



# SCHOOL BOARD MEETING

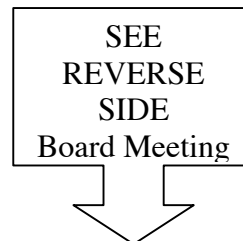
APRIL 12, 2016

WSD District Office

## AGENDA

### 6:00 p.m. Regular Board Meeting

	<b>Time</b>
<b>I. PLEDGE OF ALLEGIANCE</b>	
<b>II. CONSENT AGENDA</b>	<b>02 Min</b>
1. Minutes of Bd. Wkshp. 3/18/16, Bd. Mtg. 3/22/16 & Sp. Bd. Mtg. 3/30/16	Action 1+
2. Personnel Report	Action 2+
3. Vouchers	Action 3+
4. Contracts	Action 4+
5. Surplus Report	Action 5+
6. Summer Sports Camps/Clinics	Action 6+
<b>III. CITIZEN COMMENTS:</b>	<b>05 Min</b>
<b>IV. HIGH SCHOOL ASB REPORTS</b>	<b>05 Min</b>
<b>V. FIELD TRIP REQUESTS:</b>	<b>10 Min</b>
Out of State and Overnight Field Trips Requests:	Action 10 min
Jodi Smith Payne, Assist. Superintendent Learning & Teaching & Club and Activity Advisors	
<b>VI. NEW BUSINESS:</b>	<b>30 Min</b>
Math Adoption – Secondary 1 <sup>st</sup> Reading	
Jodi Smith Payne, Assist. Superintendent Learning & Teaching	
Sarah Hanchey, Curriculum Director	
<b>VII. POLICY UPDATES:</b>	<b>25 Min</b>
3000 Series Policy Updates 2 <sup>nd</sup> Reading	Action 10 min
Mark Helm, Executive Director of Student Services	
4000 Policy Updates - Procedure 4130P	Information 05 min
Nancy Duffey, Director of Special Programs	
5000 Series Policy Updates 2 <sup>nd</sup> Reading	Action 10 min
Lisa Turner, Executive Director of Human Resources	
<b>VIII. BOARD COMMUNICATION</b>	<b>05 min</b>
<b>IX. SUPERINTENDENT'S REPORT</b>	<b>05 min</b>
<b>X. ADJOURNMENT</b>	
<b>XI. CLOSED BOARD SESSION</b>	





# CONSENT AGENDA

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# Wenatchee School District Regular Board Meeting

Minutes of March 18, 2016  
CTC BUILDING

Board Members Present	8:00 AM – 3:00 PM	Staff Present
Jennifer Talbot, President Robert Sealby V.P. Laura R. Jaecks Walter Newman Jesús Hernández		Brian Flones, Superintendent Cabinet

## MID-YEAR Board Workshop

Superintendent Flones gave a summary of the agenda planned for the day as follows:

4.2 Fiscal and Resource Management- Les Vandervort

- 2016 Summer Facility and Maintenance Projects
- 2015-16 Budget Extension
- 2016-17 Budget Forecast
- 2017- M& O Replacement Levy

3.1,3.2,3.3 Right Tools and Resources for Staff- Technology- Ron Brown and Cabinet

- Update on objectives 3.1,3.2,3.3 and District Technology Plan and committee work
- Future Capital Projects Levy for Technology

Updates on Objectives: Cabinet

- College and Career Readiness for All- Early Learning
- STEAM/Project Based Learning

Board Self-Assessment and Planning- Brian and School Board

- Review Board Self-Assessment Summary
- Standard 2: Set and communicate high expectations for student learning with clear goals and plans for meeting those expectations- Work on defining the meaning of student success and creating clear goals and measures to monitor results and progress. —Development of the criteria and measures for a School District Data Dashboard
- New School Board Member – Appointment Process and Board Member Orientation Process

Discussion points Mr. Flones wanted to address:

- What can we do about pre-school readiness, Birth – Kindergarten, what level should our involvement be and how can we best impact that community
- STEAM update by Jon DeJong, Deputy Supt. – what direction the district is going
- Board Self - Assessment review and conversation – what does the board want to see
- Data Dashboard – what you want to see and where are we at present and what is out there for us to see
- New Board Member Orientation – making it a formal part of our process

### Board Workshop Agenda Planning

#### 1.1- School Schedules that Accommodate Personalized Learning

- Information gathering addressing the questions raised with the WHS scheduling work
  - Timeline - end of the school year report on findings and recommendation to School Board
  - Budget- Fall2016, cost estimates presented to School Board
- WHS/WestSide/WVTSC Educational Pathway
  - Timeline - Student placement/Staffing decisions/Facility needs identified in May
  - Budget - Estimated costs to be determined in May
- Middle School Schedules
  - Timeline - Pioneer is considering changing their schedule to a modified block, Foothills is considering changing to a 7 period day (short-term solution), will look at other schedule options in 2016-17
  - Budget- Foothills - Additional 1 FTE \$85,000

#### 1.2 Career Pathways Exploration

- Course Planner
  - Timeline - piloting at Westside this year, Full implementation at WHS and Westside with 2017 - 8th graders
  - Budget - TBD (Staff Training Costs?)
- Learning Styles Inventory
  - Timeline - Fully implemented at MS and HS levels
  - Budget- TBD (Staff Training Costs?)

c. College and Career Curriculum

- Timeline- 1) Study moving out of Moodle platform to Career Cruising 2) Study modifying College & Career Curriculum to become relevant to students
- Budget- TBD (Staff Training Costs?)

**1.3-STEAM & Project-Based Learning**

a. District Level

- Timeline - STEAM/PBL Steering Committee to form subcommittees to study and align STEM, STEAM, PBL and Technology
- Budget \$20,000

b. Elementary Level

- Timeline - Engineering is Elementary curriculum purchase has been approved for 2016-17 (for interested staff)
- Budget- \$30,000, Jodi is following up with Jill on training needs/costs

c. Secondary Level

- Timeline- PLTW build out at WHS (Intro to Engineering expansion, Engineering Design, Principles of Engineering, Civil Engineering and Architecture, Capstone) for 2016-17
- Budget- (TBD- Jodi to follow up with Dennis)

**1.4- PBIS**

a. Continuing Implementation of Tier 1 and Initial Implementation of Tier 2

- Timeline - Creating an equitable format for PBIS team structure (#of members, # of meeting times, etc.)
- Budget - TBD

b. Identification of strengths and gaps

- Timeline - Survey results used to determine Action Plan for 2016-17
- Budget – TBD

**1.4- Safety and Security (Special Presentation 2nd meeting in April)**

a. District Safety Protocols Updated

- Timeline - Revision of safety procedures (draft) completed by Fall 2016
- Budget - N/A

b. District Safety Committee

- Timeline - Creation of a District Safety Committee with clear roles and tasks by Fall 2016
- Budget - N/A

c. Safety and Security Materials

- Timeline - AED purchases - Phase one Secondary 2015-16 completed, Phase Two Elementary 2016-17, Two-Way Radio Updated to Digital Format possibly 2016-17?
- Budget- AED Phase One- \$25,000, AED Phase Two -\$25,000, Two-Way Radios -\$60,000

**2.1 Skilled Volunteering Opportunities**

- Timeline - refer to Strategic Plan
- Budget - N/A

**2.2 Citizen-Student Mentoring**

- Timeline - refer to Strategic Plan
- Budget - N/A

**2.3 Partnerships with Businesses**

- Timeline - refer to Strategic Plan
- Budget - N/A

**2.4 Engagement of Parents**

- Timeline - refer to Strategic Plan
- 11. Budget - N/A

**3.2, 3.3 -Technology**

- Timeline- Update on District Technology plan, Staffing and hardware priority list for 2016-17, and planning for Capital Technology Levy @ Board Workshop
- Budget- TBD

**3.3 -Learning & Teaching**

- Timeline - 2016-17 Curriculum Budget

- Budget - Elementary Artist in Residence- \$30,000, Westside HS Fitness Lab- \$70,000

### 3.4 - Facilities

- Timeline - Facilities Committee begins March 31st
- Budget – TBD
- 

### 4.1- Continuous Improvement of Service Quality

#### a. Customer Service Standards

- Timeline - Create committee to establish Customer Service Standards for internal and external customers (Winter 2016) and hire external facilitator to help with process (Spring 2017) and training of staff (Fall 2017)
- Budget- \$10,000
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### 4.2 Fiscal and Resource Management

- 2015-16 Budget Extension, 2016-17 Budget Projection, K-3 Staffing ratios, M&O Levy Update, Capital Tech Levy Update, Capital Facility Projects & Summer Maintenance Projects -March 18th.
- 

### 4.2 Human Resources Management

- Timeline - Refer to Strategic Plan
- Budget – TBD
- 

### 4.3 WSD Assessment & Data Dashboard

- Timeline - presentation at School Board meeting in June
- 

### 4.3 Early Learning

- Update on progress with community work
- Timeline - presentation at Board Workshop March 18th
- Budget - \$5500
- 

### 4.4 Highly Trained Staff

- Timeline - Refer to Strategic Plan
- Budget- TBD

### Budget Updates Summary

#### 1. Summer 2016 Projects

1. Rec Park ball field, Determining scope of next steps.
2. Columbia portable is for new special education program.
3. Foothills Middle School pipe leaks is extensive and expensive project. Pulling dollars out of General Fund is the only way to make this work this summer.
4. WHS -sound system & chairs in process.
5. WHS -2nd science portable is also expensive. Getting a location has been challenging.
6. WHS -boys and girls locker rooms planned. Might be a challenge to finish this.
7. WSHS getting 2 portables (4 classrooms). Who goes in there depends on extent of day care-program. Discussion about moving a 3rd portable there for WHS students.
8. Empty surplus houses are waiting to be taken down. No schedule yet.
9. Related:
  - rental units on Okanogan Ave (1 year notice)
  - leased lots on Saturday Ave in Malaga (1 year notice)

#### 2. Day Care Program WSHS

- Deficit for WSHS essentially matches deficit for district wide program
- WSHS program currently has 3 WSHS students with kids at WSHS day care

#### 3. Revised 2015-16 General Fund Budget

Beginning Fund Balance decreased	\$ 82,629	
Revenues increased	\$1,898,809	
Expenditures increased	\$3,522,035	
Ending Fund Balance decreased	\$1,705,855	to \$8,298,423 (8.9%)

- Revenues increased due to K-3 class size enhancement, additional special ed funds, and special program carryovers from last year {Title, LAP, Bilingual, etc.}
- Expenditures increased due to WenEA and M&O salary and benefit increases, special ed carryover, special program carryover, and additional facility projects (see summer project list).

#### 4. 2016-17 Budget Forecast

- The legislature is in its first special session. All quiet. Which really means stalemate.
- The budget revenue won't be available till May.

Wenatchee School District Summer Projects 2015-16

	15-16	15-16	
	Gen Fund	Cap Projects	
Rec Park baseball field (remaining donation)		500,000	batting facility is next planned project
Columbia portable (special ed)	75,000	{2}	moving, furniture, tech, infrastructure
Foothills Middle School pipe leaks	70,000		assessment & plans/specs/construction admin
Foothills Middle School pipe work	500,000		replace pipe system /bid out by May?
WHS			
Apple Bowl sound system & chairs	50,000		M&O and Auditorium Manager
Auto opener on library door			from regular maintenance budget
Science portable	400,000		2nd science portable {5th total}
WHS lockers (boys and girls)	140,000		carryover project from last summer
WHS kitchen leak			contracting w/ leak detector co.
WHS Phase II energy project- Ameresco		40,000	swimming pool platform (paddock)
WSHS			
2 portables (possible 3rd)	100,000	(1)	furniture, curriculum, chromebooks
District wide sidewalk repair	25,000		M&O
Rental units (est cost \$25,000)			3445 Saturday Ave & 1611 Okanogan Ave
			one has drain field collapse & the other has retaining wall collapse

Dance of the portables			
(1) 2 double "wet" from Washington to WSHS			available June/July
(2) 1 double "wet" from Lincoln to Columbia for special ed program (not available till Oct/Nov			
{3} 2 single dry" from Washington to WHS			
{4} 3 double wet Lincoln to WHS			
{5} 1 double dry from Lincoln to WHS			
2 new double wet portables to Lincoln as part of bond construction			
2 new double wet portables to Washington as part of bond construction			

Empty surplus houses		
Springwater house #2		
Fuller St- empty		
1493 Okanogan Ave - empty		
4500 Saturday Ave - empty		
<b>TOTAL</b>	1,360,000	540,000

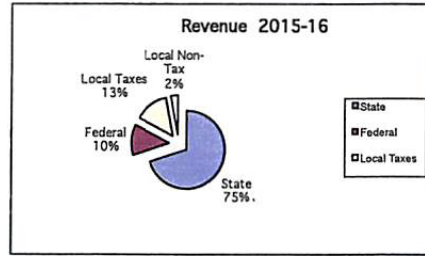
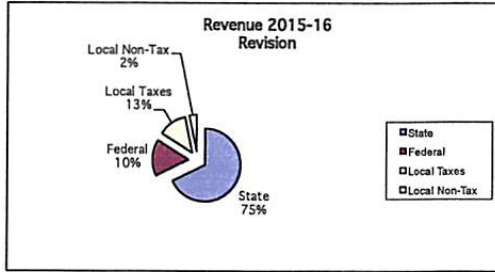
Day Care

Wenatchee

	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	Budget 2015-16	Projected 2016-17
<b>Revenue</b>											
2188 8800-21 Local	378,592	413,777	300,963	249,211	173,994	170,821	148,784	123,801	194,084	185,000	
4388 8800-43 DSHS	119,654	111,754	115,132	120,501	116,178	45,444	33,952	54,354	24,299	28,000	
8188 8800-25 WVC				42,506	42,000	42,000	42,000	42,000	45,000	45,000	
6188 Food								100,855	94,553	100,000	
8873-21 Summer	72,800	61,182	80,504	43,050	37,122	2,780					
8873-43 Summer	44,976	23,639	56,400	21,162	32,750						
<b>Total Revenue</b>	<b>616,022</b>	<b>610,352</b>	<b>552,999</b>	<b>476,430</b>	<b>402,044</b>	<b>261,045</b>	<b>224,736</b>	<b>321,010</b>	<b>357,936</b>	<b>358,000</b>	<b>0</b>
<b>Expenditure</b>											
8800 Regular	483,520	545,282	507,840	434,030	402,789	260,138	309,391	316,979	331,938	333,566	
8873 Summer	209,134	172,445	124,688	107,531	82,818	34,093					
8898 Food								100,855	94,553	100,000	
<b>Total Expenditure</b>	<b>692,654</b>	<b>717,727</b>	<b>632,528</b>	<b>541,561</b>	<b>485,607</b>	<b>294,231</b>	<b>309,391</b>	<b>417,834</b>	<b>426,491</b>	<b>433,566</b>	<b>0</b>
<b>Profit (Loss)</b>	<b>-76,632</b>	<b>-107,375</b>	<b>-79,529</b>	<b>-65,131</b>	<b>-83,563</b>	<b>-33,186</b>	<b>-84,655</b>	<b>-96,824</b>	<b>-68,555</b>	<b>-75,566</b>	<b>0</b>

	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	Budget 2015-16	Projected 2016-17
<u>Revenue</u>											
2188 8800-21	365,444	372,221	339,747	303,933	261,879	217,377	355,531	351,874	410,728		
4388 8800-43											
<u>Expenditure</u>											
8800	398,836	353,806	358,856	258,361	251,195	235,075	305,279	284,226	322,360		
8873											
Total Expenditure	398,836	353,806	358,856	258,361	251,195	235,075	305,279	284,226	322,360	0	0
Profit (Loss)	-33,392	18,415	-19,109	45,572	10,684	-17,698	50,252	67,648	88,368	0	0

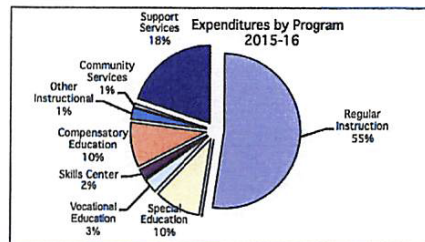
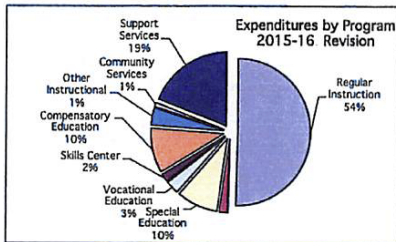
# REVENUE



Revenue	2015-16 Revision	
State	68,646,995	75.19%
Federal	9,084,214	9.95%
Local Taxes	11,647,880	12.76%
Local Non-Tax	1,913,512	2.10%
TOTAL	91,292,601	100.00%

Revenue	2015-16	
State	\$67,011,901	74.96%
Federal	8,820,499	9.87%
Local Taxes	11,647,880	13.03%
Local Non-Tax	1,913,512	2.14%
TOTAL	89,393,792	100.00%

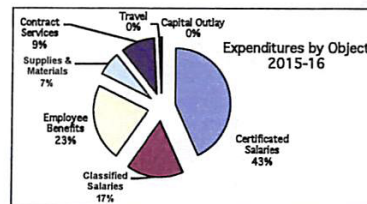
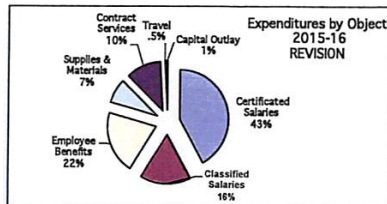
# EXPENDITURES BY PROGRAM



Expenditures by Program	2015-16 Revision	
Regular Instruction	\$ 50,821,026	54.46%
Special Education	\$ 8,908,084	9.55%
Vocational Education	\$ 2,901,564	3.11%
Skills Center	\$ 1,452,280	1.56%
Compensatory Education	\$ 9,379,611	10.06%
Other Instructional	\$ 1,243,106	1.33%
Community Services	\$ 734,611	0.79%
Support Services	\$ 17,840,267	19.12%
Total	\$ 93,280,549	100.00%

Expenditures by Program	2015-16	
Regular Instruction	\$49,159,026	54.77%
Special Education	\$8,860,526	9.87%
Vocational Education	\$2,901,564	3.23%
Skills Center	\$1,452,280	1.62%
Compensatory Education	\$8,927,134	9.95%
Other Instructional	\$1,246,106	1.38%
Community Services	\$734,611	0.82%
Support Services	\$16,480,267	18.36%
Total	\$89,758,514	100.00%

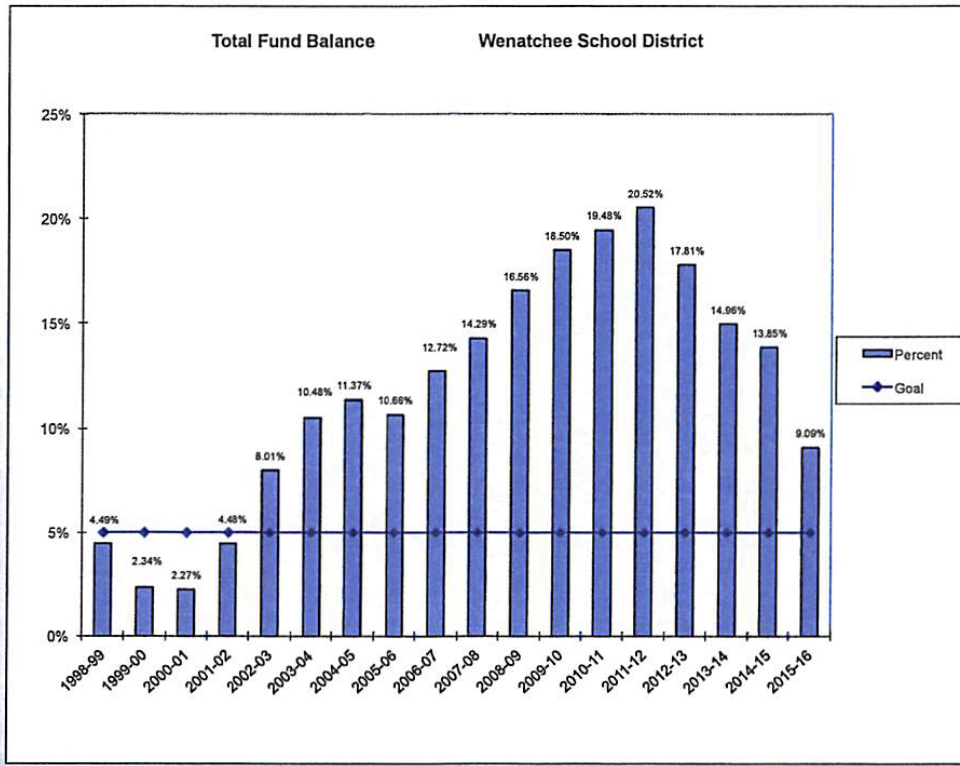
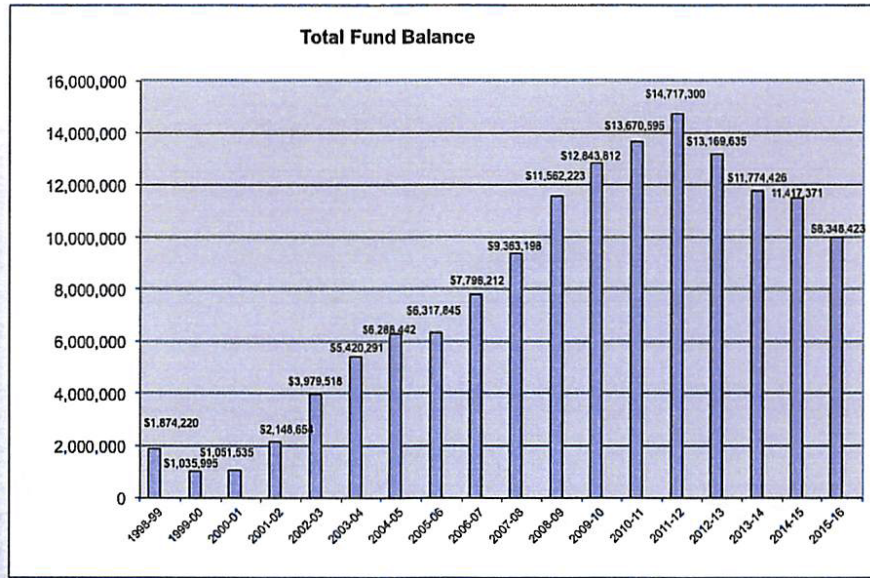
# EXPENDITURES BY OBJECT



Expenditures by Object	2015-16 REVISION	
Certificated Salaries	39,894,055	42.77%
Classified Salaries	15,237,011	16.33%
Employee Benefits	20,825,563	22.33%
Supplies & Materials	6,956,975	7.46%
Contract Services	9,138,032	9.80%
Travel	431,694	0.46%
Capital Outlay	797,219	0.85%
Total	93,280,549	100.00%

Expenditures by Object	2015-16	
Certificated Salaries	38,478,260	42.87%
Classified Salaries	15,062,777	16.78%
Employee Benefits	20,802,006	23.18%
Supplies & Materials	6,514,691	7.26%
Contract Services	8,377,067	9.33%
Travel	426,494	0.48%
Capital Outlay	97,219	0.10%
Total	89,758,514	100.00%

# FUND BALANCE



## FY ENROLLMENT AND STAFF COUNTS

	(1) Current Budget	(2) Current Year Change	(3) Revised Budget
<b>A. FTE ENROLLMENT COUNTS 1/ (Calculate to two decimal places)</b>			
1. Kindergarten /2	544.00	6.00	550.00
2. Grade 1	569.00	29.00	598.00
3. Grade 2	592.00	-13.00	579.00
4. Grade 3	548.00	-1.00	547.00
5. Grade 4	588.00	6.00	594.00
6. Grade 5	545.00	-1.00	544.00
7. Grade 6	555.00	0.00	555.00
8. Grade 7	535.00	-7.00	528.00
9. Grade 8	576.00	10.00	586.00
10. Grade 9	633.00	-6.00	627.00
11. Grade 10	574.00	31.00	605.00
12. Grade 11 (excluding Running Start)	529.00	18.00	547.00
13. Grade 12 (excluding Running Start)	550.00	17.00	567.00
14. SUBTOTAL	7,338.00	89.00	7,427.00
15. Running Start	175.00	-18.00	157.00
16. Dropout Reengagement Enrollment	140.00	-45.00	95.00
17. ALE Enrollment	276.00	-26.00	250.00
18. TOTAL K-12	7,929.00	0.00	7,929.00
<b>B. STAFF COUNTS (calculate to three decimal places)</b>			
1. General Fund FTE Certificated Employees	543.051	0.000	543.051
2. General Fund FTE Classified Employees	336.511	7.000	343.511

*No CHANGE TO TOTAL ENROLLMENT*

1/ Enrollment should include special ed., part time private, home-based, and summer students eligible for BEA funding, as reflected in the F-203.  
 2/ Beginning in 2011-2012 kindergarten is considered full day and basic education. Beginning with 2011-2012, kindergarten enrollment counts should include any additional FTE attributable to the state funded full day kindergarten allocation based on total kindergarten enrollment, as reflected in the F-203.



SUMMARY OF GENERAL FUND BUDGET

	(1) Current Budget	(2) Current Year Change	(3) Revised Budget
<b>REVENUES AND OTHER FINANCING SOURCES</b>			
1000   Local Taxes	11,647,880	0	11,647,880
2000   Local Nontax Support	1,791,512	0	1,791,512
3000   State, General Purpose	54,026,618	1,289,076	55,315,694
4000   State, Special Purpose	12,985,283	346,018	13,331,301
5000   Federal, General Purpose	390,000	0	390,000
6000   Federal, Special Purpose	8,430,499	263,715	8,694,214
7000   Revenues from Other School Districts	27,000	0	27,000
8000   Revenues from Other Entities	95,000	0	95,000
9000   Other Financing Sources	0	0	0
<b>A. TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>89,393,792</b>	<b>1,898,809</b>	<b>91,292,601</b>
<b>EXPENDITURES</b>			
00   Regular Instruction	49,159,026	1,662,000	50,821,026
10   Federal Stimulus	0	0	0
20   Special Education Instruction	8,860,526	47,558	8,908,084
30   Vocational Education Instruction	2,901,564	0	2,901,564
40   Skill Center Instruction	1,452,280	0	1,452,280
50 and 60   Compensatory Education Instruction	8,927,134	452,477	9,379,611
70   Other Instructional Programs	1,243,106	0	1,243,106
80   Community Services	734,611	0	734,611
90   Support Services	16,480,267	1,360,000	17,840,267
<b>B. TOTAL EXPENDITURES</b>	<b>89,758,514</b>	<b>3,522,035</b>	<b>93,280,549</b>
<b>C. OTHER FINANCING USES--TRANSFERS OUT (G.L.536) 1/</b>	<b>1,131,000</b>	<b>0</b>	<b>1,131,000</b>
<b>D. OTHER FINANCING USES (G.L.535) 2/</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. EXCESS OF REVENUES/OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES (A-B-C-D)</b>	<b>-1,495,722</b>	<b>-1,623,226</b>	<b>-3,118,948</b>
<b>BEGINNING FUND BALANCE</b>			
G.L.810 Restricted for Other Items	0	0	0
G.L.815 Restricted for Unequalized Deductible Revenue	0	0	0
G.L.821 Restricted for Carryover of Restricted Revenues	750,000	-348,637	401,363
G.L.825 Restricted for Skill Center	300,000	177,799	477,799
G.L.828 Restricted for Carryover of Food Service Revenue	0	0	0
G.L.830 Restricted for Debt Service	0	0	0
G.L.835 Restricted for Arbitrage Rebate	0	0	0
<b>BEGINNING FUND BALANCE</b>			
G.L.840 Nonspendable Fund Balance--Inventory & Prepaid Items	35,000	0	35,000
G.L.845 Restricted for Self-Insurance	0	0	0
G.L.850 Restricted for Uninsured Risks	0	0	0
G.L.870 Committed to Other Purposes	219,743	-39,787	179,956
G.L.872 Committed to Economic Stabilization	0	0	0
G.L.875 Assigned to Contingencies	0	0	0
G.L.884 Assigned to Other Capital Projects	2,081,000	-1,450,000	631,000
G.L.888 Assigned to Other Purposes	552,000	0	552,000
G.L.890 Unassigned Fund Balance	3,059,557	1,929,292	4,988,849
G.L.891 Unassigned to Minimum Fund Balance Policy	4,502,700	-351,296	4,151,404
<b>F. TOTAL BEGINNING FUND BALANCE</b>	<b>11,500,000</b>	<b>-82,629</b>	<b>11,417,371</b>
<b>G. G.L.898 PRIOR YEAR CORRECTIONS OR RESTATEMENTS(+ OR -)</b>	<b>XXXXX</b>	<b>XXXXX</b>	<b>XXXXX</b>
<b>ENDING FUND BALANCE</b>			
G.L.810 Restricted for Other Items	0	0	0
G.L.815 Restricted for Unequalized Deductible Revenue	0	0	0
G.L.821 Restricted for Carryover of Restricted Revenues	750,000	-348,637	401,363
G.L.825 Restricted for Skill Center	300,000	-272,000	28,000
G.L.828 Restricted for Carryover of Food Service Revenue	0	0	0
G.L.830 Restricted for Debt Service	0	0	0
G.L.835 Restricted for Arbitrage Rebate	0	0	0
G.L.840 Nonspendable Fund Balance--Inventory & Prepaid Items	35,000	0	35,000
G.L.845 Restricted for Self-Insurance	0	0	0
G.L.850 Restricted for Uninsured Risks	0	0	0
G.L.870 Committed to Other Purposes	219,743	-39,787	179,956
G.L.872 Committed to Economic Stabilization	0	0	0
G.L.875 Assigned to Contingencies	0	0	0
G.L.884 Assigned to Other Capital Projects	950,000	-950,000	0
G.L.888 Assigned to Other Purposes	552,000	0	552,000
G.L.890 Unassigned Fund Balance	2,694,835	255,865	2,950,700
G.L.891 Unassigned to Minimum Fund Balance Policy	4,502,700	-351,296	4,151,404
<b>H. TOTAL ENDING FUND BALANCE (E+F, +OR-G) 3/</b>	<b>10,004,278</b>	<b>-1,705,895</b>	<b>8,298,423</b>

1/ G.L. 536 is an account that is used to summarize actions for other financing uses--transfers out.

**Basic Education Class Size**

School Classroom Ratios	CURRENT FUNDING DECEMBER 2015	Governor's Budget 12/18	House Budget 02/22	Senate Budget 02/24
-------------------------	-------------------------------	-------------------------	--------------------	---------------------

Class Size	2015	2018	2022	2024
Grade K	22.00	19.00	19.00	19.00
Grade 1	23.00	21.00	21.00	21.00
Grade 2	24.00	22.00	22.00	22.00
Grade 3	25.00	22.00	22.00	22.00
Grade 4	27.00	*	*	*
Grades 5-6	27.00	*	*	*
Grades 7-8	28.53	*	*	*
Grades 9-12	28.74	*	*	*
CTE 7-8	26.57	*	*	*
CTE 9-12	26.57	*	*	*
Skills Centers	22.76	*	*	*

Class Size - High Poverty Schools (>50% FRPL)	2015	2018	2022	2024
Grades K	18.00	17.00	17.00	17.00
Grade 1	19.00	17.00	17.00	17.00
Grade 2	22.00	18.00	18.00	18.00
Grade 3	24.00	21.00	21.00	21.00

\* 2015-17 Conference budget makes K-3 high poverty and regular class size subject to class size compliance calculations. Compliance calculations take grade level data at each grade K-3 separately for high poverty and non high poverty schools to generate one K-3 class size and one K-3 high poverty class size per district.

Lab Science Class Size Enhancement Factor Grades (9-12)	2015	2018	2022	2024
	0.0833	*	*	*

Lab Science Class Size Enhancement	2015	2018	2022	2024
	19.98	*	*	*

Substitute Teacher	2015	2018	2022	2024
Days	4	*	*	*
Rate	\$ 151.86	*	*	*

**NOTE:** When converting these class sizes to funded teacher until the following planning time assumptions were used:

Planning Time	2015	2018	2022	2024
Primary (K-6)	15.50%	*	*	*
Secondary (7-12)	20.00%	*	*	*

LEVY INFORMATION											Capital	Total		
Assessed Value	Assessed Value	Levy Collectio	Bond Debt	Bond Debt	Service	M&O Levy	Total	M&O Levy	Bond & Capital	Tech	Levy rate	Total	M&O & Tech	
% increase	Year	Assessed Value	Year	Service \$	rate per \$1,000	Total \$	\$1,000	per \$1,000	Levy \$	Levy \$	Levy \$	Levy \$	Levy \$	
11.170%	1997	\$1,845,235,028	1998	\$2,896,910	1.57	\$5,613,012	3.05	4.62						
7.983%	1998	\$1,992,534,167	1999	\$3,322,334	1.67	\$5,838,558	2.93	4.60						
2.074%	1999	\$2,033,867,676	2000	\$3,474,012	1.71	\$6,496,011	3.19	4.90						
1.422%	2000	\$2,062,784,325	2001	\$3,575,005	1.73	\$6,756,011	3.28	5.01						
3.660%	2001	\$2,138,287,583	2002	\$3,832,012	1.79	\$7,026,007	3.29	5.08						
4.915%	2002	\$2,243,379,828	2003	\$5,600,017	2.50	\$7,037,011	3.14	5.63						
1.154%	2003	\$2,269,263,685	2004	\$5,800,000	2.56	\$7,600,000	3.35	5.90						
3.124%	2004	\$2,340,144,534	2005	\$5,800,000	2.48	\$8,208,000	3.51	5.99						
5.928%	2005	\$2,478,864,451	2006	\$5,800,000	2.34	\$8,536,000	3.44	5.78						
16.193%	2006	\$2,880,278,589	2007	\$6,000,000	2.08	\$8,878,000	3.08	5.17						
2.176%	2007	\$2,942,948,843	2008	\$2,600,000	0.88	\$9,233,000	3.14	4.02						
3.705%	2008	\$3,051,988,421	2009	\$2,600,000	0.85	\$9,602,000	3.15	4.00						
13.529%	2009	\$3,464,898,829	2010	\$2,500,000	0.72	\$9,890,000	2.85	3.58						
6.728%	2010	\$3,698,014,216	2011	\$2,500,000	0.68	\$10,187,000	2.75	3.43						
-1.199%	2011	\$3,653,658,521	2012	\$2,400,000	0.66	\$10,492,000	2.87	3.53						
-4.317%	2012	\$3,495,912,633	2013	\$2,400,000	0.69	\$10,842,346	3.10	3.79						
-2.977%	2013	\$3,391,832,610	2014	\$2,400,000	0.71	\$11,165,215	3.29	4.00						
6.928%	2014	\$3,626,831,515	2015	\$5,415,233	1.49	\$11,497,707	3.17	4.66						
7.261%	2015	\$3,890,190,674	2016	\$5,418,489	1.39	\$11,860,828	3.05	4.44						
1.000%	2016	\$3,929,092,581	2017	\$5,515,000	1.40	\$12,163,000	3.10	4.50						
1.000%	2017	3,968,383,507	2018	5,625,000	1.42	\$12,527,890	3.16	4.57	\$3,000,000	0.76	5.33			
1.000%	2018	4,008,067,342	2019	5,735,000	1.43	\$12,903,727	3.22	4.65	\$3,000,000	0.75	5.40			
1.000%	2019	4,048,148,015	2020	5,850,000	1.45	\$13,290,839	3.28	4.73	\$3,000,000	0.74	5.47			
1.000%	2020	4,088,629,495	2021	5,965,000	1.46	\$13,689,564	3.35	4.81	\$3,000,000	0.73	5.54			
4.523% average AV increase 1998 thru 2017											3.14	4.63		

LEVY INFORMATION														
Assessed Value	Assessed Value	Levy Collectio	Bond Debt	Bond Debt	Service	M&O Levy	Total	M&O Levy	Bond & Capital	Tech	Levy rate	Total	M&O & Tech	
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4.523% average AV increase 1998 thru 2017											3.14	4.63		

Option 2 M&O levy amount increased by 3% +\$1,000,000 for tech													
				Bond		M&O		Tech					
Year	Assessed Value	Year	Assessed Value	Rate	Amount	Rate	Amount	Rate	Amount	Rate	Amount	Rate	Amount
2017	3,968,383,507	2018		1.42	\$13,527,890	3.41	\$2,000,000	0.50	\$5.33				
2018	4,008,067,342	2019		1.43	\$13,903,727	3.47	\$2,000,000	0.50	\$5.40				
2019	4,048,148,015	2020		1.45	\$14,290,839	3.53	\$2,000,000	0.49	\$5.47				
2020	4,088,629,495	2021		1.46	\$14,689,564	3.59	\$2,000,000	0.49	\$5.54				

Note in this option the total levy doesn't change. It just shifts \$1,000,000 of tech to M&O.

DISCUSSION:

- Summer projects identified along with the timeline –they are on time to be completed
- Proper use of \$1M donation for Rec Park= batting cages & locker rooms and areas
- Foothills pipes undersized needs replacing
- Projects at WHS & WSHS in discussion
- Empty surplus houses plan
- 1-year notice on rentals – need to get out of rental business – drain fields \$15 K
- Addition of 2 teachers to add – Sunnyslope parents want to address overcrowding
- Sp ED needs additional space for more offerings
- Students using hallways for classrooms –find private space even if it can be shared
- Discussion on addressing class size: share rooms a possibility/more portables a solution – building pads would be necessary
- Columbia and WHS discussion on portables
- Lincoln/WSHS portables (which ones are wet, have plumbing installed)
- Air Quality HVAC system (Heating, Ventilation, Air Conditioning)
- Humidifier in pool area – in great shape
- Co-Teaching may be worth looking into – very complex: must look at Sp Ed situations, personality matching, styles of teaching & many other issues – not a lot of bites so far
- Must look at bond & reserves to cover all expenditures
- Several police departments want to use our property to train, even King Co., including the old WA elementary building, when it's empty
- The issue of Day Care in partnership with college – Supt. Flones gave history of program, it has since changed and we need to re-evaluate the benefits – discussion followed this issue with pros/cons.
  - Career Paths for students concerning Day Care programs - what is available
  - Licensing of day care and nursing shared with Eastmont
  - Eastmont not accredited, ours is, we can qualify for DSHS dollars – we have restrictions and guidelines- they do not have the same
  - Other partners on this side of the state – what are they doing
- Issues with Foothills staying in location
- Budget Status Report and Enrollment Report given

Re: **February 29, 2016 Budget Status Report**

**GENERAL FUND** With **50%** of the fiscal year elapsed, Total General Fund revenues were **47.8%** and expenditures were **46.4%** of budgeted amounts, respectively. General Fund Total Fund Balance at February 29, 2016 is **\$11,834,071**(13.18%). Total Fund Balance at February 28, 2015 was **\$11,721,411** (14.09%).

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

**CAPITAL PROJECTS FUND** The Month Ending Fund Balance is **\$33,376,093**.

WSD received an anonymous donation of \$1,000,000 to refurbish the district's baseball field at Rec Park. The new turf is in. Currently evaluating next phase of work.

Construction work continues for the Washington and Lincoln Elementary projects. Phase II (Wenatchee High School and other projects) planning is in process.

WSD has purchased property for future expansion of the Wenatchee Valley Technical Skills Center. Awaiting results of Phase I environmental testing.

**DEBT SERVICE FUND** The Month Ending Fund balance of **\$1,365,976** is reserved for payment of bond principal and interest payments which are due each December and June. Revenues consist primarily of property taxes, which are levied annually to provide adequate funds for the bond payments.

The Debt Service levy for 2016 collection is \$5,400,000 or \$1.39 per \$1,000 assessed value.

The M&O levy for 2016 collection is \$11,809,000 or \$3.05 per \$1,000 assessed value.

The district's 2015 base assessed value to determine 2016 collection is

\$3,888,868,880.

**ASB FUND** Revenues are **62.5%** of the amount budgeted for the year. Expenditures are **36.7%** of budget.

The Total Month Ending Fund Balance is **\$650,431**.

**TRANSPORTATION VEHICLE FUND** The Month Ending fund balance is **\$192,401**.

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

One (1) bus for \$147,489 is on order to be received summer 2016.

Re: Enrollment Reports for **March 2016**

**Exhibit A** - Monthly Enrollments.

The **March 2016** count of K-12 students is **7,912.90 full-time equivalents (FTE)** including 155.13 FTE Running Start students (Running Start students are counted starting in October).

The *average* FTE is **7,932.19** which are **3.19** FTE above budgeted *average* FTE of 7,929.

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

**Exhibit B** shows the changes in average FTE enrollment, as reported to SPI, since 2003-04. Exhibit B reflects the history of our actual state funding level of FTE.

**Exhibit C** is a restatement of enrollment from 2003-04 for comparability.

Kindergarten is restated based on headcount rather than FTE due to the state funding formula changes. All day kindergarten at Columbia has been BEA funded since 2007-08. All day kindergarten at Lewis & Clark, Lincoln, and Mission View has been BEA funded since 2008-09. Newbery Elementary has been BEA funded since 2013-14. Washington Elementary ADK is newly state funded for 2015-16.

The current Wenatchee Valley Technical Skills Center counts for grades 9-12 have been included in years prior to 09-10 for comparability. As a branch campus, Moses Lake enrollment is excluded from Wenatchee's count.

**Exhibit D** is a comparison of student FTE by school and by grade level for the current month and the same month in the prior year (2014-15).

**Exhibit E** shows the monthly information in graphic form, with a comparison to last year's (2014-15) actual enrollment and 2015-16 budgeted numbers.

**Technology Updates:** Ron Brown's Powerpoint presentation

**Use the best tools and resources to advance learning**

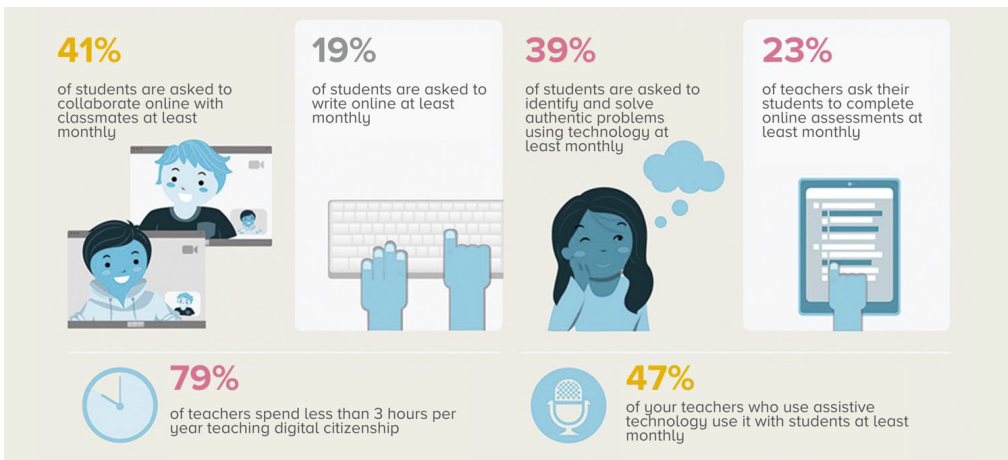
We are Ready! Our readiness to benefit is here and our staff are willing.

*Annual Technology Survey*

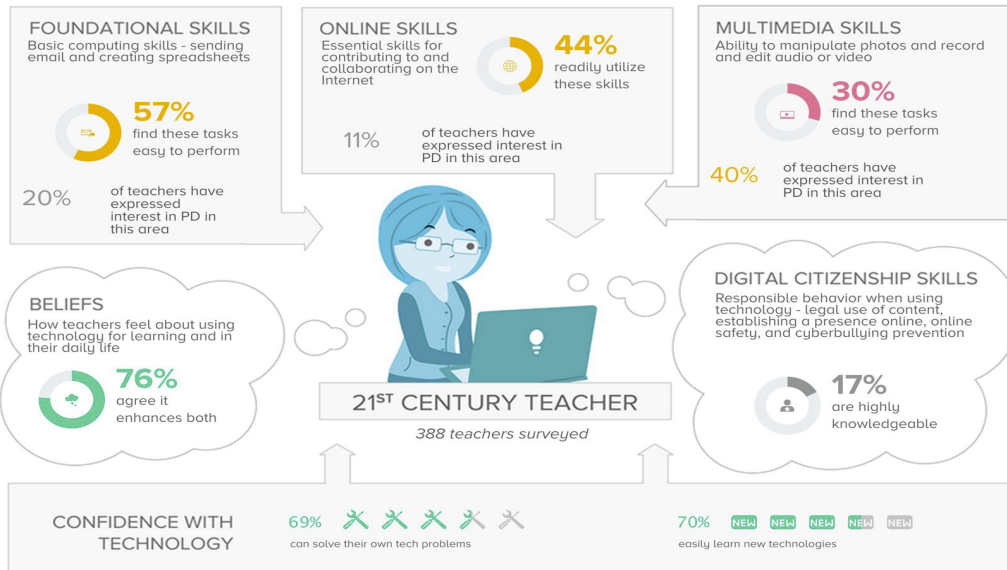
For the past three years we have administered a survey called Clarity from BrightBytes, a nonprofit think tank and research company assisting school districts collect and analyze technology survey data.

*Wenatchee Schools Clarity Survey Data*

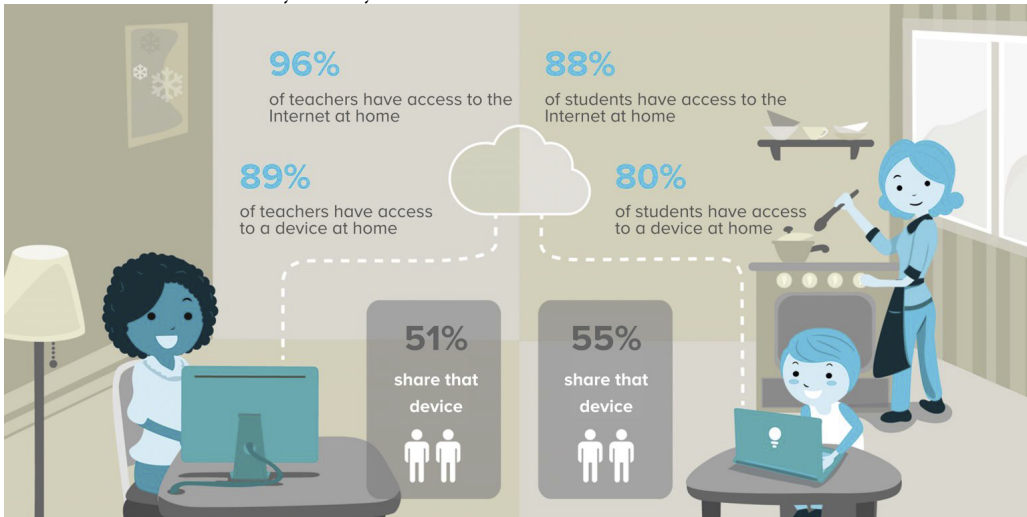
21st Century Learning... time to join the future of learning



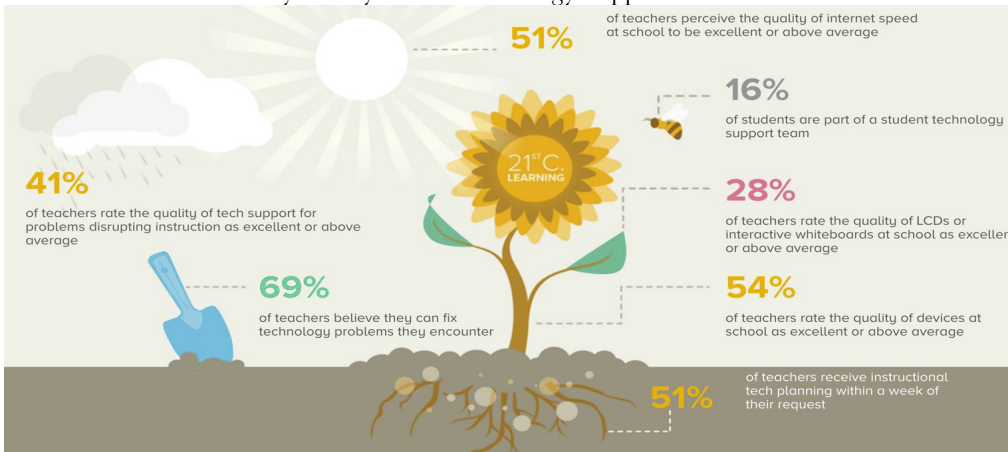
**Wenatchee Schools Clarity Survey Data**  
Professional Development



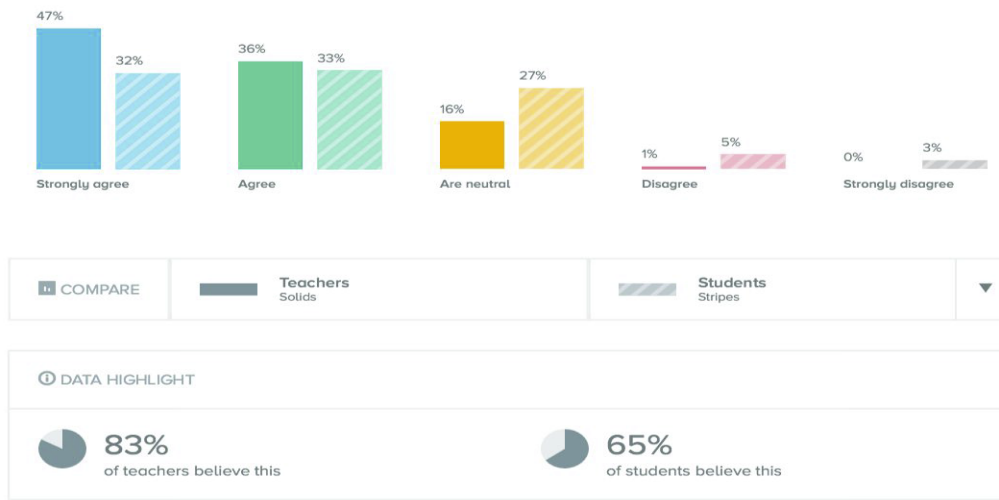
**Wenatchee Schools Clarity Survey Data: Infrastructure at Home**



**Wenatchee Schools Clarity Survey Data: Technology Support Needed**



**“Technology use in class can enhance student learning.”**

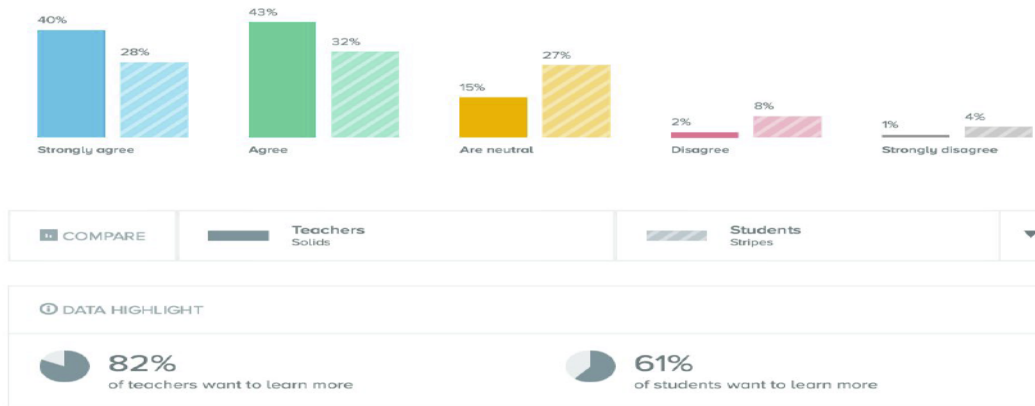


**Why This Matters**

The more experience teachers have with technology, the more likely they are to have positive attitudes towards technology and its educational value (Buabeng-Andoh, 2012).

**Citation**  
 Buabeng-Andoh, C. (2012). Factors influencing teachers' adoption and integration of information and communication technology into teaching: A review of the literature. *International Journal of Education and Development using Information and Communication Technology (IJEDICT)*, 8(1), 136-155.

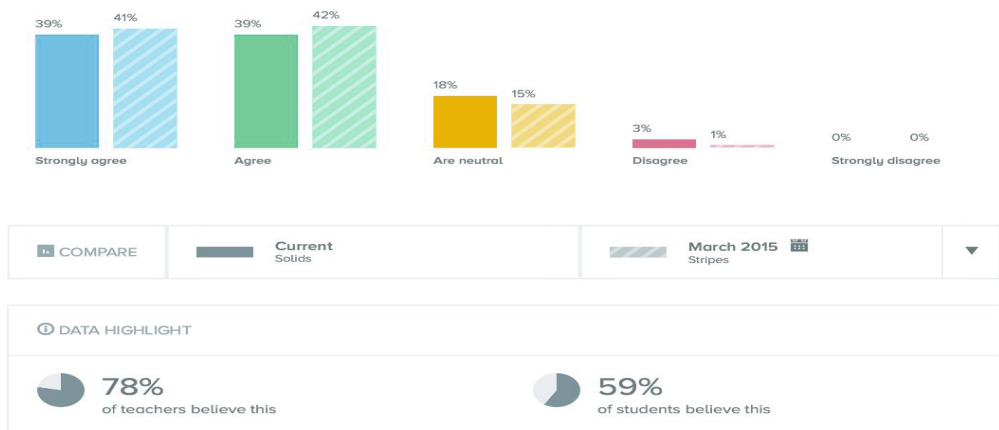
**“I want to learn more about effective technology use for teaching and learning.”**



**Why This Matters**

Teachers' beliefs about technology are considered more influential than their actual knowledge about technology (Kim et al., 2013).

**“I think that learning is more engaging when using technology.”**

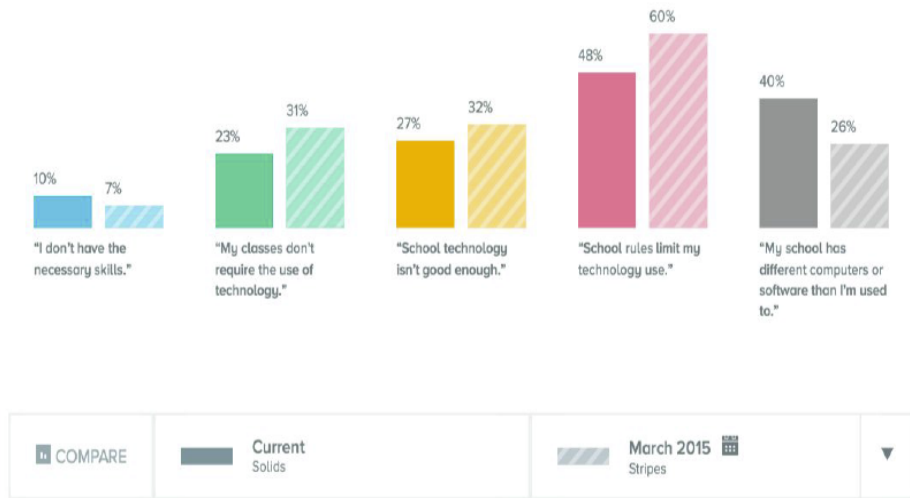


**Why This Matters**

In one study, teachers' "enjoyment" in using technology was the greatest predictor of whether they used online learning tools with students (Bendania, 2011).

**Citation**  
 Bendania, A. (2011). Instructors' and learners' attitudes toward teaching and learning online. *International Journal of Arts & Sciences*, 4(8), 223-241.

**Students believe the following obstacles prevent their use of technology at school**



**Why This Matters**  
 Students are less engaged in learning when they perceive a negative impact from school rules, teacher behaviors or tech access (Project Tomorrow, 2012).

We need technology in every classroom and in every student and teacher's hand, because it is the pen and paper of our time, and it is the lens through which we experience much of our world."

– David Warlick

**3.1 Personal Devices**

Begin using electronic tablets as a tool to make learning more interesting, relevant and interactive and improve access to up-to-date content

**Personal Device Initiative**

Current Reality

- All 6th grade classrooms at Orchard
- ~1/3 of 7th grade at Foothills
- ~1/3 of 6th grade at Pioneer
- Three Classrooms at 5th grade:
  - 1 at Columbia
  - 1 at Lincoln
  - 1 at Washington
- 1 - 6-8 Instructional Facilitator (Ray Birks)
- 1 - K-5 Instructional Facilitator (Mark Woolsey)
- 1 - Mobile Device Specialist (Adam Richmond)

**Personal Devices improve learning**

- Engagement UP
- Relevancy UP
- Real World UP
- Communication UP
- Excitement UP

Students in Wenatchee's iPad classrooms do as well or better than their counterparts on traditional measures and are excited to be in class!

**Current perception data:**

**Students**

Overwhelmingly, students are behind the 1:1 program and using an iPad for learning at home and school

**Staff**

We have not seen staff results this positive about many other initiatives

**Parents**

This group is highly supportive of the 1:1 program their children are in

**FULL RESULTS**

**3.2 Blended Learning**

Provide internet-based instruction that moves at the ideal pace for each student and allows teachers to track and support progress.

**Blended Learning update**

- WIA Courses (full high school credit):
  - Agricultural Biology
  - Citizen Washington
  - Contemporary World Problems
  - Health
  - Physical Education

- US History
- World History
- ◎ Availability of learning management systems:
  - Google Classroom
  - Moodle
  - Edmodo

### **Blended Learning update**

#### **Current Reality**

- ◎ Google Classroom Use (307 teachers using)
- ◎ Gmail for 8-12th grade students
- ◎ Gmail for our 1:1 students
- ◎ Google Hangouts for WHS Students
- ◎ Blogger being used for course content/publishing
- ◎ Moodle being used for course content
- ◎ Other online systems more broadly used as teachers and students have better access to technology and improved network speeds

### **3.3 Right Tools and Resources**

#### **Tools and Resources update**

##### **Current Reality**

- ◎ Google Apps for Education officially adopted
- ◎ 100% teaching staff with laptops (300+ updated 2015)
- ◎ Document cameras and projectors in all core classrooms
- ◎ Providing on-demand workshops and training (WOD)
- ◎ Tier-One support increased
- ◎ Increased Access to devices: (Current Status)
  - iPads (18 carts)
  - Mobile Labs (Mac and Chrome) (34 carts)
  - Desktop (13 labs)
- ◎ Microsoft Office 365 Available to departments, staff, and CTE departments

#### **Tools and Resources update**

- ◎ Upgraded Content Management System (websites)
- ◎ Mobile Application

### **3.4 Facilities that Support Learning**

Facility design for the 21st century must be adaptable to our changing world, technology-rich, learner centered, personalized, sustainable, and integrated into our community

#### **Facilities that Support Learning update**

##### **Current Reality**

- ◎ Ongoing network/bandwidth upgrades (K-12)
- ◎ Ongoing upgraded WiFi (K-12)
- ◎ Established new construction technology classroom standards. Currently 17 Classrooms at the 21st century classroom standard (Audio, Projection, Network, Presentation) 79 classrooms with new construction!

#### **Technology Planning Priorities**

1. Establishment of committee
  - a. Members/Minutes/Agendas
  - b. Create technology levy plan
  - c. Six-year plan
  - d. Include: Hardware, software, training, support, and refresh
  - e. Prioritize roll-out
2. Ensure we have programs and tours in place by end of this year to show what this can look like.
3. Prepare a 4-6 year plan for rollout of classroom, pd. devices ~10-12 million

#### **Technology Planning Priorities**

1. Short Term from now until winter 2017 would be to ready our system prior to additional levy
  - a. Improve infrastructure with added bandwidth and wifi access points
  - b. Add support by adding help desk and models for student help desks
  - c. Add devices to accommodate those staff who are ready to benefit and shift their teaching
  - d. Add Librarians and content coaches into the trainings to prepare them to take on more staff at the onset of a roll out.
  - e. Add devices for increased demand and repurpose once a roll out begins

#### **DISCUSSION:**

- We see more happy faces with project-based learning
- The kids know what being engaged learners means
- Video shown with facts showing the use and future of technology in the classroom: Rubik's Cube: A question, waiting to be answered – Who's going to do it? OUR KIDS
- Grants available for students who don't have money to keep up
- GAWTA working on addressing making technology available
- 3 years ago we had 25% of students without access to technology, now it down to 10% in our district – we are moving in the right direction
- WA & Lincoln – 20<sup>th</sup> Century classrooms
- Technology Levy: 1999 - \$500,000 17 years ago
  - Out of reserves now General Funds
  - Tour for board in buildings, classrooms
  - Richland is Chromebook
  - HS's are Chromebook and MS's are Tablet

- Issues of Changing everything in one year impossible for just us
- Phase 6 year process- needs updated in every classroom
- Contracted services would be needed
- This discussion will be continued at a workshop

**STEAM/Project Based Learning:** This presentation was a verbal report to the board about the progress of the STEAM initiative by Deputy Superintendent Jon DeJong. He provided the board with a summary of the history of the Steering Committee.

- STEM/STEAM Steering Committee meeting end of March
- The foundation alignment is strong
- Purpose: Coordinate a higher level of sub-committees
  - K-5
  - 6-8
  - 9-12
  - Project-based Learning
- Separate CTE committee – CTE / 9-12
- Science Adoption at MS/HS next year
- Needed time spent to decide what is the best way to proceed – we are working in that direction and a lot of good things are happening
- Community members involved to help bring their expertise to the table and share in development
- We are more connected with the classroom, the committee will continue to make those connections also
- Follow program on FB – some great work is being done!

**Updates on Objectives: Cabinet**

**College and Career Readiness for All- Early Learning**

**STRATEGY 4**

Objective 4.3

College and Career Readiness for All: EARLY LEARNING

Executive Sponsor: Jodi Smith Payne

**Benchmarks**

**2015-16**

- 4.3.a. Provide district representation at the *Snowy Owl Early Learning Summit* on September 24.
- 4.3.b. Provide three *Ready! for Kindergarten* sessions for parents (July 2015, Winter 2016, and Spring 2016).
- 4.3.c. Provide *Kindergarten Readiness* parent nights for all incoming kindergarten students.
- 4.3.d. Invite daycare providers, EPIC, Headstart, and parents to our annual Parent Conference (March 2016) which covers a variety of topics, including Early Learning.
- 4.3.e. Provide information sessions to parents of bilingual children regarding achievement gap and how to help students at home (Spring 2016).
- 4.3.f. Increase awareness of our current Early Learning offerings (preschool at WA and WSHS).
- 4.3.g. Identify key components in district sponsored Early Learning Programs (Richland) Work with Early Learning consultant (Erich Bolz) to develop a plan to support community wide efforts in Early Learning and create an action plan for Wenatchee School District’s involvement in the process. (February 2016, March 31, 2016, June community stakeholder meeting to formulate a Early Learning Model for Chelan/Douglas region)

**2016-17**

- 4.3.h. Determine scope of district work around Early Learning
- 4.3.i. Determine the financial and human resources needed to implement a district plan for Early Learning

**2017-18**

- 4.3. Benchmarks will be developed following the study of the district action plan for Early Learning

**What action steps or strategies need to be explored or developed to reach benchmarks?**

- 4.3.a. Identify and arrange for district representation at September Summit.
- 4.3.b. Select and train staff, organize and advertise *Ready! for Kindergarten* sessions
- 4.3.c. Select and train staff, organize and advertise *Kindergarten Readiness* parent sessions
- 4.3.d. Plan breakout session for daycare providers at annual March Conference
- 4.3.e. Work with district PAC to schedule meeting topics regarding student achievement
- 4.3.f. Work with Special Ed preschool staff
- 4.3.g. Meet with Eric Bolz regarding their Early Learning program in Richland, WA
- 4.3 h,i District action plan developed and allocation of financial and human resources finalized.

**Who needs to be involved in the planning discussion and action steps for this objective?** Brian Flores, Nancy Duffey, Sarah Hanchey, Cynthia Valdez

**What obstacles or barriers need to be addressed?**

- *Ready! for Kindergarten* funding at this time is limited to migrant students. Expanding further would require additional district funds.
- Our current district staff is maximized. Broadening the scope of Early Learning projects within our district would require additional staff and resources.
- Insufficient district monies
- Unclear expectations regarding district support of Early Learning
- Community fragmentation around Early Learning projects (redundancy of services provided, different services serving same families, etc.)

**What do employees need to be successful?**

- A clear vision of district involvement
- Early Learning expertise
- Time, training and resources
- Knowledge of Early Learning work going on throughout the region

**What measures need to be developed to monitor the outcomes of the objective benchmarks?**

- Kindergarten readiness data (WaKids Assessment data that is easily accessed)
- Parent feedback following training sessions

**District Dashboard Indicators:**

**Kindergarten Readiness-** Percentage of students demonstrating readiness on the areas identified



on the Washington Kindergarten Inventory of Developing Skills (WaKids)  
Reading at Grade Level by 3rd Grade: Increase the percentage of third grade students reading at grade level to 90% by 2020. (Wonders benchmark assessments for reading)

**Graduation Rate**

Increase the graduation rate for on time and extended graduation to 90% by 2020.

**College&CareerReadiness**

**College Transcript:** percentage of students who complete high school graduation requirements and score at college ready on the Smarter Balanced Assessment for English Language Arts and Math. (90% completion rate by 2020)

**Career Readiness:** percentage of students who complete the college and career readiness curriculum (16 units) and *High School and Beyond* plan for graduation.

**Early Learning Initiative:** Board member, Laura Jaecks, gave a brief history of the Early Learning Initiative, a committee in which she has served.

A discussion followed with these points:

- Summary of Alan Walkers (United Way) lead in the initiative
- “*The Raising of America*” movie will also be run locally soon, it ran last year at the Snowy Owl Theater in Leavenworth, it shows a compelling case for investing in our children’s early learning opportunities.
- WSD voice will be heard on this initiative as it moves forward.
- Eric Bolz will facilitate a meeting with community members to help us coordinate our focus. The meeting is on March 31<sup>st</sup>.
- This initiative is focused in Chelan and Douglas Counties.
- We will define the roles the district will play in this initiative.
- Reaching the largest groups: parents, friends, neighbors, providers of these children, who (the children) are sometimes difficult to find before they enter school.
- Our role is to get the concept into the community to help us locate and find a means to prepare these children for school.

Brainstorming session about ways to increase awareness:

- Reach-out to other districts to see what their best efforts are and how they are running their pre-schools/and day care programs.
- Get Headstart and Epic programs involved in the initiative.
- Contact all medical facilities and nursing staffs to help us locate & recruit.
- Identify the medical community who has those connections we need.
- Prevention verses Reacting = Kindergarten is reaction / Birth to Kindergarten supports education (Prevention)
- We need to know we are reaching our children and helping to fill those gaps.
- There will be more movement in June on this initiative, Mr. Flones will keep the board informed

**BOARD SELF ASSESSMENT:**

For review and discussion Supt. Brian Flones provided the results from the Board Self-Assessment Survey and Workshop on 2/16/16.

What is the board's role in the four guiding strategies of Wenatchee Learns?

ACTIONS reflect what the board will DO to support each strategy -

**Design the personalized learning system of the future**

- Needs to be a frame of reference or lens through which we view all of our work
- Board decisions should be linked to the appropriate strategy to show how they impact goals; this would also help the board prioritize issues and resources
- More focused with measurable, targeted goals (ends)
- Find appropriate balance between caution not to be overly ambitious and make too many changes at once with the need to define solid benchmarks/outcomes
- Progress has been made in the areas where defined outcomes have been clear
- The board needs feedback on whether the decisions/policies it makes are yielding desired results; if not, there needs to be an opportunity to review and adjust in a timely manner
- Staffing and facilities changes require the board's/superintendent's fiscal management and budgeting decisions
- Changing school schedules and investing in early learning are two examples of the potential need for different resources.

ACTIONS: Creating a Data Dashboard that contains meaningful data points will help the board monitor progress in the district. Keeping the dashboard at the forefront in making decisions and allocating resources will help align board decisions with district goals.

**STRATEGY: 4**

**OBJECTIVES:**

**Dashboard**

4.3 College and Career Readiness for All- District Data

Executive Sponsor - Cabinet

*Benchmarks:*

2015-16:

4.3a Identify the indicators to measure results and progress on the Wenatchee Learns vision for the Strategies and Objectives.

4.3b Create a data dashboard to track and monitor yearly progress on the results

indicators and provide trend data.

2016-17:

4.3b Implement the data dashboard with three-year trend data.

4.3c Develop a schedule to review and monitor data off the district dashboard with the school board, district leadership team, school staff, and community

Specific notes taken for cabinet by Mark Helm.

Discussion:

- Identify “Student Success”
- Data Dashboard – tool to track district progress
  - OSPI Report Cards results, what they mean to us
  - Washington/Sunnyslope by 3<sup>rd</sup> grade 90%
  - How many kinder-ready - WA-Kids testing results
  - What do demographics look like
  - Data charts and Run charts
  - How does the district look at this data
  - How do we respond to our principals with this data
  - Making equity as part of the equation
  - Breaking it into 4 components – including vocabulary and comprehension
  - Ongoing ready assessments – with measures the board can read
  - Identify benchmarks
  - What data do we need to follow more closely
  - Understanding operational definitions
  - Understanding acronyms – make a list as a frame of reference
  - Board invited to the data review meetings by Jodi Smith Payne, Assistant Supt. Of Learning and Teaching.
- First year is a tremendous learning experience
- Students are walking into higher expectations aligned with Common Core
- Next year – a lot more rigor

Ron Brown, Director of Technology Learning, provided a demonstration of what the Tacoma School District is doing with their Data Dashboard. Mr. Ron Brown maneuvered the board through the site and made suggestions to the board for WSD’s site. The board shared what they would like to see on our site.

- The board understands they will not be able to understand it all but would like to understand the processes and trends.
- We will come back and look at Tacoma and see what kind of response they are having with all this data available and how/if it impacts the public.
- Academic Rigor is important to follow
- Illuminate can do the charts needed to demonstrate the results we will be following currently but not a consistent way to follow
- Mr. Brown shared the challenges in following the data more closely, lack of manpower
- We have all the pieces, just not in one place to view
- The Deputy Supt. From Tacoma will be visiting in June, we will have more answers at that time.

**Creating a Cohesive Team:**

Two areas were identified where the board wants to invest time and effort to create a more cohesive board/superintendent team.

1. New board member orientation
2. Creating opportunities for board members to create connections and develop a dynamic team.

Superintendent Fiones provided draft materials for the selection of a new board member to replace Jesús Hernández.

- Timeline
- Announcement in the newspaper
- Sample of the application
- Interview questions
- Policy and Procedure No. 1114

Discussion of the new director orientation process.

**Board of Directors Orientation**

**Outcome:** Provide information, training and resources to new school directors to prepare and assist them in their new role.

**Process:** Provide resources in a 3-ring binder and follow a checklist of tasks to undertake, including meetings with key people in the district.

**CHECKLIST FOR NEW BOARD MEMBER**

**TOPICS**

<b>Initial Orientation:</b>	
Email, address, other info to District Office (DO)	
Sign out board Chromebook	
Meeting with superintendent and current board chair/president, vice chair/president and leg rep	Review binder Role of the board, Strategic plan, format and process at board meetings, district initiatives

Meet with assigned mentor and put together a plan for ongoing communication		
<b>30 minute meetings with:</b>		
Technology Director	Check out/training on Chromebook Training on district email, Wi-fi access, board meeting agendas	
Director of Student Achievement	District initiatives, curriculum, Assessments, <del>Socad</del>	
Director of Special Services	SPED, Title funding, migrant and ELL services	
Finance Director/Business Manager	School district budgets, account categories, ASB, how to read budget and reports	
District Office administrative assistant		
Other school staff, as needed		
<b>School visits, as available</b>		
<b>Introduction to other sources of information and help</b>		
WSSDA as an organization and its website		

Trainings and meetings offered by WSSDA, including Annual Conference and Board Boot Camp (November), Regional meetings (spring and fall), Legislative Conference (between January and March) and Legislative Assembly (September)
Local ESD
OSPI and State Report Card websites
Other local and state education partners

**Board of Directors Binder**

**Outcome** Provide a binder that includes resources for the orientation of new school directors and a place to organize materials related to board meetings and other board work.

**Process:** Create initial 3-ring binder to be ready by December board meeting when new directors are seated. Add items to binders as needed throughout the year.

Binder Contents

Binder Section	Documents
School district information	Org chart Phone tree Contact info District Administrative Service list Acronym list All district calendars
Board of Directors	Strategic Plan Board operating protocol Board Policy Table of Contents WSD Student Discipline policy Chain of command/Employee discipline flow
Budget	Current year's budget Chart of

Dates discussed for the vacancy timeline. Supt. Flones will get back to the board with the adjusted timeline dates.

**II. Meeting Adjourned**

The workshop was adjourned at 1:40 p.m.

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date



# Wenatchee School District Regular Board Meeting

Minutes of March 22rd, 2016  
WSD District Office

**Board Members Present**

Jennifer Talbot, President  
Robert Sealby V.P.  
Laura R. Jaecks  
Walter Newman  
Jesús Hernández

**6:00 PM**

**Staff Present**

Brian Fiones, 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.

President Talbot, 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 Laura Jaecks

**DISCUSSION: None**

**PASSED UNANIMOUSLY**

**Consent Agenda included:**

**1) Minutes**

**MINUTES:**

3/08/16 Regular Board Meeting

**2) Personnel Report**

**PERSONNEL REPORT PREPARED BY:** Lisa Turner, HR Director:  
3/22/2016 personnel report: On File

**3) Vouchers/Payroll**

**VOUCHERS PREPARED BY:**

Karen Walters, Director of Accounting: 3/22/16

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

**4) Surplus Report**

**PAYROLL:** Tammy Hubensack, Director of Payroll:  
\$5,967,190.36 for the month of March

**5) Contracts**

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

**CONTRACTS:** Karen Walters, Director of Accounting - 3/22/16

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 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				

**III. Recognitions**

**Classification Appreciation Week**

- Heather Crail recognized all classified employees. This year, HR asked each department to recognize one employee for their exemplary work.
- The following employees where recognized:
  - Craig Stewart – Technology
  - Theresa Berger – Food Service
  - Rod Koski – Maintenance & Operations

- o Lance Coleman – Maintenance & Operations
- o Eloisa Botello – Special Education
- o Donna Young – Columbia Elementary, received the North Central Regional Classified Employee award through the ESD. She is in the running to receive the state level award.

**School Retirees Appreciation Week**

- Brian Flones recognized the School Retirees Association members, which included all districts including WSD.

**IV. Citizens Comments**

None

**V. ASB Reports**

**WHS**

- None.

**WSHS**

- Second annual spaghetti feed and auction will benefit Daniel Alvarez’ cancer treatment. The event will be on March 24<sup>th</sup>.
- April 14<sup>th</sup> Paper Tigers will be shown at Wenatchee High School.
- WE Day is April 20<sup>th</sup>.

**VI. Facilities Update:**

**Project Updates & Financial Report**

- David Zeitlin, Senior Project Manager, Hill International and Gregg Herkenrath, WSD Facilities Director presented the financial updates on the Lincoln and Washington project.
- The apprenticeship requirements for both projects is being met, WA @ 16% & Lincoln @ 28%.
- Currently the construction contracts are about half way through for Lincoln and about 34% at Washington. There are no changes to the owner management reserve.

Reporting Month	Nov-15			Dec-15				Jan-16				Feb-16			
School Project	Lincoln	Pioneer	Washington	Castle Rock	Lincoln	Pioneer	Washington	Castle Rock	Lincoln	Pioneer	Washington	Castle Rock	Lincoln	Pioneer	Washington
<b>Monthly</b>															
Total Apprentice Hours Worked	1222.5	0	865.5	0	995	0	1482	0	298.5	0	1818	0	1189.5	0	1617
Total Journeymen Hours Worked	2928	72	3919	0	3027	0	6427	42.25	2847	0	8055	0	2703.5	0	9922
Apprentice Utilization Percentage	42%	0%	22%	0%	33%	0%	23%	0%	10%	0%	23%	0%	44%	0%	16%
<b>Cumulative</b>															
Cumulative Apprentice total	4258	2755	1666	2655	5253	3237	3148	2655	5551	3237	4966	2655	6741	3237	6583
Cumulative Journeymen total	15318	13584	17633	13583	18345	15715	24059	13625	21192	15715	32114	13625	23895	15715	42036
Cumulative Total Percentage	28%	20%	9%	20%	29%	21%	13%	19%	26%	21%	15%	19%	28%	21%	16%

- Out of the owner contingency fund Lincoln has spent \$1.36 million with about \$300K in potential changes and \$228K in reserves. Washington has spent about \$356K with \$78K in potential changes and \$1.8 million in reserves with the potential of soil issues at the Washington site to be dealt with when the building is removed.

Project	Budget Data			Cost To Date				Construction Contract(s)†				Owner Management Reserve (OMR)		
	Baseline Budget (Revised)	Budget Transfer	Current Budget	Cost to date Last Period	Cost this Period	Cost to Date	% Spent*	Original Construction Contract(s)	Current Construction Contract	Construction Cost to Date	% Spent on Construction to date	Owner Management Reserve (OMR)	OMR Transfer**	OMR Balance
Lincoln ES Modernization & Addition (#1413)	\$ 23,662,500	\$ 3,737,458	\$ 27,399,958	\$ 10,849,249	\$ 1,374,625	\$ 12,223,874	45%	\$ 19,445,406	\$ 20,808,788	\$ 11,026,901	53%	\$ 438,219	\$ -	\$ 438,219
Washington ES Replacement (#1416)	\$ 29,462,500	\$ 3,558,170	\$ 33,020,670	\$ 9,716,150	\$ 17,944	\$ 9,734,094	29%	\$ 24,071,602	\$ 24,427,886	\$ 8,404,575	34%	\$ 218,424	\$ -	\$ 218,424

Project	Owner Management Reserve (OMR)			Owner Contingency					GC/CM Contingency			
	Owner Management Reserve (OMR)	OMR Transfer**	OMR Balance	Owner Contingency (Original)	Owner Increase	Owner Change Orders To Date	Potential Changes	Owner Contingency Balance	GC/CM Contingency	GC/CM Change Orders***	Potential Changes	GC/CM Contingency Balance
Lincoln ES Modernization & Addition (#1413)	\$ 438,219	\$ -	\$ 438,219	\$ 1,197,478	\$ 700,000	\$ 1,363,382	\$ 305,733	\$ 228,363	\$ 884,433	\$ 38,890	\$ 192,599	\$ 652,944
Washington ES Replacement (#1416)	\$ 218,424	\$ -	\$ 218,424	\$ 443,911	\$ 1,808,651	\$ 356,284	\$ 78,742	\$ 1,817,536	\$ 1,114,923	\$ 355,697	\$ 304,612	\$ 454,614

**Lincoln Change Order #4**

- Change order includes thirteen added changes for the construction contract with Lydig Construction. \$32,732 (6.5%) is the total change order.

<u>Original Construction Contract Amount</u>	\$19,445,406.00
<u>Current Change Order</u>	
Change Order No 4	\$32,732.00
<u>Total Change Orders</u>	
Change Order 1 thru 4	\$1,363,382.00
<u>Contract Amount including this Change Order</u>	\$20,808,788.00

**MOTION MADE:** Laura Jaecks made the motion to approve Lincoln Change Order #4 of \$32,732.

**DISCUSSION:** None

**SECONDED:** By Jesús Hernández

**PASSED Unanimously**

**Columbia Portable** - Bill Eagle, Columbia Elementary Principal

- At second grade there are 4 classrooms that funnel into three teachers. The district has approved hiring one more teacher to meet the state requirements.
- With the addition of one more teacher, more space is needed, adding a portable would solve the problem.
- Trisha Craig, Special Education Director explained that currently there are a lot of kids needing programs like the learning center at Washington.
  - Columbia alone has about 42-46 students who could use an alternative program but have been denied due to space. The opportunity to serve more students from Columbia and other students from outside Columbia’s boundaries would be available if there were a portable.
  - The portable would be a two-room wet portable, which would free up a classroom inside the building and open more opportunity for the learning center.
- The board asked if 46 kids from Columbia needed services, how would this opportunity be available to other students?
  - Trisha Craig clarified that the program would potentially serve 18 students, most of them coming from pre-school, if there was space available it would be open to students outside of Columbia.
- The placement of the portable would have to be in the play area, on the west side.
  - The board commented that there is a need to be fencing around it but also have access to the building.
- The board asked for a location and report at another meeting.

**VII. Special Presentations**

**School Health Clinics** Tim Sheppard, Lincoln Elementary Principal, Kory Kalahar, WSHS Principal & Dr. Kristen Callison, WSD Mental Health Interventionist

- The partnership with Confluence Health will no longer be able to move forward at this time.
- Seeking a partnership with Columbia Valley Community Health, CVCH is looking into the partnership and the feasibility of such partnership; currently there is no timeframe for their response.
  - Having a partnership with CVCH would have higher benefits and incentives for them because of the population they serve.
- Children’ Home Society is interested in developing more intentional plans, looking at Tier I program which is only offered to families that are involved with children. Administration funds for that only come through CPS.
  - With grant money those services can be offered to other kids also, looking to expand Readiness to Learn which is offered by CHS and having someone on site so kids and families can come to the building as often times, transportation could be a barrier.
- Would like to add other individualized mental health services starting with families who already receive services from CHS.
- Team met with the grant writer and the focus is on mental health. Currently waiting for the ‘go ahead’ to look at the different phases.
  - Proposed phase 1 and 2: Start in the fall 2016/winter 2017 with onsite mental health services.
- Need a dedicated space to be efficient, use one of the two portables that are currently at Lincoln but willing to use any space given.
  - The board brought up a security and safety concern regarding the new building.
- The board asked if phase I would be something during the day and at some point will also need something that can be accessed on weekends and evenings or is it an immediate need?
  - Mr. Sheppard’s response that weekends and evenings is not an immediate need. Hoping that with the grant funding they would be able to add to the building or get a space.
- The board asked if phase II of the program would be open to other students rather than just Lincoln students.
  - Mr. Sheppard responded that initially it would only be opened to Lincoln students but would like to expand.

- The Board has a concern of telling parents outside of Lincoln that they cannot access these services.
- Mr. Sheppard mentioned that research shows that you want to help a facility that is oriented to the school and develop a relationship with those staff.
- A board member stated that as a district, space is a struggle and it's hard to provide space for other things. Other questions to consider:
  - How is the service delivered? Does it require parent involvement during the day?
  - What's the model?
  - How is success tracked?
- Kory Kalahar mentioned that one of the catalysts of the work is because there are a lot of kids that need mental health and referrals are being made but the appointments are not. Therefore kids are not getting the services they need. This would ensure that kids get the services they need.
- Brian Fones asked how many students Children's Home Society and Readiness to Learn are serving?
  - Not sure of the number but Lincoln is the highest user of Readiness to Learn and Lincoln has the highest amount of kids in foster care.
- A grant can be used for programing, staffing and helping with remodel of space. Without the grant, services cannot be expanded. Mr. Sheppard mentioned that without space they would not be able to start.
- The district has a contract with Children's Home Society to serve students with Readiness to Learn, there are about 3-4 buildings that are utilizing those services.
- The board commended the team for what they are attempting to do and appreciate the work they do with families.
- Three years ago the idea was to have school based clinics at the high school where they would be able to serve more students. That student population would benefit more from such services.
- The school board asked for more data, cost and estimates. This will allow a memo of understanding to submit the grant.

**VIII. Policy Updates**

**3000 Series Policy Update 1<sup>st</sup> Reading** Mark Helm, Executive Director of Student Services

- WSSDA has combined policy 3246 & 3247.

**5000 Series Policy Updates 1<sup>st</sup> Reading** Lisa, Turner, Executive Director of Human Resources

- 5010 Non Discrimination Affirmative Action only changes were from "shall" to "will".
  - The procedure has changed significantly – no longer required to submit affirmative action plan to OSPI. Not following specific numerical goal.
- 5011 Sexual Harassment – Presented as a new policy but has been renumbered three different times.

**IX. Communications**

- Jesús Hernández presented and read his school board resignation letter.
  - Serving on the school board has been the most purposeful and meaning full experience for Mr. Hernández.
  - Resignation has been acknowledge and accepted by the board.
  - Resignation will become effective on April 26<sup>th</sup>.
  - Will hold a celebration an hour before the next board meeting on April 26<sup>th</sup>.
- Film *Most Likely to Succeed* will be shown at the PAC.
  - Brian Fones and Jon DeJon will be on the panel.
- Two pieces of communication on behalf of the board:
  - Student at Oak Harbor
  - Committee Member of Ellensburg School District on standardized testing

**X. Superintendent's Report**

Bill Eagle will be the new State and Federal Programs Director. Columbia principal position has been posted.

- Walter Newman volunteered to participate as part of the interview team on April 15.
- Robert Sealby and Jennifer Talbot will join the admin. Team for second round on April 20<sup>th</sup>.
- Open meeting will also be on April 20<sup>th</sup>, everyone is invited.

**XI. Meeting Adjourned**

**MEETING ADJOURNED:**  
President Talbot adjourned the meeting at 8:05 p.m.

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent



# Wenatchee School District Special Board Meeting

Minutes of March 30th, 2016  
WSD District Office

Board Members Present	11:30 AM	Staff Present
Jennifer Talbot, President		Brian Flones, Superintendent
Robert Sealby V.P.		Les Vandervort, CFO
Laura R. Jaecks		
Walter Newman		

**Special Board Meeting 11:30 AM**

Jennifer Talbot, Board President, opened the regular board meeting at 11:40 am with the Pledge of Allegiance.

Lead Auditor, Josiah Milner, thanked the board for attending the Exit Interview/Conference. He wanted the board to know that everyone the auditors worked with at WSD was very accommodating, friendly and helpful. WSD staff prioritized the requests from the auditors, which enabled them get their work done in a timely manner. The auditors present:

- Josiah Milner, Audit Lead
- Brandi Pritchard, Audit Manager
- Stephanie Sullivan, Assistant Audit Manager
- Travis Beyer, Auditor

The board was provided the following documentation:

- State Auditor’s Management Letter
- State Auditor’s Exit Conference Report
- State Auditor’s Exit Recommendations Document
- State Auditor’s Audit Memorandum
- State Auditor’s Accountability Audit Report & Audit Summary
- State Auditor’s Financial Statements and Federal Single Audit Report

**Audit Report:**

**Audit Highlights**

- Staff was friendly and responsive during the audit, especially the Director of Accounting, Food Services Director and the Director of State and Federal Programs.
- Prior issues with suspension and debarment were resolved.
- District represents a good model of strong internal controls.

**Audit Scope**

We performed the following audits for Wenatchee School District:

- **Accountability audit for 2015**
- **Financial statement audit for 2015**
- **Federal grant compliance audit for 2015**



**About the audit**

This report contains the results of our independent accountability audit of Wenatchee School District No. 246 from September 1, 2014 through August 31, 2015.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

Our audit involved performing procedures to obtain evidence about the District’s uses of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters.

In keeping with general auditing practices, we do not examine every transaction, activity or area. Instead, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. The following areas were examined during this audit period:

- Career and technical education enrollment
- Procurement (bidding)
- Payroll/personnel
- Financial condition
- Unemployment compensation program
- Donations

**Exit Audit Recommendations:**

- 1) Financial Audit:
  - Related Party Transactions
- 3) Federal Grant Audit:
  - Title I – P210 Transfers Out
- 3) Accountability Audit:
  - Deposits
  - Career and Technical Education (CTE)

\*The management letter recommended the district establish and follow controls to ensure compliance with state procurement laws.

\*Status of prior findings and management letter items were found to be resolved and the district is in compliance with federal suspension and debarment requirements.

Discussion points:

- KCDA and bid processes – confusion by many districts in the state
- Apple Computer’s bidding processes, they have come into compliance with school districts by working out contractors of their products and actual bid steps
- Employee businesses and usage of those businesses (conflict of interests) restraints are in place, accountability processes good
- Federal Grant audit and “transfer-out process” reviewed
- CTC teacher certification in area that instructors are teaching, formula issues
- Practices of Federal Programs pay-back – not an issue at this point

Concluding Comments

**Report Publication**

Audit reports are published on our website and distributed via e-mail in an electronic .pdf file. We also offer a subscription service that allows you to be notified by email when audit reports are released or posted to our website. You can sign up for this convenient service at: <https://portal.sao.wa.gov/saoportal/Login.aspx>

**Audit Cost**

At the entrance conference, we estimated the cost of the audit to be \$43,000 and actual audit costs will approximate \$40,000.

**Customer Service Survey**

When your report is released you will receive a customer service survey from us. We value your opinions on our audit services and hope you provide feedback.

**Your Next Scheduled Audit**

Your next audit is scheduled to be conducted in 2017 and will cover the following general areas:

- Accountability for Public Resources
- Financial Statement
- Federal Programs

The estimated cost for the next audit based on current rates is \$36,000 plus travel expenses. This preliminary estimate is provided as a budgeting tool and not a guarantee of final cost. This is also based on an audit of three federal programs.

The auditors emphasized to the board that WSD is a really well run district, for the size and amount of activity that takes place on a daily basis here, there is very little for the auditors to recommend in changes. The board thanked them for the updates and audit.

**MEETING ADJOURNED:** President Talbot adjourned the meeting at 12:25 p.m.

\_\_\_\_\_  
 President Superintendent Date

**WENATCHEE SCHOOL DISTRICT NO. 246**  
**APRIL 12, 2016**

**TO:** **BOARD OF EDUCATION**

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

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

**SUBJECT:** PERSONNEL REPORT

**APPOINTMENTS**

We ask the Board to appoint:

Classified:

- Nayeli Cabrera: Bilingual Para Educator for 8.0 hrs/day at WHS, effective April 11, 2016;
- Anna Dundas: ASP Activity Instructor at Multiple Locations, effective March 21, 2016 through August 30, 2016;
- Joan Griffith: Utility Custodian Swing Shift for 8.0 hrs/day at MV & LNC, effective March 29, 2016;
- Mark Meloy: Utility Custodian Swing Shift for 8.0 hrs/day at PIO/M&O/WA, effective April 4, 2016;
- Josh Schoenwald: Utility Custodian Late Swing Shift for 8.0 hrs/day at WHS, effective March 29, 2016;
- Laura Valencia: Para Educator for 7.0 hrs/day at OMS, effective April 11, 2016;

Certified:

- Lyndsay Brewer: 1.0 FTE Occupational Therapist at SPED, effective August 30, 2016;

**CHANGE OF STATUS**

Classified:

- Denise Dale: Change from Para Educator for 5.9 hrs/day to Data Para Educator for 6.0 hrs/day at MV, effective April 27, 2016;
- Johnell Giusti: Change from ASP Staff/Tutor to add ASP Activity Instructor, effective March 15, 2016 through August 31, 2016;
- Barbara Harris: Change from Secretary/Receptionist for 8.0 hrs/day to Registrar for 8 hrs/day at WHS, effective March 21, 2016;
- Heather Jefferson: Change as Special Ed Para Educator for 6.0 hrs/day at Preschool to Transition House, effective August 30, 2016;
- Doug McLester: Change as Bus Driver for 3.25 hrs/day to 4.5 hrs/day, effective March 1, 2016;

- Rene Melendez: Change as ASP Staff/Tutor for 3.0 hrs/day to add Activity Instructor for 2.5 hrs/day at COL, effective March 21, 2016 through August 30, 2016;
- David Pritchard: Change as Utility Custodian for 8.0 hrs/day at WHS to FMS, effective March 14, 2016;
- John Rayfield: Change as Bus Driver for 3.95 hrs/day to 5.15 hrs/day, effective March 1, 2016;
- Mary Robinson: Change as Reading Workshop Instructor for 2.4 hrs/day to 3 hrs/day at WSHS, effective March 7, 2016;

Certified

- Annika Bibby: Change from 1.0 FTE Special Education Teacher at WHS to 1.0 FTE Assistant Special Education Director at Special Education, effective July 1, 2016;
- Beth Hammerberg: Change from 1.0 FTE Ag-Science Teacher at WHS to 1.0 FTE Science Teacher at OMS, effective August 30, 2016.
- Cynthia Valdez: Change from 1.0 FTE Migrant/Bilingual Coordinator at DO to 1.0 FTE Assistant Director of Special Programs at DO, effective July 1, 2016;

**LEAVE OF ABSENCE**

The following employees have requested a Leave of Absence:

Classified:

- Tami Feldman: Leave as Para Educator for 5.0 hrs/day at MV, effective March 3, 2016 through undetermined;
- Karen Flynn: Leave as TSS 1 for 8.0 hrs/day at NBY/Tech, effective March 24, 2016 through April 11, 2016;
- Deveri Hall: Leave as Bus Driver for 4.25 hrs/day, effective March 3, 2016 to March 31, 2016;
- Melissa Hernandez: Extended partial leave as WL Volunteer and Parent Coordinator, effective March 1, 2016 to June 10, 2016;
- Roger Hickok: Extended leave as Spec Ed Para Educator for 6.0 hrs/day, effective March 3, 2016 through March 31, 2016;
- William Grant Johnson: Leave as Trades 2 for 8 hrs/day at M&O, effective November 30, 2015 through April 1, 2016;
- Bob Leishman: Leave as Elementary Lead Custodian for 8 hrs/day at LNC, effective April 6, 2016 through May 4, 2016;
- Tami Long: Leave as Elementary Server/Lead Server for 4 hrs/day at L&C, effective March 15, 2016 through April 12, 2016;
- Roma Pena: Leave as Utility Custodian for 8 hrs/day at LNC, effective March 31, 2016 through April 12, 2016;
- Les Scott: Extended leave as Lead Custodian for 4 hrs/day at FMS, effective February 29, 2016 through May 30, 2016;
- Sandra Shales: Leave as Para Educator for 7.28 hrs/day at NBY, effective March 23, 2016 through April 1, 2016;

- Suzanne Stanton: Leave as Homeless Liaison for 7.0 hrs/day at DO, effective March 3, 2016 through March 17, 2016;
- Julie Thompson: Extended leave as Para Educator/Food Service for 4.75 hrs/day at WA, effective March 24, 2016 through May 12, 2016;
- Laura Turner: Leave as Special Ed Para for 6.0 hrs/day at PIO, effective March 23, 2016 through April 5, 2016;

Certificated

- Karlynn Funk: Leave as 1.0 FTE Science Teacher at WHS, effective March 3, 2016 through June 10, 2016;
- Catherine Gilstrap: Leave as 1.0 FTE 5<sup>th</sup> Grade Teacher at NBY, effective March 11, 2016 through June 10, 2016;
- Aaron Hansen: Leave as 1.0 FTE 7<sup>th</sup> Grade Teacher at FMS, effective April 25, 2016 through May 26, 2016;
- Andrea Kunz: Leave as .667 FTE Science/Math Teacher at PIO, effective August 30, 2016 through June 9, 2017;
- Sara McManus: Leave as 1.0 FTE Counselor at WHS, effective March 7, 2016 through June 10, 2016;
- Adam Noble: Leave as 1.0 FTE 6<sup>th</sup> Grade Math Intervention, effective May 31, 2016 through June 10, 2016;

**RETURN FROM LEAVE OF ABSENCE**

Classified:

- Angela Gott: Return as Elementary Server for 2 hrs/day at L&C, effective March 1, 2016;
- William Grant Johnson: Partial return as Trades 2 for 4 hrs/day, effective April 1, 2016 through May 1, 2016 and 6 hrs/day effective May 1, 2016 through May 31, 2016 and 8 hrs/day, effective June 1, 2016;
- Lisa Roylance: Return as Para Educator 6.0 hrs/day at NBY, effective March 28, 2016;
- Mark Smith: Return as Trades 1 for 8 hrs/day at M&O, effective March 28, 2016;
- Suzanne Stanton: Return as Homeless Liaison for 7.0 hrs/day at DO, effective March 17, 2016;

Certificated:

- Kasey Cannan: Return as 1.0 FTE Sped Teacher at WA, effective March 21, 2016;

**RESIGNATION**

Classified:

- Jodi Big Bull: Resign as ASP Staff/Tutor for 3 hrs/day at L&C, effective March 15, 2016;

- Jodi Stehr: Resign as Para Educator for 6 hrs/day at MV and ASP Activity Instructor for 2.5 hrs at multiple, effective April 27, 2016;
- Raquel Wisemore: Resign as Para Educator for 2.5 hrs/day at COL, effective April 1, 2016;

Certified:

- Adele Caemmerer: Resign as 0.5 FTE Art Teacher at PIO, effective June 10, 2016;
- Jacqueline Cloakey: Resign as 1.0 FTE Math Teacher at WHS, effective June 10, 2016;
- Kari Mathison: Resign as 1.0 FTE Librarian at COL, effective March 11, 2016;

**RETIREMENT**

Certified:

- Christine Burns: Retire as 1.0 FTE Intervention Specialist at MV, effective July 1, 2016;
- Doug Lewis: Retire as 1.0 FTE 2<sup>nd</sup> Grade Teacher at WA, effective July 1, 2016;

**SUMMER SCHOOL ADMINISTRATOR**

- James Swanson

**SUPPLEMENTAL ASSIGNMENTS FOR THE 15-16 SCHOOL**

**YEAR** The following persons are recommended for employment tendered for Supplemental Contract for the 2015-2016 school year:

Abraham Lincoln Elementary

Janell Dempsey	Mentor
Alison Hurt	Mentor
Becky McFarland	Mentor

Columbia Elementary

Dahlia Avila	Mentor
Kim Berg	Mentor
Jennifer Kniveton	Mentor
Maria Martinez	Mentor
Andrea O'Donnell	Mentor
Kathryn Weaver	Mentor
Cameron Wiggins	Mentor

John Newbery Elementary

Debbie Crollard	Mentor
Tiffany Viall	Mentor

Lewis and Clark Elementary

Mirna Meono-de-Kunkel Mentor  
Nancy Navarro Mentor  
Tracie Sleeper Mentor

Mission View Elementary

Lisa Douglass Mentor

Washington Elementary

Amy Dilley Mentor  
Aaron MacKenzie Mentor  
Susan M Miller Mentor

Foothills Middle School

Monique Force Assistant Fastpitch  
Arlando Lara Head Fastpitch  
Kathy Milanuk Head Boys Track  
Marcus Miller Mentor  
Kevin Sellers Assistant Track  
Jill Thayer Head Girls Track  
Rick Williams Assistant Track

Orchard Middle School

Steve Donaldson Assistant Track  
DeAndre Lester Co-Drill Team  
Amy Spietz Head Girls Track  
Neil Spietz Head Boys Track  
Kevin VanWagner Assistant Track  
Brenda Webley Co-Drill Team

Pioneer Middle School

Carolyn Dotter Assistant Track  
Craig Franklin Head Fastpitch  
Ryan Kelso Head Girls Track  
Erin Luebber Mentor  
Adam Noble Assistant Track  
Brian Vickery Head Boys Track

Wenatchee High School

Penny Hedman Mentor  
Beth Jensen Mentor  
Kevin Sellers Mentor  
Michelle Smith Mentor  
James Swason Mentor

District

Amber Birks Mentor

April 13, 2016



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 582797 through 583053 totaling \$515,727.24

Capital Projects Fund

Check number 583054 through 583069 totaling \$1,803,271.39

Associated Student Body Fund

Check number 583070 through 583134 totaling \$36,284.95

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 April 12, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$2,355,283.58. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP WARRANTS:  
Warrant Numbers 582797 through 583134, totaling \$2,355,283.58

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

Check Nbr	Vendor Name	Check Date	Check Amount
582797	* DEPT OF RETIREMENT SYS	04/13/2016	302.93
582798	1 ONLINE TUTORING LLC	04/13/2016	150.00
582799	4INKJETS DISCOUNT PRINT SUPP	04/13/2016	41.69
582800	A & A MOTORCOACH	04/13/2016	9,931.00
582801	A + IN HOME TUTORING INC	04/13/2016	450.00
582802	AAA AWARDS	04/13/2016	466.08
582803	ABOVE AND BEYOND LEARNING INC	04/13/2016	1,783.00
582804	ACADEMIC LINK OUTREACH	04/13/2016	8,610.00
582805	ACCURATE LANGUAGE SYSTEMS INC	04/13/2016	107.78
582806	ADVANCE EDUCATION INC	04/13/2016	25.00
582807	AG SUPPLY COMPANY	04/13/2016	45.32
582808	ALDEN & ASSOCIATES	04/13/2016	609.92
582809	AMER TIME & SIGNAL	04/13/2016	594.09
582810	AMERICAN PRODUCE EXPRESS, LLC	04/13/2016	6,139.90
582811	AMERIGAS	04/13/2016	802.43
582812	APPLE COMPUTER INC	04/13/2016	10,662.75
582813	APPLE VALLEY PUMPING SER INC	04/13/2016	110.00
582814	ASCD	04/13/2016	988.77
582815	AUT TO MOCHA	04/13/2016	60.00
582816	BAKKE, DEANNA M	04/13/2016	20.58
582817	BENNER, SCOTT MICHAEL	04/13/2016	200.00
582818	BENOIT, LOREN T	04/13/2016	75.00
582819	BLACK, MARIA LUISA	04/13/2016	53.88
582820	BLANKENSHIP, TRINA M	04/13/2016	10.80
582821	BOLZ, ERICH	04/13/2016	800.00
582822	BOUND TO STAY BOUND	04/13/2016	53.05
582823	BRYSON SALES & SERVICE	04/13/2016	2,221.66
582824	BURROWS TRACTOR INC	04/13/2016	287.65
582825	CAEMMERER, ADELE L	04/13/2016	42.93
582826	CAMPBELL, MARILEE	04/13/2016	173.64
582827	CAMPBELL, TIMOTHY J	04/13/2016	282.00
582828	CAROLINA BIOLOGICAL SUPPLY	04/13/2016	136.49
582829	CASCADE NATURAL GAS CORP	04/13/2016	15,860.88



Check Nbr	Vendor Name	Check Date	Check Amount
582830	CASHMERE VALLEY BANK	04/13/2016	496.10
582831	CENTRAL WA CONCRETE	04/13/2016	274.63
582832	CENTRO LATINO NW FAM SERV INST	04/13/2016	22,815.00
582833	CHINOOK MUSIC SERVICE INC	04/13/2016	5,791.81
582834	CINTAS CORPORATION	04/13/2016	1,331.93
582835	CITY OF WENATCHEE	04/13/2016	7,610.69
582836	CITY TREASURER	04/13/2016	16,387.32
582837	CLASSROOM DIR /SCHOOL SPEC	04/13/2016	150.32
582838	COLUMBIA PAINT CO	04/13/2016	45.25
582839	COMMERCIAL PRINTING INC	04/13/2016	139.50
582840	COMMERCIAL TIRE	04/13/2016	3,751.23
582841	COMMUNITY GLASS	04/13/2016	798.84
582842	CONE, PATRICIA SHEA	04/13/2016	450.00
582843	CONFLUENCE TECHNOLOGY CENTER	04/13/2016	291.00
582844	CONSOLIDATED ELECTRICAL DISTRI	04/13/2016	6,783.25
582845	CORTEZ, JUAN MANUEL	04/13/2016	108.40
582846	COSTCO HOUSEHOLD BANK FSB DO	04/13/2016	2,473.76
582847	CWU/RUNNING START	04/13/2016	210.00
582848	DANFORTH, MAURA G	04/13/2016	20.50
582849	DAY WIRELESS	04/13/2016	1,233.41
582850	DELGADO GUITARS	04/13/2016	1,224.38
582851	DELTA EDUCATION INC	04/13/2016	397.48
582852	DEMARCO, KARI ORENE	04/13/2016	36.90
582853	DEMCO INC	04/13/2016	424.32
582854	DEPERSIO, PAMELA B	04/13/2016	149.62
582855	DICKS TOWING & REPAIR	04/13/2016	156.64
582856	DIMMITT, LINDA A	04/13/2016	11.00
582857	DROLLINGER, DONNA	04/13/2016	11.07
582858	DYNAMISM, INC	04/13/2016	3,152.00
582859	ECCLES, EVA	04/13/2016	46.25
582860	EMPIRE MUSIC CO. THE	04/13/2016	37.65
582861	ENDAYA, WENDY L	04/13/2016	21.00
582862	ERICKSON, DEANNE M	04/13/2016	52.14
582863	ESCHWIG, LISA	04/13/2016	48.23
582864	FASTENERS INC	04/13/2016	201.26
582865	FINEIS, JILL A	04/13/2016	200.00
582866	FLINN SCIENTIFIC INC	04/13/2016	138.93
582867	FLYNN, KAREN S	04/13/2016	23.98
582868	FOOD SERVICE OF AMERICA	04/13/2016	51,136.83
582869	FRANZ FAMILY BAKERIES	04/13/2016	1,647.25
582870	FRED MEYER CUSTOMER CHARGES	04/13/2016	312.57
582871	GALE	04/13/2016	54.20
582872	GARCIA, SHANE	04/13/2016	50.00
582873	GEBBERS CATTLE, LTD.	04/13/2016	1,792.97
582874	GEDDES	04/13/2016	174.48
582875	GLAZE BAKERY LLC	04/13/2016	176.60
582876	GLAZER'S CAMERA, INC	04/13/2016	504.72
582877	GODINA, TERESA	04/13/2016	44.50
582878	GOOD SAMARITAN FIRST AID	04/13/2016	210.00
582879	DR JANET V GORDON	04/13/2016	216.20

Check Nbr	Vendor Name	Check Date	Check Amount
582880	GRANGER JR, SCOTT M	04/13/2016	267.12
582881	GREATER WEN REGIONAL LANDFILL	04/13/2016	46.37
582882	GRIFFIN-BUGERT, CAROLYN GAIL	04/13/2016	162.00
582883	H D FOWLER	04/13/2016	187.94
582884	HAGLUNDS TROPHIES	04/13/2016	5.96
582885	HALLBERG, DIANE L	04/13/2016	74.00
582886	HANCHEY, LISA M	04/13/2016	142.20
582887	HASTINGS	04/13/2016	420.79
582888	HAYS, LARA GWEN	04/13/2016	27.59
582889	HEATH, MELINDA L	04/13/2016	137.75
582890	HELFRICH, JOHN	04/13/2016	65.88
582891	HERITAGE FOOD SERVICE GROUP	04/13/2016	667.34
582892	HERRON, TINA M	04/13/2016	51.25
582893	HOLIDAY INN EXP-ELLENSBURG	04/13/2016	142.99
582894	HOME DEPOT	04/13/2016	898.72
582895	HORTICULTURAL SERVICES INC	04/13/2016	665.41
582896	HOWARD, JERI L	04/13/2016	126.82
582897	HUBENSACK, TAMMY A	04/13/2016	100.00
582898	ICICLE BROADCASTING INC	04/13/2016	100.00
582899	INDUST. CUTTING & CORING INC	04/13/2016	1,723.56
582900	INLAND PIPE AND SUPPLY	04/13/2016	473.85
582901	IXL SUBSCRIPTION DEPT.	04/13/2016	550.00
582902	J & G DISTRIBUTING INC	04/13/2016	6,923.15
582903	JELSING, PETER E	04/13/2016	25.97
582904	JELSING, SHELLY	04/13/2016	92.00
582905	JERRYS AUTO SUPPLY	04/13/2016	995.25
582906	JOHNSON, ERIC R	04/13/2016	42.50
582907	JOSTENS	04/13/2016	8.36
582908	JW PEPPER & SON INC	04/13/2016	56.32
582909	KAMENSKI, BILL	04/13/2016	21.10
582910	KELLER SUPPLY COMPANY	04/13/2016	862.78
582911	KENNELLY KEYS MUSIC	04/13/2016	90.89
582912	KEYHOLE INC	04/13/2016	111.06
582913	KID SOUNDS	04/13/2016	1,015.00
582914	KIMMEL ATHLETIC SUPPLY	04/13/2016	482.18
582915	KING COUNTY DIRECTORS ASSN	04/13/2016	4,964.48
582916	LAMINATOR.COM	04/13/2016	204.91
582917	LANCASTER, SANDRA K	04/13/2016	109.53
582918	LARKIN, BARBARA LUCILE	04/13/2016	24.75
582919	LEARNING A-Z	04/13/2016	108.35
582920	LEE, BRIAN C	04/13/2016	200.00
582921	LINK TRANSPORTATION	04/13/2016	632.50
582922	LIQUIDS POWDERS & MACHINES	04/13/2016	79.36
582923	LOCAL TEL COMMUNICATIONS	04/13/2016	40,705.87
582924	LOOMIS, KEVIN D	04/13/2016	2,686.10
582925	LOPEZ, DANIZ P	04/13/2016	216.30
582926	LOWES HOME IMPROVEMENT	04/13/2016	210.51
582927	LYTLE, MICHELLE	04/13/2016	11.00
582928	MACKENZIE, AARON GRAHAM	04/13/2016	700.76
582929	MACKIN LIBRARY MEDIA	04/13/2016	1,119.55

Check Nbr	Vendor Name	Check Date	Check Amount
582930	MARSHALL MEMO LLC	04/13/2016	95.00
582931	MARSHALL, MAXINE LOU	04/13/2016	592.10
582932	MARTIN, JULIE A	04/13/2016	11.00
582933	MARTZ, VICKI W	04/13/2016	46.00
582934	MCCORMICK, DAWN MARIE TYACKE	04/13/2016	138.00
582935	MCCOURT, HEATHER G	04/13/2016	52.00
582936	MCCUBBIN, AMY L	04/13/2016	22.50
582937	MCMASTER-CARR SUPPLY CO	04/13/2016	36.17
582938	MCQUOID, PATRICIA ANN	04/13/2016	201.64
582939	METAL SMITHS INC.	04/13/2016	346.24
582940	MICRO COMPUTER SYSTEMS	04/13/2016	556.68
582941	MILLER, SUSAN MARY	04/13/2016	33.50
582942	MILLIETTE, JUDY CUTLER	04/13/2016	28.19
582943	MOODY, KATHRYN A	04/13/2016	450.00
582944	MORRISON, SANDRA R	04/13/2016	30.00
582945	MOSAIC COOPERATIVE LLC	04/13/2016	250.00
582946	MOTOR MART	04/13/2016	514.90
582947	MUSIC IS ELEMENTARY	04/13/2016	98.58
582948	NATL HEALTH PROM ASSOC INC	04/13/2016	6,358.75
582949	NC MACHINERY	04/13/2016	1,185.54
582950	NEBRASKA SCIENTIFIC	04/13/2016	223.96
582951	NEOFUNDS BY NEOPOST	04/13/2016	3,000.00
582952	NICPAN-BROWN, KRISTINA M	04/13/2016	80.11
582953	NORCO INC	04/13/2016	719.17
582954	NORTH 40 PRODUCTIONS	04/13/2016	1,550.00
582955	NORTH CENTRAL ESD	04/13/2016	57,658.07
582956	NUXOLL, MATTHEW D	04/13/2016	14.85
582957	NW TEXTBOOK DEPOSITORY	04/13/2016	1,785.03
582958	O'REILLY AUTOMOTIVE STORES	04/13/2016	324.48
582959	OFFICE DEPOT	04/13/2016	12,108.49
582960	OGAN, THERESA L	04/13/2016	630.00
582961	OLIVAS, JERRY	04/13/2016	3,570.00
582962	ORIENTAL TRADING COMPANY INC	04/13/2016	400.01
582963	OXARC	04/13/2016	227.16
582964	PAKINAS, MATTHEW J	04/13/2016	692.00
582965	PALMER, BETTY D	04/13/2016	106.00
582966	PALOS SPORTS INC	04/13/2016	183.12
582967	PAPA JOHNS PIZZA	04/13/2016	58.40
582968	PC & MACEXCHANGE	04/13/2016	9,302.65
582969	PEARSON ASSESSMENT	04/13/2016	72.36
582970	PENN STATE INDUSTRIES	04/13/2016	112.35
582971	PHOTO WAREHOUSE	04/13/2016	78.75
582972	PHOTOGRAPHERS FORMULARY INC	04/13/2016	38.90
582973	PIO IMPREST FUND	04/13/2016	95.96
582974	PLATT ELECTRICAL SUPPLY	04/13/2016	335.15
582975	PUD NO 1 OF CHELAN COUNTY	04/13/2016	8,844.00
582976	PYBUS PUBLIC MARKET	04/13/2016	116.25
582977	QMS	04/13/2016	2,577.65
582978	RAVENOUS CATERING LLC	04/13/2016	542.00
582979	REV.COM INC	04/13/2016	16.00

Check Nbr	Vendor Name	Check Date	Check Amount
582980	RICHLAND SCHOOL DISTRICT	04/13/2016	809.95
582981	RICOH USA, INC.	04/13/2016	20,027.86
582982	RIGHT! SYSTEMS INC	04/13/2016	1,609.74
582983	ROBINSON, JULIE A	04/13/2016	21.00
582984	ROLFS, SARA	04/13/2016	180.39
582985	RWC GROUP	04/13/2016	1,963.43
582986	SAFEWAY INC	04/13/2016	575.53
582987	SAN FRANCISCO SOURDOUGH EATERY	04/13/2016	243.84
582988	SBS FOODS, INC	04/13/2016	1,648.34
582989	SCHETKY NORTHWEST SALES	04/13/2016	152.43
582990	SCHOOL NUTRITION ASSOC	04/13/2016	37.50
582991	SCHOOLS INSURANCE ASSOC OF WA	04/13/2016	317.90
582992	SCROGGIE, CORINA R	04/13/2016	11.18
582993	SEARS, CYNTHIA W	04/13/2016	13.66
582994	SEATTLE UNIVERSITY-PLTW	04/13/2016	1,325.00
582995	SHERATON BELLEVUE	04/13/2016	1,221.78
582996	SIX ROBBLEES INC	04/13/2016	285.66
582997	SMITH, ELLEN K	04/13/2016	28.93
582998	SOL CASE MANAGEMENT, LLC	04/13/2016	17,040.00
582999	SONGSMITH STRING INSTRUMENTS	04/13/2016	113.82
583000	SOUTHWEST STRINGS	04/13/2016	2,276.00
583001	SPHERO INC	04/13/2016	1,309.98
583002	ST PAUL'S LUTHERAN SCHOOL	04/13/2016	295.00
583003	STANS MERRY MART	04/13/2016	1,070.55
583004	STATE AUDITORS OFFICE	04/13/2016	24,776.26
583005	STEFANIDES, KATIE M	04/13/2016	74.58
583006	STERICYCLE COMM SOLUTIONS	04/13/2016	84.42
583007	STRATEGIC STEPS	04/13/2016	3,664.80
583008	STUBBE, PAMELA JOAN	04/13/2016	48.44
583009	SUPPLYWORKS	04/13/2016	6,896.67
583010	SWANSON, JAMES R	04/13/2016	28.73
583011	TACONY CORPORATION	04/13/2016	271.06
583012	THACKERAY, ZANE	04/13/2016	36.00
583013	THOMAS, JAMIE	04/13/2016	2.50
583014	THRAPP, JULIE K	04/13/2016	14.76
583015	THRIFTY SUPPLY CO	04/13/2016	81.15
583016	THYSSENKRUPP ELEVATOR INC	04/13/2016	2,513.80
583017	TROXELL COMMUNICATIONS	04/13/2016	1,946.52
583018	TURNER, LAURA	04/13/2016	40.72
583019	TURNER, LISA NAOMI	04/13/2016	18.00
583020	UNITED STATES PLASTIC CORP	04/13/2016	37.79
583021	VASQUEZ, DAVID	04/13/2016	600.00
583022	VERIZON WIRELESS	04/13/2016	614.73
583023	VEX ROBOTICS, INC	04/13/2016	4,568.37
583024	VIALL, TIFFANY LYNN	04/13/2016	192.42
583025	WA APPLIED MATH COUNCIL	04/13/2016	500.00
583026	WA DECA	04/13/2016	2,725.50
583027	WALDREN, LAURA	04/13/2016	266.68
583028	WALLACE, MELANIE ANN	04/13/2016	152.00
583029	WASBO	04/13/2016	1,425.00

Check Nbr	Vendor Name	Check Date	Check Amount
583030	WASTE MANAGEMENT	04/13/2016	8,706.52
583031	WATSON, DENISE MARIE	04/13/2016	265.17
583032	WAXIE SANITARY SUPPLY	04/13/2016	799.56
583033	WEINSTEIN BEVERAGE CO	04/13/2016	1,759.97
583034	WELLS AND WADE MECHANICAL	04/13/2016	36.72
583035	WEN PETROLEUM CO	04/13/2016	6,087.94
583036	WEN VALLEY CHAMBER OF COMMERCE	04/13/2016	150.00
583037	WEN WORLD	04/13/2016	1,702.58
583038	WESCO PAINT & EQUIPMENT SUPPLY	04/13/2016	195.35
583039	WEST MUSIC CO	04/13/2016	3,185.71
583040	WESTERN BUS SALES INC	04/13/2016	1,749.59
583041	WHITE, CHRISTINA J	04/13/2016	807.83
583042	WHITE, KIMBERLY J	04/13/2016	118.98
583043	WHITE, WILLIAM J	04/13/2016	92.00
583044	WHS ASB	04/13/2016	65.00
583045	WICKEL, LISA M	04/13/2016	34.29
583046	WILSON, MICHAEL E	04/13/2016	125.17
583047	WORKLAND AUTO PARTS	04/13/2016	82.04
583048	WORTHEN, ALEX N	04/13/2016	399.00
583049	WSASCD	04/13/2016	650.00
583050	WSD	04/13/2016	153.29
<i>En</i> 583051	WSD ADMIN IMPREST	04/13/2016	1,557.10
583052	WSD ASB REIMBURSEMENTS FROM GF	04/13/2016	35.00
583053	WVC	04/13/2016	645.00
<i>Cap</i> 583054	AMERESCO QUANTUM INC	04/13/2016	21,873.97
583055	APPLE COMPUTER INC	04/13/2016	14,124.42
583056	ARC LLC	04/13/2016	817.39
583057	BARCLAY DEAN ARCHIT PROD LLC	04/13/2016	12,877.92
583058	FORTE ARCHITECTS INC	04/13/2016	31,716.50
583059	HILL INTL INC	04/13/2016	40,414.62
583060	LOWES HOME IMPROVEMENT	04/13/2016	615.82
583061	MENG ANALYSIS	04/13/2016	9,557.19
583062	MICRO COMPUTER SYSTEMS	04/13/2016	53,009.34
583063	NELSON GEOTECHNICAL ASSO INC	04/13/2016	2,493.75
583064	OFFICE DEPOT	04/13/2016	72.80
583065	PARSONS PHOTOGRAPHY	04/13/2016	49.86
583066	PC & MACEXCHANGE	04/13/2016	848.00
583067	TCF ARCHITECTURE PLLC	04/13/2016	47,749.90
583068	WEST COAST PAPER CO	04/13/2016	731.70
<i>ASB</i> 583069	WLK JOINT VENTURE	04/13/2016	1,566,318.21
583070	BLAIR, DALE F	04/13/2016	150.22
583071	BULLIS, ROBERT W	04/13/2016	446.88
583072	CAFFE D'ARTE	04/13/2016	382.59
583073	CAMARENA, TERESA	04/13/2016	30.00
583074	CARD, DENEAN	04/13/2016	92.48
583075	CARLSON, DAVID A	04/13/2016	517.80
583076	CENTRAL WA CONCRETE	04/13/2016	256.71
583077	CHINOOK MUSIC SERVICE INC	04/13/2016	137.43
583078	CLEAN AIR CONNECTION	04/13/2016	85.00
583079	COSTCO HOUSEHOLD BANK FSB DO	04/13/2016	2,497.56

Check Nbr	Vendor Name	Check Date	Check Amount
583080	CRAWFORD, JOHN	04/13/2016	750.00
583081	DOMINOS PIZZA/KONA PIES LLC	04/13/2016	708.89
583082	EAST VALLEY SCHOOL DISTRICT #9	04/13/2016	140.00
583083	EASTMONT HIGH SCHOOL	04/13/2016	75.00
583084	EASTMONT HIGH SCHOOL	04/13/2016	450.00
583085	EMRY ENTERPRISES LLC	04/13/2016	34.69
583086	ENTERTAINMENT WAREHOUSE	04/13/2016	1,500.00
583087	ESPINOZA, VIRGINIA	04/13/2016	10.00
583088	GAMBLE SANDS	04/13/2016	240.00
583089	GO USA	04/13/2016	1,031.43
583090	GODFATHERS PIZZA	04/13/2016	307.51
583091	GOLFERS EDGE	04/13/2016	530.00
583092	HAGLUNDS TROPHIES	04/13/2016	327.15
583093	HAMMERBERG, BETH	04/13/2016	29.66
583094	HERRON, AMIE DAWN	04/13/2016	105.00
583095	HOBBY LOBBY	04/13/2016	67.58
583096	HOME DEPOT	04/13/2016	340.68
583097	HORTICULTURAL SERVICES INC	04/13/2016	2,600.50
583098	JEA SAN FRANCISCO WRITE OFF	04/13/2016	260.00
583099	JELSING, PETER E	04/13/2016	69.33
583100	JOSTENS	04/13/2016	4,510.20
583101	JW PEPPER & SON INC	04/13/2016	329.01
583102	KIMMEL ATHLETIC SUPPLY	04/13/2016	3,268.47
583103	MAR VAC ELECTRONICS	04/13/2016	2,151.00
583104	MARCH OF DIMES	04/13/2016	2,211.83
583105	MCCORMICK, DAWN MARIE TYACKE	04/13/2016	111.05
583106	MORRIS, DAVID L	04/13/2016	125.29
583107	NW SILK SCREEN & EMBROIDERY LL	04/13/2016	596.36
583108	OFFICE DEPOT	04/13/2016	364.41
583109	OTHELLO SCHOOL DISTRICT #147	04/13/2016	45.00
583110	PARSONS PHOTOGRAPHY	04/13/2016	135.18
583111	PORTLAND STATE UNIVERSITY	04/13/2016	800.00
583112	PROSTOCK ATHLETIC SUPPLY INC	04/13/2016	306.77
583113	QUINCY JUNIOR HIGH	04/13/2016	112.00
583114	RAMIREZ, ESTHER	04/13/2016	30.00
583115	RICHERSON, KRISSY D	04/13/2016	118.81
583116	SAFEWAY INC	04/13/2016	211.96
583117	SANCHEZ, IGNACIO	04/13/2016	10.00
583118	SCHAFFER-CLOKE, DANIELLE K	04/13/2016	28.19
583119	SHEETS, JILL C	04/13/2016	363.77
583120	SILVER CLOUD INN	04/13/2016	136.14
583121	TEAM CONNECTION	04/13/2016	1,514.64
583122	THREE LAKES GOLF COURSE	04/13/2016	941.34
583123	TONYA DOUGHTY PHOTOGRAPHY & DE	04/13/2016	350.00
583124	TOWNSEND, SAMANTHA	04/13/2016	56.65
583125	WAHSET DISTRICT 1	04/13/2016	120.00
583126	WEINSTEIN BEVERAGE CO	04/13/2016	97.56
583127	WEN WORLD	04/13/2016	922.48
583128	WEST-STROMING, DELISA	04/13/2016	200.00
583129	WHS	04/13/2016	54.00

Check Nbr	Vendor Name	Check Date	Check Amount
583130	WIAA	04/13/2016	48.00
583131	WICKENS, TERESA	04/13/2016	86.27
583132	WSD	04/13/2016	1,458.48
583133	WSD 246	04/13/2016	25.00
583134	WVTSC	04/13/2016	271.00
338	Computer	Check(s) For a Total of	2,355,283.58

	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
	338	Computer	Checks For a Total of	2,355,283.58
Total For	338	Manual, Wire Tran, ACH & Computer	Checks	2,355,283.58
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,355,283.58

## FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-3,046.18	2.50	518,770.92	515,727.24
20	Capital Projects	-71.23	0.00	1,803,342.62	1,803,271.39
40	Associated Stude	-307.91	0.00	36,592.86	36,284.95



## April 13, 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 Flores, Jon Dejong, Les Vandervort, or the School Board.*

Date	New or Renewal or Revision	Federal Yes/No	Agency	Purpose	Amount	Effective Dates	Staff Person Responsible for Contract has read and has recommended this contract for Board approval	Reviewed by Les?	PO Required?
03/17/16	New	No	Wenatchee Valley Collegew	Facility Use Agreement	\$0	5/10/16	Diana Haglund	Yes	No
					<b>Budget Code</b>				
					N/A				
03/28/16	New	No	Adam Saenz Group, P.C.	Consultation Service - Full Day Professional Development	\$8,900	4/18/16	Nancy Duffey	Yes	Yes
					<b>Budget Code</b>				
					6500-31-7000-000				
03/29/16	New	No	Numerica Performing Arts Center	Job Alike Training for ALL Certificated Staff	\$500	4/18/16	Jodi Smith Payne	Yes	Yes
					<b>Budget Code</b>				
					5200-31-7000-000-3010				
03/22/16	New	No	Broadway Center	Mariachi Performance	\$1,600	5/7/16	Ricardo Iniguez	Yes	Yes
					<b>Budget Code</b>				
					402-4402				
04/01/16	Renewal	No	CH2O Inc.	HVAC Cooling System Chemical Treatment & Monitoring	\$3,994	Annual March to October Service	Greg Thompson	Yes	Yes
					<b>Budget Code</b>				
					9700-64-7000-000				
					<b>Budget Code</b>				
					<b>Budget Code</b>				
					<b>Budget Code</b>				
					<b>Budget Code</b>				

RECEIVED  
 MAR 17 2016

**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?
03/17/16	New	Wenatchee Valley College	Facilities Use Agreement for Pizza, Pop and Power Tools Event	\$0	5/10/16	DIANA HAGLUND <u>Print Name</u> Here I have read this contract and recommend it for board approval. DH <u>Initials</u> 3-17-16 <u>Date</u>		Yes

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

Agency Name Wenatchee Valley College  
 Attention: Heather Maddy- Assistant to the VP of Admin Services  
 Street address or PO Box 1300 5th Street  
 City, State, Zip Code Wenatchee, WA 98801  
 Email Address hmaddy@wvc.edu  
 Phone Number 509.682.6514

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

Facilities use agreement for use of campus buildings and outdoor spaces to host Pizza Pop and Power Tools a career exploration event for 8th grade girls in the Wenatchee School District. \*\*\*\* PROOF OF INSURANCE WITH WVC LISTED AS ADDITIONAL INSURED REQUIRED\*\*\*\*



Administrative Services, 1300 Fifth Street, Wenatchee, WA 98801-1799 (509) 682-6514 FAX (509) 682-6501

**FACILITY USE AGREEMENT**

The undersigned hereby makes application to Wenatchee Valley College for the use of college facilities described below and certifies the information provided is correct. Regulations of the Wenatchee Valley College facilities use policy may be obtained upon request and are hereby embodied by reference. Wenatchee Valley College does not in any way certify or approve the purpose for which the facility is used. Please be advised that inaccurate or incomplete information will delay processing your request. This form must be completed in full, signed by the applicant, and returned to administrative services to be considered confirmed. Procedures for the execution and/or cancellation of this agreement are on page two of this form. Any advertising connected with this event must clearly state that neither the event nor the commercial sponsor of the event is endorsed by or affiliated with Wenatchee Valley College.

*Note: This signed agreement becomes the invoice. Please pay from this agreement. You may pay by credit card by calling 509-682-6500*

**APPLICANT**

Organization name: Wenatchee School District  
Contact person: Diana Haglund, Wenatchee Learns Coordinator  
Address: 1 South Wenatchee Ave. City/state/zip: Wenatchee, WA 98801  
Phone: 509.888.2828 Cell: 509.981.4691 Fax: E-mail: Haglund.d@wenatcheeschools.org  
Is this a nonprofit or fund raising organization? Yes No

**PURPOSE**

Name/type of event: Pizza Pop and Power Tools  
If this is a musical performance, has a copyright license been purchased? Yes No  
Does this event have a Wenatchee Valley College sponsor? Yes X No  
If yes, name and department: Industrial Tech-Anita Janis

**DATE - TIME - ROOM ASSIGNMENT**

Reservation date: May 10, 2016 Time: 7:30 AM- 3:00 PM  
Building assignment: Batjer Hall/Industrial Tech Building room #: 8001, 8011, 8014, 7509, 6023 Industrial Tech Lab, Fountain, Grassy area next to Patio, Grassy area WTI / fountain

**NOTES**

Wenatchee School District co-hosting with WVC the Pizza Pop and Power Tools event for 8th grade girls to explore non-traditional careers. Will need 10 rectangular tables next to the fountain for the pizza & pop. Van Tassell Center- east steps. Parking lot between Batjer and Industrial Technology building. Sexton Hall parking lot-school bus drop off and pick up location.

**CHARGES**

Fee: All fees waived. Budget Code:  
TOTAL DUE: \$0

**\*\*INSURANCE AND PARKING\*\***

Proof of insurance for private parties is required. A copy of the liability insurance showing Wenatchee Valley College as an additional insured is required prior to the event. Daily parking passes are available in all campus lots for \$2.00.

User expressly agrees to hold harmless, protect, reimburse, save and indemnify the college, its officers, employees, and agents from and against any and all claims, demands, causes of action, suits or judgments (including costs and expenses incurred in connection therewith and including the costs and expenses incurred by the college in establishing its rights to indemnification) for deaths or injuries to persons or for loss of or damage to property, including college property, arising out of or in connection with the use and occupancy of the premises by user, its agents, servants, employees or invitees whether or not caused by the college's negligence or the condition of the college's facilities. In the event of any claims made or suits filed, the college shall give user prompt notice thereof and user shall have the right to defend or settle the claim or suit to the extent of its interest.

**SIGNATURE AUTHORITY**

  
Wenatchee Valley College Representative Date: 3-16-16

Organization/Applicant Authorized Signature Date

Printed Name

**WENATCHEE VALLEY COLLEGE - FACILITY USE/RENTAL CONDITIONS**

**1. SCHEDULING:** Facilities are rented to qualified individuals and organizations on a time and space available basis. Requests for use of college facilities are made by submitting a written request to the instruction office explaining the activity. If the desired facility is available and the activity approved, a contract for the use of the facility is prepared by the office of the vice president for administration and must be completed and returned by the user group representative prior to final approval. Requests for scheduling will normally not be allowed more than two months in advance or beyond the end of the quarter in which a request is made. All applications shall be presented in time to allow consideration by the College Board if needed. No publicity should be released until a signed copy of the contract is completed. Publicity for all non-college sponsored events must include the name of the sponsoring organization and must not be structured so as to imply Wenatchee Valley College sponsorship. Wenatchee Valley College may cancel this agreement at any time due to class needs or in the event that unforeseen circumstances render the facility unusable. A full refund of the usage fee shall constitute the whole of the obligation by Wenatchee Valley College in this event. Once approved, any changes to the scheduling and/or set up are subject to a \$25.00 fee.

**2. WVC FACILITIES RENTAL SCHEDULE:** Rental amounts are charged to non-college entities requesting use of college facilities. The receipts are used for expenses such as routine custodial services, maintenance, and utilities. Rental charges were approved under the WVC Use of Facilities policy (600.520) and procedures (1600.520). Rental fees must be received prior to the date of the event. If the rental fee is not received prior to the event, the Business Office will invoice the user and a \$10.00 clerical fee will be added to the amount due.

<u>Facilities Use Fees</u>	<u>1-4 Hours</u>	<u>Full Day</u>
Cafeteria	\$75.00	\$150.00
Cafeteria Conference Room (5015A)	\$75.00	\$150.00
Campus Theater	\$75.00	\$150.00
Classrooms	\$25.00	\$50.00
Eller-Fox Lecture Room (3015)	\$50.00	\$100.00
Gymnasium	\$75.00	\$150.00
Lyceum	\$75.00	\$150.00
MAC (requires prior authorization from MAC Instructors)	\$100.00	\$500.00
Media use (including logon and Wi-Fi)	\$25.00	\$25.00
Set-Up fee	\$25.00	\$25.00
SIM Lab (requires WVC staff supervision & prior approval from Allied Health Dir.)	\$100.00/hour	\$500.00 maximum
Student Center	\$75.00	\$150.00
Wenatchi Hall Lecture Rooms	\$75.00	\$150.00

**Athletic fields / tennis courts** \$75.00 \$100.00  
 Use of any athletic facilities covered under Facilities Use Agreements can only be used for non-profit activities, or for activities directly involving the college. Any other use requires a negotiated contract.

**Computer Labs** \$100.00/hour \$500.00  
 Computer Lab rental fee includes technical support during normal business hours. Technical support outside normal business hours will be provided at the actual cost for the support provided, including any overtime expenses incurred by the college. Installation of special software requires proof of licensing and will be billed at the college's actual labor expense to install. The college will provide licenses for Microsoft Office (Word, Excel, Access, PowerPoint and FrontPage) at no additional cost. Full day rentals include two hours of installation services for each day of the rental.

**MAC (Music and Art Center)**  
 The MAC has a separate fee schedule and additional charges may be included in the use of this facility. Please call for a fee schedule.

**Custodial Fee** \$100.00 per day  
 This fee is required for each day of the facilities use that the beginning or end time of the event is beyond normal business hours (8:00 a.m. to 5:00 p.m., Monday-Friday) or if meals and/or refreshments are served. This charge is also required if a room's furniture configuration must be changed by college custodial staff from the standard configuration the college is using at the time of the facilities use.

**Fee Waivers**  
 Charitable non-profit, non-profit educational, and tax supported entities who fall under the normal guidelines permitting facilities use agreements may petition for a waiver of facilities use fees. Decisions will be made by the Chief Financial Officer of the college, based on the individual merits of each occurrence, and shall be final.

**3. FOOD AND MEDIA SERVICES:** By contract all food and beverage service on WVC campus must be arranged through Food Service at 509-682-6518. WVC is an alcohol free campus. The possession or consumption of alcoholic beverages on WVC premises is prohibited unless prior written permission from the college president and the necessary liquor permit has been obtained. Media/audiovisual equipment may be used on campus by any group using college facilities for a fee in addition to the rental of the facility. Media services must be arranged at the time of booking the facility. Technical support for events is \$25.00 per hour.

**4. VIOLATION OF RESPONSIBILITIES:** College officials shall have the right to terminate a contract immediately, and without notice, upon its discovery of a violation of any term, condition, or provision of this policy. Contracts will be terminated immediately if, in the judgment of the administration, imminent danger exists or unlawful activity is practiced by the using organization.

**5. DAMAGES:** The user organization is responsible for and shall be liable for any repairs or replacement occasioned or made necessary by the user's negligence or misuse of the facility. In some cases, a guarantee deposit of up to \$1,000 may be required and placed with the college. Damage to college equipment, including stage, media/audiovisual or lighting equipment, during and by reason of the occupancy of the premises by the user, shall be paid from this guarantee deposit. The balance, if any, shall be returned to the organization making the deposit. If the guarantee deposit is not sufficient to cover the damage, the group using the facilities will be billed for the difference.

**6. CANCELLATIONS:** Cancellations should be made at least 7 days in advance to avoid forfeiture of rental fees and/or reimbursement to the college for preparation and personnel expenses. Notice of cancellation for facility rentals must be directed to the district room scheduler at 509.682.6834 and the college food services manager if food services have been arranged.

# 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	<b>GENERAL LIABILITY</b> SIAW/Munich Re Torus Specialty Insurance Company  <b>AUTOMOBILE LIABILITY</b> SIAW/Munich Re Torus Specialty Insurance Company
INSURED	PROPERTY
Wenatchee School District #246 P.O. Box 1767 Wenatchee, WA 98807	SIAW / Munich Re, et al.  <b>CRIME / PUBLIC EMPLOYEE DISHONESTY</b> SIAW/Munich Re

### 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
<b>GENERAL LIABILITY</b>					
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)					
<b>AUTOMOBILE LIABILITY</b>					
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)					
<b>PROPERTY</b>					
	SIAW151634050	09/01/2015	09/01/2016	ALL RISK PER OCC EXCL EQ & FL EARTHQUAKE PER OCC FLOOD PER OCC (Except FZ A&V, which is \$1MM)	\$150,000,000 EXCLUDED EXCLUDED
(PROPERTY IS SUBJECT TO A 250,000 SIR PAYABLE FROM PROGRAM FUNDS)					
<b>CRIME/PUBLIC EMPLOYEE DISHONESTY</b>					
(CRIME SUBJECT TO A \$250,000 PROGRAM SIR)	SIAW151634050	09/01/2015	09/01/2016	PER LOSS	\$1,000,000

**DESCRIPTION OF OPERATIONS, LOCATIONS, VEHICLES, SPECIAL ITEMS**

Regarding use of facilities for College and Career Expo. Wenatchee Valley College 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
Heather Maddy Wenatchee Valley College 1300 5th Street Wenatchee WA 98801	

## **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:**  
Heather Maddy  
Wenatchee Valley College  
1300 5th Street  
Wenatchee WA 98801

Regarding use of facilities for College and Career Expo. Wenatchee Valley College 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.

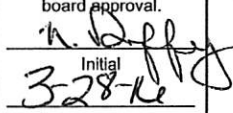

3004420

**"Federal" Contract Cover Sheet**  
**Request Board Approval**

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

**All contracts require school board approval.**

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

Date	New or Renewal or Revision	Agency	Purpose	Amount	Contract Start Date & End Date	Staff Person Responsible for Contract	Reviewed by Les?	PO Required?	Attorney Review Required?
03/28/16	New	The Adam Saenz Group, P.C.	consultation service - full day professional development	\$4,450 - Bilingual \$4,450 NLA/SOAR-MOSAIC <hr/> <b>Budget Code</b> <hr/> 6500 31 7000 000 / NLA SOAR-MOSAIC	Monday, April 18, 2016	<u>Nancy Duffey</u> I have read this contract and recommend it for board approval.  Initial <u>ND</u> Date <u>3-28-16</u>		Yes	

**Federally Funded Agreements for Professional Services:**

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

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

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

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

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

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

Agency Name The Adam Saenz Group, P.C.  
 Attention: Adam Saenz  
 Street address or PO Box 2554 Villa Maria  
 City, State, Zip Code Bryan, TX 77802  
 Email Address adam@adamsaenz.com  
 Phone Number 797-229-7636

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

Consultant, Adam Saenz, will provide a full day (at least six hours) of professional development for WSD

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

Signature

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

**The Adam Sáenz Group, P.C.**

2554 Villa Maria  
Bryan, Texas 77802  
Phone: 979-229-7636  
Fax: 979-774-0316

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**CONSULTANT SERVICE CONTRACT**

Adam L. Sáenz, hereinafter referred to as "Consultant," and the Wenatchee School District, hereinafter referred to as "WSD" enter into a contract on this 24<sup>th</sup> day of March 2016.

WSD agrees to engage Consultant, and Consultant agrees to perform personally, in a manner satisfactory to WSD, the following services: Consultant will provide a full day (six hours) of professional development Monday, April 18, 2016 at a location to be determined by WSD. WSD agrees to pay Consultant an all-inclusive fee of \$8,900.00 as compensation for services rendered.

IN WITNESS WHEREOF, WSD and Consultant have executed with contract, effective the date first herein written.

WENATCHEE SCHOOL DISTRICT

By: \_\_\_\_\_

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

CONSULTANT

By: Adam Sáenz

Date: 3. 24. 16



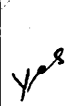



## Contract Coversheet (Non-Federal) Request Board Approval

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?	
03/29/16	NEW	Numerica Performing Arts Center at the Stanley Civic Center	Job-Alike Training for ALL Certificated Staff	\$500	April 18, 2016 (one-day)	<u>Jodi Smith Payne</u>	 I have read this contract and recommend it for board approval.			This is decided at the district office.
				Budget Code						
				5200.31.7000.000.3010		Initial <b>4. 4. 2016</b> Date				

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

Agency Name Numerica Performing Arts Center at the Stanley Civic Ctr  
 Attention: Mike Locke  
 Street address or PO Box 123 North Wenatchee Avenue  
 City, State, Zip Code Wenatchee, WA 98801  
 Email Address mike@numericapac.org  
 Phone Number 509.663.2787

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

If this is a revision, what has changed?

We are renting the PAC to house all certificated staff for the April Job-Alike training day. We are bringing in Adam Saenz will as our keynote speaker for the morning. He is the author of "The Power of A Teacher - Restoring Hope and Well-Being to Change Lives". The WHS Auditorium is unavailable.

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

**Reviewed by Attorney**

\_\_\_\_\_  
 Signature

**Requies Edits?**

\_\_\_\_\_



Numerica Performing Arts Center at the Stanley Civic Center  
 123 North Wenatchee Avenue  
 Wenatchee, WA 98801  
 Box Office: 509-663-ARTS (2787)  
 Business Office: 509-665-9096  
 www.numericapac.org

## VENUE USE AGREEMENT

THIS AGREEMENT (“Agreement”) is made and entered into by and between The Supporters of the Center, Inc., a Washington non-profit corporation, d/b/a Numerica Performing Arts Center (hereinafter referred to as “Numerica PAC”), and Wenatchee School District (hereinafter referred to as “Licensee”), both of whom may hereinafter collectively be referred to as the “Parties.”

### RECITALS

WHEREAS, Numerica PAC owns and manages the performing arts facility known as the Numerica Performing Arts Center located at 123 N. Wenatchee Avenue, Wenatchee, Washington (hereinafter referred to as the “Theatre”); Teacher Meeting

WHEREAS, Licensee desires to license use of the Theatre to present (hereinafter referred to as the “Event”);

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties agree as follows:

### AGREEMENT

1. **Incorporation of Recitals.** The foregoing Recitals are incorporated herein by this reference.
2. **Grant of License.** The Numerica PAC grants to Licensee a license to occupy and use the Theatre, subject to all the terms and conditions of this Agreement.
3. **Limitation to Described Purpose.** The Theatre may be occupied and used by Licensee solely for the Event and for incidental purposes related to such during the period beginning **April 18, 2016** and ending **April 18, 2016**. The Licensee shall be permitted to use and occupy the Theatre in accordance with the schedule outlined on the Estimate (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference). Changes to the schedule, if any, must be submitted to the Numerica PAC at least seven (7) days prior to the Event for approval. The Facilities Manager / Technical Director may, in his sole discretion, waive this requirement and grant approval to schedule changes upon shorter notice. The periods granted for occupancy or use of the Theatre or for installation or removal of equipment shall not be extended without the express permission of NUMERICA PAC.
  - a. **Technical Information.** Upon the request of the Facilities Manager / Technical Director and no later than thirty (30) days prior to the Event, Licensee shall provide a full and detailed outline of all facilities required, all stage requirements, and such other information requested by the Facilities Manager / Technical Director concerning Licensee’s use of the Theatre.
4. **Marketing and Contact Information.** The Numerica PAC shall utilize the contact and marketing information provided by the Licensee as set forth on the Marketing and Contact Information Form (a copy of which is attached hereto as Exhibit B and incorporated herein by this reference). Any modification of this information must be supplied to the Numerica PAC in writing as set forth in this Agreement.

5. **Production Meeting.** Licensee agrees to attend a production meeting no less than two (2) weeks prior to the Licensee's use of the Theatre, which may occur via telephone upon mutual agreement of the parties. This production meeting shall be attended by a representative of Numerica PAC knowledgeable in the technical elements of the Theatre. There shall be no charge for the first hour of this production meeting. Any time in excess of one hour, and any subsequent production meetings requested by the Licensee, shall be billed at a rate Facilities Supervisor rate as outlined in the Estimate.
6. **Fee Schedule.** The fee for the Event shall be billed as detailed in the Estimate. Terms of payment will be net thirty (30) days. Past-due accounts will be subject to 1.5% finance charges per month, 18% per annum. Event tickets printed by the Numerica PAC and consigned for sale at other outlets shall incur the box office and per ticket printing fees as defined in the Estimate. There is no additional charge for the use of the house light plot or house line schedule and rigging. Changes to the light plot, line schedule, and/or rigging can only be made with Numerica PAC permission, and labor charges will apply for the hanging, focusing, changes to the house line schedule or rigging, and for restoration of the house light plot, house line schedule and rigging resulting from Licensee's Event.
  - a. **Hourly Rates.** Standard hourly use and labor rates, as set for in the Estimate, apply to the Event when conducted between the hours of 7 AM and 12 midnight. If Licensee requires labor outside this time frame, or in excess of twelve (12) hours during any one (1) day period, such excess labor shall be billed at the overtime rate as set forth in the Estimate. If Licensee utilizes the Theatre in outside this time period, a prorated hourly use fee shall apply as set forth in the Estimate. All additional time and services shall be paid by the Licensee according to charges determined by the Numerica PAC.
7. **Staffing Personnel and Equipment.** Numerica PAC and Licensee agree that all personnel, up to and including Facilities Supervisor and ushers as necessary to operate the Theatre for the event shall be provided by Numerica PAC. Additional personnel may be required at the discretion of the Facilities Supervisor or his assigned representative. The parties agree unanticipated Event staffing requirements and/or requests may dictate an increase in staff. Licensee may provide its own volunteers or paid staff but must secure prior written permission from the Numerica PAC Facilities Manager / Technical Director to do so. This does not supersede minimum staffing requirements as outlined above. Such personnel must be competent to perform assigned tasks and shall be under the general jurisdiction of, and be subject to, the control of the Numerica PAC Facilities Supervisor or his assigned representative. Any volunteers or paid staff of the Licensee operating Numerica PAC owned equipment must be approved for competency by the Numerica PAC Facilities Supervisor or his assigned representative. Venue usage typically requires a minimum of two Numerica PAC technical staff members at the discretion of the Technical Director. This includes ushers for performances and theatre maintenance. Venue cleaning, up to three hours per day, is included in daily rental rates, excluding the City of Wenatchee rates. Labor charges for additional required staffing are included in the Estimate. Numerica PAC staff shall supervise the operation of Numerica PAC equipment. A minimum of one Numerica PAC provided stagehand is required for use of the fly gallery.
  - a. **Custodial Work.** Unless otherwise stated in the Estimate, Numerica PAC shall ensure that the dressing rooms, auditorium, lobbies, green room and all public areas shall be cleaned prior to the Event. If two Events are held on the same day by the same Licensee, minimal clean up will be performed between Events. Additional cleaning by Numerica PAC staff or contracted custodial services above and beyond normal cleaning conditions (i.e. spills, stains, ground in food, glitter, confetti, etc.) or additional custodial work required by the Licensee shall be billed to the Licensee at the custodial labor rate as set forth in the Estimate or billed by any contracted custodial services.

- b. **Equipment.** Numerica PAC shall provide equipment in good working condition when Licensee's occupancy of the Theatre begins. Numerica PAC shall in good faith and in a timely manner repair or replace any equipment provided by Numerica PAC that may malfunction or function improperly during the Licensee's occupancy of the Theatre. EXCEPT AS SPECIFICALLY PROVIDED HEREIN, NUMERICA PAC DOES NOT EXPRESSLY NOR IMPLIEDLY WARRANT THE CONDITION OF ANY EQUIPMENT AND/OR ITS INTENDED USE WITHIN THE PREMISES, NOR ARE THERE ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR PURPOSE ARISING UNDER THIS AGREEMENT.
8. **Special Use Equipment.** Licensees' use of the Theatre does not include certain equipment owned by the Numerica PAC, including but not limited to: a Nine (9) foot Steinway Concert Grand Model D ("Piano"), an LCD projector, and a phone line ("Equipment"). The use of any Equipment not specifically included in this Agreement shall be set forth in the Estimate with associated fees. Licensee shall be responsible for any damage occurring to the Equipment during the above described times. Any charges incurred through use of the Equipment shall be the responsibility of the Licensee. Any additional maintenance to the Equipment Licensee requires, such as tuning to the Piano, shall be the responsibility of the Licensee. The Piano shall only be moved by facility personnel for rehearsal or performance and shall not to be used as a practice instrument. Any Equipment requested by the Licensee not specifically addressed in the Estimate shall be charged at the then going rate as determined by the Numerica PAC.
9. **Electronic Sign.** Licensee shall submit the Renter's Electronic Sign Form (a copy of which is hereby attached as Exhibit D and incorporated herein by this reference) no later than fourteen (14) days prior to the Event to utilize the Numerica PAC's electronic sign.
10. **Authorized Personnel Onstage.** Onstage Spaces are defined as the stage, orchestra pit, apron, apron stairs, wings, fly gallery, loading bridge, grid, and catwalks. Licensee agrees to grant access to Onstage Spaces only to performers, non-Numerica PAC technicians, and other personnel essential to the execution of the event for the time(s) their presence is required. Licensee agrees to ensure that performers, non-Numerica PAC technicians, and other essential personnel are familiar with conditions commonly associated with working in theatre spaces including but not limited to cables on the floor (taped or loose), items hanging overhead, dark areas with limited visibility, oddly shaped stairs or platforms, sudden drop-offs at stage edge or into orchestra pit, the presence of high voltage, and extreme height. Licensee agrees that the Technical Director / Facilities Manager or other Numerica PAC Employee serving as the Event Supervisor shall have final authority over who is allowed access to specific Onstage Spaces. Licensee agrees to make performers, non-Numerica PAC technicians and other essential event personnel aware of these access restrictions that may affect their colleagues, friends and family and communicate that they are in place in an effort to protect the property, safety and well-being of all patrons and facility users.
11. **Box Office.** If a Licensee Event requires tickets, Licensee shall complete and submit the Box Office Form a minimum of thirty (30) days prior to the Event (a copy of which is attached hereto as Exhibit C and incorporated herein by this reference). Licensee shall use tickets furnished by Numerica PAC. The Numerica PAC shall have sole and exclusive right to sell tickets, control, and supervise the box office and its personnel pursuant to its normal operating procedures, and all Receipts shall be under control, disposition and supervision of Numerica PAC. All tickets or other documents evidencing or affecting the right of admission to the premises shall be ordered by Numerica PAC, and Licensee warrants that it will not order, distribute, or issue same without Numerica PAC's express prior written consent. Licensee agrees to provide Numerica PAC with ten (10) tickets for the sole use and disposition of the Numerica PAC, which tickets may be used by the Numerica PAC or distributed on a complimentary basis by the Numerica PAC at its discretion, but which tickets may not be resold unless all proceeds are included in Receipts as defined below. No marketing

or sales shall be conducted until such time as the Box Office Form has been completed and approved by the Numerica PAC. Numerica PAC reserves the right to retain a copy of all box office records for its own marketing purposes. Any mailing lists released to Licensee shall be for the sole purpose of promoting the Event, and said list shall not be sold or otherwise distributed. Any patron requesting to be removed from the mailing list shall be removed immediately therefrom. The Box Office shall be open during regularly scheduled Season Box Office hours, not including Federal holidays, and one hour prior to event start time. Additional Box Office hours may be available for an additional fee as set forth in the Estimate. Online ticket sales will conclude not more than three (3) hours prior to event start time, unless otherwise noted.

12. **Receipts.** Receipts shall, as used herein, mean all monies received in respect of the engagement from the sale of tickets less admissions and other taxes, if any, and less broker's fees, commissions, and discounts, if any, payable in respect of such monies. Application of the Receipts in accordance with this Agreement shall not be made until after the conclusion of each performance. The Receipts of each engagement shall be ascertained by a statement of the sale at the Theatre box office, to be prepared by Numerica PAC. The Numerica PAC is authorized in its sole discretion to accept, in payment for tickets, personal checks, money orders, credit cards or other conventional orders for the payment of funds. All losses in the event of nonpayment or otherwise in connection with any such personal checks, money, orders, credit cards or orders for the payment of funds, shall be deemed to reduce the Receipts. Numerica PAC shall have the right to commingle Receipts with Numerica PAC's other ticketing funds until such time as settlement is made in accordance herewith. Numerica PAC shall have the right to deposit Receipts with a bank or invest same and any increments, interests, or profits earned thereon shall be and remain the sole property of Numerica PAC and Licensee shall not be entitled to participate therein.
13. **Settlement.** Unless otherwise provided for in the Estimate, final settlement shall be completed within a reasonable time and final payment shall be made to Licensee in lawful money of the United States issued on a NUMERICA PAC company check after Licensee vacates the Theatre and the Theatre has been restored to its normal operating status. Additional charges may apply to any special payment arrangement as set forth in the Estimate.
14. **Cancellation.** Licensee shall be liable for full use fees as set forth in the Estimate for the cancellation of the Event less than thirty (30) days prior to scheduled date(s). If cancellation occurs less than sixty (60) days but more than thirty (30) days prior to the Event, Licensee shall be liable for half (1/2) the use fee, but in the event Licensee reschedules the Event within this time, the Deposit shall be credited to the reschedule Event. If cancellation occurs less than six (6) months and more than fifty nine days prior to the Event, the Deposit shall be forfeit, but in the event Licensee reschedules within this time up to one half of the Deposit shall be credited to the reschedule Event. If cancellation occurs more than six (6) months prior to the Event, one-half (1/2) of the Deposit shall be forfeit, but if Licensee reschedules within this time the Deposit shall be credited to the reschedule Event.
15. **Deposit and Liquidated Damages.** Licensee has deposited with Numerica PAC, upon execution of this Agreement, the sum of 25% of the Estimate, in cash, certified check, company check or bank cashier's check, as a deposit to cover rental, incidental expenses, and liquidated damages as set forth hereinafter ("Deposit"). If Licensee fails to hold the Event(s) specified herein at the agreed time(s), Licensee shall forfeit to Numerica PAC the deposit made herein as liquidated damages. Licensee agrees that late any damages which Numerica PAC might incur as a result of Licensee's failure to hold the Event(s) are extremely difficult and economically impractical to ascertain or predict. Therefore, the amount agreed upon as liquidated damages is considered by both parties to be a reasonable estimate of damages and costs which would reasonably be caused by Licensee's default hereunder.

16. **Concessions and Catering.** Numerica PAC reserves the right to promote and sell Numerica PAC merchandise at the Event. The Numerica PAC reserves the right to sell concessions before performances and during intermissions. Licensee has the choice of allowing or prohibiting alcohol sales. Bake sales, ticketed receptions, or other food/beverage sales by the facility user may be held after performances only. A "Concession Buyout" is available for \$2.00 per ticket sold if the Venue user chooses not to have the Numerica PAC conduct concession sales of any kind. In no case shall the Licensee or its agents or guests bring into the Theatre any food, whether prepared or unprepared, or beverages of any kind, without the consent of the Numerica PAC. Any approved outside caterers must produce a valid catering permit from the Chelan County Health Department and a valid, current business license. Any employees or volunteers of outside caterers serving food or beverages at the Theatre must produce, and have in their possession while working, a valid and current State of Washington Food and Beverage Service Workers Permit. Unless otherwise set forth in the Estimate, a 15% concessionaire's fee will be assessed on all merchandise sales at the Event.
- a. **Alcoholic Beverages.** Licensee shall not allow its staff, volunteers, sub-contractors, agents or guests to bring alcoholic beverages into or on the surrounding grounds of the Theatre without the expressed written permission of the Numerica PAC. Any employees or volunteers of outside caterers serving alcoholic beverages must produce, and have in their possession while working, a valid Class 13 Alcoholic Beverage Server's Permit. Any employees or volunteers of outside caterers serving as bartenders pouring alcoholic beverages must produce, and have in their possession while working, a valid Class 12 Alcoholic Beverage Server's Permit.
17. **Marketing and Advertising.** Numerica PAC requires that Licensee refer to the Theatre in all promotional materials as: "The Numerica Performing Arts Center" and include in all promotional materials the following: "www.numericapac.org" and "509-663-ARTS". The Numerica PAC, in its discretion, will provide Licensee the Numerica PAC's logo for use in Licensee's promotional materials. The physical address is 123 N. Wenatchee Avenue, Wenatchee, WA 98801. The Numerica PAC reserves the right to review and approve all event promotional items prior to print. Promotional materials would include, but not be limited to: Newspaper advertising and promotional articles, posters, tickets, programs, flyers, mailers, radio advertising, billboards, internet and electronic media. The Licensee agrees to allow the Numerica PAC to post up to 5 snapshot photographs from the event on the Numerica PAC's social media websites such as Facebook, Myspace, Twitter, etc...
18. **Personal Property.** Numerica PAC assumes no responsibility for any property placed in or on the grounds of the Theatre. All security or other protective service desired by the Licensee must be arranged for by special agreement with Numerica PAC. In the receipt, handling, care or custody of property of any kind shipped or otherwise delivered to the Theatre, either prior to, during, or subsequent to the use of the Theater by the Licensee, Numerica PAC and its officers, agents and employees shall act solely for the accommodation of the Licensee and neither Numerica PAC nor its officers, agents, or employees shall be liable for any loss, damage or injury to such property except that relating to the negligence or intentional conduct of Numerica PAC and its officers, agents, and employees.
19. **Collection and Custody of Articles.** Numerica PAC shall have the sole right to collect and have custody of all articles left in or on the grounds of the Theatre by persons attending or participating in any Event held in the Theatre. Numerica PAC shall have the right to remove any property left in or on the grounds of the Theatre by the Licensee after the terms of this Agreement and to store said property wherever appropriate at the cost, expense, and risk and in the name of the Licensee, or instead of such removal, Numerica PAC may store said property in the Theatre at a cost of \$100.00 per day. Numerica PAC shall not be liable for any damage to said property of the Licensee occurring in the course of such removal or storage or both.

20. **Indemnification.** Licensee and Numerica PAC agree to maintain the Theatre premises so as not to endanger any person lawfully thereon; and to defend, indemnify and hold harmless the other, and the City of Wenatchee, Washington, its elected or appointed officials or employees from and against all loss or expense arising from such activities, including but not limited to claims, judgments, settlements, attorneys' fees and cost by reason of liability for damages because of personal or bodily injury, including death, or damage to persons or property, including loss of use, and including claims of employees of the other. Upon execution of this Agreement, Licensee shall be required to furnish satisfactory evidence of liability insurance with coverage applicable upon the grounds of the Theatre. At least five (5) days prior to Licensee's use of the Theatre, a copy of the endorsement adding Numerica PAC and the City of Wenatchee, Washington as an additional insured will be required. Licensee hereby waives any and all claims of whatever nature for any or all loss or damage sustained by any reason of defect, deficiency, failure, or impairment of the Theatre, or any services to or in the Theatre, including but not limited to the water system, heating system, wires leading to or inside the Theatre, gas, electric or telephone systems, or from any source whatsoever. Where policies of insurance covering the damage to the Theatre or its contents by this Agreement permit waiver of rights of recovery, each party hereto agrees to waive such right of recovery from each other.

- a. **Insurance Coverage.** Licensee shall be required to maintain, at a minimum, limits of liability as follows: Bodily Injury - \$1,000,000.00 per person; Property - \$100,000.00 per occurrence; or combined single limits of \$1,000,000.00. Licensee shall not do, or permit to be done, anything in or upon the grounds of the Theatre or keep anything therein or thereon which will in any way conflict with the condition of any insurance policy or rate of insurance upon the building or on property kept there; in or on the grounds of the Theatre. Licensee will not use oils, burning fluids, camphene, kerosene, naphtha, or gasoline for either mechanical or other purposes or any agent other than electricity for illuminating the Theatre without prior consent of the Numerica PAC and the appropriate fire authority.

21. **Taxes.** International artists are subject of IRS Federal Withholding taxes. For all non-resident alien performers will be withheld at 30% of gross receipts will be withheld unless a CWA is provided at the time of performance or other IRS approved reduction or exemption from withholding certificate has been provided to the Numerica PAC a minimum of fifteen (15) days prior to the performance.

22. **Copyrights/Royalties.** The Licensee agrees to furnish the Numerica PAC a complete list of all songs performed, composers, and arrangers and this list shall be required prior to box-office settlement/payments to the Licensee. It shall be the sole responsibility of Licensee to obtain any and all appropriate performing rights licenses, including but not limited to ASCAP, SESAC, and BMI, music licensing, prior to any Event for which one or more performing rights licenses are required. Licensee shall demonstrate satisfaction of the responsibility described above by submitting evidence of proper licensing to Numerica PAC not less than two (2) weeks prior to the Event for which said license is required. If Licensee fails to provide proper evidence of licensing, Numerica PAC shall withhold the required percentage of gross ticket revenue (not including fees) or the per-ticket licensing fee (SESAC), to cover live performance royalties and will pay this amount, on behalf of the Licensee. Securing of any payment for all performing rights for Licensee's Event is the sole responsibility of Licensee. If Licensee's Event is a benefit concert for an organization other than Licensee, the Benefit Concert terms of the Performing Arts Center's ASCAP, SESAC and BMI licenses will apply and the "Free or Benefit" Concert withholding will be billed to Licensee. Licensee agrees to indemnify, defend, protect, and hold harmless Numerica PAC; its directors, officers and employees from any claims of costs, including legal fees, which might arise from the use of any such material or rights described herein.

23. **Television, Broadcasting, and Recording Rights.** Licensee shall not televise, broadcast or record any Event presented in the Theatre under the terms of this Agreement without the prior written consent of the

Numerica PAC. Licensee may submit a Live Performance Recording Form (a copy of which is attached hereto as Exhibit E and incorporated herein by this reference) pursuant to the terms and conditions thereof.

- 24. **Damage to Premises.** Licensee will not cause or permit any nails, tape, or other objects to be driven into or affixed to any portion of the building, or any signs to be affixed to the exterior thereof, and will not do or permit to be done, anything which will damage or change the finish or appearance of the building or furnishings thereof. Licensee will pay the cost of repairing any and all injury or damage which may be done to the building or any of the fixtures, furniture or furnishings thereof by any act of the Licensee or any of the Licensee's employees or agents or anyone visiting the Theatre upon the invitation of the Licensee including the patrons of the Event or function for which the Licensee is using the premises. It is expressly agreed that the Numerica PAC shall determine whether any damages have been done, the amount thereof and the reasonable cost of repairing the same, and whether the damage is such that, under the terms of this Agreement, Licensee is to be held responsible.
- 25. **Observance of Law.** Licensee agrees to comply with all federal and state laws, and all ordinances and regulations of the City of Wenatchee applicable to the use of the Premises, and if the attention of the Licensee is called to such violation on the part of Licensee or any personnel employed by or admitted to the premises by Licensee, said Licensee will immediately desist from and correct such violation.
- 26. **Default.** Both parties agree that if any default is made in any covenant or agreement herein contained, this Agreement and the relationship of the parties shall cease and terminate and the relationship of the parties shall be the same in all respects as if the term had fully expired, and Numerica PAC may re-enter the Theatre and, hold the same, remove all persons therefrom and resort to any legal proceeding to obtain such possession and the Licensee shall, notwithstanding such re-entry, pay the full amount of said rental and all additional expenses incurred as herein agreed to be paid in case suit or action is instituted by Numerica PAC to enforce compliance with this Agreement. It is understood and agreed by the Licensee and Numerica PAC that the acceptance by Numerica PAC of any payment after said payment may have been due under this Agreement, or after the Licensee may have defaulted under this Agreement in any particular whatsoever, or any forbearance of any kind that may be granted to the Licensee by Numerica PAC under this Agreement, shall not in any way be deemed, construed, or considered as waiving any of the covenants or conditions of this Agreement or of any subsequent default that may be made by the Licensee, or any of the rights or interest of the Numerica PAC hereunder.
- 27. **Lien.** Numerica PAC shall have the first lien against Receipts and all property of Licensee in or on the premises and grounds of the Theatre for all unpaid fees, reimbursable expenses and appropriate taxes due for the Event covered by this Agreement. Numerica PAC is empowered to withhold funds from Receipts for all such items, and if sufficient funds are not available at the conclusion of the Event, to impound Licensee property. Should such unpaid charges remain unpaid ten (10) days after the termination of this Agreement, Numerica PAC shall have the power to sell such property at public auction and to apply cash proceeds from such auction to the retirement of any unpaid charges.
- 28. **Reservations of Authority.** Numerica PAC reserves the right to remove from the Theatre and its surrounding grounds any person or persons causing a disturbance in the Theatre or on its surrounding grounds or damaging the building or its facilities and equipment. Any decision affecting any matter not herein expressly provided for shall rest solely within the discretion of the Numerica PAC. The Facilities Manager / Technical Director shall, in his sole discretion, have the right to prohibit the use of any materials and /or equipment Licensee desires to use in their Event at the Theatre.



29. **Smoking Regulations.** Licensee agrees to comply with all Washington State Smoking Regulations. Smoking is allowed only outside of the Theatre, at least twenty-five (25) feet away from any entrance. Licensee shall be required to insure that all personnel comply with this regulation.
30. **Attorneys Fees.** In the event it is necessary for any party to utilize the services of an attorney to enforce any of the terms of this Agreement, such enforcing party or parties shall be entitled to compensation from the other parties for its reasonable attorney's fees and costs. In the event of arbitration or litigation regarding any of the terms of this Agreement, the substantially prevailing party or parties shall be entitled, in addition to other relief, to such reasonable attorney's fees and costs as determined by the arbitrator or court, to be paid by the other party or parties.
31. **Governing Law, Venue.** This Agreement is governed by the laws of the state of Washington. The jurisdiction of any action hereunder shall be in the Superior Court, Chelan County, Washington.
32. **Interpretation.** This Agreement and any other documents related to it will be interpreted in a fair and neutral manner, without favoring one Party over the other. No provision of this Agreement or any other document related to it will be interpreted for or against any party because the provision was drafted by the party or its legal representative.
33. **Amendment, Modification, or Waiver.** No amendment to this Agreement shall be binding upon either party unless set forth in writing or confirmation signed by both parties hereto. No purported oral modification, wavier or rescission of this Agreement by an employee or agent of the Parties shall operate as a modification, waiver, or rescission of any of the provisions of this Agreement. No course of prior dealing, usage or trade or course of performance shall be used to modify, supplement or explain any terms of this Agreement.
34. **Severability.** If a court of competent jurisdiction finds any provision in this Agreement to be invalid or unenforceable as to any person or circumstance, such finding shall not render that provision invalid or unenforceable as to any other persons or circumstances. If feasible, any such offending provision shall be deemed modified to be within the limits of enforceability or validity; however, if the offending provision cannot be so modified, it shall be stricken and all other provisions of this Agreement in all other respects shall remain valid and enforceable.
35. **Force Majeure.** If the performance of any part of this contract by the Parties is prevented, hindered or delayed by reason of any cause or causes beyond the control of the Parties, as the case may be, and which cannot be overcome by due diligence, the party affected shall be excused from such performance to the extent that it is necessarily prevented, hindered or delayed thereby, during the continuance of any such happening or event, and this contract shall be deemed suspended so long as and to the extent that any such cause prevents or delays its performance. The party claiming to be affected thereby shall give notice to the other party within a reasonable time after the happening thereof of the nature and extent of any force majeure condition claimed to exist and the terms and conditions of this paragraph shall not become operative unless such notice has been given.
36. **Notice.** Wherever under this Agreement provision is made of any demand, notice or declaration of any kind, or where it is deemed desirable or necessary by either party to give or serve any such notice, demand or declaration to the other party, it shall be in writing and served either personally or sent by United States mail, postage prepaid, addressed to the address set forth herein below:

The Numerica Performing Arts Center  
 123 N. Wenatchee Ave.  
 Wenatchee, WA 98801

Wenatchee School District  
 235 Sunset Avenue  
 Wenatchee, WA 98801

- 37. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties pertaining to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions, whether oral or written, of the Parties.
- 38. **Binding Nature of Agreement; No Assignment.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns, except that no party may assign or transfer its rights or obligations under this Agreement without the prior written consent of the other parties hereto.
- 39. **Caption Headings.** Caption headings in this Agreement are for convenience purposes only and are not to be used to interpret or define the provisions of this Agreement.
- 40. **Authority.** Both Parties to this Agreement represent and warrant that they have full authority to enter into and be bound by this Agreement. The Parties further represent and warrant to each other that the person/officer signing this Agreement has the necessary authority to do so, and has the authority to bind the Party on whose behalf he is signing to perform its duties and obligations under this Agreement.
- 41. **Gender, Etc.** Words used herein, regardless of the number and gender specifically used, shall be deemed and construed to include any other number, singular or plural, and any other gender, masculine, feminine or neuter, as the context requires.
- 42. **Counterpart and Facsimile Signatures.** This Agreement may be signed in counterparts, each of which shall be an original but all of which shall constitute one and the same document. Signatures transmitted by facsimile shall be deemed valid execution of this Agreement and binding on the parties.

Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:
Licensee	Numerica Performing Arts Center

INITIAL \_\_\_\_\_

ESTIMATE

EXHIBIT A

MARKETING AND CONTACT INFORMATION FORM

EXHIBIT B

# MARKETING AND CONTACT INFORMATION FORM

*Please complete this form in full. Detailed information, images, media and online resources about your event greatly assist the Numerica PAC's marketing efforts on your behalf.*

The following must be included on all marketing material:

For events renting the Numerica PAC *and* using ticketing services the following information is required on all marketing material:

*Numerica Performing Arts Center (LOGO provided to user)  
509-663-ARTS  
www.numericapac.org*

The Numerica PAC recommends the following be included:

*123 N. Wenatchee Ave, Wenatchee, WA 98801  
Tickets available at 663-ARTS (2787), NUMERICAPAC.ORG, and at the Numerica PAC Box Office  
Box Office hours: as provided by the Numerica PAC*

All marketing materials (flyers, posters, mailings, newspaper copy, etc.) shall be provided to the Numerica PAC Marketing Director, prior to event. Website edits may incur additional charges.

Marissa Collins marissac@numericapac.org

## BRIEF DESCRIPTION OF EVENT

This description will be used in Numerica PAC event promotional items.

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Check here if you would like your event to be listed on the Numerica PAC website [www.numericapac.org](http://www.numericapac.org).

Please forward all marketing materials (flyers, posters, mailings, newspaper copy) to the Numerica PAC box office so that we may receive information at the same time or before the public. Unless otherwise instructed, the event information provided in the box office portion of this agreement will be used for marketing purposes.

Not Applicable  
BG FORM

EXHIBIT C

# BOX OFFICE FORM

*Please Note: This information will be used for event marketing and internal Numerica PAC communication and may be made available to the public upon request.*

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE 1: \_\_\_\_\_ PHONE 2: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## EVENT DETAILS

TITLE OF EVENT: \_\_\_\_\_

DATE/S: \_\_\_\_\_

SPONSORED/PRESENTED BY: \_\_\_\_\_

VENUE (circle):      PAC      Other: \_\_\_\_\_

EVENT TYPE (circle):    Concert    Lecture    Dance    Theatre    Other: \_\_\_\_\_

Not Applicable

## PERFORMANCE DETAILS

TOTAL RUNNING TIME (with intermission): \_\_\_\_\_

INTERMISSION (circle): **Yes**    **No**      IF Yes, LENGTH OF INTERMISSION: \_\_\_\_\_

EVENING PERFORMANCE (Date/s): \_\_\_\_\_ Start Time: \_\_\_\_\_

MATINEE PERFORMANCE (Date/s): \_\_\_\_\_ Start Time: \_\_\_\_\_

\*\*\*Please note: Box office must be informed immediately of any changes in this schedule\*\*\*

Will you be videotaping the show?      YES \_\_\_\_\_ NO \_\_\_\_\_

If Yes, please indicate where you want seats blocked off:

THEATRE AREA	ROW	SEAT #
Main Floor Rear Center		
Next to Sound Booth		
Main Rear Right		
Main Rear Left		
Balcony Wing Right		
Balcony Wing Left		
Other		

## TICKET DETAILS

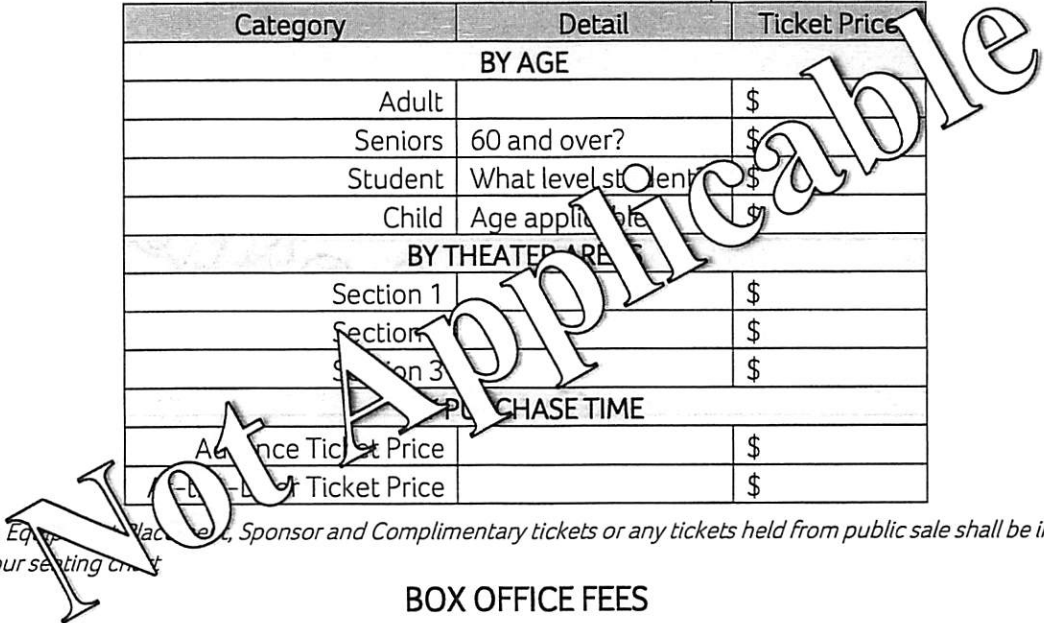
TICKETING TYPE (circle):      **General Admission**    Reserved Seating  
 MAXIMUM CAPACITY (circle): **535**                      Other: \_\_\_\_\_      Estimated Attendance: \_\_\_\_\_  
 TICKET SALES BEGIN (date): \_\_\_\_\_                      INTERNET (date): \_\_\_\_\_

Please Check One Below:

- \*All tickets are the same price. \$ \_\_\_\_\_
- ~ OR ~
- \*If tiered pricing, please indicate pricing structure below and on attached seating chart.

### TIERED TICKET PRICING OPTIONS (Price per ticket)

Category	Detail	Ticket Price
<b>BY AGE</b>		
Adult		\$
Seniors	60 and over?	\$
Student	What level student?	\$
Child	Age applicable?	\$
<b>BY THEATER AREA</b>		
Section 1		\$
Section 2		\$
Section 3		\$
<b>BY PURCHASE TIME</b>		
Advance Ticket Price		\$
Full-Price Ticket Price		\$



*\* Artist Holds, Equity, Mac, etc., Sponsor and Complimentary tickets or any tickets held from public sale shall be indicated and marked on your seating chart.*

### BOX OFFICE FEES

\*BOX OFFICE COMMISSION (Gross Sales):    For-Profit: **6%**    Non-Profit: **5%**    Education: **4%**  
 \*PRINTING FEE (Per Ticket):    For-Profit: **\$0.27**                      Non-Profit & Education: **\$0.20**  
 \*CUSTOMER FEES: **Phone/Mail Sale:** \$2.00 per ticket and \$1.50 mailing/Will-Call fees. **Internet Sales:** \$3.00 per ticket and mailing/Will-Call \$1.50 fee. **Reprint Fee:** \$1 per ticket exchanged or reprinted due to loss or theft. **Ticket printing Services:** \$0.33 per ticket without Box Office sales service.  
*\*Unless otherwise noted in contract.*

### BOX OFFICE POLICIES

All tickets are required to be sold through the Numerica PAC box office only. Persons two years and older are required to have a ticket to attend a ticketed event.

All ticket sales are non-refundable. Upon discovery of Box Office error, the ticket may be refunded. Tickets must be paid in full at the time of purchase. The Numerica PAC does not "hold" or "reserve" tickets to be paid at a later time. Exchanges will be accommodated within the same event only. If an exchange results in the customer selecting a seat of lesser value than the original purchase, there are no refunds, as above. The dollar amount above the new ticket cost will be recorded as a donation to the organization presenting the event.





ELECTRONIC SIGN

EXHIBIT D

# VENUE USER ELECTRONIC SIGN FORM

## Included with Venue Use:

Up to three consecutive impressions on the Numerica PAC electronic sign, approximately 100 to 200 times per day for 28 consecutive days INCLUDING all performance dates listed above, weekdays, weekends, and holidays for stage rental and for 14 consecutive days for lobby rental. Your impressions may be used as described below. Please create your impressions below, and our sign programmer will do his/her best to incorporate your request into an aesthetically pleasing message. Please remember "LESS IS MORE!"

**FIRST IMPRESSION:** *(One, Two or Three lines of up to 11 characters per line including spaces)*


**SECOND IMPRESSION:**


**THIRD IMPRESSION:**


Information **MUST** be submitted a minimum of 14 days prior to the beginning date of your event promotion, and all information is final after programming. All promotions are subject to the regulations of Wenatchee City Zoning Ordinance #3070 and Numerica PAC approval. Numerica PAC reserves the right to refuse promotion. For additional, paid promotion opportunities, see below.

**Additional impressions or promotion days may be purchased as follows:**

**\$50.00 /14 consecutive days / Up to Three Impressions.**

**FIRST IMPRESSION:** *One, Two or Three lines of up to 11 characters per line including spaces*


**SECOND IMPRESSION:**


**THIRD IMPRESSION:**


For additional days of messaging on the Electronic Sign, please complete:

**Additional 14-day Block(s) \_\_\_\_\_ x \$50 = \$ \_\_\_\_\_ Requested END Date: \_\_\_\_\_**

INITIAL \_\_\_\_\_

LIVE PERFORMANCE RECORDING  
Not Applicable

EXHIBIT E

# LIVE PERFORMANCE RECORDING

The parties agree as follows:

1. The Numerica PAC will record the Artist's performance(s) (hereinafter referred to as "Concert") as follows:
  - a. Type of Recording to be done:  
 Multi-Track (Up to 16 Tracks)  
 2-Track In-The-Room
  - b. Duration of Performance(s): \_\_\_\_\_
  - c. Fee per Performance: \_\_\_\_\_
  - d. Artist's Billing: \_\_\_\_\_
2. The Numerica PAC will record said concert and provide the Artist (or Agency) with the Pro Tools project file(s) (for multi-track recordings), which contains each track in .wav format, and for 2-track in-the-room recordings the Numerica PAC will supply all audio files on a CD.
3. The Artist is responsible for obtaining services for editing, mixing, mastering, and CD duplication for multi-track recordings. For 2-track in-the-room recordings, songs will be separated into individual tracks.
4. The Artist agrees to pay the recording fee, which shall be included in their original facility rental estimate and contract, and all articles of said contract.
5. The Artist is responsible for acquiring all necessary licenses required to record non-original works.
6. The Artist is responsible for acquiring any licenses that may be necessary for duplication, selling, or any other means of distribution of recorded works.
7. The Artist will hold rights to all recorded works, but relinquishes permission to the Numerica PAC to use any audio recordings for promotional or any other use as deemed appropriate for the Numerica PAC.
8. The Numerica PAC will not be responsible for any loss of data due to technological or user malfunction. In the event of a malfunction resulting in data loss the Numerica PAC will do everything possible to regain all lost data without compromising the integrity or quality of the recording.
9. The Artist agrees to credit the Numerica PAC on any manufactured article that uses the works recorded at the Numerica PAC as follows:
  - a. Recorded Live at the Numerica Performing Arts Center at the Stanley Civic Center in Wenatchee, WA.
10. The recording fees are not refundable once services have been rendered. The Artist can cancel recording services no later than five (5) business days prior to Concert with no penalty. Canceling recording services any later than the five (5) business days prior to the Concert may result in a fee of up to twenty-percent (20%) of recording fee.

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

Printed Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

PAC Venue Use Agreement

INITIAL \_\_\_\_\_

20 of 19

Supporters of the Center

123 N Wenatchee Avenue  
Wenatchee, WA 98801

5096659096 ... www.pacwen.org

# Rental Estimate

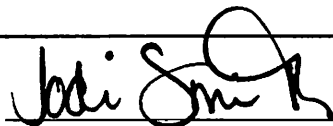
Estimate Date	Estimate #
03/29/2016	304

Name / Address
Wenatchee School District Attn: Karen 235 Sunset Avenue Wenatchee, WA 98801
PO# 8301500009

Event Date	Event Name
4/18/2016	Job - Alike

Item	Description	Qty	Cost	Total
Facility Rental - Educat...	Teacher Meeting April 18, 2016. 7am - 9:30am	2	150.00	300.00
Labor - Facility Supervi...	Labor - Facility Supervisor	2	35.00	70.00
Labor - General Techni...	Labor - General Technician	2.5	20.00	50.00
Projector Rental	Christie 7000 lumen. per day Wenatchee Sales Tax	1	80.00 8.40%	80.00 0.00
presenter: Adam Saenz				
<b>Total</b>				<b>\$500.00</b>

Licensee Signature



## Schools Insurance Association of Washington

# CERTIFICATE OF COVERAGE

Issue Date: 03/30/2016

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).

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

**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
<b>GENERAL LIABILITY</b>					
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)					
<b>AUTOMOBILE LIABILITY</b>					
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)					
<b>PROPERTY</b>					
	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 \$1MM) ANNUAL PROGRAM AGGREGATE	\$150,000,000 EXCLUDED EXCLUDED NONE
(PROPERTY IS SUBJECT TO A 250,000 SIR PAYABLE FROM PROGRAM FUNDS)					
<b>CRIME/PUBLIC EMPLOYEE DISHONESTY</b>					
(CRIME SUBJECT TO A \$250,000 PROGRAM SIR)	SIAW151634050	09/01/2015	09/01/2016	PER LOSS	\$1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / SPECIAL ITEMS**

Evidence of Coverage.

**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.



<b>CERTIFICATE HOLDER</b>	<b>AUTHORIZED REPRESENTATIVE</b>
Mike Locke Numerical Performing Arts Center 123 North Wenatchee Ave Wenatchee, WA 98801	

**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?
03/22/16	New	Broadway Center	Mariachi Performance	\$1,600	May 7, 2017	<u>Ramon Rivera</u>	 I have read this contract and recommend it for board approval.		
				Budget Code		 Initial			
				ASB 4402		March 23 2016 Date			

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

Agency Name \_\_\_\_\_  
 Attention: Broadway Center for the Performing Arts  
 Street address or PO Box 501 Broadway Suite 700  
 City, State, Zip Code Tacoma, WA 98402-4415  
 Email Address Lellani Balais <L.Balais@broadwaycenter.org>  
 Phone Number (253) 591-2013

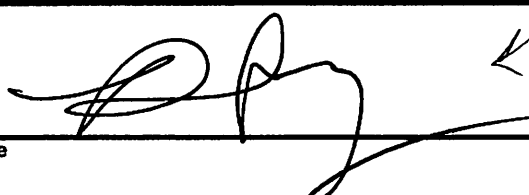
**Contract Details (Give a brief description of the contract):**

Mariachi Huenachi will Perform on May 7th at 3pm at Rialto Theater in Tacoma, WA for the Fiesta, Familia, Folklore Festival. Ramon Rivera & Majjia Henderson will taking Mariachi Huenachi for this Performance.

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

Reviewed by Attorney

Signature



Requires Edits?

*← Ricardo Jimenez*





901 Broadway, Suite 700  
Tacoma, WA 98402-4415  
Administration: (253) 591-5890  
Ticket Office: (253) 591-5894  
www.broadwaycenter.org

### BCPA PERFORMANCE CONTRACT

*To be completed by Contractor*

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

THIS AGREEMENT is made and entered into this 21st day of March in 2016, by and between the BROADWAY CENTER FOR THE PERFORMING ARTS, a Washington non-profit corporation, hereinafter referred to as "BCPA" and Mariachi Huenachi in c/o Wenatchee High School Mariachi, hereinafter referred to as "CONTRACTOR."

The purpose of this agreement is to provide a service of Contractor for the BCPA for ¡Fiesta, Familia, Folklore! on May 7, 2016. IN CONSIDERATION for the mutual promises contained in this agreement, the parties agree as follows:

**SERVICES:**

The Contractor agrees to provide a performance for the BCPA on **May 7, 2016 at 3:00 p.m.** as part of ¡Fiesta, Familia, Folklore! to be held at the **Rialto Theater**.

**COMPENSATION:**

For the Services rendered under this contract, BCPA shall pay the Contractor One Thousand Six Hundred Dollars and Zero Cents (\$1,600.00) for their performance at ¡Fiesta, Familia, Folklore!. Payment shall be made by company check for the full amount following the performance.

BCPA shall provide green room space (including snacks and beverages) for performers, and basic technical assistance to be mutually agreed upon by both parties.

The Contractor shall be responsible for payment and all taxes payable on compensation for services rendered under this agreement. If any tax authority determines that taxes are due and brings a claim for non-payment of taxes, the Contractor agrees to pay all taxes, penalties and interest assessed, and will hold harmless and indemnify BCPA from all such amounts assessed.

**EMPLOYMENT STATUS:**

The Contractor, and their employees or agents, performing under this agreement are independent of BCPA and are not deemed to be employees of BCPA.

**LIMITATION ON USE:**

The Contractor grants BCPA the right to use the Contractor's name, logo and rights in marketing material prepared by BCPA in connection with the event, solely for the purpose of marketing and promoting the performance.

**FORCE MAJEURE & LIMITATION OF CLAIMS:**

This Personal Service Contract is binding on both parties and cannot be cancelled except as follows: BCPA and the Contractor mutually agree that either party may cancel this contract and all parties shall be released from any liability or damages hereunder, if BCPA or the Contractor is unable to fulfill the terms of this contract due to an Act of God or any other legitimate conditions beyond the control of BCPA or the Contractor. However, it is agreed by both parties that best efforts will be made by both parties to so adapt that the performance may be presented as scheduled.

**INDEMNIFICATION:**

The Contractor agrees to defend, indemnify and hold harmless BCPA, its employees, officers, agents, or contractors, and further agrees to defend, indemnify and hold harmless the City of Tacoma, its appointed and elected officials and employees, from and against all claims, liabilities, judgments, actions, costs or expenses arising from any negligent act or omission of the Contractor, or any of their employees or agents in the performance of this agreement.

**COMPLIANCE WITH APPLICABLE LAWS:**

The Contractor, as an independent business entity, shall comply with all local, state and federal laws and city regulations, and other applicable government jurisdiction laws relative to the conduct of business in the State of Washington.

**GOVERNING LAW:**

This agreement shall be governed by and construed and enforced in accordance with the laws of the State of Washington without regard to conflict of law or choice of law principles. Venue for any arbitration or litigation shall be in Pierce or King County, Washington.

**MISCELLANEOUS PROVISIONS:**

There are no oral agreements between the parties hereto affecting this Agreement, and this Agreement supersedes and cancels any and all previous negotiations, arrangements, brochures, agreements and understandings, if any, between the parties hereto or displayed by the BCPA with respect to the subject matter thereof, and none thereof shall be used to interpret or construe this Agreement. This Agreement, and any exhibits thereto, is and shall be considered to be the only agreement between the parties hereto and their representatives and agents. All negotiations and oral agreements acceptable to both parties have been merged into and are included herein. There are no other representations or warranties between the parties and all reliance with respect to representations is solely upon the representations and agreements contained in this document.

This agreement, with identified addendums, contains all terms and conditions agreed to by BCPA and the Contractor.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement thereto on the date noted:

**CONTRACTOR:**

\_\_\_\_\_ Date \_\_\_\_\_

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

**LICENSOR:**

**BROADWAY CENTER FOR THE PERFORMING ARTS**

\_\_\_\_\_ Date \_\_\_\_\_

David J. Fischer, Executive Director

## Request for Taxpayer Identification Number and Certification

Give Form to the  
 requester. Do not  
 send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Social security number**

--	--	--	--	--	--	--	--	--	--	--	--

**Employer identification number**

--	--	--	--	--	--	--	--	--	--	--	--

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b> Signature of U.S. person ▶	Date ▶
--	--------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

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

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

*All contracts require school board approval.*

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

Date	New or Renewal or Revision	Agency	Purpose	Amount	Contract Start Date & End Date	Staff Person Responsible for Contract	Approved by Les?	PO Required?	Attorney Review Required?
04/01/18	Renewal	CH2O Inc.	HVAC cooling system chemical treatment and monitoring	530-9700-64-7000-000  Budget Code <i>NOT TO EXCEED</i> <i>\$ 3,993.60</i>	Annual March to October service	<u>Greg Thompson</u>  I have read this contract and recommend it for board approval. <i>[Signature]</i> Initial <i>[Signature]</i> Date <i>4/1/16</i>	<i>[Signature]</i>	Yes	This is decided at the district office.

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

Agency Name CH2O Inc.  
 Attention: Adam Vickery  
 Street address or PO Box 8820 Old Hwy 99 SE  
 City, State, Zip Code Olympia, WA 98501  
 Email Address \_\_\_\_\_  
 Phone Number 360-943-6063

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

If this is a revision, what has changed?

HVAC cooling system chemical treatment and monitoring of cooling towers, chill loops, hot loops, and low pressure steam boilers at Mission View, Sunnyslope, Lincoln, Pioneer, Columbia, Washington, Orchard, Newbery, Lewis and Clark, and Foothills.

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

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

Signature

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

Wenatchee School District  
Maintenance & Operations  
1001 Circle St.  
Wenatchee, WA. 98801



Phone (509) 663-0555  
Fax (509) 663-0244

Service Contract for signature

March 30, 2016

CH2O is hired annually to maintain the proper chemical balance in our HVAC cooling towers, chill loops, hot loops, and low-pressure steam boilers.

They provide this service at the following schools: Mission View, Lincoln, Pioneer, Columbia, Washington, Orchard, Newberry, Lewis & Clark, Sunnyslope, and Foothills.

Proper chemical balance prevents corrosion and clogging of the mechanical system supply lines and keeps us in good standing with the city on discharge requirements.

Any further questions please let me know.

Thanks,

A handwritten signature in black ink, appearing to read "G. Thompson".

Greg Thompson  
Director M&O



**Service Contract**

CH<sub>2</sub>O, Inc. (hereafter referred to as CH<sub>2</sub>O) Wenatchee School District (Maintenance Department) (hereafter referred to as customer) do hereby agree as follows:

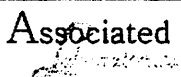
- 1. Chemical sales and/or service: CH<sub>2</sub>O will provide water treatment chemicals and/or services to the customer at the following schedules and pricing.

**LOCATION: Wenatchee School District 1001 Circle Street, Wenatchee, WA 98801**

- 2. Service schedule: CH<sub>2</sub>O hereby agrees to perform service calls on monthly bases for a total of Eight (8) Visits per year starting from **March to October**. At this time water treatment tests will be performed on the following equipment; Cooling towers, Chill Loop, Hot Loop, Low Pressure Steam Boiler and a written report will be submitted to the responsible party.
- 3. Term: This agreement shall be in effect for: One (1) year, commencing on a signed contract and shall be renewed for successive periods of: one (1) year **UNLESS WRITTEN NOTICE IS GIVEN TO CH<sub>2</sub>O PRIOR TO TWO (2) MONTHS FROM END OF CONTRACT.**
- 4. Termination: If customer is dissatisfied with the quality of the chemicals or services performed, customer shall inform CH<sub>2</sub>O in writing of the specific areas of dissatisfaction and if CH<sub>2</sub>O shall fail to substantially correct said deficiencies within thirty (30) working days, customer may then terminate this agreement by giving thirty (30) day written notice to CH<sub>2</sub>O. Furthermore all outstanding monies owed CH<sub>2</sub>O for chemical and/or services sold or performed shall be paid in full within ten (10) days of termination date. CH<sub>2</sub>O may terminate chemicals and/or services upon ten- (10) day's written notice for non-payment. Non-payment shall be deemed a material breach of this agreement, at which time all monies owed under the term of this agreement will be due.
- 5. Price: A monthly billing of \$499.20 per month for a period of 8 months, beginning at the date of signed agreement. Service for this 8 month period not exceed \$3,993.60

Service: Monthly service visits included Test Reagents, hand written report on test analysis performed, adjustments to water treatment equipment and chemical additions if needed on the following schools.

Mission View, Lincoln, Pioneer, Columbia, Washington, Orchard, Newberry, Lewis & Clark, Sunny Slope, and Foothills.



**Chemical Sales; CH<sub>2</sub>O and the customer agree on the price of chemicals supplied (see listing of chemicals and pricing) for the term of this agreement.**

**Service and Chemical Sales Payment; payment will be due upon the last day of each month in which services are performed or chemical shipped. A ten (10) percent special handling charge shall be paid by customer to CH<sub>2</sub>O on any invoice not paid within thirty (30) days after the last day of each month in which services were performed or chemicals sold. Accounts past thirty (30) days will be charge interest at the rate of one and a half- (1 ½) percent per month. Customer may also receive an invoice for "special service" rendered (when applicable). This invoice is in addition to the regular monthly invoice. Payment of said invoice is due under the same terms. Unless otherwise stated the FOB point for all sales will be Olympia, WA. All products/services purchased from CH<sub>2</sub>O, Inc. are subject to the standard terms as shown on our invoice. Prices do not include any applicable taxes. Price quotes are firm for 60 days.**

- 6. Legal: If customer's account is referred to an agency or attorney for collection customer hereby agrees to pay for reasonable litigation costs and attorney fees.**
- 7. Price adjustments: The above price is based upon present wage laws, cost of supplies, fringe benefits, taxes, insurance, estimated tonnage, horsepower and capacities of present operating conditions. In the event of any increases beyond the control of CH<sub>2</sub>O in the aforementioned times, it is agreed that the client hereto shall bear said costs. Any adjustments during the term of this agreement shall be in writing and delivered to client by mail or fax.**
- 8. Holidays: CH<sub>2</sub>O is not obligated to perform service on the following holidays; Christmas Day, New Years Day, Labor Day, Thanksgiving Day, Forth of July, Easter and Memorial Day. Service on holiday's weekends and after normal hours, when requested, shall be charged on an overtime basis and will be subject to additional charge as agreed on.**
- 9. Insurance and indemnification: CH<sub>2</sub>O hereby agrees to carry insurance for any claims of personal injury, death and property damage which may arise as the result of the actions of its employees or agents and will provide a certificate of insurance with a minimum of \$1,000,000.00 general comprehensive liability coverage.**
- 10. Entire agreement: This water treatment service and/or chemical sales contains the entire agreement between the parties or supersedes any and all other agreements either oral or written. If any provision of this agreement is found by a competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in anyway.**
- 11. Binding: This agreement shall insure to and bind the successors, assigns, agents and representatives of the parties.**

12. Notices: Notices, requests, demands and all communications here under shall be in writing and delivered or mailed with postage paid, to CH<sub>2</sub>O Inc., at 8820 Old Highway 99 S.E., WA 98501, facsimile at 360-705-0455, no other communications are acceptable.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2016 at \_\_\_\_\_, Washington

\_\_\_\_\_  
Customer or agent



\_\_\_\_\_  
CH<sub>2</sub>O Incorporated

\_\_\_\_\_  
Title

*Field Rep/Account Manager*  
\_\_\_\_\_  
Title

Chemical Sales; CH<sub>2</sub>O and the customer agree on the price of chemicals supplied (see listing and pricing of chemicals) for the term of this agreement. Items below are not included in the monthly service charge.

NOTE: Closed Loop Inhibitor and Cooling Tower Biocide are not included in this Service Contract and are to be purchased separate. Please see pricing below!

Estimated quantity needed for 2014 through 2015 Season!

Qty: (2) Product **6438** – Closed Loop Inhibitor – 5 gallon Pale/ 45 lbs-----(\$205.76ea)  
Qty: (6) Product **Bio Trol 20** – Cooling Tower Biocide – 5 gallon Pale/ 40 lbs-----(\$287.30ea)  
Qty: (1) Product **6257UA** – Steam Boiler Inhibitor – 5 gallon Pale / 50lbs-----(\$202.35ea)

Total amount for Chemical purchases: \$2,135.32

Revised September 16, 2009

G:\Word6\Proposal-Quote Documents\CH2O Chemical Sales Contract-CA





8820 OLD HIGHWAY 99 SE, OLYMPIA, WASHINGTON, 98501 (360) 943-6063 FAX (360) 352-4813

## QUOTATION FOR CHEMICALS AND/OR EQUIPMENT

To: Wenatchee School District  
 Maintenance & Operations  
 1001 Circle Street  
 Wenatchee, WA 98801

Attention: Greg Thompson  
 Lance Coleman

Quantity	Product/Equipment	Cost
4	<b>6439 45LB Closed Loop Inhibitor</b> -----(\$220.28ea) CODE: 1BW439N05L-----	\$881.12
4	<b>PEROX-CIDE</b> ----Cooling Tower Biocide-----(\$276.25ea) (5 GALLON PALES)-----	\$1,105.00
<b>Total</b>		<b>\$1,986.12</b>
<b>DATE: March 28, 2016</b>		<b>PRICES: FIRM FOR 60 DAYS</b>
<b>F.O.B: Olympia WA</b>		<b>TERMS: NET 30 DAYS</b>
<b>CH<sub>2</sub>O REPRESENTATIVE: Adam Vickery Cell#509-630-6639</b>		
<b>Washington LIC#- CH2OII*918ML    Oregon LIC#-182001    California LIC#-763719</b>		

Prices do not include any applicable taxes.

# MEMORANDUM

## Inventory Surplus

TO:	Board of Education
FROM:	Karen Walters, Director of Accounting
DATE:	April 12, 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
<b>John Newbery</b>	12 Boxes	Into English Books
<b>Washington</b>	20	Big Books
	2	Big Books
	1	Overhead
	3	Cassette Recorders
	2	Cassette Recorders
	1	Black Book Display
	8 Boxes	Surplus Books
	1	Overhead
	1	Panasonic CD Stereo
	2 Boxes	Math Applications/Connections
	1 Box	Dictionaries
	108	Big Books
	2 Boxes	Health Books
	1 Box	Water Bottles
	1 Box	Early Childhood Cassette Tapes
	1 Set	Portable Volleyball Base and Poles
	1 Set	High Jump Standards
	1 Box	Frisbees
	1 Box	Foam Frisbees
	5 Boxes	Jr. Size footballs/Soccer balls
	1 Box	Plastic Hockey Sticks/replacement blades
	1	Hockey Net
	3	Climbing Ropes
	1 Box	Mis. Track Supplies
	1 Box	Pickelball Paddles
	1 Box	Ping Pong Paddles
	1 Box	Badminton Paddles & Accessories
	2	Bowling Balls
	2 Boxes	Plastic/Wood Bats
	29	Wood Poles
	10	PVC Pipes
	1	Wire Baseball Bat Holder
	1 Box	Flag Straps
	1 Box	Flag Football Belts
	1	World Atlas
	1	Jump Rope Pack
<b>Wenatchee High School</b>	1 Box	Books/VHS Movies
<b>District Office</b>	10 Boxes	Misc. Secondary Math Books
<b>Technology</b>		
FMS	14	eMac
	6	Projector

# MEMORANDUM

## Inventory Surplus

1 Power Mac Mini  
 2 Boxes Hubs and Switches  
 1 Box Misc. Mice and Cords

### Washington Building Surplus

1	Round Table
2	Two Drawer File Cabinet
1	Teacher Desk
2	Padded Chair
1	Blue Three Shelf Cart on Wheels
1	Adult Desk
1	Bookshelf
1	Round Table
3	Office Side Chair
2	Double Sided Floor Bookshelf
1	Rolling Shelves with Door
1	White Cubbies
2	Large Rectangle Table
1	Small Rectangle Table
2	Rolling Cabinets
1	Large Rolling Shelf
5	Small Brown Chair
2	Blue Student Chair
1	Teacher Desk
1	Teacher Chair
1	Green Top Book Shelf
13	Blue Student Chair
1	Bookshelf on Wheels
1	Yellow Top Circle Table
1	Pull Down Map
1	Pull Down Projection Screen
1	Gray Reading Table
33	Student Chair
2	Student Desk
1	Six Shelf Bookshelf
1	Coat/Backpack Hook Shelf
15	Flip Top Student Desk
8	Student Desk
2	Light Yellow Book Display Case
2	Dark Brown Wood Book Case
1	Book Case
1	3 Foot Half Table
1	32 Cubbies Folding Storage
1	Pink Rectangular Table
2	Light Wood Rectangular Table
2	White Wood Teacher Chair
1	Brown Teacher Desk
1	Light Brown Phone Sand
1	Brown File Cabinet
1	Beige Round Table
1	Long Low Book Shelf
33	Student Chair

# MEMORANDUM

## Inventory Surplus

23	Student Desk
1	Large Table
1	Small Bookcase
1	Large Bookcase
1	Cabinet
1	Pull Down WA State Map
1	Pull Down World Map
6	Plastic Chair
28	Student Desk
3	Bookcase
3	Small Wood Table
1	Four Drawer File Cabinet
2	Bulletin Board
1	Tan File Cabinet
1	Blue Chair on Wheels
1	Teacher Desk
4	Long Table
1	Bookshelf
2	Chair
1	Desk
1	Filing Cabinet
1	Blue Chair
3	Wood Book Shelf
1	Teacher Desk
1	Teacher Desk
1	Teacher Desk Chair w/No Arms
1	Teacher Desk Chair w/Arms
1	Four Drawer File Cabinet
1	Four Shelf Bookcase
1	16 Cubby Storage Shelf
1	Storage Wardrobe w/Doors
2	Four Shelf Gray Utility Storage Rack
1	Green Plastic Chair w/Wheels
1	Beige Three Shelf Cart on Wheels
1	Four Shelf Gray Utility Storage Rack
1	Six Hook Wall Mounted Coat Rack
1	Five Hook Wall Mounted Coat Rack
1	Teacher Desk
1	Teacher Chair
1	Book Shelf
1	Westinghouse 4 Burner Stove/Oven
1	Wood Bookcase 6' x 3' (5 shelves)
1	Butcher Block
39	Wood Chair
9	Plastic Chair
4	Long Table
7	Round Table
1	Teacher Desk
1	Long Working Desk
1	Teacher Chair
2	Metal Chair

# MEMORANDUM

## Inventory Surplus

7	Book Cart
2	Filing Cabinet
1	Small Trapezoid Desk
1	Rolling Cart
1	Desk
1	Circulation Desk
1	Double Sided Book Holder
1	Half Circle Table
1	Metal Circular Display
1	Bookshelf
2	Small Bookshelf
1	Partition
1	Safety Patrol Cabinet/Closet
1	Display Cabinet on Wheels
1	Table 2ft by 2ft
1	Front Counter w/ Drawers
1	Wood Flip Seat Bench
2	Desk w/3 Drawers
1	Chair
1	Table 2ft by 2ft
2	Desk Chair
1	Three Drawer Teacher Desk
1	Black Four Shelf Unit
1	Two Drawer File Cabinet
1	Three Drawer File Cabinet
1	Four Drawer File Cabinet
1	White Orff Garage
1	Gray Wenger Board on Wheels
2	Gray/White Storage Unit on Wheels
1	Six Shelf Bookshelf
1	2 Door Brown Shelving Unit on Wheels
5	Chair
6	Blue Window Blinds
3	Chair/Floor Mat
1	Adult Office Chair
2	Metal Four Drawer File Cabinet
1	Adult Desk
1	Tall Metal Beige Storage Cabinet
3	Four Drawer Gray File Cabinet
2	Two Drawer Light Grey/Brown File Cabinet
1	Three Shelf Bookshelf
1	Wooden Lakeshore Cabinet
2	Rolling Gray/Blue Desk Chair
1	Pink Kid Chair
1	Teacher Desk
1	Teacher Chair
1	Orange Adult Chair
28	Student Desk
35	Student Chair
1	Cabinet
1	Book Box Shelf

# MEMORANDUM

## Inventory Surplus

1	Mail Slot Shelf
1	Rolling Shelf
2	Book Display Shelf
1	Horseshoe Table
1	Tabletop Easel
1	Half Round Table
1	Long Book Shelf
1	Small Rectangle Table
1	World Map
1	Screen
2	File Cabinets
1	Short Cabinet w/sliding doors
1	Book Cart
1	Easel
1	Projector Screen
1	World/USA Map
2	Full Size Rectangular Table
4	Half Size File Cabinet
1	6ft Tall Bookshelf
1	Cubical Bookshelf
28	Student Desk
4	Student Chair (small)
31	Student Chair
1	Horseshoe Table
1	Teacher Roller Chair
1	Student Chair
1	Teacher Chair
2	Rectangle Table
2	Vertical File Cabinet
5	Student Desk
1	Small Square Table
7	Student Cube Chairs
3	Wall Divider
4	Rectangle Student Table
35	Student Chair
1	Four Drawer File Cabinet
1	Easel
4	Medium Size Bookshelf
1	Pull Down Projection Screen
1	Teacher Chair
30	Student Coat Hook
1	Desk
2	Teacher Chair
2	Four Drawer File Cabinet
6	Table
19	Student Chair
4	Bookcase
2	Cabinet on Wheels
1	Microwave
1	Refrigerator
1	Gray Horseshoe Table

# MEMORANDUM

## Inventory Surplus

1	Brown Horseshoe Table
1	Blue Horseshoe Table
3	Book Shelve
5	Large Rectangle Table
1	Small Rectangle Table
4	Blue Plastic Chair
1	Large Tall Wood Bookshelf
1	Half Circle Table
4	Rectangle Student Table Gray & Blue
1	Small Kidney Table Gray & Blue
1	Salmon Small Rectangle Table
1	Blue Small Rectangle Table
1	Square Listening Table
2	Four Shelf Bookshelf
1	Brown & Black Double Sided Shelf/Wheels
32	Student Chair
1	Student Desk
1	Gray Two Drawer File Cabinet
1	Brown Four Drawer File Cabinet
1	Six Drawer Teacher Desk
1	Half Round Blue & Yellow Round Table
1	Tan Half Round Table
1	Four Tier Shelf
1	White Four Tier Shelf
3	Teacher Chair
1	Alphabet Rug
1	Kidney Table
2	Large Brown Table
1	Small Brown Table
1	Small Book Holder for Big Books
2	Shelves
5	Tall Bookshelf
2	Tall File Cabinet
1	Leather Teacher Chair
1	Cloth Teacher Chair
2	Blue Plastic Chair on Wheels
1	Green Computer Cart
5	Rectangle Table
6	Student Desk
30	Student Chair
2	Chair on Wheels
1	Rectangle Shelf
2	Shelf on Wheels
1	U Shaped Table
1	Teacher Desk
2	File Cabinet
2	Floor Rug
28	Student Desk
30	Student Chair
1	File Cabinet
2	Half Circle Table

# MEMORANDUM

## Inventory Surplus

1	Rectangular Table
1	Teacher Desk
2	Rolling Cart w/Drawers
1	Double Sided Bookshelf
1	Bookshelf
1	Bookshelf
1	Teacher Chair
1	Cabinet
1	Mounted Coat Hook
5	Short Bookshelf
8	Rectangle Table
1	Rolling White Board
1	Kidney Table
2	Half Circle Table
1	Poster Storage Table
5	Bookshelf
1	Large Cabinet
2	Teacher Chair
1	Easel
1	File Cabinet
2	3 Shelf Bookshelf
1	2 Shelf Bookshelf
1	8 Shelf Bookshelf
1	3 Shelf Bookshelf
1	Rectangle Table
1	Rectangle Table
2	Half Circle Table
25	Student Desk
2	File Cabinet
1	Teacher Desk
3	Adult Chair
1	Cabinet
27	Student Chair
1	Horizontal File Drawer
1	Cabinet
1	Pull Down Screen
1	Pull Down Map
2	Coat Hook Rack
1	Teacher Desk
25	Student Desk
1	Kidney Shape Group Table
2	Medium Rectangle Table
1	Large Rectangle Table
1	Small Half Round Table
1	Tall Bookshelf
1	Short Bookshelf
1	File Cabinet
37	Student Chair
2	Teacher Chair
1	Mail Slot Paper Rack
1	Large Rolling Cabinet



# MEMORANDUM

## Inventory Surplus

1	Large Coat Rack
1	Projector Screen
24	Flip Top Student Desk
29	Blue Student Chair
1	Wood Top Teacher Desk 3 Drawer
1	Swivel Teacher Chair
1	3 Drawer Rolling Cart
1	6 Ft Long Table
1	6 ft Long Table
1	3 Shelf Rolling Cart
1	2 ft Table
1	2 Drawer Cabinet
1	7ft Bookshelf
1	Four Drawer File Cabinet
1	Teacher Chair
1	Two Door Rolling Cabinet
1	Two Door Cabinet
1	Pull Down Projection Screen
1	20 ft Coat Hook/Shelf
1	Pull Down Map
1	Black/Swivel Teacher Chair
1	Water Cooler
1	Wood Bookcase 6' x 3' (5 shelves)
28	Student Desk
2	Rectangular Table
2	Teacher Chair
3	Blue Paint Low 2 Shelf Bookshelf
1	Teacher Desk
1	File Cabinet
1	Tan Paint 3 Shelf Bookshelf
1	White 2 Shelf Bookshelf
39	Blue Student Chair
1	Orange Student Chair
1	Six Shelf Bookshelf
2	Pull Down World Map
27	Coat Hook
2	Horseshoe Table
1	Rectangle Table
1	Metal File Cabinet
24	Student Chair
2	Dry Erase Board
1	Teacher Desk
1	Corkboard
1	Teacher Desk
1	Teacher Desk
1	Two Door Cabinet on Wheels
1	Two Door Closed Cart
1	Four Door Closed Cabinet on Wheels
1	Five Drawer Legal File Cabinet
1	Tow Drawer Legal File Cabinet
4	Table

# MEMORANDUM

## Inventory Surplus

1	Table
29	Student Chair
2	Adult Chair
1	Swivel Office Chair
1	AV Cart
1	Water Dispenser
1	Two Door Cabinet
1	Bookshelf
1	Pull Down Projection Screen
1	Rhombus Table
2	White Board
1	Wood Desk
1	Two Drawer File Cabinet
1	Black Four Drawer File Cabinet
1	Black Desk Chair
29	Student Desk
4	4 Drawer File Cabinet
1	3 Shelf Bookcase
30	Student Chair
9	Student Chair on Wheels
1	2 Drawer Filing Cabinet
2	Table
1	Black Cart
1	Cart
1	Four Door Cabinet
3	Cubbies
1	Easel
1	Stool
1	Teacher Chair
2	Map
1	Overhead Screen
1	3 Drawer Teacher Desk
1	6 ft Group Table
1	5 ft Group Table
1	Four Door Cabinet
2	Four Drawer File Cabinet
1	Two Drawer File Cabinet
1	Rolling Two Drawer Storage
1	Two Sided Rolling Shelf
1	Standing Book Shelf
1	Easel
1	Screen
1	Pull Down World Map
1	WA State Map
2	Four Drawer File Cabinet
1	Two Drawer File Cabinet
3	Short Four Door Cabinet
1	Short Two Door Rolling Cabinet
1	28 Spot Cubbies
1	Four Drawer Map Cart
1	Tall 2 Sided Rolling Bookshelf

# MEMORANDUM

## Inventory Surplus

1	Six Shelf Bookshelf
1	Short Two Sided Rolling Bookshelf
1	Teacher Desk - Metal Top
1	Large Rectangle Table
1	Small Rectangle Table
1	Short One Drawer Cabinet
1	Rolling Presentation Cart
29	Student Desk
29	Student Chair
5	Rolling Chair
1	Rolling Teacher Chair
18	Full Size Chair
1	Large Two Sided Cabinet (12 Spots)
1	Pull Down WA State Map
1	World Map
1	Screen
2	Brown Two Drawer File Cabinet
1	Four Drawer Gray File Cabinet
2	Brown Rectangle Table
1	Kidney Table
1	White Two Sided Bookshelf
6	Tan Chair
1	Brown Teacher Desk
1	Tan Small Rectangle Table
23	Tan Student Desk
30	Blue Student Chair
1	Cream/Yellow Adult Chair
1	Tan/White Easel
1	Light Gray Rolling Cart for Projector
1	Brown Cabinet
1	Tan Bookshelf
2	Student Cubbies
1	Teacher Desk
1	Horseshoe Table
2	Rectangle Table
1	Half Circle Table
2	Bookshelf
28	Coat Hook
1	Screen
1	Map
1	Three Drawer Teacher Desk
1	3ft x 2ft Adjustable Table
28	Blue Student Chair
1	Brown Teacher Rolling Chair
24	Top Close Student Desk
1	4 Cupboard Moveable Cabinet
1	2 Shelf Bookshelf
4	6' x 2.5' Plastic Rectangular Table
1	8 Shelf Double Sided Bookshelf
1	Blue Adult Chair
1	Tan Adult Chair

# MEMORANDUM

## Inventory Surplus

1	Half Circle Table
1	3 Drawer File Cabinet
1	3 Shelf Rolling Computer Cart
1	Pull Down Map
1	Pull Down Projection Screen
1	Big Book Stand
1	Big Book Storage
4	3 Tier Storage Drawer
1	5 Foot Half Table
1	Grey U Table
1	Grey Material Swivel Chair
1	Grey/Blue Folding Chair
1	Beige Book Shelf
5	Dark Brown Round Table
37	Blue Student Chair
1	Pull Down Map
1	Pull Down Screen
1	Small Table
3	Rectangle Table
1	Stool
38	Student Chair
1	Steel Cart
9	Balance Scales
2	Book Shelve
1	Two Door Steel Cabinet
1	Teacher Chair
1	Rectangle Table
26	Student Chair
26	Lift Top Student Desk
1	6 Ft Long Table
1	Storage Cabinet
1	30 Slot Cubbies
1	U-Shaped Reading Table
1	Rectangle Book Shelf
1	Rectangle Table
1	Small Rectangle Table
28	Student Desk
1	Teacher Desk
2	Adult Chair
2	Half Circle Table
37	Student Chair
1	Pink Adult Chair
1	Pull Down Projection Screen
1	World/Country Map
2	Staff Table
12	Staff Chair
1	Wood Cabinet on Wheels
3	4 Drawer Filing Cabinet
1	2 Drawer Filing Cabinet
1	Metal Workspace Desk on Wheels
1	Wood Workspace Desk on Wheels

## MEMORANDUM

### Inventory Surplus


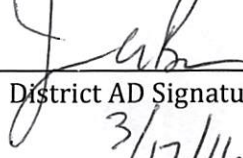
1	Chair on Wheels
1	Chair High Back on Wheels
1	Chair on Wheels
1	White Cabinet w/Shelf
1	Blue Wood Table
1	Wood Table on Wheels
1	Paper Cabinet Caddy
28	Student Desk
30	Student Chair
1	Throw Rug
2	Teacher Chair
2	Short File Cabinet
28	Student Desk
1	Black 3 Tier Cart
1	Bench w/Sink in Middle
2 pc	Dishwasher Work Area
1	Blakeslee Dishmachine
1	Fridgeair UF 211 T Upright Freezer
1	Tall 3 Tier AV Cart
1	Step Stool
2	Wood Cabinets
1	Teacher Desk
1	Book Display Case
1	Book Shelf, Short & Long
1	Easel
8	Green Student Chair
3	Student Desk
1	Cubbies
1	Screen
1	Small Easel
1	Bookshelf
1	Small Storage Shelf

# 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. <b>Middle School Dance Camp</b><br/>_____</p> <p style="text-align: center;">Type of Camp</p> | <p>2. <b>Introduce Middle School Girls to dance team</b><br/>_____</p> <p style="text-align: center;">Purpose of Camp</p>                                  |
| <p>3. <b>WHS Freshman Panther-Ettes</b> _____<br/>Group Sponsoring Camp</p>                         | <p>4. <b>Lower field by track (WHS)</b><br/>_____</p> <p style="text-align: center;">Camp Location</p>   |
| <p>5. _____<br/>Name of Clinician</p>   | <p>6. _____<br/>Address of Clinician</p>   |
| <p>7. <b>Tuesday May 3rd</b> _____<br/>_____</p> <p style="text-align: center;">Date(s) of Camp</p> | <p>8. <b>One after school session &amp; perform at Varsity Soccer Game</b><br/>_____</p> <p style="text-align: center;">Number &amp; Types of Sessions</p> |
| <p>9. <b>7th &amp; 8th grade girls</b> _____<br/>Age (Grade) of Participants</p>                    | <p>10. <b>\$25.00</b><br/>_____</p> <p style="text-align: center;">Cost Per Participant</p>  |
| <p>11. <b>None</b> _____<br/>Anticipated Number of Male Campers</p>                                 | <p>12. <b>60 (max) ?</b><br/>_____</p> <p style="text-align: center;">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

_____ Camp Sponsor Signature	 _____ Building Principal Signature	 _____ District AD Signature
_____ Date of Signature	3/17/16 _____ Date of Signature	3/17/16 _____ Date of Signature

## School Board Section

\_\_\_\_\_ Approved

\_\_\_\_\_ Rejected

Reason for Rejection:

\_\_\_\_\_

\_\_\_\_\_

WSD Administrative Signature

\_\_\_\_\_

Date

## Volleyball Dates Spring/ Summer 2016

Please Check Website Regularly as

Dates/ Times may change

[www.wenatcheeschools.org/whs/volleyball/index](http://www.wenatcheeschools.org/whs/volleyball/index)

Clear for Summer By: May 20<sup>th</sup> (if you were clear for vb this year, you are good until the end of July. Re-Clear BEFORE tryouts no matter what.)

Open Gyms: Monday and Wednesday evenings, time TBD

Weight room: TBA

Kids Camp: June 13-15<sup>th</sup> 8am-3pm for grades 2-10

Team Camp: July 10-14<sup>th</sup> Guy Enriques Team Camp [www.guysvolleyball.com](http://www.guysvolleyball.com)

Register online, there will be a fee for lodging and meals are on your own.

Summer League: June 20, and 27 and July 18<sup>th</sup> and 25<sup>th</sup> at 5:30 PM at Eastmont High School (pre sign up and your own transportation required)

Tryouts: Begin August 22<sup>nd</sup>, 2016 - Time TBD (you must be cleared, Athletic Office re-opens the 2<sup>nd</sup> week in August)

Sign up for Remind. (see McLean)

Get Cleared.

WORK OUT!

BE AWESOME!

If you have questions please email Coach McLean

[mclean.e@wenatcheeschools.org](mailto:mclean.e@wenatcheeschools.org)

Thank you!

# Wenatchee School District Sports Camp/Clinic Application

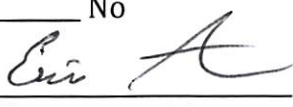
This application must be completed and approved by the school board prior to the start of any activity including pre-registration. Please include a prior year's camp flyer if you have one.


- |  |   |
|--|---|
| <p>1. <u>Volleyball Team Camp</u><br/>Type of Camp</p> <p>3. <u>Guy Enriques Team Camp</u><br/>Group Sponsoring Camp</p> <p>5. <u>Guy Enriques</u><br/>Name of Clinician</p> <p>7. <u>July 10-14</u><br/>Date(s) of Camp</p> <p>9. <u>incoming 9-12 grade</u><br/>Age (Grade) of Participants</p> <p>11. <u>0</u><br/>Anticipated Number of Male Campers</p> | <p>2. <u>Build skills and camaraderie</u><br/>Purpose of Camp</p> <p>4. <u>St Martins University</u><br/>Camp Location</p> <p>6. <u>PO BOX 355<br/>PAHALA, HI 96777</u><br/>Address of Clinician</p> <p>8. <u>1 session, 5 days</u><br/>Number &amp; Types of Sessions</p> <p>10. <u><del>270-350</del> \$300-375</u><br/>Cost Per Participant</p> <p>12. <u>12-30</u><br/>Anticipated Number of Female Campers</p> |
|--|---|

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

Yes                       No

  
Camp Sponsor Signature  
3/14/16  
Date of Signature

  
Building Principal Signature  
3/16/16  
Date of Signature

  
District AD Signature  
3/16/16  
Date of Signature

## School Board Section

\_\_\_\_\_ Approved

\_\_\_\_\_ Rejected

Reason for Rejection:

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

\_\_\_\_\_ Date



# Wenatchee School District Sports Camp/Clinic Application

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

- |   |   |
|---|---|
| 1. <u>volley ball skills</u><br>Type of Camp                        | 2. <u>fundraising, teach young children about VB</u><br>Purpose of Camp |
| 3. <u>Wenatchee High School Volleyball</u><br>Group Sponsoring Camp | 4. <u>WHS Big Gym</u><br>Camp Location                                  |
| 5. <u>Emily McLean</u><br>Name of Clinician                         | 6. <u>712 Vista View Pl</u><br>Address of Clinician                     |
| 7. <u>June 13-15 2017</u><br>Date(s) of Camp                        | 8. <u>1 session of 3 days, AM, PM</u><br>Number & Types of Sessions     |
| 9. <u>grades 2 - 10</u><br>Age (Grade) of Participants              | 10. <u>\$60 - 80</u><br>Cost Per Participant                            |
| 11. <u>0-5</u><br>Anticipated Number of Male Campers                | 12. <u>60</u><br>Anticipated Number of Female Campers                   |

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

Yes

No

*Emily McLean*  
Camp Sponsor Signature  
3/11/16  
Date of Signature

*Evo A*  
Building Principal Signature  
3/16/16  
Date of Signature

*J. A. B.*  
District AD Signature  
Date of Signature

## School Board Section

\_\_\_\_\_ Approved

\_\_\_\_\_ Rejected

Reason for Rejection:

\_\_\_\_\_

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

\_\_\_\_\_ Date

# Wenatchee High School

## Panther Volleyball Camp 2016

### Daily Schedule

June 13-15, 2016

9:00 am - 11:30 am  
Incoming Grade 2-5  
Incoming Grade 6-8

1:00 pm - 4:30 pm  
Incoming Grade 9 & 10  
(Bring a snack for 10  
minute break.)

Make sure you bring a  
water bottle, snack &  
good shoes to play  
volleyball!

Early Registration will  
get to pick size of  
T-shirt.

Late registration may  
not get desired shirt  
size due to pre-ordered  
shirts.

### Enroll Early!

Before May 13 to save  
Money!

Early Registration:  
Due before May 15

Grades 2-8  
**\$60.00**

Grades 9 & 10  
**\$80.00**

Late Registration:  
May 16 to June 17

Grades 2-8 **\$70.00**

Grades 9-12 **\$90.00**

**Monday:** Bright  
Colored Shirt Day

**Tuesday:** Crazy  
Pony Tail Day

**Wednesday:** Camp  
T-Shirt Day

Prizes will be  
awarded for all kids  
who participate in the  
Camp Spirit Days!

*Come  
Join the  
Fun!*

*"The difference between the impossible and the possible lies in a person's determination."*

**Wenatchee Panther Volleyball Camp  
Athletic Camp Clearance**

Return this form to Wenatchee Athletic Department (1101 Millerdale Avenue, Wenatchee, WA, 98801)  
C/o Emily McLean WHS Athletics  
W/ Check to WHS ASB.

Check out the Panther Athletic Webpage to print additional flyers.

Panther Athletic Activity: Volleyball Camp – June 13, 14 & 15, 2016  
Early Registration until May 13<sup>th</sup>, 2016 (Grades 2-8, \$60 and Grades 9 & 10, \$80)  
Late Registration After May 14 2016 (Grades 2-8, \$70 and Grades 9 & 10, \$90)

Participant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Grade Entering: \_\_\_\_\_

City: \_\_\_\_\_ School Attending: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Shirt Size:  Circle One  YM  YL  YXL  S  M  L  XL  XXL

**Emergency Contacts:**

1. Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Insurance Co: \_\_\_\_\_ Policy #: \_\_\_\_\_

My son/daughter is in good physical condition and is cleared to participate in this activity.

Medical/physical information we should be aware of: \_\_\_\_\_

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

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

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

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Athletic Office Use Only

Date Received:

Payment Received:  
Check # (if applicable):

# Wenatchee School District Sports Camp/Clinic Application

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

- |  |  |
|--|--|
| <p>1. <u>Volleyball Summerleague</u><br/>Type of Camp</p> <p>3. <u>Eastmont High School</u><br/>Group Sponsoring Camp</p> <p>5. <u>Dayna Prewitt</u><br/>Name of Clinician</p> <p>7. <u>TBD</u><br/>Date(s) of Camp</p> <p>9. <u>incoming 9-12 grades</u><br/>Age (Grade) of Participants</p> <p>11. <u>∅</u><br/>Anticipated Number of Male Campers</p> | <p>2. <u>Improve skills for VB</u><br/>Purpose of Camp</p> <p>4. <u>Eastmont HS</u><br/>Camp Location</p> <p>6. <u>Eastmont High School</u><br/>Address of Clinician</p> <p>8. <u>4 sessions 5:30 tournament format</u><br/>Number &amp; Types of Sessions</p> <p>10. <u>∅</u><br/>Cost Per Participant</p> <p>12. <u>12-20</u><br/>Anticipated Number of Female Campers</p> |
|--|--|

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

Yes

No

Samly MUA

Camp Sponsor Signature

3/14/16

Date of Signature

Eric A

Building Principal Signature

3/16/16

Date of Signature

J. [Signature]

District AD Signature

3/16/16

Date of Signature

## School Board Section

\_\_\_\_\_ Approved

\_\_\_\_\_ Rejected

Reason for Rejection:

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

\_\_\_\_\_ Date

**From:** Dayna Prewitt <daynaprewitt@gmail.com>  
**Subject:** **Re: just putting schedule together**  
**Date:** March 14, 2016 10:23:29 AM PDT  
**To:** Emily Koenig <mclean.e@wenatcheeschools.org>

Summer series will be Monday nights at Eastmont High School on June 20, and 27 and July 18th and 25th. Eastmont Junior high will be back up location if there are any gym conflicts. Gyms will start at 530 pm.

If you need anything else let me know.

On Mar 14, 2016 9:37 AM, "Dayna Prewitt" <daynaprewitt@gmail.com> wrote:

I put in the request for Monday nights, but have not heard back from Russ yet. I will send him a note to see if I can get confirmation.

Sorry.

On Mon, Mar 14, 2016 at 8:38 AM, Emily Koenig <mclean.e@wenatcheeschools.org> wrote:

Hi Dayna,

I don't want to bug you, new this year, I have to fill out paperwork for every thing we do this summer and get school board approval. Just wanted to see if you have any more info about summer league.

Thanks!

Emily

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# OVERNIGHT / OUT OF STATE FIELD TRIP REQUESTS

Printed By: Angie Knudtson  
 Date: 4/4/16 12:00 AM

## Out of State and Out of District/Overnight Field Trip(s) Board Report 4/12/16

Requesting Location	Dates	Destination	Teacher/Advisor Name	Group Making Trip/Chaperones	Educational Objective	# of Adults	# of Students	Estimated Cost	Trip Type
Orchard Middle School	07/14/2016 07:30:00 AM - 07/15/2016 09:45:00 AM	Museum of Flight - Seattle WA	Maura Danforth	21stCCLC After School Programs	Explore flight/aviation planning and experience a flight simulator at Museum of Flight. At Woodland Park Zoo, students will be exploring the Zookeeper's Life.	5	50	\$1,078.49	Field Trip
Pioneer Middle School - After School Program (21st Century)	06/28/2016 08:00:00 AM - 06/30/2016 10:00:00 AM	Camp Zanika Lache Camp Fire USA - Leavenworth WA	Wendy Endaya	Pioneer and Orchard Middle School's After School Program	Take part in summer camp experience, including low ropes course challenges, canoeing, archery, outdoor living skills, arts and crafts.  NOTE: Because of the canoeing, I have changed this trip to a "Water Activity Field Trip." ~LJ	5	50	\$1,280.75	Field Trip
Wenatchee High School - MOSAIC	06/19/2016 07:30:00 AM - 06/24/2016 04:00:00 AM	Central Washington University Main Campus - Ellensburg WA	Felix Guerra	Students who are in the class of 2018 under the GEAR UP MOSAIC cohort	STEMAPALOOZA has 4 different tracks: 1) Anatomy & Physiology 2) VEX EDR Robotics 3) Northwest Nature: Fire Ecology 4) Contractor (Construction) Engineer Camp  We have 10 students for each track and they will spend the week on the CWU Campus.	4	40	\$2,726.00	Field Trip
Wenatchee High School - MOSAIC	05/06/2016 09:00:00 AM - 05/09/2016 06:00:00 PM	Salt Creek Recreation Area - Port Angeles WA	Reed Carlson	Skills USA	explore wildlife and examine ecology at salt creek rec area	3	11	\$1,903.50	Field Trip

Date 4/4/16 12:00 AM

## Out of State and Out of District/Overnight Field Trip(s) Board Report 4/12/16

Requesting Location	Dates	Destination	Teacher/Advisor Name	Group Making Trip/Chaperones	Educational Objective	# of Adults	# of Students	Estimated Cost	Trip Type
Wenatchee High School - ASB	05/21/2016 06:45:00 AM - 05/23/2016 06:00:00 PM	Friday Harbor High School - Friday Harbor WA	Joyce Block	WHS Earth Club, AP Biology	End of Year Outdoor Camping Celebration @ San Juan County Park- west side of island- ORCAS !! Pacific Northwest Marine Ecology Tide pooling minus 1.6 at American Camp on San Juan Island on May 22 UW Friday Harbor Research Station Experiments Tour May 22 -Two hours long	2	16	\$828.38	Field Trip
Wenatchee High School - ASB	05/12/2016 07:00:00 AM - 05/15/2016 06:30:00 PM	Evergreen State Fairgrounds 14405 179th Avenue SE Monroe WA	Thera Judd	WAHSET - WHS Equestrian team	Equestrian Team State competition - knowledge of horsemanship and equinitation	15	16	\$0.00	Field Trip

## Out of State and Out of District/Overnight Field Trip(s) Board Report

**Already Approved: 3/28/16**

Wenatchee High School - ASB	04/01/2016 07:00:00 AM - 04/03/2016 06:30:00 PM	Spokane Interestate Fairgrounds 404 North Haven St. Ste 1, Spokane, WA	Thera Judd	WAHSET - WHS Equestrian team	Equestrian Team competition - knowledge of horsemanship and equinitation	17	16	\$0.00	Field Trip
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# NEW BUSINESS

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Wenatchee School District 246  
April 12, 2016

To: Board of Directors

From: Brian Flones  
Superintendent

Prepared  
By: Sarah Hanchey  
Director of Curriculum and Instruction

Re: Learning and Teaching

**INSTRUCTIONAL MATERIALS COMMITTEE ADOPTION RECOMMENDATIONS**

The Instructional Materials Committee is recommending the Board approve the following material for district adoption.

**THIS IS THE FIRST READING**

*Second reading will be on April 26 and approval will be recommended.*

***Big Ideas Math*** for Core Instructional Materials adoption. Authored by Ron Larson and Laurie Boswell. Published by Big Ideas Learning (2014-15). To be used in grades 6-8 and Algebra 1, Geometry, and Algebra 2 courses. The adoption of this comprehensive Mathematics program will benefit our students by providing them with quality resources as they learn and progress in their math skills. This program provides students with online access to lessons, learning activities, videos, and second language support. This program provides a balance of building conceptual understanding, procedural fluency, and real world application. Students will also be exposed to consistent instruction through the vertical alignment offered by this program. This adoption will also provide our staff with quality, research based resources to teach the skills and strategies supported by the math standards. The *Big Ideas Math* program is directly aligned to the Common Core State Standards for Mathematics. The use of these new programs will replace various outdated mathematics programs previously used.

***Math 180*** for Alternative Core Instructional Materials adoption. Published by Scholastic (2014). To be used in grades 6-8 for Math intervention. All three middle schools used *Math 180* this year as a trial and principals have requested to continue using and expanding the program. *Math 180* will provide students who are well below standard with an intensive curriculum and additional time to develop the foundational math skills they need in order to catch up to their peers.

***Calculus, Early Transcendentals*** for Core Instructional Materials adoption. Authored by Jon Rogawski. Published by Freeman (2012). This resource will be used in a new course, Calculus 2 & 3 AB (a College in the High School course), which is being offered at Wenatchee High School. *Calculus, Early Transcendentals* is the same book that Wenatchee Valley College uses for teaching Calculus.

***Ways of the World*** for Core Instructional Materials adoption. Authored by Robert W. Strayer. Published by Bedford St. Martin (2016). This resource is needed for a new course being offered at the high school level, AP World History. The program includes an online component and has many useful support materials for both students and teachers.

***Various Curriculum Resources for Valley Academy*** for Alternative Core and Supplemental Instructional Materials adoption. Valley Academy utilizes a vast variety of curricular resources. Due to the nature of Valley Academy's flexible learning environment, instructional materials are chosen based on individual student learning goals, the grade level, content, and the diverse needs of the students they serve. Since these materials have become permanent resources over time that teachers utilize regularly, Valley Academy is seeking Board approval.

***High School English Novels*** for Core Instructional Materials and Supplemental adoption. These novels are used in various English courses and have become permanent resources:

1984 by George Orwell

A Tale of Two Cities by Charles Dickens

All Quiet on the Western Front by Erich Maria Remarque

Beowulf- A New Telling by Robert Nye

Beowulf- A New Translation by Seamus Heaney

Brave New World by Aldous Huxley

Catcher in the Rye by JD Salinger

Cold Mountain by Charles Frazier

Frankenstein by Mary Shelley

Great Expectations by Charles Dickens

Hamlet by Shakespeare

Harry Potter and the Sorcerer's Stone by JK Rowling

Heart of Darkness by Joseph Conrad

Inferno by Dante

Macbeth by Shakespeare

Mythology by Edith Hamilton

Nectar in a Sieve by Kamala Markandaya

Of Mice and Men by John Steinbeck

One Day in the Life of Ivan Denisovich by Alexander Solzhenitsyn

One Flew Over the Cuckoo's Nest by Ken Kesey

Othello by Shakespeare

Red Badge of Courage by Stephen Crane

Tempest by Shakespeare

The Adventures of Huckleberry Finn by Mark Twain

The Chosen by Chaim Potok

The Crucible by Arthur Miller

The Grapes of Wrath by John Steinbeck

The Great Gatsby by F. Scott Fitzgerald

The Iliad by Homer



# DISTRICT POLICY

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## UPDATES

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

**\_3000**

**Policy Series Review**

<b>Policy</b>	<b>Title</b>	<b>Suggested Action</b>	<b>District Recommendation</b>	<b>Rationale</b>
<b>3246</b>	Restraint, Isolation and Other Uses of Reasonable Force	<b>Essential</b>	<b>Approve</b>	<b>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.</b>

## **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 04.2016

Revised: 12.08; 12.11; 07.13; 12.13

## Title I Parental Involvement

- I. The Superintendent or designee shall ensure that the district's Title I Parent Involvement policy, plan and programs comply with the requirements of federal law.
  - A. The district will take the following actions to involve parents in the joint development of its district wide parental involvement plan:
    1. An annual meeting of parents of participating Title I students shall be held to explain the goals and purposes of the Title I program. *(Insert here when and where the meeting will be held, who will be invited and who is responsible for planning the annual meeting.)*The Director of Title 1A will set a meeting in the Spring, inviting representatives from each of the Title 1A schools.
    2. Parents will be given the opportunity to participate in the development, operation and evaluation of the program. *(Insert here what opportunities will be provided and how parents will be informed that they can participate in development, operation and evaluation of the program.)*Parents can provide feedback through the District "Thought Exchange", sharing ideas with principals and attending the Spring Title 1A parent meeting..
    3. Parents will be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. *(Describe the outreach efforts that the district will use to receive input from parents.)*Parents are encouraged to provide input at their school. A survey will also be used to gather input across the district.
  - B. The district will take the following actions to involve parents in the process of school review and improvement:
    1. Parents will be given the opportunity to review the school improvement plan. *(Describe when, where and how this opportunity will be provided.)*As the building plans are reviewed and adjusted, parent input is requested.
    2. Parents will be encouraged to participate in the building self-review. *(Describe when and how parents will be encouraged to participate.)*Parents are encouraged to provide feedback as communicated on the school website, newsletters and at school meetings and activities.
  - C. The district will provide the following coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities:
    1. Identify barriers to greater participation by parents in parental involvement activities;
    2. Use findings of the evaluation to design strategies for more effective parental involvement; and
    3. Revise, when necessary, the district and school parent involvement policies.
  - D. The district will coordinate and integrate parental involvement strategies with similar strategies under the following other programs, such as:
    - Head Start;
    - Even Start;
    - Learning Assistance Program;
    - Special Education; and
    - State-operated preschool programs.

The district shall facilitate removing barriers to parental involvement by activities such as:

    1. Conducting joint parent meetings with other programs;
    2. Holding meetings at various times of the day and evening;



3. Arranging for in home conferences;
  4. Title I funds may be used to facilitate parent attendance at meetings by payment of transportation and child care costs.
- E. The district will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy.
- F. The district will build the schools’ and parent’s capacity for strong parental involvement through the following:
1. The school district will, with the assistance of its Title I, Part A schools, provide information to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:
    - The State’s essential academic learning requirements,
    - The State and local academic assessments including alternate assessments,
    - How to monitor their child’s progress, and
    - How to work with educators. (*Describe how the district will assistance parents, i.e. through a quarterly newsletter, by assigning staff members as mentors, by having community meetings, etc.*)
  2. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children’s academic achievement, by:
    - a. Giving guidance as to how parents can assist at home in the education of their child;
    - b. Holding parent meetings at various times of the day and evening to provide parents:
      - Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.
      - Opportunities to submit parent comments about the program to the district.
      - Opportunities to meet with the classroom and Title I, Part A teachers to discuss their children’s progress.
- G. School district personnel will work with teachers, principals and other staff, to reach out to, communicate with, and engage parents as equal partners. The district will provide:
1. An explanation of the reasons supporting their child’s selection for the program;
  2. A description and explanation of the school’s curriculum;
  3. Information in the academic assessment used to measure student progress;
  4. Information on the proficiency levels students are expected to meet. Score Reports from the state assessment are provided by OSPI. The district receives them in the fall and givessends them to the student’s parent.; and
- (*Describe how the district will provide this information to parents, i.e. a news letter, community meetings, etc.*)
- H. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
1. Distribute the Title I Family Involvement policy on a annual basis: (*Describe how this will occur i.e. school bulletin, website, beginning of school informationby including An access link is provided in the Back to School District Newsletter;. aA summary of the policy is posted on the district and school websites and p. Print copies are available in the school office.*); and

2. To the extent needed and practicable, distribute the Title I Family Involvement policy in multiple languages or formats.

## **II. School-Based Parent Involvement Policy**

- A. In addition to the district-wide policy on family involvement, each school offering Title I, Part A services will have a separate school building parent involvement policy.

The building-level Title I, Part A parent involvement policy will meet the following requirements: a) Each building in the district receiving Title I, Part A funds shall jointly develop with and distribute to parents of students served in the program a written building-level policy, agreed upon by parents of Title I served students; b) The policy will outline how parents, school staff and students share responsibility for student achievement in meeting academic standards; c) Parents will be notified of the policy in an understandable and uniform format; d) To the extent practicable, the policy will be provided in a language the parents can understand; and e) The policy will be evaluated with parents annually.

**Revised: 8.03; 06.05; 10.08; 3.27.12 ; 04.12.16**

**THIS GROUP OF POLICIES HAVE BEEN APPROVED BY  
FOR REVISIONS & WSD Changes Added BASED ON WSSDA RECOMMENDATIONS**

5000 Policy Series Review

"OK" or "YES" -(means): follow WSSDA's recommendation

Policy	Title	Suggested Action	District Recommendation	Rationale
5010	Nondiscrimination and Affirmative Action	Priority-Revise	Revise	Content updated by WSSDA in 2014. Cross References updated. Legal References updated. Management Resources added
5011	Sexual Harassments of District Staff Prohibited	Personnel	Adopt	NEW POLICY –Previously combined in different Policy 5275

## **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  
WAC 392-200

Employment and Re-employment 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

Policy News, June 2013

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, 04.16**

## **SEXUAL HARASSMENT OF DISTRICT STAFF PROHIBITED**

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

