which the student may not leave. **It does not include a student's voluntary use of a quiet space for self-calming, or temporary removal of a student from his or her regular instructional area to an unlocked area for purposes of carrying out an appropriate positive behavior intervention plan.**
- 6) **Imminent:** The state or condition of being likely to occur at any moment or near at hand, rather than distant or remote.
- 7) **Likelihood of serious harm:** a substantial risk that physical harm will be inflicted by a student: upon his or her own person, as evidenced by threats or attempts to commit suicide or inflict physical harm on oneself; upon another, as evidenced by behavior that has caused such harm or that places another person or persons in reasonable fear of sustaining such harm; upon the property of others, as evidenced by behavior that has caused substantial loss or damage to the property of others; or after the student has threatened the physical safety of another and has a history of one or more violent acts.
- 8) **School resource officer:** A commissioned law enforcement officer who provides law enforcement services and may perform other duties for the district, and is assigned by the employing police department or agency to work in collaboration with the district.
- 9) **School security officer:** A classified or contracted school district employee other than a school resource officer who provides security services in the district under the direction of a school administrator.
- 10) **School police officer:** An employee of the school district responsible for security services in the district under the direction of a school administrator, but who also is a commissioned officer.
- 11) **De-escalation:** The use of **positive interventions and other district-approved** strategies to defuse a student who has lost self-control, is non-compliant or is demonstrating unacceptable behavior. These strategies address behavior that is dangerous, disruptive or otherwise impedes the learning of a student or others.

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

Restraint, isolation, or other forms of reasonable force may be used to prevent or minimize imminent bodily harm to self or others, or if de-escalation or other positive interventions fail or are inappropriate, to protect district property, where there is a likelihood of such serious harm occurring. Restraint, isolation, or other forms of reasonable physical force may be used when a student has caused a substantial loss or damage to the property of others, and the student's behavior poses a substantial risk that such property damage will be inflicted.

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

Consistent with the provisions found in chapter 392-172A WAC, nothing in this procedure precludes the use of restraint or isolation as part of a behavior intervention plan in an Individualized Education Program (IEP) or a Section 504 Plan, provided that the student requires more specific advanced educational planning and the parent/guardian agrees to the use of these techniques in writing. Restraint, isolation, or other forms of reasonable physical force will not be used as a form of discipline or punishment.

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

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

C. Degree of force:

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

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

D. Monitoring:

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

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

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

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

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

F. Incident report

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

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

G. Resolution of concerns about the use of force incident

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

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

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

I. Staff training requirements

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

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

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

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

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

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

Adopted: April __, 2016

Revision Dates: 12.08; 12.11; 07.13; 09.13; 12.13

NONDISCRIMINATION AND AFFIRMATIVE ACTION

Nondiscrimination

The district shall will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, compensation, promotion and training. Such equal employment opportunity shall will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups.

The board shall will designate a staff member to serve as affirmative action/Title IX Compliance officer.

Affirmative Action

The district, as a recipient of public funds, is committed to undertake affirmative action, which shall will make effective equal employment opportunities for staff and applicants for employment. Such affirmative action shall will include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, handicapped, ethnic minorities, women and Vietnam veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action shall will also include recruitment, selection, training, education and other programs.

The superintendent shall will develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and shall will ensure that no such procedures discriminate against any individual. Reasonable steps shall will be taken to promote employment opportunities of those classes that are recognized as protected groups — aged, handicapped, ethnic minorities and women and Vietnam veterans, although under state law racial minorities and women may not be treated preferentially in public employment.

This policy, as well as the affirmative action plan, regulations and procedures developed according to it, shall will be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy shall will be reported annually to the board.

Employment of Persons With Disabilities

In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions shall will prevail:

- A. No qualified person with disabilities shall will, solely by reason of a disability, be subjected Page to discrimination, and the district shall will not limit, segregate or classify

any applicants for employment or any staff member in any way that adversely affects his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions and includes fringe benefits and other elements of compensation.

- B. The district shall will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship on the operation of the district program. Such reasonable accommodations may include:
1. Making facilities used by staff readily accessible and usable by persons with disabilities; and
 2. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions.

In determining whether or not accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation.

- C. The district shallwill not make use of any employment test or criteria that screens out persons with disabilities unless:
1. The test or criteria is clearly and specifically job-related; and
 2. Alternative tests or criteria that do not screen out persons with disabilities are available.
- D. While the district may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.
- E. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

Nondiscrimination for Military Service

The district will not discriminate against any person who is a member of, applies to be a member or, performs, has performed, applies to perform, or has an obligation to perform service in an uniformed service, on the basis of that participation in an uniformed service. This includes in initial employment, retention in employment, promotion, or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

Cross References: Board Policy 2030
Board Policy 5270

Service Animals in Schools
Resolution of Staff Complaints

	Board Policy 5407	Military Leave
Legal References:	RCW 28A.400.310	Law against discrimination applicable to district's employment practices
	RCW 28A.640.020	Regulations, guidelines to eliminate discrimination — Scope
	RCW 49.60	Discrimination — Human rights commission
	RCW 49.60.030	Freedom from discrimination — Declaration of civil rights
	RCW 49.60.180	Unfair practices of employer defined
	RCW 49.60.400	Discrimination, preferential treatment prohibited.
	Chapter 73.16 RCW	Employment and Re-employment
	WAC 392-200	School personnel — Employment Discrimination
	WAC 392-200-015	Public school employment — Affirmative action program
	42 USC 2000c – 2000c-9	Title VII of the Civil Rights Act of 1964
	42 USC 2000h – 2000h-6	Title IX Educational Amendments of 1972
	42 USC 12101 – 12213	Americans with Disabilities Act
	29 USC 706794	Vocational Rehabilitation Act 1973
	8 USC 1324a and 1324b (IRCA)	Immigration Reform and Control Act of 1986
	38 USC §§ 2021 -2024	Uniformed Services Employment and Reemployment Rights Act
	45 CFR 84 Sec 504	Vocational Rehabilitation Act of 1973
	Executive Order 11246	Amended by Executive Order 11375

Management Resources:

Policy News, December 2014	
<u>Policy News, June 2013</u>	
Policy News, June 2011	
Policy News, February 2011	
Policy News, August 2007	Washington's Law Against Discrimination
Policy News, June 2001	State Updates Military Leave Rights

Adoption Date: 01.27.03

Wenatchee School District
Revised: 6.11; 6.29.12, 06.13, 12.14, 03.16

Nondiscrimination and Affirmative Action

Nondiscrimination

To ensure fairness and consistency, the following grievance procedure is to be used in the district's relationship with its staff with regard to employment problems covered by state and federal equal employment opportunity laws and/or this affirmative action program. No staff member's status with the district shall be adversely affected in any way because the staff member utilized these procedures. As used in this procedure, "Grievance" shall mean a complaint which has been filed by a complainant (a student, an employee, a parent or guardian) relating to alleged violations of any state or federal anti-discrimination laws, including Title IX regulations and Washington Administrative Code (WAC) 392-190, Section 504 of the Rehabilitation Act of 1973, 42 USC 12101 - 12213 Americans with Disabilities Act (ADA) or Title VII of the Civil Rights Act of 1964. A complaint shall mean a charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. A respondent shall mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint to this end, the following steps shall be taken:

Affirmative Action Plan

In order to secure an equitable solution to a justifiable complaint the district will:

The needs of all persons in a pluralistic society must be understood in order to continue to create an employment atmosphere compatible with and receptive to all persons. The following goals shall assure that a meaningful educational experience may continue to exist for students and staff alike. The district will:

- A. Make efforts to modify the composition of the future work force in order to work toward a full utilization of aged, handicapped, persons with disabilities, ethnic minorities, women and Vietnam veterans in the various job categories.
- B. Ensure that all applicants and staff are considered on the basis of bona fide job-related qualifications. The purpose of the affirmative action plan is to actively include persons of under-utilized classes in the employment process, not to exclude others from it. The district shall continue to emphasize in all recruitment contacts that nondiscrimination is a basic element in the district's personnel procedures.
- C. Be responsible for reviewing all employment procedures and programs to assure that there is no indication of discriminatory practices. The district shall continue to use aged, handicapped persons with disabilities, ethnic minorities, women and Vietnam veterans in the recruitment and employment process. Job descriptions for classified staff shall be sent to the Washington Employment Service and other organizations, which are recruiting sources for groups that may be under-utilized in the district's work force. Recruitment from colleges and universities shall include institutions with high percentages of students of various ethnic minorities.
- D. Contract and purchase all goods and services from persons, agencies, vendors, contractors and organizations who comply with the appropriate laws and executive orders regarding discrimination.

- E. Take appropriate action to attract and retain aged, handicapped persons with disabilities, ethnic minorities and women at all levels and in all segments of the district's work force. Criteria for selecting staff shall be reviewed regularly to assure that such statements relate directly to the requirements for specific positions. However, pursuant to state law there shall be no preferential employment practices based on race or gender.
- F. Upgrade present staff by providing management development training to assure that individuals of under-utilized groups are prepared for positions of new and increased responsibility.

Implementation of the affirmative action plan shall be the responsibility of the superintendent. Administrators shall assist in the attainment of the established goals and purposes of this affirmative action plan.

Dissemination

The district shall disseminate information concerning employment and developments under the affirmative action plan on a planned basis to assist in achieving the goals set forth in this plan. Affirmative action information shall be disseminated by:

- A. Printing and distributing such information to staff, school libraries and offices;
- B. Publicizing such information in district newsletters;
- C. Conducting meetings with administrative staff to explain the intent and advantages of the policy and plan;
- D. Conducting faculty meetings and meetings with classified staff;
- E. Informing appropriate and interested recruiting and hiring sources; and
- F. Informing all representative staff groups in the district.

Goals/Objectives are as follows:

A. Male/Female:

Administrators:

To place females in administrative positions, including as principals and assistant principal without using preferential employment practices. This will be done by identifying qualified potential candidates from within the district and outside the district for consideration for future openings and providing mentoring whenever possible.

Teachers, Elementary or grades K-8 and Secondary or grades 9-12:

To provide each student with the opportunity to experience both male and female teachers during the primary as well as the intermediate grades and provide students with the opportunity to work with male and female staff in both curricular, co-curricular and extracurricular activities.

Support Staff - Certificated and Classified:

To achieve a balanced mix of men and/or women without using preferential employment practices.

B. Ethnic Minorities-American Indian/Native American, Asian, Black and Hispanic:

The district will strive to achieve a rate of employment for ethnic minorities in both certificated and classified areas as reflected in the community without using preferential employment practices. These goals are a utilization level for certificated staff, at least equal to the percentage of ethnic minority student enrollment within the district. The district will see that measurable efforts are made in the utilization of ethnic minorities for higher levels of responsibility in both certificated and classified positions without using preferential employment practices. The district will make a good faith effort to recruit, interview and employ individuals consistent with the district commitment to nondiscrimination and affirmative action for all positions and in every department, every school and at every level of operation. Preferential or adverse employment practices, including demotions or termination will not be used to meet stated goals or time lines.

Administrators Principals and Assistant Principals:

To place ethnic minorities in administrative positions, including as principals and assistant principals without using preferential employment practices and to make progress toward the percentage of ethnic minorities in the current ethnic minority student enrollment. This will be done by identifying qualified potential candidates from within the district and outside the district for consideration for future openings and providing mentoring whenever possible.

Teachers: Elementary or grades K-8 Secondary or grades 9-12:

To provide each student with the opportunity to experience ethnic minority teachers during the primary, intermediate (K-8) and secondary (9-12) grades without using preferential employment practices. To provide students with the opportunity to work with ethnic minority staff in curricular, co-curricular and extracurricular activities and to make progress toward the percentage of ethnic minorities that is comparable to that of the current ethnic minority student enrollment without using preferential employment practices.

Support Staff - Certificated and Classified:

To achieve a staff of certificated and classified support staff in which the percentage of ethnic minorities is comparable to that of the current ethnic minority student enrollment without using preferential employment practices.

C. Aged Balance:

The district will make good faith effort to recruit, interview and employ individuals consistent with the commitment to nondiscrimination and affirmative action regarding the aged, providing the prospective staff member meets the requisite standards for the specific position. This applies to both certificated and classified staff. It provides opportunities for older prospective staff to work in either a fulltime or part-time position where they are able to meet the expectations and/or needs of the district; where age does not limit the performance of the prospective staff member; where the staff member can serve as a role-model to the student or can share his/her breadth of experience and when it would not deter the district's operations.

Available positions may include:

1. Administrative Positions (including Principals and Assistant Principals)
2. Teaching Positions, Co-curricular and Extracurricular Activities
3. Support Staff - Certificated and Classified

D. Persons With Disabilities:

The district will make good faith effort to recruit, interview, and employ individuals consistent with the district's commitment to nondiscrimination and affirmative action providing the prospective staff member meets the requisite standards for the specific position. The ratio of placement will be equal to the ratio of employable persons with disabilities as compared to the persons without disabilities in the statistical area.

Administrators:

To place administrators with disabilities in assignments where a disability is not a barrier to performance and when it would not deter the district's operations. This includes principals and assistant principals.

Teachers:

To place teachers with disabilities in assignments when it would not impair the instructional program and would provide opportunities for students to work with teachers who have disabilities in curricular, co-curricular and extracurricular activities.

Support Staff - Certificated and Classified:

To place support staff with a disability in assignments when it would not deter the district's operations and where a disability does not limit the performance of the prospective staff member.

Male/Female Balance and Staff Goals

The profile of the district's current utilization of women are set forth in _____. By the commencement of the _____ school year, the district shall strive to achieve a rate of employment in regard to sex at least equivalent to the goals set forth in _____. The district shall see that measurable efforts are made in the utilization of women for higher levels of responsibility in both certificated and classified positions. The district shall make good faith effort to recruit, interview and employ individuals consistent with the district commitment to nondiscrimination and affirmative action for all positions and in every department, school and level of operation. Preferential or adverse employment practices, including demotions or termination shall not be used to meet stated goals or time lines.

Administrators

Goal: To place females in administrative positions.

Objectives: To place females in administrative positions as they become available which falls within a range of _____% men and/or women, without using preferential employment practices.

To identify qualified potential candidates from outside the district for consideration for future openings.

Principals and Assistant Principals

Goal: To place females in principal positions.

Objective: To place females in principal and assistant principal positions as they occur and trained women are available, without using preferential employment practices.

Teachers, Elementary or grades K-8

Goal: To provide each student with the opportunity to experience both male and female homeroom teachers during the primary as well as the intermediate grades.

Objective: To achieve a staff which falls within a range of _____% men and/or women in the primary as well as the intermediate grades at each school, without using preferential employment practices.

Teachers, Secondary or grades 9-12

Goal: To provide students with the opportunity to work with male and female staff in both curricular and extracurricular activities.

Objective: To maintain a staff which falls within a range of _____% men and/or women for classroom teachers and activity supervisors, without using preferential employment practices.

Support Staff — Certificated and Classified

Objective: To achieve a staff which falls within a range of _____% men and/or women, without using preferential employment practices.

Ethnic Minority Balance and Staff Goals

The profiles of the district's current student ethnic minority population and the district's current ethnic minorities (American Indian/ Native American, Asian, Black, and Hispanic) are set forth in _____. By the commencement of the _____ school year the district shall strive to achieve a rate of employment for ethnic minorities in both certificated and classified areas as indicated in this plan, without using preferential employment practices.. These goals are a utilization level for certificated staff, at least equal to the percentage of ethnic minority student enrollment within the district; for classified staff a utilization level of at least ___%, a figure based upon relevant availability figures in the _____ statistical area. Final and interim goals are set out in _____. The district shall see that measurable efforts are made in the utilization of ethnic minorities for higher levels of responsibility in both certificated and classified positions, without using preferential employment practices. The district shall make good faith ef-

fort to recruit, interview and employ individuals consistent with the district commitment to non-discrimination and affirmative action for all positions and in every department, every school and at every level of operation. Preferential or adverse employment practices, including demotions or termination shall not be used to meet stated goals or time lines.

Administrators

Goal: To place ethnic minorities in administrative positions, without using preferential employment practices.

Objectives: To place ethnic minorities in administrative positions as they become available to progress toward the percentage of ethnic minorities in the current ethnic minority student enrollment.

To identify qualified potential candidates from outside the district for consideration for future openings.

Principals and Assistant Principals

Goal: To place ethnic minorities in principal positions.

Objective: To place ethnic minorities in principal and assistant principal positions as they occur and trained applicants are available, without using preferential employment practices.

Teachers: Elementary or grades K-8

Goal: To provide each student with the opportunity to experience ethnic minority homeroom teachers during the primary as well as the intermediate grades, without using preferential employment practices.

Objective: To achieve a staff of primary and intermediate teachers in which the percentage of ethnic minorities is comparable to that of the current ethnic minority student enrollment.

Teachers: Secondary or grades 9-12

Goal: To provide students with the opportunity to work with ethnic minority staff in both curricular and extracurricular activities.

Objective: To maintain a staff of classroom teachers and activity supervisors in which the percentage of ethnic minorities is comparable to that of the current ethnic minority student enrollment, without using preferential employment practices.

Support Staff - Certificated and Classified

Objective: To achieve a staff of certificated and classified support staff in which the percentage of ethnic minorities is comparable to that of the current ethnic minority student enrollment, without using preferential employment practices.

Aged Balance and Staff Goals

The profile of the district's current age distribution of certificated and classified staff is set forth in _____. By the commencement of the _____ school year, the district shall strive to achieve a rate of employment for age categories for both certificated and classified staff as indicated in _____ of this plan. The district shall make good faith effort to recruit, interview and employ individuals consistent with the commitment to nondiscrimination and affirmative action providing the prospective staff member meets the requisite standards for the specific position.

Administrators

Goal: To identify administrative positions where age is not a barrier to performance.

Objective: To create opportunities for older prospective staff to work on a part-time basis when it would not deter the district's operations.

Teachers

Goal: To provide opportunities for students to work with older staff in both curricular and extracurricular activities.

Objective: To create opportunities for older staff to work on a part-time basis in those situations where the staff member can serve as a role-model to the student or can share his/her breadth of experience.

Support Staff - Certificated and Classified

Goal: To identify positions in the district, either full-time or part-time, where age does not limit the performance of the prospective staff member.

Objective: To place prospective staff who desire to work in positions where they are able to meet the expectations and/or needs of the district.

Handicapped Balance and Staff Goals

The profile of the district's current distribution of certificated and classified staff with identified handicapping conditions is set forth in _____. By the commencement of the _____ school year, the district shall strive to achieve a rate of employment for handicapped staff in certificated and classified areas as indicated in the _____ statistical area. The district shall make good faith effort to recruit, interview, and employ individuals consistent with the district's commitment to nondiscrimination and affirmative action providing the prospective staff member meets the requisite standards for the specific position.

The ratio of placement shall be equal to the ratio of employable handicapped as compared to the nonhandicapped in the statistical area.

Administrators

Goal: To identify administrative positions where a handicapping condition is not a barrier to performance.

Objective: To place administrators with handicapping conditions in assignments when it would not deter the district's operations.

Teachers

Goal: To provide opportunities for students to work with teachers who have handicapping conditions in both curricular and extracurricular activities.

Objective: To place teachers with handicapping conditions in assignments when it would not impair the instructional program.

Support Staff - Certificated and Classified

Goal: To identify positions within the district where a handicapping condition does not limit the performance of the prospective staff member.

Objective: To place support staff with handicapping conditions in assignments when it would not deter the district's operations.

Internal Audit And Monitoring System

The superintendent's office, in compliance with WAC 162-12, "Pre-employment Inquiry Guide," shall will record by age, race, sex and other protected groups applicant flow, new hires, promotions, transfer requests, transfers, administrative internships and terminations. An analysis shall will be made of the internal and external work force availability of aged, handicapped persons with disabilities, ethnic minorities and women.

The district shall will evaluate the effectiveness of the nondiscrimination and affirmative action program and report its status to the board semiannually. Such reports may include recommendations for changes in the affirmative action program goals. The overall responsibility for monitoring and auditing this policy is assigned to the district office. The duties include:

- A. Analysis of the categories of employment in relation to affirmative action goals;
- B. Analysis of work force data and applicant flow;
- C. Maintaining records relative to affirmative action information;
- D. Preparation of semiannual reports of progress toward the goals and recommended changes required to maintain the vitality of the program;
- E. Identifying in a written report to the superintendent any employment practice or policy that is discriminatory or that does not meet the requirements of the affirmative action program; and

- F. Keeping the superintendent advised of the progress in implementing the goals and procedures of this affirmative action program.

Grievance Procedure

To ensure fairness and consistency, the following review procedures are to be used in the district's relationship with its staff with regard to employment problems covered by state and federal equal employment opportunity laws and/or this affirmative action program. No staff member's status with the district shall be adversely affected in any way because the staff member utilized these procedures.

- A. **Grievance** means a complaint, which has been filed by an employee relating to alleged violations of any state or federal anti-discrimination laws.

- B. **Complaint** means a written charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005. Complaints may be submitted by mail, fax, e-mail or hand-delivery to any district, school or to the district compliance officer responsible for investigating discrimination complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.

- C. **Respondent** means the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

As used in this procedure, "Grievance" shall mean a complaint which has been filed by a complainant (a student, an employee, a parent or guardian) relating to alleged violations of any anti-discrimination law including Title IX regulations and Washington Administrative Code (WAC) 392-190, Section 504 of the Rehabilitation Act of 1973 or Title VII of the Civil Rights Act of 1964.

A complaint shall mean a charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. A respondent shall mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps will be taken. to this and, the following steps shall be taken: The district is prohibited by law from intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with their right to file a grievance under this procedure and from retaliating against an individual for filing such a grievance.

A. Informal Process for Resolution

When a staff member has an employment problem concerning equal employment opportunity, he/she will discuss the problem with the immediate supervisor, personnel director

or superintendent within 60 days of the circumstances, which gave rise to the problem. The staff member may also ask the compliance officer to participate in the informal review procedure. It is intended that the informal discussion will resolve the issue. If the staff member feels he/she cannot approach the supervisor because of the supervisor's involvement in the alleged discrimination, the staff member may directly contact the compliance officer before pursuing formal procedures. If the discussion with the officer or immediate supervisor does not resolve the issue the staff member may proceed to the formal review procedures. During the course of the informal process, the district will notify complainant of their right to file a formal complaint.

B. Formal Process for Resolution

Level One: Complaint to District

The complaint must set forth the specific acts, conditions, or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer will provide the complainant a copy of this procedure. The compliance officer will investigate the allegations within 30 calendar days. The school district and complainant may agree to resolve the complaint in lieu of an investigation. The officer will provide the superintendent with a full written report of the complaint and the results of the investigation.

The superintendent or designee will respond to the complainant with a written decision as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.

The decision of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) whether the district has failed to comply with anti-discrimination laws; 3) if non-compliance is found, corrective measures the district deems necessary to correct it; and 4) notice of the complainant's right to appeal to the school board and the necessary filing information. The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.

Any corrective measures deemed necessary will be instituted as expeditiously as possible, but in no event later than 30 calendar days following the superintendent's mailing of a written response to the complaining party unless otherwise agreed to by the complainant.

Level Two - Appeal to Board of Directors

If a complainant disagrees with the superintendent's or designee's written decision, the complainant may file a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response. The board will schedule a hearing to commence by the twentieth (20) calendar day following the filing of the written notice of appeal unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties will be allowed to present such witnesses and testimony, as the board deems relevant and material. Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision. The decision of the board will be provided in a language the

complainant can understand, which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act. The decision will include notice of the complainant's right to appeal to the superintendent of public instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.

Level Three - Complaint to the Superintendent of Public Instruction

If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the superintendent of public instruction.

1. A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
2. A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-discrimination laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the district subject to the complaint; 4) A copy of the district's complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.
3. Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board. Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.

All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

Level Four - Administrative Hearing

A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

C. Mediation

At any time during the discrimination complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the discrimination complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. Either party may terminate it at any time during the mediation process. It may not be sued to deny or delay a complainant's right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not: 1) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The complainant and a district representative who has authority to bind the district must sign the agreement.

D. Preservation of Records

The files containing copies of all correspondence relative to each complaint communicated to the district and the disposition, including any corrective measures instituted by the district, will be retained in the office of the district compliance officer for a period of 6 years.

Resources

1. District Contact
Lisa N. Turner, Executive Director of Human Resources
2. State Contacts
Superintendent of Public Instruction
Equity and Civil Rights Office
P.O. Box 47200
Olympia, WA 98504-7200
360.725.6162

Washington State Human Rights Commission
711 South Capitol Way, Suite 402
P.O. Box 42490
Olympia, WA 98504-2490
360.753.6770

Office for Civil Rights
U.S. Department of Education
915 Second Avenue, Room 3310
Seattle, WA 98174
206.607.1600

Informal Review Procedures

When a staff member has an employment problem concerning equal employment opportunity, he/she shall discuss the problem with the immediate supervisor, personnel director or superintendent within 60 days of the circumstances which gave rise to the problem. The staff member may also ask the affirmative action/Title IX officer to participate in the informal review procedure. It is intended that the informal discussion shall resolve the issue. If the staff member feels he/she cannot approach the supervisor because of the supervisor's involvement in the alleged discrimination, the staff member may directly contact the affirmative action/Title IX officer before pursuing formal procedures. If the discussion with the officer or immediate supervisor does not resolve the issue the staff member may proceed to the formal review procedures.

Level One - Formal Review

The complaint must be signed by the complaining party and set forth the specific acts, conditions, or circumstances alleged to be in violation. The affirmative action officer shall investigate the allegations set forth within 30 calendar days of the filing of the charge. The officer shall provide the superintendent with a full written report of the complaint and the results of the investigation. The superintendent shall respond in writing to the complainant as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint. The superintendent shall state that the district either:

- A. Denies the allegations contained in the written complaint received by the district, or
- B. Shall implement reasonable measures to eliminate any such act, conditions or circumstance.

Such corrective measures deemed necessary shall be instituted as expeditiously as possible, but in no event later than 30 calendar days following the superintendent's mailing of a written response to the complaining party.

Level Two - Appeal to Board of Directors

If a complainant remains aggrieved as a result of the action or inaction of the superintendent he/she may file a written notice of appeal with the secretary of the board by the 10th calendar day following:

- A. The date upon which the complainant received the superintendent's response, or

- B. The expiration of the 30-calendar day response period stated in Level One, whichever occurs first.

The board shall schedule a hearing to commence by the 20th calendar day following the filing of the written notice of appeal. Both parties shall be allowed to present such witnesses and testimony as the board deems relevant and material. The board shall render a written decision by the 10th calendar day following the termination of the hearing and shall provide a copy to all parties involved.

Level Three - Appeal to the Superintendent of Public Instruction

In the event a complainant charging discrimination remains aggrieved with the decision of the board of directors in connection with any matter which, if established, would constitute a violation, the complainant may appeal the board's decision to the superintendent of public instruction.

- A. A notice of appeal must be received by the superintendent of public instruction on or before the tenth (10th) day following the date upon which the complainant received written notice of the board of directors' decision.
- B. A notice of appeal must be in writing in the form required by the superintendent of public instruction and must set forth:
1. A concise statement of the original complaint and the portions of the board of directors' decision which is appealed.
 2. The suggested recommendations for resolution or remediation of the alleged complaint set forth in the original statement of complaint.

Preservation of Records.

The files containing copies of all correspondence relative to each complaint communicated to the district and the disposition, including any corrective measures instituted by the district, shall be retained in the office of the district compliance officer for a period of 5 years.

Adoption Date:
Classification:
Revised Dates: **12.00; 03.16**

Date: 12.29.00

SEXUAL HARASSMENT OF DISTRICT STAFF PROHIBITED

NEW POLICY – Previously combined in different policy 5275

This district is committed to a positive and productive working environment free from discrimination, including sexual harassment. This commitment extends to all employees and other persons involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class training held elsewhere.

Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur student to adult, adult to adult or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of district employees by other students, employees or third parties involved in school district activities.

Under federal and state law, the term "sexual harassment" includes:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communications that interferes with an individual's employment performance or creates an intimidation, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied obtaining work opportunity or other benefit;
- sexual demands where submission or rejection is a factor in a work or other school-related decision affecting an individual.

A "hostile environment" for an employee is created where the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidation, hostile, or abusive.

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, the district will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end sexual harassment, eliminate the hostile environment, prevent its occurrence and, as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority every time a report, complaint and grievance alleging sexual harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation to the extent that such investigation does not interfere with an on-going criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending staff or third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives report, informal complaint, or written complaint about sexual harassment is responsible for informing the district's Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Notice and Training

The superintendent will develop procedures to provide information and education to district staff, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, parents, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduce in each staff, volunteer and parent handbook. Such

notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, volunteers and parents in the review process.

Cross References:

- 3205 - Sexual Harassment of Students Prohibited
- 3207 - Prohibition of Harassment, Intimidation and Bullying
- 3210 - Nondiscrimination
- 3211 - Transgender Students
- 3240 - Student Conduct Expectations and Reasonable Sanctions
- 3421 - Child Abuse, Neglect, and Exploitation Prevention
- 5010 - Nondiscrimination and Affirmative Action
- 5275 - Bullying, Harassment and Intimidation

Legal References:

- RCW 28A.640.020 Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies
- WAC 392-190-058 Sexual harassment
- 20 U.S.C. _ 1681-1688

Management Resources:

- 2015 - July Policy Alert
- 2014 - December Issue
- 2010 - October Issue

Adoption Date:

Wenatchee School District

Revised: 10.11; 12.14; 07.15; 03.16

Procedure Sexual Harassment of District Staff Prohibited **NEW PROCEDURE – Previously combined in 5275**

The procedure is intended to set forth the requirements of Policy 5011, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at district employees carried out by other students, employees or third parties involved in school district activities. The district has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.

Notice

Information about the district's sexual harassment policy will be easily understandable and conspicuously posted throughout each school building, provided to each employee and reproduced in each staff, volunteer and parent handbook. In addition to the posting and reproduction of this procedure and Policy 5011, the district will provide annual notice to employees that complaints pursuant to this procedure may be filed at 235 Sunset Ave., Wenatchee WA, 98801.

Staff Responsibilities

In the event of an alleged sexual assault, the school principal will immediately inform: 1) the Title IX/Civil Rights Compliance Coordinator so that the district can appropriately respond to the incident consistent with its own grievance procedures; and 2) law enforcement. The principal will notify the targeted district staff person of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

Confidentiality

If a complainant requests that his or her name not be revealed to the alleged perpetrator or asks that the district not investigate or seek action against the alleged perpetrator, the request will be forwarded to the Executive Director of Human Resources for evaluation. The Executive Director of Human Resources should inform the complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.

If the complainant still requests that his or her name not be disclosed to the alleged perpetrator or that the district not investigate or seek action against the alleged perpetrator, the district will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff and other third parties engaging in district activities, including the person who reported the sexual harassment. Although a complainant's request to have his or her name withheld may limit the district's ability to respond fully to an individual allegation of sexual harassment, the district will use other appropriate means available to address the sexual harassment.

Retaliation

Title IX prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the district will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment, or against those who provided information as a witness. The district will investigate all allegations of retaliation and take actions against those found to have retaliated.

Informal Complaint Process

Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member. Staff will always notify complainants of their right to file a formal complaint and the process for same. Staff will also direct potential complainants Mark Helm, Executive Director of Student Services, (helm.m@wenatcheeschools.org) or Lisa Turner, Executive Director of Human Resources (turner.l@wenatcheeschools.org) Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

During the course of the informal complaint process, the district will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the complainant. If an investigation is needed to determine what occurred, the district will take interim measures to protect the complainant before the final outcome of the district's investigation (e.g., allowing the complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator).

Informal remedies may include:

- An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant.
- Developing a safety plan;
- Separating staff person; or
- Providing staff and/or student training.

Informal complaints may become formal complaints at the request of the complainant, parent or guardian, or because the district believes the complaint needs to be more thoroughly investigated. The district will inform the complainant how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

Formal Complaint Process

Level One – Complaint to District

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. At any level in the formal complaint process, the district will take interim measures to protect the complainant before the final outcome of the district's investigation. The following process will be followed:

Filing of Complaint

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The superintendent or Title IX Coordinator may also

conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a complaint.

- The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.
- Complaints may be submitted by mail, fax, e-mail or hand-delivery to the Title IX Coordinator, Mark Helm, Executive Director of Student Services, (helm.m@wenatcheeschools.org) or Lisa Turner, Executive Director of Human Resources (turner.l@wenatcheeschools.org) at 235 Sunset Ave., Wenatchee, WA 98801, 509-663-8161, FAX 509-663-3802. Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

Investigation and Response

- The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator's possession that they believe requires further investigation. The Coordinator will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Coordinator will provide the complainant a copy of this procedure.
- Investigations will be carried out in a manner that is adequate in scope, reliable and impartial. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence. Complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The school district and complainant may also agree to resolve the complaint in lieu of an investigation.
- When the investigation is completed, the Coordinator will compile a full written report of the complaint and the results of the investigation.

Superintendent Response

- The superintendent will respond in writing to the complainant and the alleged perpetrator within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.
- The response of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) a statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed; 3) if sexual harassment is found to have occurred, the corrective measures the district deems necessary, including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; 4) notice of the complainant's right to appeal to the school board and the necessary filing information; and 5) any corrective measures the district will take, remedies for the complainant (e.g., sources of counseling, advocacy and other support), and notice of potential sanctions for the perpetrator(s) (e.g., discipline).
- The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964. If the

complaint alleges discriminatory harassment by a named party or parties, the coordinator will provide the accused party or parties with notice of the outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by the district.

- Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's mailing of a written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.
- The district will inform the complainant how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

Level Two -Appeal to Board of Directors

Notice of Appeal and Hearing

- If a complainant disagrees with the superintendent's or designee's written decision, the complainant may appeal the decision to the district board of directors, by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response. :
- The board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause.
- Both parties will be allowed to present such witnesses and testimony, as the board deems relevant and material.

Decision

- Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision.
- The decision will be provided in a language that the complainant can understand which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act.
- The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.

Level Three - Complaint to the Superintendent of Public Instruction

Filing of Complaint

- If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the Superintendent of Public Instruction.

- A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
- A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual harassment laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the district subject to the complaint; 4) A copy of the district's complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

Investigation, Determination and Corrective Action

- Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board.
- Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.
- All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

Level Four - Administrative Hearing

A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

Other Complaint Options

Office for Civil Rights (OCR), U.S. Department of Education

OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission (WSHRC)

WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Mediation

At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. Either party may terminate it at any time during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not: 1) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

Training and Orientation

A fixed component of all district orientation sessions for staff, students and regular volunteers will introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.

Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

- Demands for sexual favors in exchange for preferential treatment or something of value;
- Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;

