

Wenatchee School District Board of Directors



WSD Regular Board Meeting January 8th, 2019 District Office Agenda 6:00 P.M.

	TIME
I. PLEDGE OF ALLEGIANCE	02 Min
II. OATH OF OFFICE & WELCOME NEW APPOINTED BOARD MEMBER	10 MIN
The Honorable Travis Brandt, Superior Court Judge	
III. BOARD PUBLIC COMMENT STATEMENT	
IV. AGENDA APPROVAL:	
V. CONSENT AGENDA:	
Minutes: 12/04/18 Special Bd. Wkshp., 12/11/18 Reg. Bd. Meeting, 11/19/18 Bd. Wkshp.	Action 1 +
Vouchers/Payroll	Action 2 +
Personnel Report	Action 3 +
Contracts	Action 4 +
Policies NO. 3140, 3412, 3414	Action 5 +
Camps & Clinics	Action 6+
VI. CITIZEN COMMENTS:	03 Min
VII. ASB REPORTS:	10 Min
WHS, WSHS & WTSC	
VIII. FIELD TRIP REQUESTS:	10 Min
Mark Helm, Assistant Superintendent & Advisors	
IX. BOARD BUSINESS:	10 Min
Superintendent Search Schedule & Community List	Action
Sunny Hemphill, Board President	
X. WENATCHEE LEARNS STRATEGIES:	80 MIN
Strategy 3: Use the Best Tools and Resources	
Objective 3.4 Facilities That Optimize Learning	
2018/2019 Capital Projects Consultant Approval	Action 10 min
Permission for Superintendent To Approve Capital Projects Consultant Contract	Action 10 min
Gregg Herkenrath, WSD Director of Facilities	
Strategy 4: Balance Change for All with Excellence for All	
Objective: 4.2 Sound Fiscal & Resource Management	
December Enrollment Report	Information 10 min
November Budget Status Report	Information 20 min
Larry Mayfield, Executive Director of Business & Operations	
Objective 3.3 The Right Tools & Resources for Staff	
Policy 6220 – Bid Requirements 1 st Reading	Information 10 min
Larry Mayfield, Executive Director of Business & Operations	
Policies No. 3122, 3420 1 st Reading	Information 10 min
Mark Helm, Assistant Superintendent	
Policies No. 5401, 5050, 5410 1 st Reading	Information 10 min
Lisa Turner, Executive Director HR	
XI. BOARD COMMUNICATION	
XII. SUPERINTENDENT REPORT	
XIII. ADJOURNMENT	

SEE BACK



CONSENT AGENDA



Wenatchee School District Board Workshop

Minutes of November 19, 2018
WSD District Office

Board Members

5:00 PM

Staff Present

Michele Sandberg, President
Sarah Knox, Vice President & DLT Board Representative
Sunny Hemphill, Board Legislative Representative
Laura R. Jaecks

Brian Fones, Superintendent
Cabinet Members

PLEDGE OF ALLEGIANCE

Welcome: Board President Michele Sandberg welcome those present.

Board Discussions: Superintendent Evaluation Model:

Superintendent Fones proved the following summary to the board.

Superintendent Evaluation:

Michele has asked that we review the superintendent evaluation instrument and look at changing or revising the evaluation tool. This will be the topic for our conversation in executive session following the regular board meeting on October 9th. In preparation for our meeting, I have enclosed for your review a sampling of superintendent evaluation models and a white paper from AASA on this topic. In 2015 we did an extensive review of the literature surrounding superintendent evaluation and looked at the evaluation models that were available. In my recent review of superintendent evaluation models there has not been any new or revised superintendent evaluation instruments provided by the various associations such as NSBA, WSSDA, WASA, and outside groups such as our local ESD and Marzano Research group.

I have provided for your review prior to our meeting the following documents:

WSSDA- Superintendent evaluation: Two models that include a Standards Based and Outcome Based evaluation

ESD 171: Superintendent and Board evaluation models

Marzano School Leadership Evaluation Model

American Association of School Superintendents: White Paper on Superintendent Standards and Evaluating the Superintendent

Quincy School District Performance Evaluation

Hanover Research: I have provided two research documents from Hanover that provide a good foundation and context related to Effective School Board/Superintendent Collaboration and Best Practices in Superintendent Evaluation.

It has been my experience that many schools districts have selected from the standards and performance criteria within the different models and created their own model that reflects the vision, goals, and objectives within their school district.

The preliminary goals and objectives that I have identified for the 2018-19 school year are as follows:

Supt. Fones provided the following materials used for research the discussion:

- AASA Supt. Eval Booklet
- Best Practices in Supt. Eval. Hanover Research
- Effective Board & Supt. Collaboration - Hanover Research

- NCESD Board Competencies
- NCESD Superintendent Evaluation – Summary
- Marzano SLE Resource Guide National
- Quincy Supt. Evaluation
- WSSDA Supt. Evaluation WA Outcomes-Based Supt. Eval.
- WSSDA Supt. Eval Standards Based Model

Best Practices

- Effective Board and Superintendent Collaboration
- Models Used by other districts

Models Recommended by Professional Associations

Superintendent Flonos provided the following information to help guide the discussion:

- Board Policy No 1630 Evaluation of the Superintendent
- History: What has worked in the past – Examples
- This year Evaluation Criteria:

**Superintendent Evaluation 2018-19
Wenatchee Learns Strategic Plan
Goals, Objectives, Strategies for WSSDA Stands Based Evaluation Standards**

Objective 4.2: Sound Fiscal and Resource Management

Develop a process for balancing the school district budget by 2020-21. Identify the challenges related to declining enrollment, changes to the state funding model and loss of local levy funding and restrictions on levy spending for Basic Education Costs.

Measure: Reduction in estimated expenditures of 5.5 million dollars over the next two years to balance the budget by 2021

Objective 3.4: Facilities that Optimize Learning

Prepare a resolution to repurpose capital outlay dollars to address immediate safety, ADA, and minor modernizations and classroom portables to schools as needed.

Measure: Complete the Resolution and Repurposing process by the end of November 2018. Develop building plans and cost estimates of the projects. Prepare documents for an RFQ for architect and engineering services and prepare bid documents. Start projects beginning in June of 2019.

Facilities Master Plan for Capital Projects

Update the current master plan to include all documents and resources needed to address capital facility needs and planning for the 2019-2020 school year.-
(Complete by end of March)

Measure: Complete updated Facilities Master Plan by April 2019.

WSSDA Standards Based Evaluation: Standard 6

Objective 3.3: Instruction & Curriculum

Elementary and Math Curriculum

Monitor the implementation of the K-5 math adoption and middle school math alignment process and provide support as needed.

Measure: Provide periodic updates to the school board on the implementation process and gather feedback from staff and stakeholders.

WSSDA Standards Based Evaluation: Standard 3

Leadership:

Strategic Plan: Oversee the district implementation of the Wenatchee Learns Vision. Provide support and meet with executive sponsors responsible for the 70 plus strategies and action plans with the four goal areas and sixteen objectives outlined in the strategic plan. Update District Dashboard Metrics in December and March

Measure: Meet quarterly with executive sponsors to review updated action plans and provide support as needed. Provide periodic updates and progress related to the strategic plan to the school board.

WSSDA Standards Based Evaluation: Standard 1

Labor Relations:

Continue to deepen the collaborative relationship with our staff through the District Learning Team. Identify themes and labor management issues that need to be addressed within the system. Conduct quarterly meetings with certified and classified labor management groups to discuss themes and issues. Provide professional development support for certified and classified staff.

District Learning Team:

Continue to increase the collaborative work through Listening & Learning Tours, and training/support to the building Learning Improvement Teams and Co-Facilitators.

Labor Management Meetings:

Transportation- once a month.

Para/Sec/Tech/Professional- once every other month. Will start in November/December.

M&O- Nothing scheduled yet. We will pick back up once we settle the contract.

Food Services- We do not have LM meetings with them.

Measure: Using the feedback and results of the collaborative meetings and effective mediation of themes and issues with labor management leaders we expect to have a strong culture of collaboration, trust, and employee satisfaction for transition with the new superintendent

WSSDA Standards Based Evaluation: Standard 5

District Governance:

The school board needs to identify their goals and objectives for the 2018-19 school year. The school board needs to determine if measures on the district dashboard are the measures the school board wants to use to monitor the progress of our school district. Targets on the measures need to be determined by the school board in collaboration with the district leadership and staff.

WSSDA Standards Based Evaluation: Standard 8

Other evaluation models and Best Practices were discussed.

SECTION I: BEST PRACTICES FOR EVALUATING SUPERINTENDENTS

In this section, Hanover Research describes best practices pertaining to superintendent evaluations, particularly with regard to developing performance standards, selecting or developing evaluation instruments, and conducting evaluations. This section relies on sources used in previous Hanover Research reports, as well more recently published literature.

DEVELOPING PERFORMANCE STANDARDS

Effective performance evaluations inform the superintendent of the school board's expectations, identify strengths and areas for growth, and provide specific suggestions for improvement when needed.¹ However, superintendent evaluations can reflect subjective criteria or checklists that are not discussed with the superintendent in advance. This may leave superintendents with feedback that they do not understand or cannot use to drive future growth.² To ensure that performance goals are actionable and clear to the superintendent, Kristen K. School, the superintendent of Mendota Elementary School District 289 in Illinois, recommends that school boards:³

- Ensure that goals are clearly defined and measurable before they are approved;
- Determine who has responsibility for prioritizing goals and communicate with all board members regarding progress;
- Assess factors outside the superintendent's control which may affect progress towards goals, such as local political issues;
- Determine what evaluation instrument will be used and the feedback you need from the board; and
- Clearly define the timeline and process for the evaluation.

Collaboration is also key to developing effective performance standards. In a 2010 white paper for the American Association of School Administrators (AASA), Michael DiPaola, a professor of education at the College of William & Mary and former district superintendent, suggests that school boards and administrators collaboratively design specific performance goals and translate these goals into specific job responsibilities and performance indicators.⁴ A 2006 survey of school district superintendents conducted by the AASA found that only 55

Figure 1.1: Superintendent Standards, American Association of School Administrators

STANDARD	Key Descriptors
Standard 1: Leadership and District Culture	Vision, academic rigor, excellence, empowerment, problem-solving
Standard 2: Policy and Governance	Policy formulation, democratic processes, regulations
Standard 3: Communications and Community Relations	Internal and external communications, community support, consensus-building
Standard 4: Organizational Management	Data-driven decision making, problem solving, operations management and reporting
Standard 5: Curriculum Planning and Development	Curriculum planning, instructional design, human growth and development
Standard 6: Instructional Management	Student achievement, classroom management, instructional technology
Standard 7: Human Resources Management	Personnel induction, development, evaluation, compensation, organizational health
Standard 8: Values and Ethics of Leadership	Multicultural and ethnic understanding, personal integrity and ethics

Source: American Association of School Administrators⁵

- After much discussion about the current WSD Strategic Plan it was decided the following evaluation model will be used:
- WSSDA Standard Based



Washington Standards-Based Superintendent Evaluation

Washington Superintendent Evaluation Process

Washington Standards-Based Superintendent Evaluation: The Rationale

Executive Summary

As part of the ongoing and urgent efforts to improve education for all students, policymakers have recognized the need for a more thoughtful, systematic, and rigorous means of evaluating teachers and administrators. Currently, Washington schools are implementing such a process for teachers and principals at the direction of the legislature. While the legislature has not mandated similar requirements for superintendents, a number of superintendents and school boards have recognized the need for such a process. The Washington Standards-Based Superintendent Evaluation (WSBSE) is the result of their collaborative efforts.

WSBSE is an evidence-based evaluation in which school boards review the superintendent's performance using a standard rubric keyed to specific predefined standards. The goal is to provide boards and superintendents with a reliable, transparent, and research-based process that focuses on the most important elements of district leadership.

WSBSE differs from many traditional superintendent evaluations by using a rubric with language describing performance at four levels: unsatisfactory, basic, proficient, and distinguished. The board reaches judgments on the superintendent's performance by reviewing specific evidence agreed upon in advance. Finally, the process is set up as a continuous cycle, requiring communication between board and superintendent at the beginning, middle, and end of the evaluation.

WSBSE requires a strong commitment from both board and superintendent—the board must be willing to take the time to learn and implement a new review process and the superintendent must be willing to collect and prepare the evidence used in the evaluation.

This packet includes all materials needed for implementation of the evaluation process:

- Rationale for WSBSE
- Description of the process
- The evaluation rubric
- List of possible evidence to be reviewed
- Reflective questions to guide board discussion
- Glossary
- Other support materials

practitioners in the development process also means that the specific criteria in WSBSE reflect the actual work of superintendents.

WSBSE also meets the needs of superintendents by using a design that requires objective, specific, and candid feedback by board members on a continuing basis. The evaluation and the associated conversation will learn more than whether their boards are satisfied or dissatisfied—in addition, the process will give them the specific information they need to take concrete steps to improve their practice.

The evaluative process should incorporate a consistent set of procedures while respecting contextual differences among school districts. The WSSDA white paper notes that current superintendent evaluation practice "typically lacks a clear process with objective measures...Although performance evaluation is common practice, its consistency, relevance, and effectiveness is frequently questioned." For that reason, the rubric for WSBSE has been designed to assure that the criteria for the evaluation are clear, consistent, and thoughtful. At the same time, each district has a unique set of needs, goals, and community characteristics, and a one-size-fits-all approach is inappropriate. Accordingly, WSBSE has been designed to allow some flexibility in how it can be used by districts.

The process should be feasible—achievable without excessive demands on participants' time or resources. Both superintendents and board members have multiple responsibilities and demanding schedules, and time is always at a premium. WSBSE developers have been conscious of this issue throughout the developmental process, and have made consistent efforts to pare down the rubric to the essential elements. While WSBSE definitely requires a significant investment of time, especially the first time it is used, the payoff will be a much improved evaluation process.

The evaluative process should be legally, ethically, and professionally defensible. For both boards and superintendents, the evaluation is high-stakes, and the outcome may have a significant impact on the district. For that reason, it's essential that the process satisfies the criteria for accuracy, fairness, and good practice.

1. **Legal requirements.** An analysis commissioned by the Washington Association of School Administrators (see Appendix B) notes that state law requires school boards to establish evaluative criteria and procedures, and to include the following eight categories in the evaluation:

- knowledge of, experience in, and training in recognizing good professional performance, capabilities and development
- school administration and management
- school finance
- professional preparation and scholarship

Background

As part of the urgent ongoing efforts to improve education for all students, policymakers have recognized the need for a more thoughtful, systematic, and rigorous means of evaluating teachers and administrators. Currently, Washington schools, at the direction of the legislature, are implementing such a process for teachers and principals. While the legislature has not mandated similar requirements for superintendents, a number of school boards and superintendents have recognized the need for such a process.

The Washington Standards-Based Superintendent Evaluation was developed in collaboration with a number of northwestern Washington superintendents and school boards in 2012-13, and will be piloted during the 2013-14 school year.

Guiding Principles

In developing the process, the group believed it was important to adhere to a number of basic principles:

Superintendent evaluation should be based on research-based standards of practice that promote student learning. The criteria in this rubric are adapted from the standards developed by the Washington Professional Educator Standards Board (PESB) to guide the preparation of school superintendents, which in turn are based on standards developed by the Inter-State Leadership Licensure Consortium (ISLLC). The ISLLC standards were developed in 1997 by a national group of knowledgeable K-12 practitioners, university professors, and state officials. They are widely recognized and respected, and have been adopted or adapted by over 40 states. The most recent revision in 2008 identified a substantial body of research that supports the validity of the standards.

Superintendent evaluation should serve the needs of school boards for a system of accountability and the needs of superintendents for thoughtful feedback that promotes professional growth. Without question, superintendent evaluation is a critical component of a school board's work. According to a white paper from the Washington State School Directors' Association, "An accurate, fair and substantive evaluation of a school district superintendent may be one of the most significant levers a school board has to drive district improvement." (See Appendix A for the complete white paper.) By basing its evaluation criteria on nationally recognized leadership standards, WSBSE assures that the focus will be on leadership behaviors that are most closely linked to school improvement and student achievement. The involvement of

- effort toward improvement when needed
- interest in pupils, employees, patrons and subjects taught in school
- leadership
- ability and performance of evaluation of school personnel

WSBSE clearly fulfills the requirement that boards establish evaluative criteria and procedures. The standards assessed by the rubric use somewhat different language than the eight categories identified in the law, but address the same underlying concepts (see Appendix C for a comparison).

2. **Ethical requirements.** The mostly widely recognized ethical guidelines for employee evaluation are the Personnel Evaluation Standards developed by the Joint Committee on Standards for Educational Evaluation. Appendix D shows how WSBSE meets these standards.

3. **Professional requirements.** The purpose of any superintendent evaluation is to assess and improve school district leadership in the interests of advancing student learning. For that reason, it must reflect the real-world demands and conditions of the superintendent's job and must assess the essential skills needed by superintendents. WSBSE satisfies this requirement, since it is based on research-based and widely accepted national leadership standards, and has also been developed with the advice of Washington superintendents and school boards.

The development and implementation of the process should be informed by the insights and experiences of both superintendents and board members. WSBSE originated in the desire of a group of Washington superintendents to develop an evaluation process that reflected the needs of today's school districts, and has been shaped by the feedback of both superintendents and school board members.

The Evaluation Cycle

The WSBSE operates as a continuous cycle, not as a single end-of-year event. Conducted this way, the process promotes clear communication, formative feedback, and thoughtful evaluation by both the board and the superintendent.

This section of the handbook describes the key components of the cycle. While these elements must be present to assure an effective evaluation, the model has considerable flexibility in how the process is implemented. Thus, this section also identifies a number of "decision points" where the board has options in conducting the evaluation.



**Washington Superintendent Evaluation Process
Introduction to the Rubric**

Rubric structure. The rubric is built around six broad *standards*, each of which has one or two *strands*. Each strand, in turn, is made up of three to six *themes*:

Standard	Standard 1—Visionary Leadership: The superintendent is an educational leader who improves learning and achievement for each student by leading the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by school and community stakeholders.				
	Strand 1—Advancing a district-wide shared vision for learning. <i>The superintendent...</i>				
Strand	Themes	Unsatisfactory	Basic	Proficient	Distinguished
	<i>Builds commitment to the vision and mission.</i>	<i>limits references to the district's vision for learning</i>	<i>engages the board, principals and other administrators, teachers, and other district employees in periodic discussions of the district vision</i>	<i>engages both internal and external stakeholders in regular discussions of the district vision and builds shared understanding and commitment to the vision</i>	<i>engages both internal and external stakeholders in systematically evaluating the continuing value and appropriateness of the vision, and leads efforts to resolve conflicts that may arise</i>
Themes	<i>Develops strategies to implement the vision.</i>	<i>lacks a strategy for achieving the vision</i>	<i>articulates a strategy for achieving the vision</i>	<i>implements the vision as a key component of the district improvement plan, assuring that it is addressed, supported, and monitored</i>	<i>reviews and modifies the district improvement plan to ensure consistency with and progress toward the vision</i>

Process. For each theme, there are descriptions of superintendent performance ranging from "unsatisfactory" to "distinguished." After reviewing the evidence presented by the superintendent, evaluators should determine which description best matches the evidence. Note: In order to be as clear as possible, the rubric provides descriptions at the four levels for each theme. While evaluators should discuss each of the themes, they should seek to determine the appropriate rating for the strand as a whole. Thus, a complete evaluation will result in ten formal ratings, one for each strand.

Summary: The Standard Based Evaluation will be used. The board will choose a focus based on the Strategic Plan with 3-5 priorities for the year. They will have reports every other year on different areas in the district. The board will review the Strategic Plan and build a board calendar with topics in alignment with priorities. Superintendent Frones will provide a board calendar for the areas to be covered based on a retroactive view of the past year topics.

IV. Adjournment: President Sandberg adjourned the meeting at 6:10 pm.

President

Superintendent

Date

Wenatchee School District



Special Meeting Minutes of December 04, 2018 WSD District Office

Board Members	12:20 PM	Staff Present
Michele Sandberg, President Sarah Knox, Vice President & DLT Board Representative Sunny Hemphill, Board Legislative Representative Laura R. Jaecks		Cabinet Members

PLEDGE OF ALLEGIANCE: President Sandberg led the Pledge of Allegiance.

Welcome: President Sandberg welcomed everyone to the special meeting and welcomed Hank Harris and Barbara Young, representatives of HYA Associates.

Superintendent Search Stakeholder Involvement

HYA – Hank Harris and Barbara Young presented the HYA Proposed Structured Forums for Finalist Second Round Interviews

Mr. Harris outlined the following for today:

- Help provide guidance for a more public process and what would that look like Model provided and see what works for the board
- Meeting will go as a walk-through the process - with Ms. Young Then we will land on a structure that we will use to go forward
- How are some decisions going to be made concerning participants

Ms. Young walked the board through the following proposed structure document for the finalists candidates. She also defined the groups and who the participants will consist of. They need to commit to all three days (or four) of meetings and it will need to be the same people at all days to provide a more consistent evaluation/feedback of each candidate. Lottery to choose the participants was discussed extensively.

Each candidate will provide a 5-slide presentation question and answer session to follow. Questions will be submitted ahead of time and the HYA reps will go through and pull out the questions for the candidates at these meetings/forums to eliminate duplicates and inappropriate questions. HYA will provide a form for the questions/feedback to be submitted. One rep will be conducting the forum and the other collecting the feedback and crunching the data for the each candidate's interviews.

Ms. Young outlined the process in interviews with the board. First is very structured and the second day more loosely defined to allow asking questions that are more specific to the candidate.

HYA HAZARD YOUNG ALTEA ASSOCIATES


Date: Board Meeting of December 4, 2018
 Proposal: Wenatchee School District
 Proposed Structured Forums for Finalist Second Round Interviews

Our proposal contemplates a single-day event for each of the 2nd round finalists. While the proposal can be accepted as presented, there are alternative variations possible as well.

Each candidate invited for a second interview participates during the day in a series of 'engagements'. All stakeholders who engage with the candidate will be given (a) a list of kinds of questions that are not lawful to ask, and (b) a feedback form based on the Leadership Profile.

8:00-10:00am	Committee of 15-20 invited stakeholders and parent leadership
	- Union leadership, District Office staff, site administrators, parents
	- Committee members submit potential questions or topics in advance to consultants
	- Committee members must commit to all three mornings to participate
10:00-11:30am	District Tour and Site Visits
	- District Office representative(s) to drive the candidate on a "windshield tour" of several district sites.
	- Two stops including a short walk through one elementary school and one middle school. Both school stops include classroom visits alongside 2-3 administrators and/or teacher leaders.
11:30am-12:30pm	High School Visit and Student Meeting
	- Walk through of the high school, including classroom visits alongside 2-3 administrators and/or teacher leaders.
	- Meeting with selected group of students that represent the student enrollment. (Students provided lunch)
12:30-2:00pm	Lunch with up to 8 appointed individuals representing Community Leadership
2:00-3:00pm	Candidate Break
3:00-5:00pm	Open Community Forum
	- Moderated by HYA consultant
	- Questions submitted in advance
	- Board Members present in the back of the room
	- Candidate begins with a 5-slide power point presentation

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 647.724.8465 | www.hyasearch.com



HYA HAZARD
YOUNG
ATTEA
ASSOCIATES

5:00-6:00pm *Candidate free time.*
Board Members meet with HYA consultants

6:30-8:30pm *Board Member and Candidate dinner and interview*

Notes

- At each 'event' above feedback is collected by the consultants. Feedback utilizes a form that directly ties to the Desired Characteristics. It is advisable that both consultants are onsite, so that one can manage/orchestrate the events while the other manages and analyzes feedback throughout the day.

Cost: \$1000 per day for each consultant

Variants:

- Any of the above events can be elongated, shortened, or omitted.
- The Board may want to make certain slots on the Community Panel (*Committee of 15-20*) available by lottery, rather than appointment.
- In the model above, we will have asked the candidate to prepare only a 5-slide power point. It is possible to ask for additional artifacts. Recognize however,
 - We want to be mindful of the candidate's time.
 - More time presenting artifacts will result in less time engaging with the community.
- We do not foresee that this model can assume confidentiality of stakeholders, given how many stakeholders will be involved. Thus, we anticipate notifying candidates that at the point of second-round interviews, candidates' names will no longer be privileged.

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Board Discussion:

- HYA highly recommended to not mix the three days with different individuals on each day, keeping the same groups makes it more consistent and objective, except for the open public forums, those may change each day but the questions will stay the same.
- If we record all days, can more people see, not recommended to be videoed, it goes down into public record. Whether there is video making a public record could discourage candidates.
- Community / public can come to the open community meeting, does not have to be the same at that meeting. Committee groups need to be same members all three days.
- Press invited? Board can decide. We have non-disclosure agreement but it has been removed from our process. The press will be there when the board is present would be the rule of thumb.
- Board members preferred press is not present during tours. School visits would be easy to close to public and press due to the student involvement.
- One board member concerned that the community needs to be informed so the board needs to keep everything as open as possible to the community to earn their trust therefore would like to see more openness to the community.
- Board members want as many as possible to participate, but understand some of the restraints.
- 15-18 committee is a closed meeting. If board wants more community forums that is the board's decision.
- Logistics of the process discussed.
- Interviews: Late February - 19th - 22nd, Board members want as many as possible to participate, but understand some of the restraints.
- Discussion about the question that if or if not times could be changed. Some of the board members shared that they appreciate the schedule and feel we will need to just make a schedule and stick to it and ask people to make those arrangements, to be there on all days.

Summary by Mr. Harris. He made the suggestion to move on to the second day so there would be a more clear understanding of how this is going to work.

HYA Consultants need to firm up the following: which people appointed for lottery:

- Pure lottery is the fairest and recommended by HYA - Make sure there is a wide variety of groups in lottery and they must commit to the three/four days
- Spanish speaking group would need translators with headsets

Who will be appointing or pulling names from the lottery jar: Board at the January 22nd board meeting.

Further discussion:

- Board would like to have translators at the community forums also.
- All people can submit questions even though they are not on a committee, the questions will be sent to Mr. Harris and Ms. Young for screening out duplicate and inappropriate questions.

Discussion about a possible sub-committee to decide the final groups for the committee.

MOTION MADE: by Sunny Hemphill to approve the Proposed Structured Forums for Finalists Second-Round Interviews schedule presented by HYA Associates with an understanding of possible time elements adjustment to some of the timeframes.

SECONDED BY: Sarah Knox

Discussion: Motion Amended to include title as above. Clarification of additional 6-8 thousand dollars but does not include travel... We could be adding another \$10,000.

PASSED: Unanimously

Discussion on more extensive background screening check of candidates.

- Baker-Eubanks Security- Background screening include social media.
- Board wants to review the coverage of background security checks done by Baker-Eubanks.

Candid conversation about newspaper articles that circulated in the district about HYA past superintendent placements.

- HYA answered the board's questions and assured the board that a candidate will have an extensive background check.
- HYA also offered the board to use an additional security background company if they want.
- Personnel files discussed, whether the board can request the finalist's personnel files.
- HYA has not done this before but it could be asked of the candidate.
- HYA said they would like to do some investigating before going forward on this issue, it would not need to be decided today.

A motion was made by Director Hemphill made a motion that Laura Jaecks and Michele Sandberg work as a sub-committee to choose the stakeholders for the committee and seconded by Director Knox.

Discussion: Possible added additional people on the sub-committee. How many people in each group. And who will be conducting the lottery, how many groups will be included.

The Board members reviewed the Community list.

Board concern with HYA contact in communication with the board. They would want a layer between the consultants and the board. Would like some additional expertise in selection. Do not want to violate any policies or other RCW's while participating.

After discussion the board decided to stay a little longer at this meeting to decide on the community & committee lottery.

Sunny Hemphill withdrew her motion.

It was decided the union bargaining units would choose their own representatives. The WenEA President shared her perspective on choosing staff.

Discussion continued on how they will select from the groups.

HYA consultants suggested the staff choose who they want to represent them. Put a representative at each level; Elementary, MS and HS.

WenEA president offered to help the other unions select their representatives using their democratic system they use.

Decision was made to max out at 20 on the committee.

The lottery will be conducted at the January 22nd board meeting to draw from the list of parents and community members.

Others will be chosen by their own groups.

Next Step:

- Set up the list by viewing list we compiled at the last meeting and changes made as follows:

It was decided the board can readjust if any groups have been over-looked.

COMMITTEE LIST

1. Building level administrator
2. Certified union elementary
3. Certified union middle
4. Certified union high
5. Classified union 1
6. Classified union 2
7. Classified union 3
8. Central office administrator
9. Operational director
10. Certificated non-teacher (ESA)
11. Parent of special needs student
12. Latino Parent
13. Latino Parent
14. Non-Latino Parent
15. Non-Latino Parent
16. Community Member 1
17. Community Member 2
18. Community Member 3
19. Student Leader
20. Student Leader

HYA consultants will follow-up with the board on a couple Board questions:

- Baker Eubanks Security screening protocol
- Personnel Files of candidates - logistics to get done - consultants not sure how to delicately approach this without effecting the candidate pool. They have not done this before - without keeping their personal information out of public records.

HYA asked what action plan the board wants to follow:

- Point person - Diana Haglund, Lindee Akers or whole board on the portal. HYA back on January 22nd with a slate of candidates:
- Closed session and Open session talking logistical pieces are needed.
- 6 PM Board Meeting on the January 22nd
- After board meeting is closed session.

HYA Summary:

- Cost, one piece is extra - clarified with the board
- Contract says first round without HYA and debrief they come 2nd day
- January meeting training during open meeting - protocols 45 minutes
- Open session could go up to 80-90 min
- Closed session is the slate of candidates - not a short 1.5 hour session
- Board asked to clear agenda on January 22nd except consent agenda items
- Closed session prior to open meeting
- January 22: HYA Present
 - 3:00 pm Closed Session

- 5:00 pm Dinner
- 6 pm Open Board Meeting

The board thanked the HYA Consultants for their work and time and wished them a safe trip back. They also thanked Diana Haglund, Communications Director and Kris Cameron, WenEA President for their assistance.

Adjournment

President Sandberg adjourned the meeting at 2:38 p.m.

President

Superintendent

Date



Wenatchee School District

Regular Board Meeting

Minutes of December 11, 2018
District Office

Board Members Present

Michele Sandberg, President (Opening)
Superintendent
Sarah Knox, Vice President & DLT Board Representative (Opening)
Sunny Hemphill, Board Legislative Representative (President after Reorganization)
Laura R. Jaecks (Vice-President after Reorganization)

Staff Present

Brian Flones,
Cabinet

I. Regular Meeting 6 p.m.

Michele Sandberg, President, opened the regular board meeting at 6:00 p.m. with the pledge of allegiance. She asked those present who wanted to address the board to please fill out a citizen's comment sheet and turn it in. She reminded those present that there is a 3-minute time limit per person for comments.

II. Consent Agenda

President Sandberg asked for any changes to the agenda. None were made.
PASSED UNANIMOUSLY
Michele Sandberg, President, asked for a motion for consent agenda approval. Director Jaecks asked her written statement from the last meeting be added to the 11/27/18 minutes. President Sandberg asked that Sunnyslope Elementary be added to the list of schools for security updates. It was erroneously left off the materials presented to the board. Also rewording was done for the Nov. 20th Special Meeting timeline and the wording was slightly changed to make sure it was understood that the motion for appointment is done in the open meeting.
MOTION MADE: Sarah Knox made the motion to approve the consent agenda with the amendments to the Nov. 20 and Nov. 27th minutes as presented.
SECONDED: Laura R. Jaecks
PASSED UNANIMOUSLY

1) Minutes

Consent Agenda included:
MINUTES: 11/20/18 Bd. Wkshp., 11/27/18 Reg. Bd. Meeting
WA PTA Donation

2) Personnel Report

PERSONNEL REPORT: 12/11/2018 - On file

3) Vouchers/Payroll

General Fund
Check numbers 603136 through 603319 totaling \$1,128,582.30
Capital Projects Fund
Check numbers 603320 \$12,823.00
Associated Student Body Fund
Check numbers 603321 through 603350 totaling \$54,087.93

New / Renewal / Revision	Federal Yes/No	Agency	Funded By	Purpose	Amount	Effective Dates	Contract Requested By	Reviewed By
New	N	Community Foundation of NDW	N/A	Grant - Winter Wonderland Immersion	Revenue \$1,000	11/22/18 - 6/1/19	Kristen Callison	Mark Helm
New	N	Community Foundation of NDW	N/A	Grant - Seattle Field Trip	Revenue \$1,000	Spring 2019	Blake Morrell	Mark Helm
Renewal	N	Jostens	ASB	Pioneer Yearbook	\$7,000	9/1/18 - 8/31/19	Brenda Hargraves	Larry Mayfield
Renewal	N	Jostens	ASB	FootHills Yearbook	\$8,515	9/1/18 - 6/30/19	Chad Morgan	Jon Dejong
New	N	Lake Wenatchee YMCA Camp	Donations	Facility Use	\$3,240	1/15/19 - 1/15/19	Kristen Callison	Mark Helm
Revision	N	WSIPC	Special Ed	Add PCG's IEP Online Transition Solution	\$750	11/7/18 - Until Terminated	Triaha Orsig	Mark Helm
Renewal	N	Ricoh	General	Replacement lease for 11 black & White / Color Machines	\$1,691.14/mo	1/1/19 - 1/1/24	Karen Walters	Larry Mayfield
New	N	Strategic Steps	Learning & Teaching	Four Coaching Days	\$8,000	1/9/19 - 4/10/19	Tim Sheppard	Mark Helm

ADDITIONAL CONSENT AGENDA ITEMS: Washington Elementary School PTA Donation

Reorganization of Board

President Sandberg, asked for nominations for 2018-19 board president:
President Sandberg nominated Sunny Hemphill
Sarah Knox seconded the nomination.
Sunny Hemphill accepted the nomination.
Director Laura Jaecks nominated herself for board president.
Sunny Hemphill seconded that nomination.

Roll Call Vote: For Sunny Hemphill
Laura R. Jaecks Nay-Sunny Hemphill
Michele Sandberg Yea - Sunny Hemphill
Sunny Hemphill Yea - Sunny Hemphill
Sarah Knox Yea - Sunny Hemphill
Passed: 3/1

Transfer of the gavel took place. Superintendent Fones presented a thank you gavel to Dr. Sandberg for the time she served as president. Dr. Sandberg thanked the district for the privilege of serving.

Sunny Hemphill, newly elected Board President, asked for nominations for the Vice President board position.
Michele Sandberg nominated Sarah Knox for Vice President.
Sarah Knox nominated Laura R. Jaecks for Vice President.
Sarah Knox respectfully declined nomination
Laura Jaecks seconded Laura Jaecks nominated
Laura Jaecks accepted the nomination.

Roll Call Vote:
Laura R. Jaecks yea
Michele Sandberg yea
Sarah Knox yea
Sunny Hemphill yea
Passed: Unanimously

Sunny Hemphill was voted in as Board President 2018-19.
Laura Jaecks was voted in as Board Vice President 2018-19.

Director Knox declined taking the Legislative Representative position as President Hemphill will not be able to continue in the position. President Hemphill asked that we register everyone for the Legislative Conference and possibly fill-in the new board member when he or she is appointed.

Citizen Comments

President Hemphill read the Public Comment statement.

Brian Higgins, WHS Teacher: Asking questions about the budget plans. He asked about running a tech levy, he wondered if we have looked into that. Hoped Strategic Plan is part of the budget plan.
Holly McPhetridge: Parent and teacher, she is concerned about the public perception of the board. Asked the board to listen to the staff and support the district. Quoted Kelly Scott’s Wenatchee World article and the erroneous data and corrected it. She asked the board to please take action to change the perception back to the truth, it is affecting staff morale.
Pastor Mike Malmin: Nazarene Church Pastor, supports increasing an SRO to help control the flowover of students on their property. Fighting and drug activity has taken place on their property. Principal Anderson is cooperating along with the Wenatchee Police Dept. and are taking measures but an additional SRO will help WSD neighbors.
Chris Cloke: Teacher at WHS, thank you to Brian Fones for his service to WSD, he will be missed. Concerned about the budget and does not want to see the AVID program cut. It has been instrumental in first generation students going to college. Please preserve as many positions as possible.
Tanner Dotzauer: AVID teacher concerned about budgetary issues if extend cuts over 2-3 years rather than one year. It will help with morale and to help with the great work we are doing and continue to change the public perception.

ASB Report

WSHS Leadership Rep Martin Talbot and the President Ruben from the leadership team reported the following:

- Pumped for the holidays starting off with:
Ugly Sweater Contest and Door Decorating Contest and Talent Show at end of the week.
VEX Robotics has been in competition at CWU this week and next week got the quarter finals
Taking on the Operation Care Kids Kits
Salvation Army Giving Tree

WHS: Heidi, ASB Officer reported:

(ASB Officers: Jessica Gutierrez-president, Cole Hansen and Eleanor Toth- Co-vice presidents, Beth Chvilicek- Treasurer, Kaia St. John- Secretary)

- Collecting Gift Baskets 4 family
Winter Dance successful for the \$2000 “Make A Wish Foundation”
DOOR Decorating contest judged by Sophomore
Dress-up week
Cocoa Cafe and students can perform
January 4th Litter Box game
February 13-14 Janice Franz talent show goes to WHS terminally ill child

Field Trip Requests



BOARD REPORT

WSD School Overnight / Out of State Field Trip Report

December 11, 2018 Travel Tracker Board Report										
Trip #	Dates	Destination	Teacher Name	Group Making Trip	Educational Objective	# of Adults	# of Students	Estimated Cost	Funding Source	Comments
TBD	01/26/2018 - 01/27/2018		Gabe Cline	CWU Robotics	Compete against other robotics teams.					Trip details will be entered into Travel Tracker as soon as possible.
5157	03/28/2019 12:00:00 AM - 04/05/2019 11:45:00 PM	Washington DC	Dawn Wood	8th grade East Coast trip - students and parents will be attending	educational & cultural - we will be visiting historical monuments, battlefields,	10	20	14,478.05	No funding needed	8th Grade East Coast trip during Spring Break Dawn Wood Janelle Blakney Details are still in draft form as we are still registering travelers. As information finalizes, we will update.

Mark Helm, Assistant Superintendent & Advisors presented the above for approval.
MOTION MADE: Sara Knox made the motion to approve the field trips as presented.
SECONDED: Laura R. Jaecks
DISCUSSION: None
PASSED UNANIMOUSLY

Board Business Items

WHS Security Measures
 Police Chief Crown, SRO Jared Reinfeld, Eric Anderson, WHS Principal
 Two items are being brought to the board to ask for approval:
 Returning Rifle back into the WHS.
 Adding a SRO to our security team so we have two.

Rifle at WHS:

The rifle was added to WHS in a secure safe at the recommendation of Police Dept. and Security Director Adam Bergstrom and approval of administration. The rifle is only available to the SRO to insure safety. Mr. Anderson shared that Parent Advisory group was included in the conversation and unanimously approved it to be returned.

Much discussion followed.

- Spoke with the staff, they support
 - Answered questions about other weapons available
 - Officers are trained constantly
 - Nation Wide Publication that reference this topic and will share with the board, the need for SRO at school districts
 - Discussion about Insurance paperwork and have the SRO contract include the rifle built into
- Board member supports the precautions the police dept. has taken to keep this rifle in a secure place
 - Students need to feel secure and safe, they need to know the SRO has all the means necessary to protect them

MOTION MADE: Sara Knox made the motion to approve the rifle returning back to Wenatchee High School.

SECONDED: Laura R. Jaecks

DISCUSSION: On putting the make and model of the rifle into the contract, with language stating that it is in there, in the high school, for our insurance coverage. The Policy 4210, Regulation of Dangerous Weapons on School Premises and the SRO contract will be reviewed by legal counsel before coming back to the board. Discussion about what should be in the contract. It was recommended to table this motion until contacting legal counsel. Recommendation to return rifle and revise the SRO contract in January for reconsideration by the board and revised policy if needed. Recommendation of tabling the motion was withdrawn. Motion repeated for clarity.

PASSED UNANIMOUSLY

Letter from Chief Crown to the Board - Rifle:

I am writing this letter to respectfully request that the assigned patrol rifle be returned to the secure office and safe at the Wenatchee High School.

During the 2017-2018 school year the Wenatchee School District agreed to place a patrol rifle inside the security office at Wenatchee High School for the exclusive use of the School Resource Officer (SRO) in the event of a critical incident at the facility. The Police Department purchased a new rifle in what has become our standard patrol car rifle configuration. The school district purchased and installed a substantial gun safe in the security office at the high school and the SRO is the only person with access to the rifle. The secured placement of the rifle was a significant improvement in the possible response to an armed assailant at the high school. While I sincerely hope that this rifle is never needed, the tactical advantage it provides with the goal of protecting innocent lives when seconds count is undeniable.

At the beginning of the 2018-2019 school year, a policy-level decision was made to remove the rifle from the high school. Since that decision was made, Wenatchee Police staff, including myself, have addressed inquiries from school administrators and the public regarding the rifle removal. This issue was brought up at a recent Wenatchee High School Parent Advisory Group meeting. SRO Jared Reinfeld explained to the parents that one of the critical factors during a school shooting is the time it takes to address the threat. If the SRO needs to leave the building to retrieve a rifle during a violent event, those extra seconds could cost lives. The parent advisory group wholeheartedly supported putting the rifle back in the high school. Additionally, Wenatchee High School Principal, Eric Anderson, supports the rifle's return as well.

In this era of ongoing violence in schools, having a rifle inside the building gives the potential advantage to the SRO who spends the vast majority of his time in the high school. Active assailant incidents most often end quickly when the assailant is confronted by police. That is why it is imperative that this rifle be returned to its secure location in the Wenatchee High School.

Chief Crown's Letter to Board: - SRO

As you know, the Wenatchee School District and City of Wenatchee Police Department have demonstrated a history of commitment to a safe school environment for students, staff, and visitors. In the spirit of this common goal, the Wenatchee Police Department would like to expand its School Resource Officer (SRO) program from one to two officers. In this endeavor, we are asking for the Wenatchee School Board's approval to enter into a new contract designed to increase SRO presence in all of the schools in the district.

In our current SRO agreement, the school district pays for seventy-five percent (75%) of the SRO's salaries and benefits, and the police department pays the remaining twenty-five percent (25%). The rationale for this fee structure is that the SRO is permanently assigned to provide services to the school district throughout the entire school year, which is about the three-quarters of the year. Historically, our SRO has assisted with school and youth events in the summer months without any additional cost to the school district. In 2018, the school district's portion of the SRO's salaries and benefits equaled \$89,916.

The City of Wenatchee is proposing the addition of a second SRO and restructuring the financing and consideration portion of the existing contract. This change would reflect a fifty percent (50%) split between the city and school district of all salary, overtime, and benefit costs for both officers. The estimated total cost to the school district for two SRO's would be \$136,080. The new agreement would add approximately \$46,165 in ongoing costs to the school district.

Thank you for your consideration in this matter. Please feel free to contact me if you have any questions regarding this proposal.

Adding an additional SRO to WSD:

- Excerpts from the National Security magazine was shared with the board
- 7800 students across our district with schools far apart - huge distances
- We have only one SRO to cover all of that
- Proposal for 2nd SRO is included for the board
- Supported by Mayor Knutz for a 2 or 1 SRO proposal
- Language change into last sentence that if state funding becomes available to work it into this contract on either side to help with funding with this contract.

Officer Jared Reinfeld (SRO), introduced himself and shared his background. Has children in district and is married to a school teacher. He is a resource to the district, administrators and staff and students. He has relationships with all stakeholders. He shared his view of trying to cover a district of this size with just himself. He shared his challenges and successes. He is buried as many officers in our city. But this district is like a small community or town. He spent a lot time sharing his responsibilities and how his goals are not being met because of the sheer magnitude of this job. He shared the legalities and laws that are also attached to his job. He feels he is on a flooded island and trying to stay above water. He also shared the management of his responsibilities which includes meeting with students in the classrooms with the criminal justice program. He talked about opportunities that he has not had time to take advantage of in all schools. He shared much more in detail about the overwhelming need for an additional SRO to serve our students. We have other districts that have as many as 4 in a district, such as Moses Lake and Chelan School Districts. He also outlined all the additional tasks and services that an additional SRO could do. Police officers have years of experience that can be so valuable to our students. He would like to be a part of the dialogue in the security issues in the district.

Principal Anderson complimented SRO Reinfeld and shared several incredible things he is doing in the district and how much more can be done to benefit our students. His interaction with the students is very important and he supports another SRO in the district.

Chief Crown wrapped up and invited the board to be a part of the selection of the additional SRO.

The board thanked SRO Reinfeld & Crown for sharing so much with the board. The board is concerned about budget issues and would love to see if some grants could come through for the district. The police department will need to know sooner so they can plan for an officer. The process would include a letter of interest and interview process. The board suggested a cost analyst be done on this. We need to also be good-neighbors and we need to know if we are liable to our neighbors for damage. We would like everyone be involved and also get community and parent feedback. The board has heard that SRO Reinfeld has done an incredible job. Board President Hemphill asked Supt. Fiones and Executive Finance Director Larry Mayfield. Discussion that maybe by a March date. But start having that conversation next week. Suggested looking at this in February workshop. Discussion of possible grants, updates on recommendation report from national school data on school violence. Chief Crown wants to provide safety to our students in our community.

**Wenatchee Police Department
Officer 1st Class - 2 SRO'S**

(2.5 yrs)	Base	(10 yr veteran) Longevity 2%	Clothing	Language	(AA Degree) 2.00% Ed Inc	Benefits	Total Mo. Costs	Total Yr Costs
2019 1st Class	7109.15	142.18	55.00	106.64	142.18	3909.24	11464.39	137572.74
JARED	7109.15	142.18	55.00			3909.24	11215.57	134586.88
							SUB-TOTAL	272159.62
							at 50%	136079.81
							TOTAL	136079.81
							2018 SRO Cost	<u>89916.00</u>
								<u>46163.81</u>

2018 Average Monthly cost at 75% is \$7493 or \$89,916 per yr for one School Resource Officer.

2019
\$46,163.81 to the Wenatchee School District budget to add an additional School Resource Officer

Not Included: Training, Equipment, Overtime, Vehicle

Superintendent Search Update

Former Board President Michele Sandberg:

Process to include more community involvement

Summary of following document and meeting on December 04, 2018:

Date: Board Meeting of December 4, 2018
 Proposal: Wenatchee School District
 Proposed Structured Forums for Finalist Second Round Interviews

Our proposal contemplates a single-day event for each of the 2nd round finalists. While the proposal can be accepted as presented, there are alternative variations possible as well.

Each candidate invited for a second interview participates during the day in a series of 'engagements'. All stakeholders who engage with the candidate will be given (a) a list of kinds of questions that are not lawful to ask, and (b) a feedback form based on the Leadership Profile.

- 8:00-10:00am **Committee of 15-20 invited stakeholders and parent leadership**
 - Union leadership, District Office staff, site administrators, parents
 - Committee members submit potential questions or topics in advance to consultants
 - Committee members must commit to all three mornings to participate
- 10:00-11:30am **District Tour and Site Visits**
 - District Office representative(s) to drive the candidate on a "windshield tour" of several district sites.
 - Two stops including a short walk through one elementary school and one middle school. Both school stops include classroom visits alongside 2-3 administrators and/or teacher leaders.
- 11:30am-12:30pm **High School Visit and Student Meeting**
 - Walk through of the high school, including classroom visits alongside 2-3 administrators and/or teacher leaders.
 - Meeting with selected group of students that represent the student enrollment. (students provided lunch)
- 12:30-2:00pm **Lunch with up to 8 appointed individuals representing Community Leadership**
- 2:00-3:00pm **Candidate Break**
- 3:00-5:00pm **Open Community Forum**
 - Moderated by HYA consultant
 - Questions submitted in advance
 - Board Members present in the back of the room
 - Candidate begins with a 5-slide power point presentation

5:00-6:00pm **Candidate free time.**
 Board Members meet with HYA consultants

6:30-8:30pm **Board Member and Candidate dinner and interview**

Notes

• At each 'event' above feedback is collected by the consultants. Feedback utilizes a form that directly ties to the Desired Characteristics. It is advisable that both consultants are onsite, so that one can manage/orchestrate the events while the other manages and analyzes feedback throughout the day.

Cost: \$1000 per day for each consultant

Variants:

- A. Any of the above events can be elongated, shortened, or omitted.
- B. The Board may want to make certain slots on the Community Panel (Committee of 15-20) available by lottery, rather than appointment.
- C. In the model above, we will have asked the candidate to prepare only a 5-slide power point. It is possible to ask for additional artifacts. Recognize however,
 - a. We want to be mindful of the candidate's time.
 - b. More time presenting artifacts will result in less time engaging with the community.
- D. We do not foresee that this model can assume confidentiality of stakeholders, given how many stakeholders will be involved. Thus, we anticipate notifying candidates that at the point of second-round interviews, candidates' names will no longer be privileged.

Wenatchee Learns Strategies

Strategy 3: Use the Best Tools and Resources
Objective 3.4 Facilities That Optimize Learning
Surplus Residential Structures Malaga Property

Gregg Herkenrath, WSD Director of Facilities

WENATCHEE SCHOOL DISTRICT
SALE OF SURPLUS RESIDENTIAL STRUCTURES
BID AWARD

December 11, 2018

SITUATION

The Sale of Surplus Residential Structures bid packet and Bid Tabulation sheet is attached for your review.

The six (6) manufactured residential structures and one (1) stick built residential structure located on Saturday Avenue in Malaga WA, and one stick built residential structure located at 1611 Okanogan Avenue in Wenatchee WA were declared surplus properties within Wenatchee School Board Resolutions 03-15, 04-15 and 12-18.

The residential structures described above were advertised as school district surplus properties for sale in the local newspaper and on the District website. Bid awards for the surplus properties were due to the District Office more than 30 days after advertisement, as required under ECW 28A.335.180. Instruction to Bidders stated "preference will be given to bidders with multiple structure interest and timely relocation schedules".

The District received three responsive bids as follows:

1. Jean Scott Germain for the stick built residential structure at 1611 Okanogan Avenue in Wenatchee WA.
2. Rosali Vasquez Garcia for the manufactured residential structures at 3445, 3471, 3515, 3537, 3559, and 3581 Saturday Avenue in Malaga WA.
3. Mtn View Acres, Inc. for the manufactured residential structures at 3559 and 3581 Saturday Avenue in Malaga WA.

RECOMMENDATION

The Board of Directors the award the sale of surplus residential structures at 1611 Okanogan Avenue in Wenatchee WA to Jean Scott Germain and award the sale of surplus residential structures at 3445, 3471, 3515, 3537, 3559, and 3581 Saturday Avenue in Malaga WA to Rosali Vasquez Garcia.

Included in documents for the board review were:

- Invitation to Bid
- Instructions to Bidders
- Legal Advertisement
- Residential Structure Bid Form
- Release Form
- Bidder Name & Contact Info

Discussion:

- Address corrected: #3493 is correct on document
- 180 Days on timeline
- Interest in Farmworker Housing maybe 2 or 3
- Others uninhabitable
- Significant cost to us to demolish so selling is beneficial to us
- One structure we do not own because of Dept. of Revenue owns
- House #4410 we will have to demo

MOTION MADE: Michele Sandberg made the motion to approve the sale of surplus residential structures at 1611 Okanogan Avenue in Wenatchee WA to Jean Scott Germain and award the sale of surplus residential structures at 3445, 3471, 3515, 3537, 3559 and 3581 Saturday Avenue in Malaga WA to Rosali Vasquez Garcia.

SECONDED: Laura R. Jaecks

DISCUSSION: Better way to go and glad we are not spending money on demolition.

PASSED UNANIMOUSLY

Thank you to Gregg from Larry Mayfield and thank you to Maria Iniguez for all their help.

Enrollment Report : Larry Mayfield, Executive Director of Business & Operations

Re: Enrollment Reports for November 2018

The November 2018 count of K-12 students is **7,689.41 full-time equivalents (FTE)**. Running Start enrollment is included. Running Start is reported for the months of October through June.

Based on a two-year trend it appears average annual full-time equivalent enrollment (AAFTE) compared to budgeted enrollment will be:

a. Elementary Schools	greater than budget by 54 FTE
b. Middle School Schools	greater than budget by 11 FTE
c. Wenatchee High School	less than budget by (69) FTE
d. Westside High School	less than budget by (10) FTE
e. Valley Academy	less than budget by (7) FTE
f. Wenatchee Valley Tech Skills Center	less than budget by (27) FTE
g. Subtotal (excluding Run Start & Open Doors)	less than budget by (48) FTE
h. Running Start	greater than budget by 30 FTE
i. Open Doors/Reengagement	greater than budget by 5 FTE

Reduction in apportionment revenues is estimated to be **(\$190,000)** net of estimated Running Start and Open Doors budget surplus. An improvement from October Estimate.

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

Exhibit A - Monthly FTE Enrollments.

Exhibit B - Annual Average FTE enrollment, as reported to SPI, since 2006-07.

Exhibit C - FTE enrollment by school and by grade level for the current month and the same month in the prior year (2017-18).

Exhibit D - Graph #1 - Monthly Total Enrollment.

Exhibit E - Graph #2 - Monthly Total Enrollment - Excluded for October since graph did not align with projections included in Exhibit H.

Exhibit F - Graph #3 - FTE Enrollment by Building & Program.

Exhibit G - Elementary Classification Sheet.

Exhibit H - Official Count Day Enrollment by Grade Level, Building and Program. Budgeted enrollment and predictions are displayed as well.

Brief discussion about enrollment took place before moving onto the Budget Report.

Status of 2018-19 & 2019-20 Budget Presentation

Challenges & Causes

\$5.2M+ Shortfall does not include potential future enrollment decline or K-3 Compliance.

Data included in presentation is preliminary and will change as estimates become more refined over time.

- **Challenges**
 - Enrollment Decline
 - K-3 Class Size Compliance
 - Balancing Programs
 - Fund Balance
 - School Employees Benefit Board (SEBB) (Jan 2020)
 - Operating with Reduced Levy Capacity (McCleary)
 - Compliance with New Levy Spending Limitations (McCleary)
 - Loss of 6% Regionalization Over Time (McCleary)
 - 1% reduction/year starting in 2020-21
 - Impact of Future Legislative Changes to Funding Model
- **Causes**
 - Reduction in Levy Capacity
 - Continuing Enrollment Decline
 - Salary & Benefit Increases Above State Allocations
 - Staffing Levels Above State Allocations
 - McCleary Decision

Total Local Uses & Net Impact on Fund Balance

* Spending in excess of State Apportionment Allocation.

** Total Local Expenditure Over State and Local Resources.

19-20 does not take into consideration Enrollment Decline, K-3 Funding challenges, SEBB Impact.

CPF = Capital Projects Fund
TVF = Transportation Vehicle Fund

	17-18 Preliminary	18-19 Estimated	19-20 Estimated
Total Local Resources	\$ 21,313,922	\$ 18,433,349	\$ 15,731,557
Certificated Instructional Staff	\$ (7,970,507)	\$ (6,874,132)	\$ (7,500,188)
Certificated Administrative Staff	\$ (2,900,387)	\$ (2,028,921)	\$ (2,067,470)
Classified Staff	\$ (8,252,658)	\$ (7,162,157)	\$ (7,298,238)
* Subtotal Prog 01 & 97 BEA	\$ (19,123,552)	\$ (16,065,210)	\$ (16,865,896)
MSOC Prog 01 & 97 BEA	\$ (800,410)	\$ (556,720)	\$ (567,298)
BEA Rev 3121 Shift to SpEd	\$ (1,318,888)	\$ (1,628,202)	\$ (1,659,138)
SpEd Program	\$ (1,139,927)	\$ 306,584	\$ (200,000)
Other Support	\$ (1,236,226)	\$ (1,364,828)	\$ (1,398,949)
Operating Transfers to CPF/TVF	\$ (864,500)	\$ (250,000)	\$ (250,000)
Total Uses of Local Resources	\$ (24,483,503)	\$ (19,558,376)	\$ (20,941,281)
** Net Impact on Fund Balance	\$ (3,169,581)	\$ (1,425,027)	\$ (5,209,724)

Enrollment Decline

* Alcoa plant closure.

School Year	K-12 AAFTE	Annual FTE (Loss)	Cumulative FTE (Loss) from 2015-16
2015-16	7,636.64		
*2016-17	7,431.81	(204.83)	
2017-18	7,362.93	(68.88)	
2018-19 Est.	7,295.00	(68.93)	(342.64)
2018-19 BEA Allocation per FTE			\$8,487.47
Loss of BEA Revenue Due to Enrollment Decline			(\$2,908,155)

School Year	Total Running Start FTE	Annual Regular FTE (Loss)	Cumulative FTE (Loss) from 2015-16
2015-16	155.46		
2016-17	204.25	(48.76)	
2017-18	268.62	(64.37)	
2018-19 Est.	270.03	(1.41)	(114.54)
2018-19 BEA Allocation per FTE			\$8,487.47
Loss of BEA Revenue Due to Running Start Increase			(\$972,155)

Estimated Funded BEA Staffing Units vs Estimated Actual FTE

Prog 01 & 97 Only

CIS – Cert Instructional Staff
CLS – Classified Staff
CAS – Cert Admin Staff

2018-19	Estimated State Allocation Staff Unit	Estimated Staff FTE	Under (Over) State Allocation
CIS	351.464	374.961	(23.497)
CLS	111.311	179.200	(67.886)
CAS	26.206	28.450	(2.244)

Estimated BEA Funding vs Estimated Cost

Based on October 2018 Enrollment Projection.

Prog 01 & 97 Only

2018-19	Estimated State Allocation	Estimated Salary & Benefit Cost	Over (Under) State Allocation
CIS	\$33,929,290	\$40,803,422	(\$6,874,132)
CLS	\$8,117,505	\$15,279,662	(\$7,162,157)
CAS	\$3,590,751	\$5,619,672	(\$2,028,921)
Totals	\$45,637,546	\$61,702,756	(\$16,065,210)

Steps Taken

Reduction in Expenditures

• Steps taken to reduce expenses:

- **Reduction in Expenditures:** Reduction in expenditures, where reasonable and not categorically funded, in capital outlay, supplies and materials, contractual services, and travel in an effort to retain as much of the basic educational program as possible within the resources available.

Steps Taken

Attrition

- **Attrition:** In an effort to eliminate unnecessary non-renewals or involuntary terminations, every reasonable effort will be made to determine the number of certificated positions which will be open as a result of (a) voluntary or mandatory retirements; (b) normal resignations; (c) other transfers; and (d) leaves of absence.

Steps Taken

2018-19 & 2018 Reductions

• 2018-19

- Budgeted Use of Fund Balance (\$3,000,000)
- Cuts to Date \$1,850,000
- Estimated Use of Fund Balance (\$1,150,000)

• 2019-20: Reduction of \$5,200,000

- Budget reductions identified to date following Modified Education Plan steps above: \$3,000,000
- \$2,200,000 dollars still needs to be reduced for the 2019-2020 school year budget. This reduction will require that the school board identify savings through "layoff" or reduction in force by a modified education plan resolution.

2019-20 Budget Development Process

Slide #1
MEP = Modified Educational Program.

1) Agreement on Amount to be Cut

- \$5.2 million+
- Something Less
- 1 Year/2 Year

2) Potential Options

- Attrition/other reductions/involuntary transfers
 - Estimated \$ 3,000,000
 - (Difference - taken out of fund balance \$2,200,000)
- Full Cuts/Modified Educational Plan (MEP)
 - Estimated \$5,200,000

Larry Mayfield, Executive Director of Business & Operations finished up and answered the board questions.

- Modified Education Plan (MEP)
- Draft Resolution

Brian Flonex, Superintendent gave a summary of the Modified Education Plan as covered below with what the resolution would look like.

- Come to board in a workshop and show the board how it will look.
- Priorities and how much can we cut with the least impact on staff and students.
- Know more in January and February when retirements come in
- 80-85% staff costs so difficult to not impact areas
- K-3 Compliance shared factored into the 5.2 M dollars
- January 17th 5-7 pm Budget Workshop
- We can do a Tech Levy - Capital Project Levies are not effected
- The difference in Bond and Levy summary
- ESD Impact spreadsheet - 4-year projection - Board requested a copy
- Legislative communications discussed - be prepared to address legislators and join colleagues and craft a message from the board to show what the impact to our staff and students is
- Suggestion to invite legislators to attend a workshop, but probably too late, they are back into session
- Constant message over and over again repeated sometimes make a more direct message
- Board asked Supt. Flonex and Larry Mayfield to craft a letter they could sign
- Something approved and signed on the 4th of January
- Suggested a letter writing workshop - keep it simple with highlights

ARTICLE V. STAFF REDUCTION AND RECALL

Section 5 A. Definitions

1. The term "layoff" shall mean action by the Board reducing the number of employees due to economic reasons, or the financial inability of the District to continue its educational programs substantially at the same level for the next year. It does not refer to decisions to discharge, non-renew, or adversely affect an employee for cause.

2. For purposes of this section, "Seniority" is defined in Section 1 A (Definition of 15 Terms).

Section 5 B. Board Determination of Program

Prior to May 15, of each year, the Board shall, after providing opportunity for input from the Association, determine whether the financial resources of the District shall be adequate to permit the District to maintain its educational programs and services substantially at the same level for the next school year. If the Board determines that financial resources are not reasonably sufficient for the following school year, the Board shall adopt a modified educational program (MEP) and identify those employees who shall be retained to implement such an MEP, and those employees, if any, whose contracts shall not be renewed for the next school year. In the event the Board determines that financial resources shall not be sufficient to maintain the educational program at the same level, the Board shall notify the Association, in writing, of such determination as soon as possible thereafter.

Section 5 C. Criteria for Modified Educational Program (MEP)

If the District adopts a MEP, the following guidelines shall determine the programs and services to be retained, modified, or eliminated:

1. Legal Requirements: The needs of the students, requirements for graduation, requirements for accreditation, and minimum program requirements under state laws and regulations.

2. Categorical Financing: Where revenues are categorical and depend upon actual expenditure rather than budgeted amounts, the Board shall make every effort to maintain such programs to the limit of the categorical support, (e.g. vocational education, federally supported programs).

3. Maintenance of Pupil-Teacher Ratios: Maintenance of pupil-teacher ratios at levels conducive to good learning climate. The severance of employees will be minimized to the extent possible.

4. Reduction in Expenditures: Reduction in expenditures, where reasonable and not categorically funded, in capital outlay, supplies and materials, contractual services, and travel in an effort to retain as much of the basic educational program as possible within the resources available.

5. Transfer of Employees: The District may transfer employees within the educational specialties for which they have proper certification/endorsement(s) according to the requirements of law.

Section 5 D. Selection of Employees.

In adopting a MEP, which will require reduction, modification or elimination of positions involving employees, the employees required to implement the MEP shall be selected as provided below.

1. Attrition: In an effort to eliminate unnecessary non-renewals or involuntary terminations, every reasonable effort will be made to determine the number of certificated positions which will be open

as a result of (a) voluntary or mandatory retirements; (b) normal resignations; (c) other transfers; and (d) leaves of absence.

2. **Certification/Endorsement:** Employees retained to implement the MEP shall possess a valid Washington State certificate. An employee, to be eligible for retention by transfer, shall be qualified for the position being considered by virtue of education (college major or minor), teaching experience, or endorsement (WAC 181-79A).

3. **Administrative Personnel:** In the implementation of the MEP, certificated administrative personnel who are placed back into the bargaining unit shall be granted seniority, which they earned as a non-administrative certificated employee.

4. **Seniority:** If it is necessary to give notice of non-renewal to employees due to a reduced or MEP, the District shall prepare and distribute to the Association prior to implementation thereof, a list ranking each employee from the most to the least seniority. The list shall also include the employee's certification (i.e., K-12 endorsements only). Layoff shall be by seniority. When more than one person qualifies for a particular position under this criteria, the employee with the greatest seniority within the District shall be retained. The seniority list shall be furnished to the Association by January 1 of each school year. In the event the District adopts a MEP, the District shall furnish the Association a seniority list based upon the teaching experience, and endorsement applicable to the MEP.

5. **Seniority Tie Breakers:** If two (2) or more employees are found to have equal seniority in 4 above, the employee possessing the greatest number of hours beyond his/her BA degree shall be retained. If two (2) or more employees still have equal seniority, an employee possessing a September 1, 2018 through August 31, 2021 Master's Degree shall be retained over an employee who does not. If two (2) or more employees still have equal seniority, the selection shall be made by "lot".

procedure which, when implemented, will insure that 45 employees shall be recalled by greatest seniority, provided such employees can meet the 46 criteria set forth in this Article. 47 48 When a vacancy occurs for which any employee is qualified, notification from the District September 1, 2018 through August 31, 2020 37 1 to such an employee shall be made by certified mail or personal contact by the 2 Superintendent. Such employee shall have ten (10) employment days from the receipt of 3 the letter or from the date of personal contact to accept the position. 4 5 Each employee in the employment pool shall keep the District advised of his/her current 6 address in order to retain eligibility for re-employment.

6. **Re-employment Pool:** Any employee receiving a notice of non-renewal of contract pursuant to these provisions shall be placed in a re-employment pool (hereafter 8 "pool") and shall be considered for re-employment according to the criteria set forth 9 herein, together with other personnel in the pool. The personnel file of any person so 10 placed shall reflect that status, and all references to non-renewal of such an 11 employee's contract shall be removed from his/her personnel file. Pool employees 12 shall be granted credit for any education acquired during that year. 13 14 The opportunity for re-employment from the pool shall continue for two (2) years 15 following the school year during which notice of non-renewal was received, provided 16 that such employee may withdraw from the pool by: 17 18 a. Waiving his/her recall rights in writing, 19 20 b. Resigning, 21 22 c. Failing to accept recall to the position that he/she held immediately prior to 23 his/her layoff or to a position for which he/she is qualified; 24 25 d. Accepting employment under a regular certificated employee contract in any 26 other school district during that year; 27 28 e. Failing to report to work in a position that he/she has accepted within ten (10) 29 calendar days after receipt of the notice of recall unless such employee is sick or 30 injured. Failure to return to work within ten (10) calendar days will be considered 31 the resignation of said teacher; in the event the district employing an employee on 32 a temporary basis will not release said employee within the contractual time-line 33 established herein, the affected employee shall notify the District of his/her intent 34 to return the following school year and remain in the pool and shall continue to be 35 eligible for employment as specified in this Article. 36 37 7. **First Right To Refusal:** Members of the pool shall have the first right to refusal for 38 long term (twenty (20) days or more) substitute positions for which they are qualified 39 before any other person is offered such a position. Members of the pool shall be given 40 first priority for substitute positions for which they are qualified. 41 42 Section 5.E. Recall 43 44 The District shall adopt a recall

Supt. Flones shared what the resolution would look like and their was a brief discussion on what to be prepared for.

WENATCHEE SCHOOL DISTRICT #246
Wenatchee, Washington
DRAFT
RESOLUTION NO. ____

WHEREAS, education allocations are anticipated to be significantly reduced for the 2019-2020 school year.

NOW, THEREFORE, BE IT RESOLVED:

1. It will be necessary to reduce district expenditures to the level of reasonably anticipated revenues. The attached Modified Educational Program will make reductions in the district's educational program including reductions in certificated, classified, and administrative positions for the 2019-2020 school year.
2. Certificated employees who will be affected by the Modified Educational Plan must be properly notified by May 15, as required by law, and
3. The Board hereby adopts the attached 2019-2020 Modified Educational Program.

ADOPTED this __ day of _____, 2019.

Strategy Four – Balance Change for All
with Excellence for All
Objective 4.1 Continuous Improvement of Service
Quality

Mark Helm, Assistant Superintendent presented the following for first reading:

Policy	Title	Suggested Action	District Recommendation	Rationale
3140	Release of Resident Students	Encouraged	Approve	Addition of online course option
3412	Automated External Defibrillators	Encouraged	Approve	No substantive changes, our nurses provide AED training to staff throughout the school year
3414	Infectious Disease	Encouraged	Approve	No substantive changes
3414P	Infectious Disease Procedure	Encouraged	FYI	

Executive HR Director, Lisa Turner presented the following for approval:

MEMO TO: Board of Directors

FROM: Lisa Turner

RE: 2019 - 2020 School Calendar

DATE: December 11, 2018

We have completed our committee work to develop the 19-20 school calendar. This committee was a representative group of staff including certificated and classified staff, principals and district administration, that reviewed feedback and provided calendar options for the staff to vote on. As a committee we considered the following:

1. A mutual interest in having professional development built into the calendar thus reducing the amount of time teachers are out of the classroom.
2. A mutual interest in creating more PLC time
3. Increasing the engagement opportunities for students
4. Creating greater opportunities for parents to partner with teachers
5. Built in non-contract days to allow for a break for students during busy times, and semester break for grading purposes.
6. Providing built in training opportunities for classified staff
7. Match to Eastmont as close as possible to support the community and parents
8. Comply with the contract language in the WenEA Agreement.

With all the above considerations, the committee was able to create two options. They are virtually the same, the parent/teacher conferences are the only difference.

These two options were sent out to staff for a vote. Option 2 with the conference days on October 30, 31st and November 1st 2019. This option received 70% of the vote.

Upon the hiring of a new superintendent, we will need to begin discussions for the 20-21 calendar. We are seeking your adoption of the school calendar for the 19-20 school year.

- Matches Eastmont
- Last day and first day are one day off
- This is a one-year calendar due to

2019-2020 - DRAFT - OPTION 2					2019-2020 - DRAFT - OPTION 1																																																						
July - 2019 M T W T F 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31					August - 2019 M T W T F 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31					September - 2019 M T W T F 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30					October - 2019 M T W T F 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31					November - 2019 M T W T F 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30					December - 2019 M T W T F 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31					January - 2020 M T W T F 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31					February - 2020 M T W T F 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29					March - 2020 M T W T F 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31					April - 2020 M T W T F 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30					May - 2020 M T W T F 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31					June - 2020 M T W T F 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30				
Significant Dates																																																											
August 15th New Employee Orientation November WAAQ-SAPE (TBA) January - February Winter EOC (TBO) February - March WELPA (TBA) March 13 - 17 WAAQ-SAPE (TBA) March Classified Employees Week March Smarter Balance Grades 3-8 March State Testing for Grades 3-12 April - May Smarter Balance Grade 11 April Kindergarten Registration April - June MEP for Grades 5 & 8 TBO Teacher Appreciation Week May - June Spring EOC TBO WHS Graduation TBO WSHS Graduation					February 27 - November 25 First Trimester (60 days) November 26 - March 10 Second Trimester (60 days) March 11 - June 12 Third Trimester (60 days) February - March Secondary Reading Period August 27 - October 31 First Quarter (45 days) November 1 - January 24 Second Quarter (45 days) August 29 - January 24 First Semester (90 days) January 25 - March 27 Third Quarter (42 days) April 6 - June 12 Fourth Quarter (48 days) January 28 - June 12 Second Semester (90 days) Parent Teacher Conference Schedule Fall Conferences: Wednesday - Friday, flexible times available Spring Conferences: Wednesday, flexible times available School Board Approval: Revised draft for voting 11/22/18																																																						

MOTION MADE: Laura R. Jaacks made the motion to approve 2019-20 School Calendar as presented.

SECONDED: Sarah Knox

DISCUSSION: Questions about the parent/teachers conferences

PASSED UNANIMOUSLY

BOARD COMMUNICATION:

- Director Jaacks asked board questions about being given the wrong salary range for the superintendents search. The board would like an updated salary information. HR Executive Director Lisa Turner will provide that for the board.
- Director Sandberg thanked the board for allowing her to serve as president for the last year and she thanked Director Knox for serving as the Vice President.
- President Hemphill thanked Director Sandberg for serving and Director Jaacks for accepting the VP Board position.
- President Hemphill received a Starbucks Card from WSSDA at the conference.

SUPERINTENDENT'S REPORT: Supt. Flones will be a chaperone on the busses for the high school AVID group to Seattle this week.

MEETING ADJOURNED: President Hemphill adjourned the meeting at 8:41 p.m.

 President

 Superintendent

 Date

Wenatchee School District NO. 246

PAYROLL

DECEMBER 2018

We, the undersigned Board of Directors of the Wenatchee School District No. 246, Chelan County, Washington, do hereby certify that the persons named in the attached payroll are employed by said school district and entitled to the sums specified in the final payroll register. The payroll is approved for payment in the amount of \$ 7,499,925.09 for the month of December 2018.

Secretary: _____

Board Members: _____



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 603435 through 603702 totaling \$679,389.82

Capital Projects Fund

Check numbers 603703 through 603704 \$18,693.78

Associated Student Body Fund

Check numbers 603705 through 603745 totaling \$96,053.02

Transportation Vehicle Fund

Check number

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

Certification:

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

Signature of Auditing Officer

Date

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

As of December 26, 2018, the board, by a _____ vote, approves payments, totaling \$794,136.62. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP WARRANTS:
 Warrant Numbers 603435 through 603745, totaling \$794,136.62

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

Check Nbr	Vendor Name	Check Date	Check Amount
603435	A & A MOTORCOACH	12/27/2018	8,300.00
603436	ACCARDO, JULEE A	12/27/2018	55.12
603437	ADAMS, JOAN DENISE	12/27/2018	1,000.00
603438	ADAMS, TERESA	12/27/2018	97.85
603439	AG SUPPLY COMPANY	12/27/2018	73.77
603440	ALLEN, KAREN A	12/27/2018	801.89
603441	ALVAREZ, ITZIA L	12/27/2018	136.64
603442	ALVARADO, JOANNA ARACELI	12/27/2018	64.00
603443	AMAZON CAPITAL SERVICES	12/27/2018	6,195.41
603444	AMER CULINARY FED EDUC FOUND	12/27/2018	300.00
603445	AMERICAN PRODUCE EXPRESS, LLC	12/27/2018	48.45
603446	AMERIGAS	12/27/2018	1,314.90
603447	APPLE COMPUTER INC	12/27/2018	20,810.28
603448	APPLE LAND PEST CONT HOME INS	12/27/2018	140.87
603449	ARAMARK UNIFORM & CAREER APPAR	12/27/2018	235.04
603450	AVILA, MARIO A	12/27/2018	943.38
603451	AW REHN & ASSOC INC	12/27/2018	626.00
603452	B & H PHOTO & VIDEO	12/27/2018	3,917.17
603453	BATTERY SYSTEMS	12/27/2018	54.09
603454	BEDARD, LISA R	12/27/2018	4.80
603455	BELSON OUTDOORS LLC	12/27/2018	1,113.64
603456	BI-MART	12/27/2018	449.41
603457	BIBBY, ANNIKA WINTER	12/27/2018	1,902.14
603458	BIRKS, RAY R	12/27/2018	38.43
603459	BLACK, MARIA LUISA	12/27/2018	98.00
603460	BROWN, TAUNYA C	12/27/2018	45.29
603461	BRYSON SALES & SERVICE	12/27/2018	694.56
603462	BUDGET BLINDS OF NCW INC	12/27/2018	383.03
603463	BULLIS, ROBERT W	12/27/2018	155.00
603464	BURROWS TRACTOR INC	12/27/2018	199.09
603465	BUSH, NADEZHDA A	12/27/2018	440.79
603466	CAEMMERER, ADELE L	12/27/2018	61.63
603467	CALLISON, KRISTEN M	12/27/2018	211.24

Check Nbr	Vendor Name	Check Date	Check Amount
603468	CARVITTO, JUSTIN JOSEPH	12/27/2018	67.53
603469	CASCADE QUALITY WATER CENTER	12/27/2018	503.49
603470	CASTILLO, MEGAN M	12/27/2018	45.12
603471	CERTIFIED LABORATORIES	12/27/2018	1,840.49
603472	CHELAN CO TREASURER	12/27/2018	47,859.00
603473	CHELAN DOUGLAS HEALTH DIST	12/27/2018	6,356.00
603474	CHILDREN'S HOME SOCIETY OF WA	12/27/2018	25,000.00
603475	CHINOOK MUSIC SERVICE INC	12/27/2018	7,672.67
603476	CHRISTENSEN, JENNIFER WYNAR	12/27/2018	679.67
603477	CHRISTENSEN, MONIKA K	12/27/2018	28.60
603478	CITY OF WENATCHEE	12/27/2018	191.72
603479	CLANCY'S FARM LLC	12/27/2018	1,202.46
603480	CLINE, ROBERT BLAIR	12/27/2018	1,870.78
603481	COLEMAN OIL	12/27/2018	15,947.53
603482	COLLINS, ALANNA C	12/27/2018	98.00
603483	COMMERCIAL TIRE	12/27/2018	6,367.75
603484	COMPUTER TECHNOLOGY LINK	12/27/2018	1,244.30
603485	CONGER, DENNIS DWIGHT	12/27/2018	212.04
603486	CONSOLIDATED ELECTRICAL DISTRI	12/27/2018	2,670.45
603487	CTS CASH OFFICE	12/27/2018	7,437.21
603488	CUMMINS INC	12/27/2018	474.94
603489	DALBECK, ABBY P	12/27/2018	417.37
603490	DANFORTH, MAURA G	12/27/2018	46.00
603491	DAVIS, ARNEIL LAW FIRM LLP	12/27/2018	19,144.00
603492	DELAMORA, CINDELIA JULISA	12/27/2018	98.00
603493	DEMCO INC	12/27/2018	253.93
603494	DEPT OF LABOR & INDUSTRIES	12/27/2018	447.00
603495	DEPT OF LABOR & INDUSTRIES	12/27/2018	45.00
603496	DEVEREAUX, JENNIFER L	12/27/2018	32.47
603497	DEVEREAUX, PATRICIA L	12/27/2018	47.46
603498	DISCOUNT TIRE	12/27/2018	1,213.60
603499	DON SANGSTER MOTORS INC	12/27/2018	57.96
603500	DOUGLASS, LISA ANN	12/27/2018	118.50
603501	EADIE, KAREN R	12/27/2018	59.62
603502	EASTERN WA UNIVERSITY	12/27/2018	472.00
603503	EASTMONT SCHOOL DISTRICT	12/27/2018	6,694.30
603504	EASTMONT HIGH SCHOOL	12/27/2018	75.00
603505	ECOLAB FOOD SAFETY SPECIALTIES	12/27/2018	53.12
603506	ECOLAB INC	12/27/2018	298.05
603507	ESD 112	12/27/2018	110.00
603508	EVCO SOUND & ELECTRONICS	12/27/2018	1,662.25
603509	FASTENAL COMPANY	12/27/2018	669.03
603510	FERGUSON ENTERPRISES INC #3007	12/27/2018	96.60
603511	FERRER, ROSA	12/27/2018	39.10
603512	FISHER, DUSTIN S	12/27/2018	63.02
603513	FLINN SCIENTIFIC INC	12/27/2018	482.97
603514	FOLLETT SCHOOL SOLUTIONS, INC	12/27/2018	2,036.54
603515	FOOD SERVICE OF AMERICA	12/27/2018	12,923.40
603516	FORUM FOR YOUTH INVESTMENT	12/27/2018	5,220.00
603517	FRANZ FAMILY BAKERIES	12/27/2018	14,579.17

Check Nbr	Vendor Name	Check Date	Check Amount
603518	FRED MEYER CUSTOMER CHARGES	12/27/2018	86.52
603519	GAYTLEY, ALICEN	12/27/2018	273.50
603520	GLAZE BAKERY LLC	12/27/2018	215.76
603521	GONSALEZ, ROCIO	12/27/2018	98.00
603522	GOOD SAMARITAN FIRST AID	12/27/2018	355.00
603523	GOVEIA, MARK EVAN	12/27/2018	972.35
603524	GOVEIA, TERRI ANN	12/27/2018	98.00
603525	GRADUATION ALLIANCE INC	12/27/2018	4,897.34
603526	GRANGER JR, SCOTT M	12/27/2018	15.17
603527	H D FOWLER	12/27/2018	1,196.57
603528	HAGLUNDS TROPHIES	12/27/2018	335.93
603529	HANCHEY, LISA M	12/27/2018	232.79
603530	HANSEN, AARON A	12/27/2018	313.00
603531	HARDWICK, DAVID EARL	12/27/2018	75.00
603532	HAYS, LARA GWEN	12/27/2018	19.84
603533	HEALTH CARE AUTHORITY	12/27/2018	289.58
603534	HELM, MARK A	12/27/2018	76.99
603535	HERITAGE FOOD SERVICE GROUP	12/27/2018	106.93
603536	HERLING, BRIAN ROBERT	12/27/2018	32.50
603537	HILTON VANCOUVER	12/27/2018	3,996.00
603538	HOBBY LOBBY	12/27/2018	108.09
603539	HOLADAYS CUSTOM MUFFLER	12/27/2018	271.00
603540	HOLLYWOOD LIGHTS, INC.	12/27/2018	1,146.50
603541	HOME DEPOT	12/27/2018	171.18
603542	HOWARD, JERI L	12/27/2018	162.29
603543	HUMAN RELATIONS MEDIA	12/27/2018	989.67
603544	ICICLE BROADCASTING INC	12/27/2018	300.00
603545	IMAGINE LEARNING	12/27/2018	65,938.00
603546	INLAND PIPE AND SUPPLY	12/27/2018	350.36
603547	INTELLITEXT LLC	12/27/2018	618.75
603548	J RIVERA ASSOCIATES, INC	12/27/2018	514.67
603549	JAEGER, JEFF	12/27/2018	228.23
603550	JAGLA, ANGELITA C	12/27/2018	98.00
603551	JAR SYSTEMS LLC	12/27/2018	320.00
603552	JARVIS, OLIVA	12/27/2018	98.00
603553	JELSING, SHELLY	12/27/2018	242.01
603554	JERRYS AUTO SUPPLY	12/27/2018	1,436.64
603555	JOHNSON, ELISA ANN	12/27/2018	48.07
603556	JOHNSTON, ELISSA JO	12/27/2018	36.00
603557	JOHNSTONE SUPPLY INC	12/27/2018	475.89
603558	JW PEPPER & SON INC	12/27/2018	726.30
603559	KALAHAR, KORY G	12/27/2018	1,219.67
603560	KELLER SUPPLY COMPANY	12/27/2018	774.47
603561	KENNEWICK HIGH SCHOOL ATHLETIC	12/27/2018	550.00
603562	KEYHOLE INC	12/27/2018	76.75
603563	KING, ANDREW RAY	12/27/2018	40.00
603564	KING COUNTY DIRECTORS ASSN	12/27/2018	8,491.32
603565	KWLN LA NUEVA/ALPHA MEDIA	12/27/2018	280.00
603566	LAKESHORE LEARNING MATERIALS	12/27/2018	612.20
603567	LANE, MICHAEL J	12/27/2018	86.00

Check Nbr	Vendor Name	Check Date	Check Amount
603568	LEARNING A-Z	12/27/2018	579.80
603569	LEAVITT, JEFFREY SCOTT	12/27/2018	18.87
603570	LIFESKILLS/BETH SYKES	12/27/2018	98.41
603571	LINK TRANSPORTATION	12/27/2018	515.00
603572	LIQUIDS POWDERS & MACHINES	12/27/2018	476.37
603573	LOCAL TEL COMMUNICATIONS	12/27/2018	23,753.54
603574	LOFTUS, PATRICK JOSEPH	12/27/2018	35.00
603575	LOMBARDS HARDWOOD SUPPLY INC	12/27/2018	428.47
603576	LONG, MICHAEL RAY	12/27/2018	54.00
603577	LOPEZ, ALFONSO C	12/27/2018	440.79
603578	LOPEZ, DANIZ P	12/27/2018	98.00
603579	LOPEZ ACEVEDO, YURIDIA I	12/27/2018	38.47
603580	LOWES HOME IMPROVEMENT	12/27/2018	446.82
603581	MADLAND, MARY	12/27/2018	208.33
603582	MADSEN, MARYA E	12/27/2018	105.65
603583	MALDONADO, LINA INES	12/27/2018	65.84
603584	MARENEM INC	12/27/2018	462.00
603585	MARIACHI CONNECTION	12/27/2018	302.50
603586	MARSHALL MEMO LLC	12/27/2018	120.00
603587	MARSON AND MARSON LUMBER INC	12/27/2018	58.81
603588	MARTINEZ, EVA M	12/27/2018	440.79
603589	MASON, KRISTINA E	12/27/2018	42.68
603590	MASON, TAYLOR B	12/27/2018	44.82
603591	MERCER CONSUMER	12/27/2018	2,135.00
603592	MERRILL, DOUGLAS RAY	12/27/2018	76.71
603593	MOSAIC COOPERATIVE LLC	12/27/2018	4,500.00
603594	MOTOR MART	12/27/2018	669.91
603595	MUELLER, MICHAEL T	12/27/2018	30.52
603596	MUSICIANS FRIEND INC	12/27/2018	907.63
603597	NAVARRO-ORTIZ, NANCY	12/27/2018	440.79
603598	NCCE REGISTRATION	12/27/2018	400.00
603599	NCS PEARSON, INC	12/27/2018	344.69
603600	NEOFUNDS BY NEOPOST	12/27/2018	1,000.00
603601	NORCO INC	12/27/2018	33.17
603602	NORTH CENTRAL ESD	12/27/2018	65,117.80
603603	NW TEXTBOOK DEPOSITORY	12/27/2018	79.80
603604	NW VITAL RECORDS CTR INC	12/27/2018	220.00
603605	O'REILLY AUTOMOTIVE STORES	12/27/2018	301.72
603606	OBANION, HEIDI A	12/27/2018	759.88
603607	OFFICE DEPOT	12/27/2018	2,774.23
603608	ON THE MEND MUSICAL INSTR REPA	12/27/2018	363.14
603609	ONEAL, CHRISTIAN J	12/27/2018	161.20
603610	OXARC	12/27/2018	344.61
603611	PACIFIC SECURITY	12/27/2018	245.00
603612	PANKOW, ANNE N	12/27/2018	25.46
603613	PARISH, KELLY S	12/27/2018	54.94
603614	PEARSON ASSESSMENT	12/27/2018	74.31
603615	PEPIN, RICK D	12/27/2018	12.00
603616	PEREZ, LUIS	12/27/2018	242.76
603617	PERMA BOUND	12/27/2018	776.18

Check Nbr	Vendor Name	Check Date	Check Amount
603618	PHELPS, THERESA J	12/27/2018	197.65
603619	PHONAK LLC	12/27/2018	178.99
603620	PICKETT, KALYA A	12/27/2018	32.70
603621	PLATT ELECTRICAL SUPPLY	12/27/2018	1,730.56
603622	PORT OF CHELAN	12/27/2018	500.00
603623	PUD NO 1 OF CHELAN COUNTY	12/27/2018	45,360.07
603624	PULIDO, LORENA N	12/27/2018	10.00
603625	QUALTRICS LLC	12/27/2018	42,425.51
603626	REAL OT SOLUTIONS	12/27/2018	269.36
603627	RICOH USA, INC.	12/27/2018	18,490.35
603628	RICOH USA, INC	12/27/2018	2,572.46
603629	RIVERA, SILVIA L	12/27/2018	750.64
603630	ROBINSON, JULIE A	12/27/2018	30.00
603631	ROMAINE ELECTRIC	12/27/2018	358.54
603632	RUELAS, JOHANNA	12/27/2018	4.99
603633	RUIZ, SHERI A	12/27/2018	98.00
603634	RWC INTERNATIONAL LTD	12/27/2018	4,742.18
603635	RYAN KELZENBERG, SHELLEY CHRIS	12/27/2018	1,000.00
603636	SAFEWAY INC	12/27/2018	1,850.34
603637	SAN FRANCISCO SOURDOUGH EATERY	12/27/2018	324.87
603638	SANFORD, ROBERT INAN	12/27/2018	220.00
603639	SBLENDORIO, SUSAN	12/27/2018	7.41
603640	SCHETKY NORTHWEST SALES	12/27/2018	687.71
603641	SCHOOLS INSURANCE ASSOC OF WA	12/27/2018	2,621.98
603642	SEARS, CYNTHIA W	12/27/2018	12.54
603643	SHAR PRODUCTS	12/27/2018	165.40
603644	SHAW, GINA L	12/27/2018	227.13
603645	SHERWIN WILLIAMS	12/27/2018	152.09
603646	SHIFFLER EQUIP SALES	12/27/2018	1,401.42
603647	SHIPOWICK-SMITH COUNSELING LLC	12/27/2018	208.33
603648	SHORT, CHERYL	12/27/2018	208.33
603649	SKILLS USA WA	12/27/2018	256.00
603650	SKILLSOURCE	12/27/2018	55,815.04
603651	SMILEMAKERS	12/27/2018	52.98
603652	SMITH, CANDY	12/27/2018	417.37
603653	SOLIS, ADELITA	12/27/2018	98.00
603654	SONGSMITH STRING INSTRUMENTS	12/27/2018	265.58
603655	SOUTHARD, MITZI	12/27/2018	260.69
603656	SPRINGBROOK FARMS, INC	12/27/2018	4,538.63
603657	STANDARD PLUMBING AND HEATING	12/27/2018	1,226.14
603658	STANDARD PAINT	12/27/2018	86.70
603659	STANS MERRY MART	12/27/2018	454.41
603660	STANTON, SUZANNE M	12/27/2018	46.43
603661	STONEWAY ELECTRIC	12/27/2018	584.56
603662	STUBBE, PAMELA JOAN	12/27/2018	39.02
603663	SUPPLYWORKS	12/27/2018	1,572.58
603664	TACONY CORPORATION	12/27/2018	103.11
603665	TAPEJUNGLE.COM	12/27/2018	156.45
603666	THE SKI LAB, LLC	12/27/2018	560.96
603667	THYSSENKRUPP ELEVATOR INC	12/27/2018	332.83

Check Nbr	Vendor Name	Check Date	Check Amount
603668	TOTAL CARE	12/27/2018	2,475.00
603669	TURNER, LISA NAOMI	12/27/2018	41.34
603670	ULINE	12/27/2018	1,862.38
603671	UPS	12/27/2018	79.04
603672	VALAAS, ADELA MENDOZA	12/27/2018	68.00
603673	VALDEZ, EDWARD L	12/27/2018	45.99
603674	VALDEZ, SUSAN L	12/27/2018	51.31
603675	VIVANCO, MATILDE	12/27/2018	98.00
603676	WATTS, TERESA M	12/27/2018	102.68
603677	WEBER SCIENTIFIC	12/27/2018	2,948.98
603678	WEINSTEIN BEVERAGE CO	12/27/2018	2,689.52
603679	WEN PETROLEUM CO	12/27/2018	1,119.02
603680	WEN SAND & GRAVEL	12/27/2018	56.15
603681	WEN TRANSFER STATION	12/27/2018	43.48
603682	WEN VALLEY CHAMBER OF COMMERCE	12/27/2018	550.00
603683	WEN VALLEY MUSEUM & CULTURAL C	12/27/2018	120.00
603684	WEN VALLEY HOSPITAL	12/27/2018	345.00
603685	WERA	12/27/2018	475.00
603686	WESCO PAINT & EQUIPMENT SUPPLY	12/27/2018	269.57
603687	WEST, MARIE M	12/27/2018	98.00
603688	WESTERN GOVERNORS UNIVERSITY	12/27/2018	3,635.00
603689	WHS ASB	12/27/2018	315.00
603690	WILBUR ELLIS COMPANY LLC	12/27/2018	812.58
603691	WILKENS, RENEE M	12/27/2018	779.88
603692	WILLIAMS, DAVID WAYNE	12/27/2018	73.89
603693	WILLIAMS, TRAVIS	12/27/2018	29.46
603694	WILSON, DANIEL K	12/27/2018	1,451.47
603695	WIRTH, DEBRA	12/27/2018	295.00
603696	WMEA	12/27/2018	345.00
603697	WOMENS RESOURCE CNTR OF NCW	12/27/2018	5,601.50
603698	WOOLSEY, JON MARK	12/27/2018	52.76
603699	WOVE	12/27/2018	300.00
603700	WSD ADMIN IMPREST	12/27/2018	67.43
603701	WSIPC	12/27/2018	275.00
603702	WSPA	12/27/2018	950.00
603703	L & M FENCE	12/27/2018	1,734.40
603704	PIPKIN INC	12/27/2018	16,959.38
603705	AMAZON CAPITAL SERVICES	12/27/2018	86.56
603706	BROWN, LOREN DEAN	12/27/2018	96.89
603707	BSN SPORTS	12/27/2018	738.62
603708	CAFFE D'ARTE	12/27/2018	60.00
603709	CASTRO, ALBERT	12/27/2018	200.00
603710	CATHOLIC CHARIT DIOCESE YAKIMA	12/27/2018	20.00
603711	CHELAN DOUGLAS HEALTH DIST	12/27/2018	275.00
603712	CLARE, KRISTY M	12/27/2018	351.82
603713	COMMERCIAL PRINTING INC	12/27/2018	1,022.72
603714	DANCE CREATION	12/27/2018	500.00
603715	EASTMONT LANES INC	12/27/2018	32.46
603716	FLORAFINDER LLC	12/27/2018	441.06
603717	GO USA	12/27/2018	178.86

Check Nbr	Vendor Name	Check Date	Check Amount
603718	HAGLUNDS TROPHIES	12/27/2018	199.02
603719	HOLIDAY INN EXPRESS	12/27/2018	537.20
603720	JOSTENS	12/27/2018	40,751.00
603721	JW PEPPER & SON INC	12/27/2018	13.55
603722	LINK TRANSPORTATION	12/27/2018	247.50
603723	MANN, GRETCHEN L	12/27/2018	17.50
603724	MILLER, TRISHA	12/27/2018	500.00
603725	MUSICTRIP.COM	12/27/2018	39,600.00
603726	NORTH CENTRAL WA FBLA	12/27/2018	1,025.00
603727	OFFICE DEPOT	12/27/2018	48.74
603728	PASHKOWSKI, RACHAEL	12/27/2018	279.70
603729	PINS AND NEEDLES	12/27/2018	54.20
603730	ROLFS, REBECCA L	12/27/2018	100.00
603731	ROSVOLD, MICHELLE	12/27/2018	638.14
603732	SAFEWAY INC	12/27/2018	110.24
603733	SANDERS, MARY	12/27/2018	1,500.00
603734	SHIRTS & STUFF	12/27/2018	330.00
603735	SKILLS USA INC	12/27/2018	124.00
603736	STAHL'S TRANSFER EXPRESS	12/27/2018	195.90
603737	TACOMA SCREW PRODUCTS INC	12/27/2018	148.48
603738	THREE LAKES GOLF COURSE	12/27/2018	324.60
603739	WAHSET DISTRICT 1	12/27/2018	2,075.00
603740	WENATCHEE WORLD	12/27/2018	180.00
603741	WHS	12/27/2018	13.00
603742	WHS ASB IMPREST	12/27/2018	519.00
603743	WHS ASB ADVANCE TRAVEL	12/27/2018	641.00
603744	WOMENS RESOURCE CNTR OF NCW	12/27/2018	63.75
603745	WSD	12/27/2018	1,812.51

311 Computer Check(s) For a Total of 794,136.62

	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
	311	Computer	Checks For a Total of	794,136.62
Total For	311	Manual, Wire Tran, ACH & Computer	Checks	794,136.62
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	794,136.62

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-676.86	0.00	680,066.68	679,389.82
20	Capital Projects	0.00	0.00	18,693.78	18,693.78
40	Associated Stude	-16.46	0.00	96,069.48	96,053.02



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 603747 through 603810 totaling \$168,987.83

Capital Projects Fund

Check numbers

Associated Student Body Fund

Check numbers 603811 through 603821 totaling \$7,985.59

Transportation Vehicle Fund

Check number

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

Certification:

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

Signature of Auditing Officer

Date

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

As of January 8, 2019, the board, by a _____ vote, approves payments, totaling \$176,973.42. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP WARRANTS:
Warrant Numbers 603747 through 603821, totaling \$176,973.42

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

Check Nbr	Vendor Name	Check Date	Check Amount
603747	A & A MOTORCOACH	01/09/2019	5,755.00
603748	AED FIRST RESPONSE	01/09/2019	2,095.16
603749	AG SUPPLY COMPANY	01/09/2019	21.07
603750	ALDEN & ASSOCIATES	01/09/2019	1,560.96
603751	AMER TIME & SIGNAL	01/09/2019	661.19
603752	AMERIGAS	01/09/2019	737.44
603753	B & H PHOTO & VIDEO	01/09/2019	1,015.17
603754	BEESON, JAMES ARTHUR	01/09/2019	1,801.98
603755	CASCADE NATURAL GAS CORP	01/09/2019	19,149.03
603756	CHINOOK MUSIC SERVICE INC	01/09/2019	650.40
603757	CITY OF WENATCHEE	01/09/2019	7,969.41
603758	COMMUNITY FOUNDATION OF NORTH	01/09/2019	2,000.00
603759	COMPUTER TECHNOLOGY LINK	01/09/2019	1,102.56
603760	CORDES, JOSEPH MICHAEL	01/09/2019	18.00
603761	DOUBLETREE HOTEL CITY CENTER	01/09/2019	362.36
603762	EDVOTEK	01/09/2019	108.95
603763	ESD 105	01/09/2019	841.00
603764	ETA HAND TO MIND	01/09/2019	523.20
603765	FASTENAL COMPANY	01/09/2019	2.95
603766	FERGUSON ENTERPRISES INC #3007	01/09/2019	3.25
603767	FLINN SCIENTIFIC INC	01/09/2019	599.27
603768	FRED MEYER CUSTOMER CHARGES	01/09/2019	186.16
603769	GROTH, DUANE	01/09/2019	9.50
603770	HEALTH CARE AUTHORITY	01/09/2019	5,245.20
603771	HEINEMANN	01/09/2019	88.83
603772	HEPTON, TIFFANY	01/09/2019	555.44
603773	HOLLYWOOD LIGHTS, INC.	01/09/2019	1,232.99
603774	HOME DEPOT	01/09/2019	164.14
603775	INLAND PIPE AND SUPPLY	01/09/2019	49.48
603776	KELLER SUPPLY COMPANY	01/09/2019	224.16
603777	KING COUNTY DIRECTORS ASSN	01/09/2019	1,829.88
603778	LEARNING WITHOUT TEARS	01/09/2019	50.31
603779	LOCAL TEL COMMUNICATIONS	01/09/2019	7,818.70

Check Nbr	Vendor Name	Check Date	Check Amount
603780	LOFTUS, PATRICK JOSEPH	01/09/2019	17.40
603781	LONG, MICHAEL RAY	01/09/2019	40.00
603782	LOWES HOME IMPROVEMENT	01/09/2019	348.71
603783	MICRO COMPUTER SYSTEMS	01/09/2019	1,032.23
603784	MICROREPLAY INC	01/09/2019	369.00
603785	MOSAIC COOPERATIVE LLC	01/09/2019	3,000.00
603786	NEUMANN, SAMUEL T	01/09/2019	23.22
603787	NORTH CENTRAL ESD	01/09/2019	39,324.12
603788	NW TEXTBOOK DEPOSITORY	01/09/2019	1,231.98
603789	OFFICE DEPOT	01/09/2019	3,792.11
603790	PLATT ELECTRICAL SUPPLY	01/09/2019	828.17
603791	PUD NO 1 OF CHELAN COUNTY	01/09/2019	4,615.14
603792	REALLY GOOD STUFF	01/09/2019	129.74
603793	RICHERSON, KRISSY D	01/09/2019	30.00
603794	RICOH USA, INC.	01/09/2019	2,513.42
603795	SAVAGE, TAMARA S	01/09/2019	494.50
603796	SCHOLASTIC INC	01/09/2019	2,395.64
603797	SCHOOL ART MATERIALS	01/09/2019	760.17
603798	SCHOOL SPECIALTY INC	01/09/2019	217.98
603799	SKILLS USA WA	01/09/2019	144.00
603800	SKILLS USA CENTRAL REGION	01/09/2019	96.00
603801	SMITH, JODEE	01/09/2019	512.50
603802	STANS MERRY MART	01/09/2019	28.36
603803	STONEWAY ELECTRIC	01/09/2019	65.43
603804	US BANK CORPORATE PAYMENT SYST	01/09/2019	35,085.62
603805	VEX ROBOTICS, INC	01/09/2019	1,587.60
603806	WAMOA	01/09/2019	80.00
603807	WEBER SCIENTIFIC	01/09/2019	244.21
603808	WEINSTEIN BEVERAGE CO	01/09/2019	5,042.45
603809	WILSON, MICHAEL E	01/09/2019	40.11
603810	WIRTH, DEBRA	01/09/2019	464.88
603811	CHINOOK MUSIC SERVICE INC	01/09/2019	166.88
603812	GOW, CASSANDRA	01/09/2019	180.00
603813	HOME DEPOT	01/09/2019	40.66
603814	ICICLE RIVER COMPANY	01/09/2019	417.34
603815	R & S VENDING	01/09/2019	468.00
603816	SILVERDALE BEACH HOTEL	01/09/2019	1,864.80
603817	STAHL'S TRANSFER EXPRESS	01/09/2019	21.25
603818	TAPSPACE PUBLICATIONS LLC	01/09/2019	41.42
603819	US BANK CORPORATE PAYMENT SYST	01/09/2019	3,711.32
603820	WEINSTEIN BEVERAGE CO	01/09/2019	164.44
603821	WENATCHEE WORLD	01/09/2019	909.48

75 Computer Check(s) For a Total of 176,973.42

	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
	75	Computer	Checks For a Total of	176,973.42
Total For	75	Manual, Wire Tran, ACH & Computer	Checks	176,973.42
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	176,973.42

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-645.78	0.00	169,633.61	168,987.83
40	Associated Stude	-40.13	0.00	8,025.72	7,985.59

WENATCHEE SCHOOL DISTRICT

January 8, 2019

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

HIRES

Employee Name	Job	FTE	Hours/day	Building	Effective Start Date	Effective End Date
Classified:						
Bullis, Rachel	Para Ed	-	6.00	WA	1/2/2019	-
Cumpton, John	Elementarty Lead Custodian	-	8.00	WA	1/2/2019	-
Leaf, Zebedee	Clinical Supervisor (Temporary)	-	-	WHS	12/13/2018	2/28/2019
Valencia, Laura	Sped Para Ed	-	6.00	Sped	12/11/2018	-

LEAVE OF ABSENCE

Employee Name	Job	FTE	Hours/day	Building	Effective Start Date	Effective End Date
Classified:						
Bush, Joan	Bus Para	-	3.00	Transportation	11/19/2018	2/28/2019
Harrison, Pamela	Sped Para Ed	-	5.10	Castlerock	10/30/2018	11/12/2018
Lutz, Mary	Sped Para Ed (Intermittent)	-	6.00	WA	10/1/2018	06/14/2019
Meloy, Stephanie	Utility Custodian	-	8.00	OMS	11/26/2018	12/14/2018
Certificated:						
Brewer, Lindsay	Occupational Therapist	1.00	-	Multiple	4/15/2019	6/14/2019
Novak, Shannon	Occupational Therapist	0.60	-	Multiple	5/8/2019	6/14/2019
Rosenfield, Alexandra	English Teacher (Intermittent)	1.00	-	WHS	10/16/2018	6/14/2019

RETURN FROM LEAVE OF ABSENCE

Employee Name	Job	FTE	Hours/day	Building	Effective Start Date	Effective End Date
Classified:						
Floyd, Paul	Para Ed	-	6.00	PIO	11/26/2018	-
Harrison, Pamela	Sped Para Ed	-	5.10	Castlerock	11/13/2018	-
Certificated:						
Smeltzer, Kathryn	Sped Teacher	1.00	-	PIO	1/2/2019	-

LEAVE OF ABSENCE - UNPAID SUSPENSION

Employee Name	Job	FTE	Hours/day	Building	Effective Start Date	Effective End Date
Classified:						
Graves, Kimberly	Director's Secretary	-	8.00	Transportation	12/19/2018	12/21/2018
Vasquez, Maria Elena	Elementary Secretary	-	7.00	LNC	12/12/2018	12/14/2018

RESIGNATIONS

Employee Name	Job	FTE	Hours/day	Building	Effective Start Date	Effective End Date
Classified:						
Botello, Eloisa	Sped Para Ed	-	6.00	WA	12/14/2018	-
Harris, Richard Clayton	Sped Para Ed	-	6.00	NBY	12/14/2018	-

RETIREMENTS

Employee Name	Job	FTE	Hours/day	Building	Effective Start Date	Effective End Date
Classified:						
Akers, Lindee	Superintendent's Executive Secretary	-	8.00	DO	9/1/2019	-

RESIGNATION 2018-2019 GRANT POSITIONS

Employee Name	Job	FTE	Hours/	Building	Effective Start Date	Effective End Date
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Denton, Kyle	ASP Enrichment Activity Instructor	-	3.00	Multiple	-	-
Keith, Sumsomay	ASP Youth Engagement Staff	-	3.00	LNC	-	-
Moog, Dale	ASP Enrichment Activity Instructor	-	2.50	Multiple	-	-
Niese, Blair	ASP Youth Engagement Staff	-	3.00	Multiple	-	-
Nuno-Alcantra, Obdulia	ASP Enrichment Activity Instructor	-	2.50	Multiple	-	-
Romero-Ortiz, Oscar	ASP Enrichment Activity Instructor	-	2.50	Multiple	-	-

2018-2019 GRANT POSITIONS

Employee Name	Job	FTE	Hours/	Building	Effective Start Date	Effective End Date
Jackson, Dustin	ASP Enrichment Activity Instructor	-	2.50	Multiple	-	-
Kowatsch, Mikela	ASP Staff/Tutor	-	3.00	MV	-	-
Pornprasit-Winger, Supattra	ASP Enrichment Activity Instructor	-	2.50	Multiple	-	-
Sanchez, Ana	ASP Youth Engagement Staff	-	3.00	L&C	-	-
Sanchez, Ana	ASP Staff/Tutor	-	3.00	L&C	-	-
Springfield, Jerry	ASP Youth Engagement Staff	-	3.00	LNC	-	-

2018-2019 SUPPLEMENTAL CONTRACTS

Employee Name	Job	FTE	Hours/ day	Building	Effective Start Date	Effective End Date
Adams, Joan	Partner Mentor	-	-	DIST	-	-
Andrewjeski Jackie	New Teacher Mentor	-	-	DIST	-	-
Birks, Amber	Partner Mentor	-	-	DIST	-	-
Blair, Dale	New Teacher Mentor	-	-	DIST	-	-
Block, Joyce	New Teacher Mentor	-	-	DIST	-	-
Brown, Loren	New Teacher Mentor	-	-	DIST	-	-
Busse, Todd	New Teacher Mentor	-	-	DIST	-	-
Butler, Molly	New Teacher Mentor	-	-	DIST	-	-
Carvitto, Jake	New Teacher Mentor	-	-	DIST	-	-
Dahlin, Patrice	New Teacher Mentor	-	-	DIST	-	-
Danahey-Feil, Andrea	New Teacher Mentor	-	-	DIST	-	-
Dilley, Amy	District Lead Mentor	-	-	DIST	-	-
Ferrell, Chester	New Teacher Mentor	-	-	DIST	-	-

Fineis, Jill	Partner Mentor	-	-	DIST	-	-
Fineis, Jill	New Teacher Mentor	-	-	DIST	-	-
Graves, Wendy	New Teacher Mentor	-	-	DIST	-	-
Hammerberg, Beth	New Teacher Mentor	-	-	DIST	-	-
Haugan, Mark	New Teacher Mentor	-	-	DIST	-	-
Haven, LeAnn	New Teacher Mentor	-	-	DIST	-	-
Hurt, Brock	New Teacher Mentor	-	-	DIST	-	-
Iwassa, Tanya	New Teacher Mentor	-	-	DIST	-	-
Janet, Tara	New Teacher Mentor	-	-	DIST	-	-
Jelsing, Shelly	New Teacher Mentor	-	-	DIST	-	-
Johnston, Elissa	New Teacher Mentor	-	-	DIST	-	-
Lewallen, Matthew	New Teacher Mentor	-	-	DIST	-	-
MacKenzie, Aaron	New Teacher Mentor	-	-	DIST	-	-
Marino, Keri	New Teacher Mentor	-	-	DIST	-	-
McFarland, Becky	New Teacher Mentor	-	-	DIST	-	-
Melton, Kara	New Teacher Mentor	-	-	DIST	-	-
Neilson, Justin	New Teacher Mentor	-	-	DIST	-	-
Niccum, Cheryl	New Teacher Mentor	-	-	DIST	-	-
Owen, Diane	New Teacher Mentor	-	-	DIST	-	-
Payne, Donna	New Teacher Mentor	-	-	DIST	-	-
Peralta-Valencia, Oscar	New Teacher Mentor	-	-	DIST	-	-
Peterson, Leslie	New Teacher Mentor	-	-	DIST	-	-
Saloka, Andrea	Partner Mentor	-	-	DIST	-	-
Schroeder, Heidi	New Teacher Mentor	-	-	DIST	-	-
Smothers, Kelly	New Teacher Mentor	-	-	DIST	-	-
Strozyk, Paula	Partner Mentor	-	-	DIST	-	-
Svilar, Jill	New Teacher Mentor	-	-	DIST	-	-
Valeri, Desilee	Partner Mentor	-	-	DIST	-	-
Visscher, Memory	New Teacher Mentor	-	-	DIST	-	-
Wilgus, Emily	New Teacher Mentor	-	-	DIST	-	-
Yanez, Socorro	Partner Mentor	-	-	DIST	-	-

Zavala, Guadalupe	New Teacher Mentor	-	-	DIST	-	-
Fisher, Dustin	Head Wrestling	-	-	FMS	-	-
Hallberg, Alexxa	Assistant Girls Basketball	-	-	FMS	-	-
Hansen, Aaron	Vex Robotics Coach	-	-	FMS	-	-
Milanuk, Kathy	6th Grade Girls Basketball	-	-	FMS	-	-
Rudolph, Victor	Vex Robotics Coach	-	-	FMS	-	-
Walker, Kaitlyn	6th Grade Camp Outdoor Ed	-	-	FMS	-	-
Wiegand, Brigitte	Vex Robotics Coach	-	-	FMS	-	-
Long, Abigail	5th Grade Math is Cool	-	-	NBY	-	-
Wright, Carrie	WA Kids Stipend	-	-	NBY	-	-
Donaldson, Steve	Assistant Girls Basketball	-	-	OMS	-	-
Kerns, Jacob	Assistant Girls Basketball	-	-	OMS	-	-
Lara, Arlando	Assistant Girls Basketball	-	-	OMS	-	-
Perez, Luis	Head Wrestling	-	-	OMS	-	-
Spietz, Amy	6th Grade Girls Basketball	-	-	OMS	-	-
Floyd, Paul	Assistant Girls Basketball	-	-	PIO	-	-
Hallberg, Diane	Assistant Girls Basketball	-	-	PIO	-	-
Harle, Karissa	Assistant Girls Basketball	-	-	PIO	-	-
Reister, Kevin	Unified Basketball	-	-	WHS	-	-

January 8, 2019 Board Meeting

Submission Summary Form for District Contracts

New / Renewal / Revision	Federal Yes/No	Agency	Funded By	Purpose	Amount	Effective Dates	Contract Requested By	Reviewed By
New	N	Marriott Springhill Suites	District	Superintendent Interviews	\$379	2/4/19 - 2/22/19	Janet Hill	Larry Mayfield
New	N	Community Foundation of NCW	N/A	Grant Ski/snowboard lessons	Rev \$2,700.00	12/4/18 - 12/4/19	Nikki Buzzell	Jon Dejong
New	N	Community Foundation of NCW	N/A	Grant Ski/snowboard lessons	Rev \$1,000.00	11/18/18 -11/18/19	Nikki Buzzell	Jon Dejong
Renewal	N	Cascade Columbia Fisheries	STEAM & PBL	3rd grade all elementary schools raising salmon.	\$4,000	9/1/18 - 6/14/19	Sarah Hanchey	Jon Dejong
New	N	Town Toyota Center	N/A	Boys & Girls JV Basketball - & Raising \$'s for Local Make a Wish Child	Rev \$2,000.00	1/4/19	Jim Beeson	Larry Mayfield

* New

Contract Request Form
 Non-Federal



Please submit this form with your unsigned contract to Denise Watson 2 weeks before the School Board meeting. Upon review and approval, the contract 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, Larry Mayfield, or the School Board.

Is this contract New (we do not have a current contract with them), a Renewal (same contract - extending length time) or a Revision (something added, removed or changed from the original).
 New Renewal Revision

Cost of Contract - If there is no cost put N/A in the box, Revenue - if this is a grant or we are receiving funds, Budget code for contracts with a cost or put in N/A if it is revenue or no cost.

Cost of Contract: N/A Or Revenue: \$1,000.00 Budget code:
 or PO#

Contract is scheduled to begin:	Date of Execution <input type="checkbox"/> or Specific Date: <u>11/18/2018</u>	Contract is scheduled to end:	Active until terminated <input type="checkbox"/> or Specific Date: <u> </u>
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Contract Details:
 Brief Description/Purpose
 (If this is a revision what changed:)

This contract is for ski/snowboard lessons at Mission Ridge. Students will receive 3 lessons each as well as a lesson on winter safety.

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

Agency Name: NCW Foundation
 Attention: Claire Oatey
 Street address or PO Box: 9 S Wenatchee AVE
 City, State, Zip Code: Wenatchee, WA 98801
 Email Address: claire@cfncw.org
 Phone Number: 509-663-7716

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

Contract Requested By: Nikki Buzzell Signature: [Signature]
 Print/Type Name

I have read this contract and recommend it for board approval.
 Requesters Administrator: Eric Anderson Signature: [Signature]
 Print/Type Name

Reviewed by: Signature: [Signature]
 (District Office) Print/Type Name

Attorney Review Needed: Yes No Date Completed: 12/12/18
Larry Mayfield [Signature]

November 16, 2018

Wenatchee School District
235 Sunset Avenue
Wenatchee, WA 98801

Re: NCW Foundation for Youth Grant - 2018

Dear Wenatchee School District,

Congratulations! You have been awarded a **NCW Foundation for Youth Grant** from the Community Foundation of North Central Washington in the amount of \$1,000. Please review the terms of this Grant Agreement below. Once you have submitted your Grant Agreement to us, payment will be processed in approximately two weeks.

Please read this Grant Agreement carefully to assure that there is a mutual understanding as to the purpose of the grant and all the terms thereof. The terms of the grant are:

Grant Amount: \$1,000

Purpose of Grant: Wenatchee High School—WHS Mission Ridge Ski/Snowboard Lessons (Nikki Buzzell)

Terms:

- a) The grant shall be used exclusively for the purposes specified in the corresponding application, and any alternative use of funds must be authorized in advance by the Community Foundation of North Central Washington, or funds must be returned. Grant funds may not be used to reimburse previously incurred expenses.
- b) Grantee must keep records of receipts and expenditures and make its books and records available to CFNCW if requested.
- c) The grant period ends six months after funds are awarded. If additional time is required to complete the project, the Grantee will request, in writing, that CFNCW approve an extension.

Please sign below indicating acceptance of the grant terms.

Sincerely,



Claire Oatey
Director of Community Grants

Acknowledged:

By:
Title:
Date:

BOARD OF TRUSTEES

Dennis Bolz
Matt Canlis
Diane Carson
Darci Christoferson
Lester Cooper
Betsy Cushman
Claudia DeRobles
Alan Groff
John Hamilton
Deborah Harll
Craig Homchick
Leslie Freytag
Dr. David Kolde
Danielle Marchant
Ken Marson
Craig Nelson
Jeff Ostenson
Steve Robinson
Eliot Scull
Ron Skagen
Gil Sparks
Mark Spurgeon
Mike Stancil
Mike Steele
Peter Valcas
Karen Wade
Anne White

Beth A. Stipe
Executive Director

Russell J. Speidel
Counsel



December 3, 2018

Wenatchee School District
235 Sunset Avenue
Wenatchee, WA 98801

Re: Wenatchee High School Foundation Grant

Dear Wenatchee School District,

Congratulations! You have been awarded a **Wenatchee High School Foundation Grant** from the Community Foundation of North Central Washington in the amount of \$2,270. Please review the terms of this Grant Agreement below. Once you have submitted your Grant Agreement to us, payment will be processed in approximately two weeks.

Please read this Grant Agreement carefully to assure that there is a mutual understanding as to the purpose of the grant and all the terms thereof. The terms of the grant are:

Grant Amount: \$2,270

Purpose of Grant: Ski/Snowboard Lessons – Outdoor Recreation Class (Nikki Buzzell)

Terms:

- a) The grant shall be used exclusively for the purposes specified in the corresponding application, and any alternative use of funds must be authorized in advance by the Community Foundation of North Central Washington, or funds must be returned. Grant funds may not be used to reimburse previously incurred expenses.
- b) Grantee must keep records of receipts and expenditures and make its books and records available to CFNCW if requested.
- c) The grant period ends one year after funds are awarded. If additional time is required to complete the project, the Grantee will request, in writing, that CFNCW approve an extension.

Please sign below indicating acceptance of the grant terms.

Sincerely,



Claire Oatey
Director of Community Grants

Acknowledged:

By:
Title:
Date:

BOARD OF TRUSTEES

Dennis Bolz
Matt Canlis
Diane Carson
Darci Christoferson
Lester Cooper
Betsy Cushman
Claudia DeRobles
Alan Groff
John Hamilton
Deborah Harll
Craig Homchick
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Mike Stancil
Mike Steele
Peter Valaas
Karen Wade
Anne White

Beth A. Stipe
Executive Director

Russell J. Speidel
Counsel



Contract Request Form

Non-Federal

Please submit this form with your **unsigned** contract to Denise Watson 2 weeks before the School Board meeting. Upon review and approval, the contract 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 Flonex, Jon DeJong, Larry Mayfield, or the School Board.

Is this contract New (we do not have a current contract with them), a Renewal (same contract - extending length time) or a Revision (something added, removed or changed from the original).	New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Revision <input type="checkbox"/>
---	--

Cost of Contract - If there is no cost put N/A in the box, **Revenue** - if this is a grant or we are receiving funds, **Budget code** for contracts with a cost or put in N/A if it is revenue or no cost.

Cost of Contract: 379.40 Or Revenue: _____ Budget code: 9700-11-7000-000
 or PO# _____

Contract is scheduled to begin:	Date of Execution <input type="checkbox"/> or Specific Date: <u>FEB 4, 2019</u>	Contract is scheduled to end:	Active until terminated <input type="checkbox"/> or Specific Date: <u>FEB 22, 2019</u>
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Contract Details:
 Brief Description/Purpose
 (If this is a revision what changed?)

CONFERENCE ROOM FOR FIRST ROUND SUPERINTENDENT INTERVIEWS FEBRUARY 4&5, 2019.
CONFERENCE ROOM FOR SECOND ROUND SUPERINTENDENT INTERVIEWS FEBRUARY 19-22, 2019.

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

Agency Name SPRINGHILLSUITES
MARRIOTT
 Attention: JAMIE OLSON
 Street address or PO Box 1730 N WENATCHEE AVENUE
 City, State, Zip Code WENATCHEE, WA 98801
 Email Address wenatcheespringhill@gmail.com
 Phone Number 509-667-2775

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

Contract Requested By: <u>JANET HILL</u> <small>Print/Type Name</small>	Signature: <u><i>Janet Hill</i></u>
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I have read this contract and recommend it for board approval.	
Requesters Administrator: _____ <small>Print/Type Name</small>	Signature: _____

Reviewed by: <u>Larry Mayfield</u> <small>(District Office) Print/Type Name</small>	Signature: <u><i>Larry Mayfield</i></u>
Attorney Review Needed: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Date Completed: <u>1/1</u>

8/21/18 DW

Meeting Room Rental Contract

1730 N. Wenatchee Ave.,
Wenatchee, WA 98801

FOM: Jaime Olsen
GM: Charlotte Mayo

PHONE: 509.667.2775 FAX: 509.667.2779

MARRIOTT REWARDS: 357268416

CONTACT: Janet Hill

CONTACT PHONE: (509) 663 - 8161

COMPANY: Wenatchee School District

CONTACT EMAIL: HILL.JR@WenatcheeSchools.Org

Event Date	Event Time	Event Type	Room Setup	Number of Attendees	Food & Beverage	Room Rental
4 February 2019	0800-2000	Interviews	Board Room	<15	Guest will provide catering	\$100 + 8.4% tax = \$108.40
5 February 2019	0800-1200					\$50 + 8.4% tax = \$54.20
19 February 2019	1700-2100					\$50 + 8.4% tax = \$54.20
20 February 2019	1700-2100					\$50 + 8.4% tax = \$54.20
21 February 2019	1700-2100					\$50 + 8.4% tax = \$54.20
22 February 2019	1700-2100					\$50 + 8.4% tax = \$54.20
						TOTAL = \$379.40

Beverage/Snack Arrangements

Coffee in lobby and water service set up in room.

Setup Arrangements

Board Room set up subject to change based on guests preference.

Payment Arrangements

Room & Tax Payment Method: Awaiting CC Auth Form 19 Dec '18

Catering Payment Method:

All applicable taxes will be added to the pricing.

Notes / Other Arrangements

Please read the above carefully. If this contract is correct and the terms and conditions below are acceptable, Please sign and return a copy via email, fax or mail to the SpringHill Suites by Marriott, Wenatchee, Washington.

Client Acceptance: _____

Date: _____

Hotel Acceptance: _____

Date: _____

This Contract Becomes Valid When Returned with Signature and Form of Payment.

Contract Request Form

Non-Federal

Please submit this form with your **unsigned** contract to Denise Watson 2 weeks before the School Board meeting. Upon review and approval, the contract will be included on the agenda for School Board approval.

All contracts require school board approval.

The only authorized signatures on a contract are Brian Flones, Jon DeLong, Larry Mayfield, or the School Board.

Is this contract New (we do not have a current contract with them), a Renewal (same contract - extending length time) or a Revision (something added, removed or changed from the original).	New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Revision <input type="checkbox"/>
---	--

Cost of Contract - If there is no cost put N/A in the box, **Revenue** - if this is a grant or we are receiving funds, **Budget code** for contracts with a cost or put in N/A if it is revenue or no cost.

Cost of Contract: 4,000 Or Revenue: N/A Budget code: 0114-27-7009
 or PO#

Contract is scheduled to begin: Date of Execution <input type="checkbox"/> or Specific Date: <u>2018-2019</u> <small>SCHOOL YEAR</small>	Contract is scheduled to end: Active until terminated <input type="checkbox"/> or Specific Date: _____
---	--

Contract Details:
 Brief Description/Purpose
(If this is a revision what changed?)

TO PROVIDE INTERACTIVE & EXPERIENTIAL EDUCATIONAL OPPORTUNITIES FOR ALL OF THE 3RD GRADERS IN THE DISTRICT BY RAISING SALMON & TEACHING LESSONS IN EACH OF THE 7 ELEMENTARY SCHOOLS.

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

Agency Name: CASCADE COLUMBIAN FISHERIES ENHANCEMENT GROUP
 Attention: JASON LUNDGREN, EXECUTIVE DIRECTOR
 Street address or PO Box: P.O. Box 3162
 City, State, Zip Code: WENATCHEE, WA 98807
 Email Address: jason@ccfeg.org
 Phone Number: 509-888-7268

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

Contract Requested By: <u>SARAH HANCHEY</u> <small>Print/Type Name</small>	Signature: <u><i>Sarah Hanchey</i></u>
---	--

I have read this contract and recommend it for board approval	
Requesters Administrator: _____ <small>Print/Type Name</small>	Signature: <u><i>Jon DeLong</i></u>

Reviewed by: <u>Larry Mayfield</u> <small>(District Office) Print/Type Name</small>	Signature: <u><i>Larry Mayfield</i></u>
Attorney Review Needed: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Date Completed: <u> / /</u>

8/21/18 DW

Project Agreement
(Schools for Salmon)

THIS PROJECT AGREEMENT ("Agreement") is hereby entered into this date by and between the WENATCHEE SCHOOL DISTRICT 246 ("WSD"). And the CASCADE COLUMBIA FISHERIES ENHANCEMENT GROUP ("CCFEG") sometimes collectively referred to as the "Parties."

RECITALS

The Cascade Columbia Fisheries Enhancement Group desires to assist the WENATCHEE SCHOOL DISTRICT to provide interactive and experiential educational opportunities for all 3rd graders in the district by raising salmon as well as teaching lessons in each of the 7 elementary schools in the district (The Project).

Whereas, the CCFEG and WSD have had a successful partnership providing hands-on STEM experiences for thousands of local students since 2013

Whereas, in the 2017-2018 the CCFEG successfully raised 800 summer Chinook salmon within 7 schools in the WSD through "Schools for Salmon" program. This project was largely viewed as a success by all parties involved.

Whereas, the WSD has expressed interest in continuing the "Schools for Salmon" program in all of the elementary schools located within the district.

Whereas, the CCFEG has the experience and expertise to support WSD staff in bringing the Next Generation Science Standards (NGSS) into practice through this project.

Whereas, the CCFEG and WSD have already begun planning for this Project through meetings with the "Salmon Team" that includes CCFEG staff, WSD staff, and one teacher from each of the 7 elementary schools involved.

NOW, THEREFORE, in consideration of the mutual benefits herein contained and the foregoing representations, which are incorporated by this reference into the Agreement, The Parties agree as follows:

1. Purpose.

The purpose of this Agreement is to provide for cooperative and coordinated efforts related to the Project. To accomplish this purpose, this Agreement sets forth the duties and responsibilities between the Parties related to the Project.

2. Scope of Services.

The WSD shall provide all materials, and equipment to raise salmon at 7 elementary schools. CCFEG will provide staff to assist with the set-up, maintenance, and decommissioning of all WSD salmon tanks. CCFEG staff will participate in 6 "Salmon Team" meetings to provide input and expertise. CCFEG will lead 2 different lessons (fish dissections, aquatic ecology, aquatic macroinvertebrates or other related topic) to all 3rd grade classes in each of the 7 elementary schools. WSD staff will partner with CCFEG staff to develop the lesson plans for each of the 2 lessons so they will incorporate NGSS performance expectations selected by the "Salmon Team".

3. Project Supervision.

The Project details will be coordinated by the "Salmon Team". CCFEG and WSD staff members, and community volunteers will supervise the Project. Specific personnel are listed below:

Jennifer Herdmann – CCFEG

Jason Lundgren – CCFEG

Jodi Smith – WSD

Jill Fineis – WSD

4. Budget.

4.1 Funding for the Project is being provided by the Wenatchee School District.

4.2 Upon completion of the Services, CCFEG will submit an invoice and an accounting of Services rendered to the WSD pursuant to this Agreement.

4.3 Upon verification of CCFEG's accounting of services rendered the WSD will pay CCFEG the amount of \$4,000 less the amount of any mutually agreed costs or services. The WSD reserves the right to make pro-rata deductions from this amount to be paid to CCFEG for services not provided by CCFEG as required above.

4.4 The CCFEG is an independent contractor and will not receive any benefits extended to WSD employees such as worker's compensation or liability coverage. CCFEG is solely responsible for the acts of its employees and agents. The CCFEG shall pay all federal, state, and local taxes or contributions imposed or required under employment insurance, social security, and income tax laws as a result of this Agreement. The CCFEG shall obtain all required business licenses or other permits required to perform this Agreement. Except as otherwise set forth herein, CCFEG shall bear any costs and expenses of performing this Agreement, including but limited to vehicle expenses, auto insurance, travel expenses, telephone expenses, and supplies.

5. Timeline.

The parties will work together to schedule the specific timeline for the Project. This Project should be completed no later than June 15th, 2019

6. Mutual Indemnity.

The WSD and CCFEG shall indemnify, defend, and hold harmless its respective officers, agents, and employees from and against any and all claims, losses, or liability, or any portion thereof, arising from injury or death to persons or damage to property occasioned by a negligent act, omission or failure of the WSD or CCFEG, its officers, agents, contractors, and employees, in connection with the work described in this Agreement.

7. Notices.

All notices and other communications hereunder shall be in writing and shall be deemed to have been duly given if personally delivered or mailed, by certified mail, with postage prepaid,

If to the WSD, to: Wenatchee School District
 Asst. Superintendent of Instruction and Learning
 235 Sunset Ave
 Wenatchee, Washington 98801

If to the CCFEG, to: Cascade Columbia Fisheries Enhancement Group
 Executive Director
 PO Box 3162
 Wenatchee, Washington 98807

Notices shall be deemed given upon personal delivery or, if mailed, upon the earlier of actual receipt or three (3) business days after the date of mailing.

8. Cancellation or Breach.

All expenses and damages incurred by the WSD as a result of the failure of CCFEG to comply with the notice provisions above shall be the responsibility of the CCFEG.

9. Assignment by CCFEG.

The CCFEG shall not assign, transfer, convey, or pledge, or otherwise dispose of this Agreement without prior written consent of the WSD.

10. Severability.

If any provision of this Agreement or its application to any person or circumstance is held invalid, the remainder of the Agreement or the application of the provision to other persons or circumstances is not affected.

11. Termination.

The Parties may terminate the Agreement at any time and for any reason upon ten days written notice to either party.

Agreed to this __28th__ day of November, 2018.

Cascade Columbia Fisheries Enhancement Group

Wenatchee School District

By:  _____
Jason Lundgren, Executive Director

By: _____

Contract Request Form

Non-Federal

Please submit this form with your **unsigned** contract to Denise Watson 2 weeks before the School Board meeting. Upon review and approval, the contract 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, Larry Mayfield, or the School Board.

Is this contract **New** (we do not have a current contract with them), a **Renewal** (same contract - extending length time) or a **Revision** (something added, removed or changed from the original).
 New Renewal Revision

Cost of Contract - If there is no cost put N/A in the box, **Revenue** - if this is a grant or we are receiving funds, **Budget code** for contracts with a cost or put in N/A if it is revenue or no cost.

Cost of Contract: \$0.00 Or Revenue: \$2,000.00 Budget code: _____

Contract is scheduled to begin: Date of Execution <input type="checkbox"/> or Specific Date: 1/4/19	Contract is scheduled to end: Active until terminated <input type="checkbox"/> or Specific Date: 1/4/19
---	---

Contract Details:
Brief Description/Purpose
(If this is a revision what changed:)

We are playing the Eastmont vs Wenatchee boys & girls jv and varsity basketball games in the Town Toyota Center. In addition, we are playing Eastmont in Unified Basketball. This night is also serving as Litter Box game between the two schools and the ASB's at both school are in a spirit competition and raising money for a local Make A Wish child.

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

Agency Name: Town Toyota Center
 Attention: Cindy Herdt
 Street address or PO Box: 1300 Walla Walla Avenue
 City, State, Zip Code: Wenatchee, Wa 98801
 Email Address: _____
 Phone Number: 509-667-7847

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

Contract Requested By: Jim Beeson Signature: Lianne Brauman
Print/Type Name per Jim Beeson

I have read this contract and recommend it for board approval.
 Requesters Administrator: Jim Beeson Signature: Lianne Brauman
Print/Type Name

Reviewed by: Larry Mayfield Signature: _____
(District Office) Print/Type Name

TOWN TOYOTA CENTER

2019 GESA High School Basketball Showcase Agreement

This agreement addresses guarantee pay-outs associated with the 2019 GESA High School Basketball Showcase.

Wenatchee High School will be paid \$2,000.00 guaranteed for their participation in the 2019 GESA High School Basketball Showcase.

The 2019 High School Basketball Showcase will be a one-day event on Friday, January 4, 2019 with the first game starting at 2:00pm. The schedule for the event will be as follows:

Friday, January 4, 2019

- 2:00 Wenatchee vs Eastmont (Girls JV)
- 3:45 Wenatchee vs Eastmont (Boys JV)
- 5:00 Unified Game
- 6:00 Wenatchee vs Eastmont (Girls Varsity)
- 7:30 WHS Hall of Fame Induction Ceremony
- 8:00 Wenatchee vs Eastmont (Boys Varsity)

Participating school needs to provide Town Toyota Center with an insurance certificate listing Town Toyota Center as additional insured. Participating school will need to submit an invoice to Town Toyota Center for the amount listed above as the guaranteed participation rate. Please forward the insurance certificate and the invoice to:

Town Toyota Center
ATTN: Cindy Herdt
1300 Walla Walla Avenue
Wenatchee, WA 98801

Terms of this agreement agreed to on December 18, 2019.

Signatures:

Town Toyota Center

School District

Mark Miller

Print Name: _____

General Manager

Title: _____

Schools Insurance Association of Washington

CERTIFICATE OF COVERAGE

Issue Date: 08/23/2018

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 Clear Risk Solutions 451 Diamond Drive Ephrata, WA 98823 Phone 509-754-2027 Fax 509-754-3406	COMPANIES AFFORDING COVERAGE GENERAL LIABILITY SIAW/Munich Re et al. AUTOMOBILE LIABILITY SIAW/Munich Re et al.
INSURED Wenatchee School District #246 235 Sunset Wenatchee, WA 98807	PROPERTY SIAW/Munich Re, et al. CRIME / PUBLIC EMPLOYEE DISHONESTY 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
GENERAL LIABILITY					
COMMERCIAL GENERAL LIABILITY OCCURRENCE FORM	SIAW181934050	09/01/2018	09/01/2019	GENERAL AGGREGATE PRODUCT-COMP/OP AGG PERSONAL & ADV. INJURY EACH OCCURRENCE ANNUAL PROGRAM AGGREGATE	\$31,000,000 \$31,000,000 \$25,000,000 \$25,000,000 \$150,000,000
(LIABILITY IS SUBJECT TO A \$100,000 SIR PAYABLE FROM PROGRAM FUNDS)					
AUTOMOBILE LIABILITY					
ANY AUTO	SIAW181934050	09/01/2018	09/01/2019	COMBINED SINGLE LIMIT ANNUAL PROGRAM AGGREGATE	\$25,000,000 NONE
(LIABILITY IS SUBJECT TO A \$100,000 SIR PAYABLE FROM PROGRAM FUNDS)					
PROPERTY					
	SIAW181934050	09/01/2018	09/01/2019	ALL RISK PER OCC EXCL EQ & FL EARTHQUAKE PER OCC FLOOD PER OCC (Except FZ A&V, which is \$1MM) ANNUAL PROGRAM AGGREGATE	\$150,000,000 EXCLUDED \$25,000,000 NONE
(PROPERTY IS SUBJECT TO A \$250,000 SIR PAYABLE FROM PROGRAM FUNDS)					
CRIME/PUBLIC EMPLOYEE DISHONESTY					
(CRIME SUBJECT TO A \$250,000 PROGRAM SIR)	SIAW181934050	09/01/2018	09/01/2019	PER LOSS	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / SPECIAL ITEMS

Evidence of Coverage concerning the Boys & Girls Basketball Teams events.

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 Michelle Bayne Town Toyota Center 1300 Walla Walla Avenue Wenatchee, Wa 98801	AUTHORIZED REPRESENTATIVE 
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MEMORANDUM: Inventory Surplus

To:	Board of Education
From:	Karen Walters, Director of Accounting
Date:	January 8, 2019
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
Columbia	20 Boxes	Library Books
	24 Boxes	Misc. Books/Material
	1	Book Shelf
	2	Rolling Cart
	2	Table
	1	Globe
	1	Small Refrigerator
Mission View	15 Boxes	Library Books
	1	Typewriter
	1	Card Catalog Display
	1	Magazine Display
Pioneer	2	French Horn
	1	Marching Harness
	2	Marching Drum
	1	Baritone Bell Front Mars
Wenatchee High School	8	Weight Benches
	2	File Cabinets
Science Resource Center	15 Boxes	Science Teacher Guides
Technology		
<i>Valley Academy</i>	2	Viewsonic Monitor
	1	Dell Monitor
	1	HP Deskjet
	1	Fax Machine
	1	Doc Cam
	1	Printer
	5	Desktop
	3	Monitor
	2	Printer
<i>M&O</i>	1	Mac Pro
	1	Brother
	2	HP Color LaserJet
	5	Monitor
	1	Time Capsule
	2	Vortex 2 Way Radio
	1 Box	Misc. Keyboards, Mice, Etc.

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

3000 Policy Series Review

Policy	Title	Suggested Action	District Recommendation	Rationale
3140	Release of Resident Students	Encouraged	Approve	Addition of online course option
3412	Automated External Defibrillators	Encouraged	Approve	No substantive changes, our nurses provide AED training to staff throughout the school year
3414	Infectious Disease	Encouraged	Approve	No substantive changes
				11/2018

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. _____
Type of Camp | 2. _____
Purpose of Camp |
| 3. _____
Group Sponsoring Camp | 4. _____
Camp Location |
| 5. _____
Name of Clinician | 6. _____
Address of Clinician |
| 7. _____
Date(s) of Camp | 8. _____
Number & Types of Sessions |
| 9. _____
Age (Grade) of Participants | 10. _____
Cost Per Participant |
| 11. _____
Anticipated Number of Male Campers | 12. _____
Anticipated Number of Female Campers |

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

Yes No

_____ <i>Sumner I. Velday</i> Camp Sponsor Signature	_____ Building Principal Signature	_____ District AD Signature
_____ Date of Signature	_____ Date of Signature	_____ Date of Signature

School Board Section

_____ Approved

_____ Rejected

Reason for Rejection:

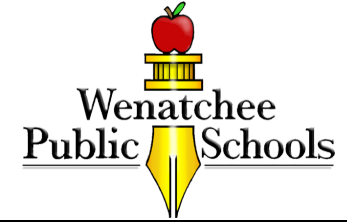
WSD Administrative Signature	Date
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OVERNIGHT / OUT OF STATE FIELD TRIP REQUESTS



BOARD REPORT



WSD School Overnight / Out of State Field Trip Report

JANUARY 8, 2019 TRAVEL TRACKER BOARD REPORT										
Trip #	Dates	Destination	Teacher Name	Group Making Trip	Educational Objective	# of Adults	# of Students	Estimated Cost	Funding Source	Comments
5312	03/22/2019 09:00:00 AM - 03/24/2019 01:00:00 PM	Old Capitol Building - Olympia WA	Frank Brandt	WHS Mock Trial	Compete at the High School Mock Trial Competition	2	20	\$1,426.47	CTE - WHS	
5376	03/21/2019 07:00:00 AM - 03/23/2019 05:00:00 PM	Other (Type Below)	Mitzi Southard	HOSA Leadership Conference for Medical Occupation	Demonstrate skill and knowledge in the medical field	2	20	\$1,843.97		*Please note, missed 90 day deadline ACTUAL TRAVEL DATES: Departure from WHS 3/7/19 @7am Departure from Spokane
5330	03/15/2019 05:00:00 AM - 03/17/2019 11:30:00 PM	Other (Type Below)	Ramon Rivera	Mariachi Huenachi	Participation in Mariachi Festival Workshops and performance	4	13	\$0.00	00 No Funding Needed	Mariachi Huenachi will travel to Napa, California for Mariachi Festival. The lodging will be provided by our host, however, we do not have confirmation on the specific hotel location. I will update this as soon as it is confirmed.



BOARD BUSINESS

COMMITTEE LIST

1. Building level administrator
2. Certified union elementary
3. Certified union middle
4. Certified union high
5. Classified union 1
6. Classified union 2
7. Classified union 3
8. Central office administrator
9. Operational director
10. Certificated non-teacher (ESA)
11. Parent of special needs student
12. Latino Parent
13. Latino Parent
14. Non-Latino Parent
15. Non-Latino Parent
16. Community Member 1
17. Community Member 2
18. Community Member 3
19. Student Leader
20. Student Leader



FACILITY PROJECTS

UPDATES

ARCHITECTURAL PROFESSIONAL DESIGN SERVICES

2019 CAPITAL IMPROVEMENT PROGRAM

January 8, 2019

SITUATION

The Wenatchee School District advertised for and received Request for Qualifications (RFQ) from consultant firms interested in providing professional design and construction administration services for 2019 capital improvement projects.

The purpose of the RFQ was to obtain information about Firms interested in providing expert professional design and construction administration services for potential projects including upgrade of building security within the District, the addition of a manufactured portable classroom and associated utilities and site work, as well as other projects throughout the District on an as-needed basis. The information obtained was utilized by the District to evaluate each interested firm by using the criteria outlined in the RFQ.

The District will oversee all aspects of the individual projects including management of the Firm selected under this RFQ. The scope of services will be complete architectural and engineering design services and all appropriate specialty sub-consultants.

Six (6) firms submitted responsive RFQ's to the District for review and three were selected for interviews. Based on review of all six RFQ documents and the interview of the three selected firms, we recommend selection of The DOH Associates for Architectural design services for the 2019 Capital Improvement Program.

RECOMMENDATION

The Board of Directors approves The DOH Associates for Architectural design services for the 2019 Capital Improvement Program.

WENATCHEE LEARNS

STRATEGIES

- *Strategy One - Personalized Learning*
- *Strategy Two – Tapping into the Power of the Community*
- *Strategy Three – Use Best Tools & Resources to Advance Learning*
- *Strategy Four – Balance Change for All with Excellence for All*

Wenatchee School District No. 246
MEMORANDUM

To: Wenatchee School Board
Brian Fones, Superintendent

From: Larry Mayfield, Chief Financial Officer

Date: December 14, 2018

Re: Enrollment Reports for **December 2018**

The **December 2018** count of K-12 students is **7,664.17 full-time equivalents (FTE)**. Running Start enrollment is included. Running Start is reported for the months of October through June.

Based on a two-year trend it appears average annual full-time equivalent enrollment (AAFTE) compared to budgeted enrollment will be:

- | | |
|---|-------------------------------------|
| a. Elementary Schools | greater than budget by 40 FTE |
| b. Middle School Schools | greater than budget by 10 FTE |
| c. Wenatchee High School | less than budget by (75) FTE |
| d. Westside High School | less than budget by (7) FTE |
| e. Valley Academy | less than budget by (7) FTE |
| f. Wenatchee Valley Tech Skills Center | less than budget by (25) FTE |
| g. Subtotal (excluding Run Start & Open Doors) | less than budget by (64) FTE |
| h. Running Start | greater than budget by 25 FTE |
| i. Open Doors/Reengagement | greater than budget by 6 FTE |

Reduction in apportionment revenues is estimated to be **(\$336,000)** net of estimated Running Start and Open Doors budget surplus.

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

Exhibit A - Monthly FTE Enrollments.

Exhibit B - Annual Average FTE enrollment, as reported to SPI, since 2006-07.

Exhibit C - FTE enrollment by school and by grade level for the current month and the same month in the prior year (2017-18).

Exhibit D – Graph #1 – Monthly Total Enrollment.

Exhibit E – Graph #2 – Monthly Total Enrollment – Excluded since graph did not align with projections included in Exhibit H.

Exhibit F – Graph #3 – FTE Enrollment by Building & Program.

Exhibit G – Elementary Classification Sheet.

Exhibit H – Official Count Day Enrollment by Grade Level, Building and Program. Budgeted enrollment and predictions are displayed as well.

WENATCHEE SCHOOL DISTRICT NO. 246

Monthly Average FTE Enrollment 2018-19 School Year

GRADE	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	AVERAGE	2018-19 BUDGET	AVG to BUD DIFFERENCE
1/2 Day Kindergarten	-	-	-	-	-	-	-	-	-	-	-	0	0.00
All-Day Kindergarten	486.48	497.95	499.57	495.14							494.79	498	(3.21)
FIRST	518.00	520.29	521.82	522.82							520.73	498	22.73
SECOND	558.36	558.36	555.36	554.36							556.61	541	15.61
THIRD	564.00	566.00	569.00	570.00							567.25	566	1.25
FOURTH	574.00	575.00	575.00	572.77							574.19	566	8.19
FIFTH	562.00	565.00	566.00	566.00							564.75	565	(0.25)
SIXTH	555.80	554.80	555.48	554.80							555.22	545	10.22
SEVENTH	589.48	591.48	592.48	594.48							591.98	578	13.98
EIGHTH	549.16	551.02	549.59	551.05							550.21	561	(10.80)
NINTH	588.65	591.07	589.67	589.55							589.74	595	(5.26)
TENTH	541.11	539.29	538.97	531.29							537.67	612	(74.34)
ELEVENTH	457.05	441.06	445.35	441.53							446.25	483	(36.75)
TWELFTH	500.56	459.08	463.87	458.94							470.61	444	26.61
Kindergarten	486.48	497.95	499.57	495.14	-	-	-	-	-	-	494.79	498	(3.21)
GRADES 1-5	2,776.36	2,784.65	2,787.18	2,785.95	-	-	-	-	-	-	2,783.54	2,736	47.54
GRADES 6-8	1,694.44	1,697.30	1,697.55	1,700.33	-	-	-	-	-	-	1,697.41	1,684	13.41
GRADES 9-12	2,087.37	2,030.50	2,037.86	2,021.31	-	-	-	-	-	-	2,044.26	2,134	(89.74)
K-12 Subtotal	7,044.65	7,010.40	7,022.16	7,002.73	-	-	-	-	-	-	7,019.99	7,052	(32.01)
Running Start	-	289.34	277.00	266.28							277.54	240	37.54
Open Doors	66.36	80.99	88.36	92.32							82.01	90	(7.99)
Alternative	229.68	295.91	301.89	302.84							282.58	290	(7.42)
TOTAL	7,340.69	7,676.64	7,689.41	7,664.17							7,662.11	7,672	(9.89)

Exhibit A

WENATCHEE SCHOOL DISTRICT NO. 246

Average Annual FTE Enrollment 2006-07 to Present

GRADE	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	Thru Oct 2018-19
KINDERGARTEN	325.23	256.86	116.96	122.84	112.17	133.51	116.35	76.00	80.90	20.80	-	-	-
ALL DAY KINDER		79.00	323.67	337.56	345.67	363.68	335.50	437.61	429.60	533.21	526.18	499.11	494.79
FIRST	583.11	639.86	591.49	571.00	587.64	542.76	617.63	575.55	620.01	596.50	572.57	544.35	520.73
SECOND	546.18	582.82	614.54	585.44	550.85	563.55	541.33	613.44	557.85	581.99	556.40	569.19	556.61
THIRD	577.61	517.25	576.33	618.96	588.12	545.74	549.19	566.04	606.64	547.60	566.76	561.23	567.25
FOURTH	522.99	574.31	529.02	569.18	614.14	576.66	536.59	546.98	571.30	593.90	541.37	565.31	574.19
FIFTH	486.97	531.43	578.29	536.22	560.76	607.33	573.57	544.19	560.36	539.50	589.77	541.00	564.75
SIXTH	620.13	510.27	559.34	622.04	549.62	590.30	649.06	589.00	543.32	554.94	544.35	581.06	555.22
SEVENTH	548.39	612.88	516.99	576.10	617.67	545.57	606.48	654.62	584.36	528.73	567.70	556.42	591.98
EIGHTH	554.19	539.08	613.53	539.12	574.79	625.61	552.01	620.59	644.19	584.41	522.79	564.69	550.21
NINTH	651.42	604.75	599.07	630.85	561.78	584.60	652.18	548.75	619.92	622.99	584.43	528.06	589.74
TENTH	620.21	596.66	569.28	548.37	611.61	545.59	570.70	620.98	553.04	599.52	613.12	576.93	537.67
ELEVENTH	524.59	569.84	527.16	591.15	593.50	625.30	562.71	568.94	573.12	536.48	497.09	516.07	446.25
TWELFTH	384.40	465.71	511.17	674.92	690.73	659.13	665.68	583.40	594.84	543.74	437.01	458.52	470.61
KINDERGARTEN	325.23	335.86	440.63	460.40	457.84	497.19	451.85	513.61	510.50	554.01	526.18	499.11	494.79
GRADES 1-5	2,716.86	2,845.67	2,889.67	2,880.80	2,901.51	2,836.04	2,818.31	2,846.20	2,916.16	2,859.49	2,826.87	2,781.08	2,783.54
GRADES 6-8	1,722.71	1,662.23	1,689.86	1,737.26	1,742.08	1,761.48	1,807.55	1,864.21	1,771.87	1,668.08	1,634.84	1,702.17	1,697.41
GRADES 9-12	2,180.62	2,236.96	2,206.68	2,445.29	2,457.62	2,414.62	2,451.27	2,322.07	2,340.92	2,302.73	2,131.65	2,079.58	2,044.26
Total K-12	6,945.42	7,080.72	7,226.84	7,523.75	7,559.05	7,509.33	7,528.98	7,546.09	7,539.45	7,384.31	7,119.54	7,061.93	7,019.99
Running Start	101.59	86.18	128.56	140.00	138.52	138.34	133.51	125.55	172.90	155.49	203.80	268.61	277.54
Skill Source/Open Door Alternative								89.23	89.98	101.14	90.41	86.20	82.01
										253.49	313.53	301.00	282.58
TOTAL	7,047.01	7,166.90	7,355.40	7,663.75	7,697.57	7,647.67	7,662.49	7,760.87	7,802.33	7,894.43	7,727.28	7,717.74	7,662.11
Percent Change		1.7%	2.6%	4.2%	0.4%	(0.6%)	0.2%	1.3%	0.5%	1.2%	(2.1%)	(0.1%)	(0.8%)

Exhibit B

WENATCHEE SCHOOL DISTRICT NO. 246

Current Month 2018-19 FTE Comparison to Same Month 2017-18

School	REF ONLY					increase (decrease)	Grade	REF ONLY					increase (decrease)
	Dec	Dec	Dec	Dec	Dec			Dec	Dec	Dec	Dec	Dec	
	2015	2016	2017	2018	2018			2015	2016	2017	2018	2018	
Columbia	463	431	428	392	(37)	1/2 Day K	22					0	
Lewis & Clark	467	489	489	471	(18)	ADK	533	526	501	495	(6)		
Lincoln	504	506	516	512	(4)	1	601	572	544	523	(21)		
Mission View	532	550	509	539	30	2	577	556	574	554	(20)		
Newbery	545	510	481	483	3	3	545	564	563	570	7		
Sunnyslope	291	294	305	321	16	4	596	540	566	573	6		
Washington	619	573	560	563	3	5	547	594	540	566	26		
Elementary	3,421	3,352	3,288	3,281	(7)		3,421	3,352	3,288	3,281	(7)		
Foothills	624	587	611	588	(24)	6	552	546	583	555	(28)		
Orchard	392	429	496	488	(8)	7	530	569	559	594	35		
Pioneer	652	625	601	625	24	8	587	526	566	551	(15)		
Middle Schools	1,669	1,641	1,708	1,700	(8)		1,669	1,641	1,708	1,700	(8)		
WHS	2,009	1,847	1,768	1,740	(28)	9	628	590	533	590	57		
WSHS	235	271	265	261	(4)	10	600	621	581	531	(50)		
High Schools	2,244	2,118	2,033	2,001	(32)		2,340	2,169	2,109	2,021	(88)		
Skill Source	8	3	6	1	(4)								
Skill Source/Open Door	99	85	83	85	2								
Open Doors/Grad Alliance	0	5	5	7	2	Total Regular	7,430	7,162	7,105	7,003	(103)		
Valley Academy	154	175	181	170	(11)								
WVTech Ctr	193	186	195	152	(43)								
Other Enrollment	455	454	470	416	(54)								
Subtotal Enrollment	7,788	7,564	7,500	7,398	(102)	ALE	259	313	306	303	(3)		
Running Start	151	204	267	266	(1)	Open Door	99	90	88	92	4		
Total Enrollment	7,939	7,769	7,767	7,664	(103)	Running Start	151	204	267	266	(1)		
Juvenile Detention Center	7	13	17	5	(12)								
Special Ed	901	892	916	982	66								

Exhibit C-1

WENATCHEE SCHOOL DISTRICT NO. 246

Increases & (Decreases) Current Month 2018-19 FTE to Same Month 2017-18

School	increase	increase	increase	Grade	increase	increase	increase
	(decrease)	(decrease)	(decrease)		(decrease)	(decrease)	(decrease)
	Dec	Dec	Dec		Dec	Dec	Dec
	2016	2017	2018		2016	2017	2018
Columbia	(32)	(3)	(37)	1/2 Day K	(22)	0	0
Lewis & Clark	22	0	(18)	ADK	(7)	(25)	(6)
Lincoln	2	10	(4)	1	(29)	(28)	(21)
Mission View	18	(41)	30	2	(21)	18	(20)
Newbery	(35)	(29)	3	3	19	(2)	7
Sunnyslope	4	11	16	4	(56)	26	6
Washington	(46)	(13)	3	5	47	(54)	26
Elementary	(68)	(64)	(7)		(68)	(64)	(7)
Foothills	(38)	25	(24)	6	(6)	37	(28)
Orchard	37	66	(8)	7	39	(9)	35
Pioneer	(28)	(23)	24	8	(61)	41	(15)
Middle Schools	(28)	68	(8)		(28)	68	(8)
WHS	(162)	(79)	(28)	9	(38)	(57)	57
WSHS	36	(6)	(4)	10	21	(39)	(50)
High Schools	(126)	(85)	(32)	11	(41)	16	(80)
Skill Source	(5)	3	(4)	12	(113)	21	(14)
Skill Source/Open Door	(15)	(1)	2		(171)	(60)	(88)
Open Doors/Grad Alliance	5	0	2	Total Regular	(268)	(57)	(103)
Valley Academy	21	6	(11)				
WV Tech Ctr	(7)	9	(43)				
Other Enrollment	(1)	17	(54)				
Subtotal Enrollment	(224)	(64)	(102)	ALE	54	(7)	(3)
Running Start	53	63	(1)	Open Door	(10)	(1)	4
Total Enrollment	(170)	(2)	(103)	Running Start	53	63	(1)
Juvenile Detention Center	6	4	(12)				
Special Ed	(9)	24	66				

Exhibit C-2

Full Time Equivalent (FTE) Enrollment 18-19

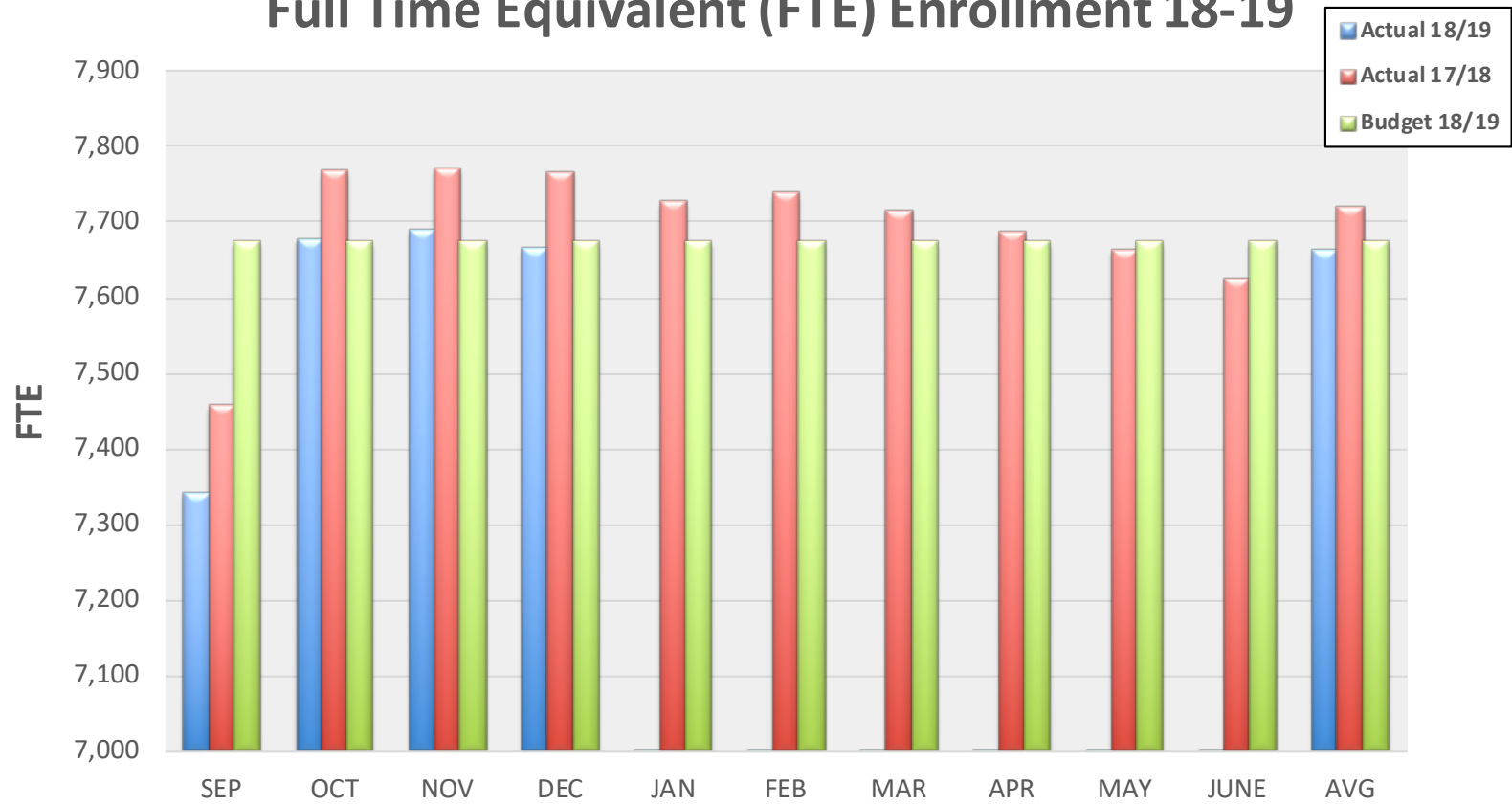
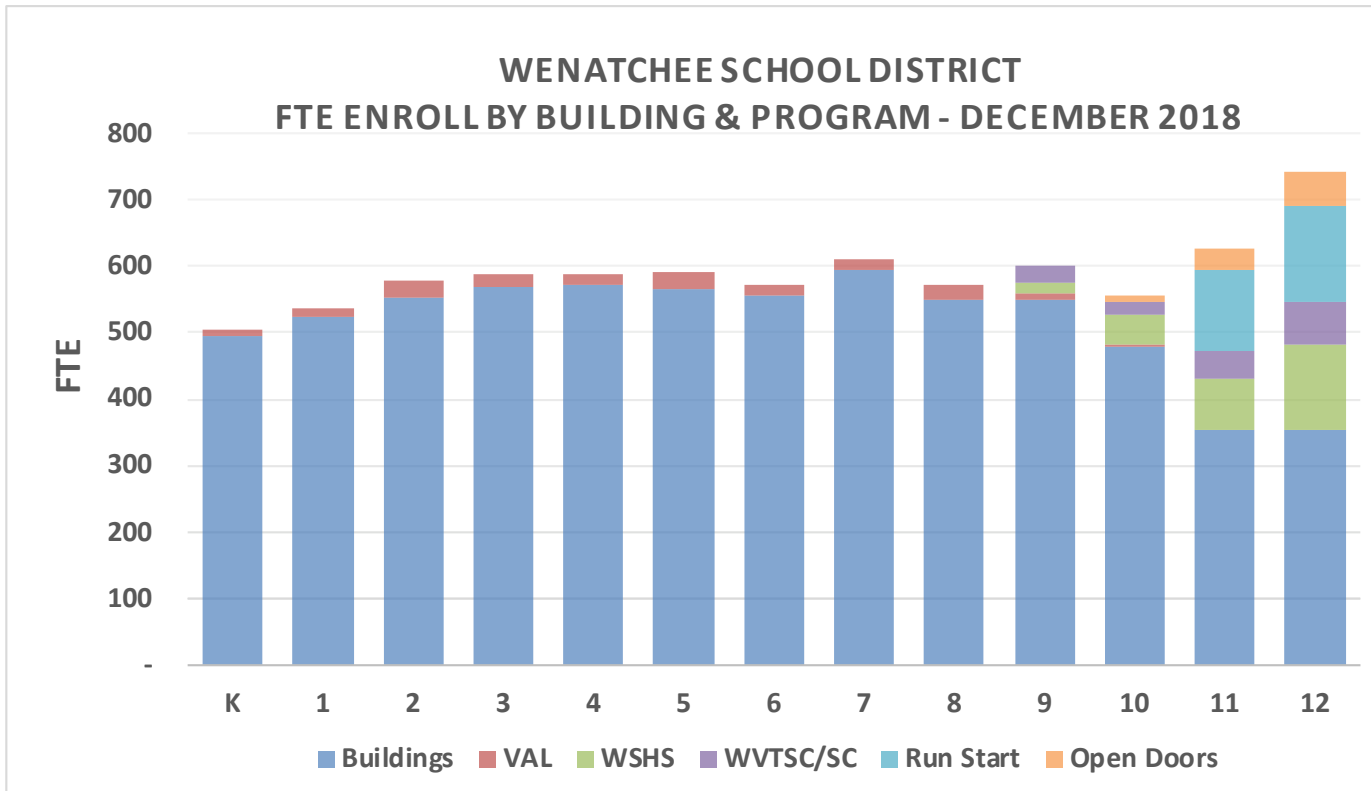


Exhibit D



	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Buildings	495.14	522.82	554.36	570.00	572.77	566.00	554.80	594.48	551.05	550.56	480.26	354.24	355.01	6,721.49
VAL	9.50	14.00	22.96	19.46	15.50	25.71	15.85	15.09	20.12	8.71	3.00	0	0	169.90
WSHS	0	0	0	0	0	0	0	0	0	15.42	44.00	75.06	126.05	260.53
WVTSC/SC	0	0	0	0	0	0	0	0	0	24.95	19.46	43.23	66.01	153.65
Run Start	0	0	0	0	0	0	0	0	0	0	0	123.41	142.87	266.28
Open Doors	0	0	0	0	0	0	0	0	0	-	7.92	32.08	52.32	92.32
Total	504.64	536.82	577.32	589.46	588.27	591.71	570.65	609.57	571.17	599.64	554.64	628.02	742.26	7,664.17

VAL = Valley Accademy of Learning
 WSHS = Westside High School
 WVTSC = Wenatchee Valley Technical Skill Center

Exhibit F

Elementary Classification Sheet

	24		25		25		27		27		Ave					
	KINDER		GRADE 1		GRADE 2		GRADE 3		GRADE 4		GRADE 5		Class	Tchrs	SpEd	
	#	#	#	#	#	#	#	#	#	#	#	Size				
Columbia	Ryan-Kelzenberg (Shel) Wiggins, Cameron Young, Ann Speech 53	Ells, Joe McCarl, Megan Weaver, Katie 61	20 21 20 61	Bentsen, Carolyn B Card-Roley, Laurie Vanatta 58	20 18 20 58	Armen, Moira Heffron, Rebecca Kniveton, Jenifer Searles, Rachel 68	17 17 17 17 68	Avila, Dahlia Haug, Alison Hetterle, Rachel Smith, Lynette 83	23 19 20 21 83	Cline, Gretchen Hill, Courtney Honeycutt, Tamara 70	23 24 23 70	FTE 391.60 Head 393	19.60	20	1	
Lewis & Clark	Jarvis, Oliva B Limon, Donna Rumley-Wells, Kim Yanez, Carmen B 72	Jagla, Angelita Navarro, Nancy B Solis, Adelita B West, Marie 80	20 20 20 20 80	Alvarez, Itzia B Collins, Alanna Lopez, Daniz B Martinez, Eva 84	21 21 21 21 84	Black, Maria B De La Mora B Nunez, Ginger Rudell, Laura 87	22 22 21 22 87	Malloy, Juanita B Pulse, Fonda Roberts, Teresa Zavala, Hugo B 73	18 19 18 18 73	Brandt, Theresa Ross, Melodie Sanchez, Juan B 75	25 25 25 18 75	FTE 470.78 Head 471	20.48	23		
Lincoln	Charles, Katie Clive, Cassandra Gonzalez, Rocio B Smith, Candy (Shelt'd) SpEd McFarland SpEd Noble 78	Blankenship, Marea E Hurt, Allison (Shelt'c) Pattison, Lisa Rodriguez, Melody SpEd McFarland SpEd Noble 81	18 20 18 19 3 3 81	Guerrero, Marta Rodriguez, C Shelt'd Schmidt, Sandra Vath, Danielle SpEd McFarland SpEd Noble 89	24 18 23 21 2 1 89	Heinz, Teresa Mason, Kristina B Nelson, Tessa Williams, Dianna B SpEd McFarland SpEd Noble 92	22 22 23 23 2 1 92	Gaytley, Todd Mahler, Cynthia Parr, Kevin Shelt'd Rang, Kadie SpEd McFarland SpEd Noble 89	22 21 22 24 2 1 89	Bullis, Jake Ferson, Darrin Nicpan-Brown, Tina Williams, Jeffrey B SpEd McFarland SpEd Noble 85	22 19 22 21 1 1 85	FTE 512.35 Head 514	20.79	24	15	
Mission View	Hepton, Tiffany Martinez, Lupe Mendoza, Liliana Orozco Blanco, Eliza B Ingram, Cathy 70	Aalgaard, Dawn Chang-Marr, Maria Montalvo, Patricia Obanion, Heidi 87	22 19 23 23 87	Avila, Armando Christensen, Jen Vander, Holly Zavala, Guadalupe B 102	25 25 26 26 102	Brown, Sarah Chavez, Gabriela B Martinez, Brandy Savage, Tamara 103	25 26 26 26 103	Avila, Mario B Downey, Coni Lewis, Lisa Moon, Robyn 103	26 26 26 25 103	Pass, Scott B Phelps, Theresa Wirth, Debra 75	24 26 25 25 75	FTE 539.30 Head 540	23.48	23		
Newbery	Wright, Carrie Fischer, Leticia Valdovinos, Cari Vivanco, Matilde B Wise, Jill 78	Wright, Carrie Arneson, Imelda B Garza, Ashley McLaughlin, Lori Woolsey, Tami 74	3 15 20 20 16 74	Wright, Carrie Gousie, Gabrielle Morrell, Blake Page, Brooke B Riggan, Brooke 76	2 20 21 15 18 76	Dickson, Kimberly Gutierrez-Zamora B Kansky, Ana Keene, Stephanie Wright, Carrie 79	20 21 18 20 18 79	Peterson, Tracy Schott, Robert B Stubbe, Stephanie Wright, Carrie Wright, Carrie 74	25 25 24 20 3 103	Brooks, Ingrid Kniveton, Kyle B London, Flora Preuss, J. Austin Wright, Carrie 103	25 25 25 25 3 103	FTE 483.42 Head 484	20.65	23	9	
Sunnyslope	Holland, Courtney LeFebvre, S Steitz, Lisa 62	Anspach, Julie Springer, M 54	27 27 54	Gale, C Howard, Jeri 52	26 26 52	Dalbeck, Abby Martin, Peggy 47	24 23 47	Baier, Erika Weber, K 47	23 24 47	Lammert, Amy Morgan, T 59	30 29 59	FTE 320.62 Head 321	24.69	13		
Washington	Arredondo, Zuly Connor, Michelle Reiber, Erin Rofls, Kristi SpEd Poirier, Emile Gregg, Phil 86	Hannah, Betsy Oltman, Erin Porter, Leandra Wilkins, Renee SpEd Poirier, Emile SpEd Poirier, Emile 87	22 22 21 22 2 1 87	Anguiano, Stephanie Clayson, Wendi Huson, Lynda Lake, Caroline SpEd Konshuk, Ladonna SpEd Poirier, Emile 94	22 25 24 23 2 1 94	Bucholz, Heidi McGinnis, Lance Reinfeld, Jill Williams, David SpEd Poirier, Emile SpEd Poirier, Emile 94	23 23 23 23 2 1 94	Gillespie, Terry Parr, Maia Smeller, Sarah Smith, Jodee SpEd Poirier, Emile SpEd Poirier, Emile 104	25 26 26 26 1 1 104	Christensen, Monika Roche, Laura Sutton, Jana Walsh, Tracy SpEd Poirier, Emile SpEd Poirier, Emile 99	25 25 24 24 1 1 99	FTE 563.02 Head 564	23.21	24	7	
TOTALS	TOTAL FTE TOTAL Head Count Special Ed Count Average Class size # of BEA Teachers/Classes	495.14 499 8 18.88 26	522.82 524 9 20.60 25	554.36 555 5 22.00 25	570.00 570 4 21.77 26	572.77 573 1 22.88 25	566.00 566 5 24.39 23	3281.09 3287	150							

B = Bilingual
D = Dual Language

Enrollment by Grade Level, Building & Program

Official Count Day

	K	FTE		1	FTE		2	FTE		3	FTE		4	FTE		5	Head Total	FTE Total	Budget	Over (Under)	Prediction AAFTE	Prediction	Affect on Apport.	
		Ovr(Undr) Budget																						
Columbia	53	52.02		61	61.00		58	57.58		68	68.00		83	83.00		70	70.00	393	391.60					
Lewis & Clark	72	72.00		80	80.00		84	83.78		87	87.00		73	73.00		75	75.00	471	470.78					
Lincoln	78	77.06		81	80.29		89	89.00		92	92.00		89	89.00		85	85.00	514	512.35					
Mission View	70	70.00		87	86.53		102	102.00		103	103.00		103	102.77		75	75.00	540	539.30					
Newbery	78	77.42		74	74.00		76	76.00		79	79.00		74	74.00		103	103.00	484	483.42					
Sunnyslope	62	61.62		54	54.00		52	52.00		47	47.00		47	47.00		59	59.00	321	320.62					
Washington	86	85.02		87	87.00		94	94.00		94	94.00		104	104.00		99	99.00	564	563.02					
Total	499	495.14		524	522.82		555	554.36		570	570.00		573	572.77		566	566.00	3287	3,281.09	3,234.00	47.09	3,274.09	40.09	
	6			7			8																	
Foothills	193	192.54		198	197.82		199	197.30										590	587.66					
Orchard	160	159.11		186	185.45		144	143.03										490	487.59					
Pioneer	203	203.15		211	211.21		211	210.72										625	625.08					
Total	556	554.80		595	594.48		554	551.05										1705	1,700.33	1,684.00	16.33	1,694.32	10.32	
	9			10			11																	
WHS	573	550.56		495	480.26		429	354.24		427	355.01							1924	1,740.07	1,800.00	(59.93)	1,724.61	(75.39)	
WSHS	16	15.42		44	44.00		79	75.06		135	126.05							274	260.53	262.00	(1.47)	254.87	(7.13)	
Total	589	565.98		539	524.26		508	429.30		562	481.06							2198	2,000.60	2,062.00	(61.40)	1,979.48		
	9			10			11																	
Skillsource	2	0.86		1.00	0.43		0	0.00		0	0.00							3	1.29	0.00	1.29	1.08	1.08	
	K			1			2						4			5								
Valley Academy	19	9.50		14	14.00		23	22.96		20	19.46		16	15.50		26	25.71	118	107.13	120.00	(12.87)			
	6			7			8											51	51.06	37.00	14.06			
	16	15.85		15	15.09		20	20.12																
	9			10														12	11.71	15.00	(3.29)			
	9	8.71		3	3.00													181	169.90	172.00	(2.10)	164.78	(7.22)	
Special Ed-Bldg 511																		0	0.00	0.00	0.00			
	9			10			11																	
Wenatchee Valley Technical	0	24.09		2	19.03		37	43.23		55	66.01							94	152.36	190.00	(37.64)	164.14	(25.86)	
Skill Center							11											Subtotal FTE		7,305.57	7,342.00	(36.43)	7,277.89	(64.11) (\$ 536,022)
Running Start								123.41										301	266.28	240.00		265.06	25.06	
Open Doors - Skillsource	0	0.00		8	7.92		32	31.08		47	46.32							87	85.32	90.00	(4.68)			
Open Doors - Grad Alliance	0	0.00		0	0.00		1	1.00		6	6.00							7	7.00	0.00	7.00			
	0	0.00		8	7.92		33	32.08		53	52.32							94	92.32	90.00	2.32	96.34	6.34	
Total FTE																		7,664.17	7,672.00	(34.11)	7,639.29	(32.71)		
Juvenile Detention Center																		4	4.00	0.00				
	Age	FTE		Age	FTE		Age	FTE																
Special Education	0-2	58.00		3-5	90.00		K-21	834.00										982	982.00	800.00		838.72	38.72	

Exhibit H

Wenatchee School District No. 246
MEMORANDUM

To: Wenatchee School Board
Brian Flonas, Superintendent

From: Larry Mayfield, Chief Financial Officer

Date: December 17, 2018

Re: **September, October & December 2018 Budget Status Reports**

GENERAL FUND With **25%** of the fiscal year elapsed, total November General Fund revenues were **25.5%** and expenditures were **23.1%** of budgeted amounts, respectively.

General Fund Total Fund Balance at November 30, 2018 is **\$10,545,606** (9.20%) compared to a November 30, 2017 balance of **\$12,169,455** (11.8%).

Current estimate for the Total Ending Fund Balance at year end is looking to be around \$1,450,000.

School districts apportionment revenues are allocated September through December based on budgeted enrollment and mix factor numbers. For the months of January through August apportionment is allocated on year to date actual average annual full time equivalent (AAFTE) enrollment and reported mix factors (teacher experience and education).

CAPITAL PROJECTS FUND The November Month Ending Fund Balance is **\$5,224,403**. Cost estimation work will begin for building security projects will likely begin within the month as soon as the Architect selection process has been completed. All state match monies have been claimed and final payment is expected to be received within the next month. Unspent bond project/state match monies are estimated to be around \$3,000,000.

DEBT SERVICE FUND The November Month Ending Fund balance of **\$4,715,259** is for payment of bond principal and interest payments which are due each December and June. Revenues consist primarily of property taxes.

The Debt Service levy for 2019 collection is \$5,800,000 or about \$1.30 per \$1,000 assessed value. The General Fund Educational Programs & Operations Excess Property Tax Levy for 2019 collection is estimated to be approximately \$7,500,000 or \$1.50 per \$1,000 assessed value. The final General Fund Levy amount will be established by Chelan County once final assessed valuation numbers are established.

ASB FUND November year to date revenues are **34.1%** of the amount budgeted for the year. November year to date expenditures are **15.6%** of budget. The November Month Ending Fund Balance is **\$787,580**.

TRANSPORTATION VEHICLE FUND The November Month Ending Fund Balance is **\$249,562**. The budget includes the purchase of two new buses. Authorization to purchase these buses will come to the board in the next two months.

Wenatchee School District No. 246

Budget Status Report
November 2018

General Fund
25.00%

	Annual Budget	Actual For Year	Rec'd/Spent
Revenues/Other Financing Sources			
1000 Local Taxes	9,337,149	5,605,698	60.0%
2000 Local Nontax	2,654,747	557,608	21.0%
3000 State, General Purpose	70,361,810	16,679,819	23.7%
4000 State, Special Purpose	19,469,905	4,122,969	21.2%
5000 Federal, General Purpose	350,000	0	0.0%
6000 Federal, Special Purpose	8,971,460	1,383,211	15.4%
7000 Revenues fr Other Dists	37,000	0	0.0%
8000 Revenues fr Other Agencies	65,000	16,083	24.7%
9000 Other Financing Sources			
Total Revenues/Other Sources	111,247,071	28,365,389	25.5%
Expenditures			
00 Regular Instruction	62,782,782	14,883,937	23.7%
20 Special Ed Instruction	11,270,017	2,868,478	25.5%
30 Vocational Instruction	4,131,472	785,991	19.0%
40 Skill Ctr / Voc-Tec Instruction	1,841,227	380,394	20.7%
50/60 Compensatory Instruction	12,976,943	2,444,171	18.8%
70 Other Instructional Program	1,418,035	265,206	18.7%
80 Community Support	778,551	138,745	17.8%
90 Support Services	18,859,609	4,582,711	24.3%
Total Expenditures	114,058,636	26,349,634	23.1%
Excess of Revenues / Other Sources Over (Under) Expenditures	(2,811,565)	2,015,755	
Operating Trans Out to TVF, DSF and CPF	(250,000)	0	
Total Beginning Fund Balance	10,000,000	8,529,911	
Total Ending Fund Balance	6,938,435	10,545,666	9.25%
821 Restricted for Carryovers	400,000	524,844	
825 Restricted for Skill Center	0		
840 Nonspendable for Inventory	35,000	25,566	
884 Assigned to Capital Projects	0	0	
888 Assigned to Other Purposes (L&I, motor po	0	351,081	
891 Unassigned Minimum Fund Balance	803,435	4,618,921	4.05%
890 Unassigned Fund Balance	5,700,000	5,025,194	4.41%
Total Ending Fund Balance	6,938,435	10,545,606	

Wenatchee School District No. 246

Budget Status Report
November 2018

Capital Projects Fund

25.00%

	Annual Budget	Actual For Year	Percent Rec'd/Spent
Revenues/Other Financing Sources			
1000 Local Taxes			
2000 Local Nontax	407,501	29,647	7.3%
3000 State, General Purpose			
4000 State, Special Purpose	1,050,001	6,382	0.6%
5000 Federal, General Purpose			
6000 Federal, Special Purpose			
7000 Revenues fr Other Dists			
8000 Revenues fr Other Agencies			
9000 Other Financing Sources			
Total Revenues/Other Sources	1,457,502	36,029	2.5%
Expenditures			
10 Sites	962,000	-27,585	-2.9%
20 Buildings	2,265,000	47,517	2.1%
30 Equipment	1,410,000	5,810	0.4%
40 Energy			
50 Sales & Lease Equipment			
60 Bond Issuance Expenditure	50,000	0	0.0%
90 Debt			
Total Expenditures	4,687,000	25,742	0.5%
Transfers in (out)	0	0	
Excess of Revenues / Other Sources Over (Under) Expenditures	(3,229,498)	10,287	
Total Beginning Fund Balance	4,500,000	5,214,116	
Total Ending Fund Balance	1,270,502	5,224,403	

Wenatchee School District No. 246

Budget Status Report
November 2018

Debt Service Fund

25.00%

	Annual Budget	Actual For Year	Percent Rec'd/Spent
Revenues/Other Financing Sources			
1000 Local Taxes	5,402,000	2,383,954	44.1%
2000 Local Nontax	28,000	17,034	60.8%
3000 State, General Purpose			
5000 Federal, General Purpose			
6000 Federal, Special Purpose			
9000 Other Financing Sources			
Total Revenues/Other Sources	5,430,000	2,400,988	44.2%
Expenditures			
Matured Bond Expenditures	2,330,000	0	0.0%
Interest on Bonds	3,245,538	0	0.0%
Interfund Loan Interest			
Bond Transfer Fees	50,000	-600	-1.2%
Arbitrage Rebate			
Total Expenditures	5,625,538	-600	0.0%
Other Financing Uses	0		
Excess of Revenues / Other Sources Over (Under) Expenditures	(195,538)	2,401,588	
Total Beginning Fund Balance	2,402,360	2,424,671	
Total Ending Fund Balance	2,206,822	4,826,259	

Wenatchee School District No. 246

Budget Status Report
November 2018

Associated Student Body Fund

25.00%

	Annual Budget	Actual For Year	Percent Rec'd/Spent
Revenues/Other Financing Sources			
1000 General Student Body	173,425	129,644	74.8%
2000 Athletics	312,683	100,560	32.2%
3000 Classes	13,200	1,950	14.8%
4000 Clubs	741,771	198,471	26.8%
6000 Private Moneys	52,750	11,024	20.9%
Total Revenues	1,293,829	441,649	34.1%
Expenditures			
1000 General Student Body	159,385	36,151	22.7%
2000 Athletics	325,003	70,021	21.5%
3000 Classes	11,700	2,129	18.2%
4000 Clubs	832,134	100,832	12.1%
6000 Private Moneys	62,200	7,243	11.6%
Total Expenditures	1,390,422	216,376	15.6%
Excess of Revenues / Other Sources Over (Under) Expenditures	(96,593)	225,273	
Total Beginning Fund Balance	600,000	562,307	
Total Ending Fund Balance	503,407	787,580	

Wenatchee School District No. 246

Budget Status Report
November 2018

Transportation Vehicle Fund

25.00%

	Annual Budget	Actual For Year	Percent Rec'd/Spent
Revenues/Other Financing Sources			
1000 Local Taxes			
2000 Local Nontax	4,000	1,291	32.3%
3000 State, General Purpose			
4000 State, Special Purpose	270,000	0	0.0%
8000 Revenues fr Other Agencies			
9000 Other Financing Sources			
Operating Transfers In from Gen Fund	250,000	0	0.0%
Total Revenues/Other Sources	524,000	1,291	0.2%
Program 92 DEBT SERVICE			
Act 82 Warrant Interest			
Act 83 Other Interest			
Act 84 Debt			
Act 85 Arbitrage Rebate			
Program 99 PUPIL TRANSPORTATION			
Act 33 Cash Purch/Rebuild Buses	775,218	0	0.0%
Act 34 Contract Purchase/Rebuild			
Total Expenditures	775,218	0	0.0%
Operating Transfers			
Out to DSF			
Excess of Revenues / Other Sources			
Over (Under) Expenditures	(251,218)	1,291	
Total Beginning Fund Balance	251,218	248,271	
Total Ending Fund Balance	0	249,562	

Wenatchee School District No. 246

Budget Status Report
October 2018

General Fund

16.67%

	Annual Budget	Actual For Year	Rec'd/Spent
Revenues/Other Financing Sources			
1000 Local Taxes	9,337,149	4,663,565	49.9%
2000 Local Nontax	2,654,747	399,760	15.1%
3000 State, General Purpose	70,361,810	12,196,093	17.3%
4000 State, Special Purpose	19,469,905	3,102,581	15.9%
5000 Federal, General Purpose	350,000	0	0.0%
6000 Federal, Special Purpose	8,971,460	424,773	4.7%
7000 Revenues fr Other Dists	37,000	0	0.0%
8000 Revenues fr Other Agencies	65,000	542	0.8%
9000 Other Financing Sources			
Total Revenues/Other Sources	111,247,071	20,787,312	18.7%
Expenditures			
00 Regular Instruction	62,782,782	9,878,052	15.7%
20 Special Ed Instruction	11,270,017	1,813,690	16.1%
30 Vocational Instruction	4,131,472	502,661	12.2%
40 Skill Ctr / Voc-Tec Instruction	1,841,227	254,410	13.8%
50/60 Compensatory Instruction	12,976,943	1,501,843	11.6%
70 Other Instructional Program	1,418,035	167,163	11.8%
80 Community Support	778,551	88,933	11.4%
90 Support Services	18,859,609	3,057,461	16.2%
Total Expenditures	114,058,636	17,264,213	15.1%
Excess of Revenues / Other Sources Over (Under) Expenditures	(2,811,565)	3,523,099	
Operating Trans Out to TVF, DSF and CPF	(250,000)	0	
Total Beginning Fund Balance	10,000,000	8,529,911	
Total Ending Fund Balance	6,938,435	12,053,010	10.57%
821 Restricted for Carryovers	400,000	524,844	
825 Restricted for Skill Center	0		
840 Nonspendable for Inventory	35,000	25,566	
884 Assigned to Capital Projects	0	0	
888 Assigned to Other Purposes (L&I, motor po	0	351,081	
891 Unassigned Minimum Fund Balance	803,435	6,126,325	5.37%
890 Unassigned Fund Balance	5,700,000	5,025,194	4.41%
Total Ending Fund Balance	6,938,435	12,053,010	

Wenatchee School District No. 246

Budget Status Report
October 2018

Capital Projects Fund

16.67%

	Annual Budget	Actual For Year	Percent Rec'd/Spent
Revenues/Other Financing Sources			
1000 Local Taxes			
2000 Local Nontax	407,501	19,514	4.8%
3000 State, General Purpose			
4000 State, Special Purpose	1,050,001	0	0.0%
5000 Federal, General Purpose			
6000 Federal, Special Purpose			
7000 Revenues fr Other Dists			
8000 Revenues fr Other Agencies			
9000 Other Financing Sources			
Total Revenues/Other Sources	1,457,502	19,514	1.3%
Expenditures			
10 Sites	962,000	-136,848	-14.2%
20 Buildings	2,265,000	-71,680	-3.2%
30 Equipment	1,410,000	5,810	0.4%
40 Energy			
50 Sales & Lease Equipment			
60 Bond Issuance Expenditure	50,000	0	0.0%
90 Debt			
Total Expenditures	4,687,000	-202,718	-4.3%
Transfers in (out)	0	0	
Excess of Revenues / Other Sources Over (Under) Expenditures	(3,229,498)	222,232	
Total Beginning Fund Balance	4,500,000	5,214,116	
Total Ending Fund Balance	1,270,502	5,436,347	

Wenatchee School District No. 246

Budget Status Report
October 2018

Debt Service Fund

16.67%

	Annual Budget	Actual For Year	Percent Rec'd/Spent
Revenues/Other Financing Sources			
1000 Local Taxes	5,402,000	2,010,511	37.2%
2000 Local Nontax	28,000	8,832	31.5%
3000 State, General Purpose			
5000 Federal, General Purpose			
6000 Federal, Special Purpose			
9000 Other Financing Sources			
Total Revenues/Other Sources	5,430,000	2,019,343	37.2%
Expenditures			
Matured Bond Expenditures	2,330,000	0	0.0%
Interest on Bonds	3,245,538	0	0.0%
Interfund Loan Interest			
Bond Transfer Fees	50,000	-600	-1.2%
Arbitrage Rebate			
Total Expenditures	5,625,538	-600	0.0%
Other Financing Uses	0		
Excess of Revenues / Other Sources Over (Under) Expenditures	(195,538)	2,019,943	
Total Beginning Fund Balance	2,402,360	2,424,671	
Total Ending Fund Balance	2,206,822	4,444,614	

Wenatchee School District No. 246

Budget Status Report
October 2018

Associated Student Body Fund

16.67%

	Annual Budget	Actual For Year	Percent Rec'd/Spent
Revenues/Other Financing Sources			
1000 General Student Body	173,425	122,389	70.6%
2000 Athletics	312,683	75,373	24.1%
3000 Classes	13,200	1,950	14.8%
4000 Clubs	741,771	146,500	19.8%
6000 Private Moneys	52,750	8,608	16.3%
Total Revenues	1,293,829	354,820	27.4%
Expenditures			
1000 General Student Body	159,385	5,510	3.5%
2000 Athletics	325,003	49,578	15.3%
3000 Classes	11,700	0	0.0%
4000 Clubs	832,134	43,993	5.3%
6000 Private Moneys	62,200	2,670	4.3%
Total Expenditures	1,390,422	101,750	7.3%
Excess of Revenues / Other Sources Over (Under) Expenditures	(96,593)	253,070	
Total Beginning Fund Balance	600,000	562,307	
Total Ending Fund Balance	503,407	815,377	

Wenatchee School District No. 246

Budget Status Report
October 2018

Transportation Vehicle Fund

16.67%

	Annual Budget	Actual For Year	Percent Rec'd/Spent
Revenues/Other Financing Sources			
1000 Local Taxes			
2000 Local Nontax	4,000	847	21.2%
3000 State, General Purpose			
4000 State, Special Purpose	270,000	0	0.0%
8000 Revenues fr Other Agencies			
9000 Other Financing Sources			
Operating Transfers In from Gen Fund	250,000	0	0.0%
Total Revenues/Other Sources	524,000	847	0.2%
Program 92 DEBT SERVICE			
Act 82 Warrant Interest			
Act 83 Other Interest			
Act 84 Debt			
Act 85 Arbitrage Rebate			
Program 99 PUPIL TRANSPORTATION			
Act 33 Cash Purch/Rebuild Buses	775,218	0	0.0%
Act 34 Contract Purchase/Rebuild			
Total Expenditures	775,218	0	0.0%
Operating Transfers Out to DSF			
Excess of Revenues / Other Sources Over (Under) Expenditures	(251,218)	847	
Total Beginning Fund Balance	251,218	248,271	
Total Ending Fund Balance	0	249,119	

Wenatchee School District No. 246

Budget Status Report
September 2018

General Fund

8.33%

	Annual Budget	Actual For Year	Rec'd/Spent
Revenues/Other Financing Sources			
1000 Local Taxes	9,337,149	134,422	1.4%
2000 Local Nontax	2,654,747	251,115	9.5%
3000 State, General Purpose	70,361,810	5,861,591	8.3%
4000 State, Special Purpose	19,469,905	1,285,629	6.6%
5000 Federal, General Purpose	350,000	0	0.0%
6000 Federal, Special Purpose	8,971,460	4,000	0.0%
7000 Revenues fr Other Dists	37,000	0	0.0%
8000 Revenues fr Other Agencies	65,000	0	0.0%
9000 Other Financing Sources			
Total Revenues/Other Sources	111,247,071	7,536,757	6.8%
Expenditures			
00 Regular Instruction	62,782,782	4,776,823	7.6%
20 Special Ed Instruction	11,270,017	807,629	7.2%
30 Vocational Instruction	4,131,472	248,374	6.0%
40 Skill Ctr / Voc-Tec Instruction	1,841,227	118,325	6.4%
50/60 Compensatory Instruction	12,976,943	705,083	5.4%
70 Other Instructional Program	1,418,035	61,938	4.4%
80 Community Support	778,551	33,827	4.3%
90 Support Services	18,859,609	1,589,605	8.4%
Total Expenditures	114,058,636	8,341,605	7.3%
Excess of Revenues / Other Sources Over (Under) Expenditures	(2,811,565)	(804,847)	
Operating Trans Out to TVF, DSF and CPF	(250,000)	0	
Total Beginning Fund Balance	10,000,000	8,529,911	
Total Ending Fund Balance	6,938,435	7,725,063	6.77%
821 Restricted for Carryovers	400,000	524,844	
825 Restricted for Skill Center	0		
840 Nonspendable for Inventory	35,000	25,566	
884 Assigned to Capital Projects	0	0	
888 Assigned to Other Purposes (L&I, motor po	0	351,081	
891 Unassigned Minimum Fund Balance	803,435	1,798,378	1.58%
890 Unassigned Fund Balance	5,700,000	5,025,194	4.41%
Total Ending Fund Balance	6,938,435	7,725,063	

Wenatchee School District No. 246

Budget Status Report
September 2018

Capital Projects Fund

8.33%

	Annual Budget	Actual For Year	Percent Rec'd/Spent
Revenues/Other Financing Sources			
1000 Local Taxes			
2000 Local Nontax	407,501	9,209	2.3%
3000 State, General Purpose			
4000 State, Special Purpose	1,050,001	0	0.0%
5000 Federal, General Purpose			
6000 Federal, Special Purpose			
7000 Revenues fr Other Dists			
8000 Revenues fr Other Agencies			
9000 Other Financing Sources			
Total Revenues/Other Sources	1,457,502	9,209	0.6%
Expenditures			
10 Sites	962,000	0	0.0%
20 Buildings	2,265,000	0	0.0%
30 Equipment	1,410,000	0	0.0%
40 Energy			
50 Sales & Lease Equipment			
60 Bond Issuance Expenditure	50,000	0	0.0%
90 Debt			
Total Expenditures	4,687,000	0	0.0%
Transfers in (out)	0	0	
Excess of Revenues / Other Sources Over (Under) Expenditures	(3,229,498)	9,209	
Total Beginning Fund Balance	4,500,000	5,214,116	
Total Ending Fund Balance	1,270,502	5,223,325	

Wenatchee School District No. 246

Budget Status Report
September 2018

Debt Service Fund

8.33%

	Annual Budget	Actual For Year	Percent Rec'd/Spent
Revenues/Other Financing Sources			
1000 Local Taxes	5,402,000	57,940	1.1%
2000 Local Nontax	28,000	4,065	14.5%
3000 State, General Purpose			
5000 Federal, General Purpose			
6000 Federal, Special Purpose			
9000 Other Financing Sources			
Total Revenues/Other Sources	5,430,000	62,005	1.1%
Expenditures			
Matured Bond Expenditures	2,330,000	0	0.0%
Interest on Bonds	3,245,538	0	0.0%
Interfund Loan Interest			
Bond Transfer Fees	50,000	0	0.0%
Arbitrage Rebate			
Total Expenditures	5,625,538	0	0.0%
Other Financing Uses	0		
Excess of Revenues / Other Sources Over (Under) Expenditures	(195,538)	62,005	
Total Beginning Fund Balance	2,402,360	2,424,671	
Total Ending Fund Balance	2,206,822	2,486,676	

Wenatchee School District No. 246

Budget Status Report
September 2018

Associated Student Body Fund

8.33%

	Annual Budget	Actual For Year	Percent Rec'd/Spent
Revenues/Other Financing Sources			
1000 General Student Body	173,425	45,327	26.1%
2000 Athletics	312,683	43,424	13.9%
3000 Classes	13,200	91	0.7%
4000 Clubs	741,771	82,130	11.1%
6000 Private Moneys	52,750	5,689	10.8%
Total Revenues	1,293,829	176,661	13.7%
Expenditures			
1000 General Student Body	159,385	906	0.6%
2000 Athletics	325,003	30,095	9.3%
3000 Classes	11,700	0	0.0%
4000 Clubs	832,134	6,027	0.7%
6000 Private Moneys	62,200	88	0.1%
Total Expenditures	1,390,422	37,116	2.7%
Excess of Revenues / Other Sources Over (Under) Expenditures	(96,593)	139,545	
Total Beginning Fund Balance	600,000	562,307	
Total Ending Fund Balance	503,407	701,852	

Policy News, October 2005
Policy News, June 2001

Policy No.
6220 Management
Competitive Bid Process Changes
Legislation Further Simplifies Bid
Compliance

Adoption Date: 08.23.11
Wenatchee School District
Revised: 10.00; 06.01; 10.05; 12.09; 02.11

Wenatchee School District No. 246

Budget Status Report
September 2018

Transportation Vehicle Fund

8.33%

	Annual Budget	Actual For Year	Percent Rec'd/Spent
Revenues/Other Financing Sources			
1000 Local Taxes			
2000 Local Nontax	4,000	399	10.0%
3000 State, General Purpose			
4000 State, Special Purpose	270,000		0.0%
8000 Revenues fr Other Agencies			
9000 Other Financing Sources			
Operating Transfers In from Gen Fund	250,000	0	0.0%
Total Revenues/Other Sources	524,000	399	0.1%
Program 92 DEBT SERVICE			
Act 82 Warrant Interest			
Act 83 Other Interest			
Act 84 Debt			
Act 85 Arbitrage Rebate			
Program 99 PUPIL TRANSPORTATION			
Act 33 Cash Purch/Rebuild Buses	775,218	0	0.0%
Act 34 Contract Purchase/Rebuild			
Total Expenditures	775,218	0	0.0%
Operating Transfers Out to DSF			
Excess of Revenues / Other Sources Over (Under) Expenditures	(251,218)	399	
Total Beginning Fund Balance	251,218	248,271	
Total Ending Fund Balance	0	248,671	

2015 - October Policy Issue
2015 - June Policy Issue
2013 - June Issue
2012 - April Issue
2011 - February Issue
Policy News, October 2005 Competitive Bid Process
Changes
Policy News, June 2001 Legislation Further
Simplifies Bid Compliance

Adoption Date:

Classification: **Essential**

Revised Dates: **10.00; 06.01; 10.05; 12.09; 02.11; 12.11; 04.12; 06.13; 06.15;
10.15; 03.16; 07.17; 08.18**

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DISTRICT POLICY

UPDATES

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

**Objective 4.1 Continuous Improvement of Service
Quality**

Bid Requirements

The board recognizes the importance of:

- maximizing the use of district resources;
- the need for sound business practices in spending public money;
- the requirement of complying with state and federal laws governing purchasing and public works;
- the importance of standardized purchasing regulations; and
- the need for clear documentation.

I. Procurement and Public Works Using State Funds

A. Furniture, Supplies, or Equipment

Whenever the estimated cost of furniture, supplies or equipment (except books) will cost:

- less than \$40,000, no competitive bidding process is required to make the purchase;
- between \$40,000 and \$75,000, the board will follow the informal competitive bidding process by requiring quotes from at least three different sources to be obtained in writing or by telephone and recorded for the public to review;
- over \$75,000, the board will follow the formal competitive bidding process by:
 1. preparing clear and definite plans and specifications for such purchases;
 2. providing notice of the call for formal bids by publication in at least one newspaper of general circulation in the district at least once each week for two consecutive weeks;
 3. ensuring that the district takes steps to assure that when possible, the district will use small and minority businesses, women's business enterprises and labor surplus firms ;
 4. providing the clear and definite plans and specifications to those interested in submitting a bid;
 5. requiring that bids be in writing;
 6. opening and reading bids in public on the date and in the place named in the notice; and
 7. filing all bids for public inspection after opening.

B. Exemptions

The board may waive bid requirements for purchases:

- clearly and legitimately limited to a single source of supply;
- involving special facilities or market conditions;
- in the event of an emergency;
- of insurance or bonds; and
- involving public works in the event of an emergency.

"Emergency" means unforeseen circumstances beyond the district's control that present a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

Whenever the board waives bid requirements, the board will issue a document explaining the factual basis for the exception and record the contract for open public inspection.

C. Rejection of Bids

The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call.

D. Interlocal Cooperation Act

The board reserves the right to enter into inter-local cooperative agreements for purchases and public works with other governmental agencies pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.

E. Crimes Against Children

The board will include in any contract for services with an entity or individual other than an employee of the district a provision requiring the contractor to prohibit any employee of the contractor from working at a public school who has contact with children at a public school during the course of his or her employment and who has pled guilty to or been convicted of any felony crime specified under RCW 28A.400.322. The contract shall also contain a provision that any failure to comply with this section shall be grounds for the district immediately terminating the contract.

The superintendent will establish bidding and contract awarding procedures for all purchases of furniture, equipment, supplies (except books), or public works projects consistent with state law.

F. Use of State Funds for Improvements or Repairs

The board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$100,000. If the board estimates that the total cost of a building, improvement, repair, or other public works project is \$100,000 or more, the board will follow the formal competitive bidding process outlined above, unless the contract is let using the small works roster process authorized by RCW 39.04.155 or under any other procedure authorized for school districts.

II. Procurement Using Federal Funds

A. Goods

When the district uses federal funds for procurement of **goods** (furniture, supplies, equipment, and textbooks):

- Purchases of \$10,000 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$10,000 and \$250,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using sealed bids or requests for proposals.

B. Services

When the district uses federal funds for procurement of **services**:

- Purchases of \$10,000 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$10,000 and \$250,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using sealed bids or requests for proposals.

C. Noncompetitive Procurement

Noncompetitive procurement may be used only when one of the following four circumstances applies:

- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency (e.g., OSPI) authorizes noncompetitive procurement in response to a written request from the district; or
- After solicitation of a number of sources, competition is determined inadequate.

The district must maintain documentation supporting the applicable circumstance for noncompetitive procurement.

D. Suspension and Debarment

Before entering into federally funded vendor contracts for goods and services that equal or exceed \$25,000 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs.

E. Conflict of Interest

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer, or agent of the district may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal, or removal.

III. Procedures

The superintendent or designee will establish bidding and contract awarding procedures consistent with state and federal law.

Legal References:

- RCW 28A.335.190 Advertising for bids — Competitive bid procedures — Purchases from inmate work programs — Telephone or written quotation solicitation, limitations — Emergencies
- RCW 28A.400.330 Crimes against children — Contractor employees — Termination of contract
- RCW 39.04.155 Small works roster contract procedures — Limited public works process Definition
- RCW 39.04.280 Competitive bidding requirements — Exemptions
- RCW 39.26.160 Bid Awards - Considerations - Requirements and criteria to be set forth - Negotiations - Use of enterprise vendor registrations and bid notification system
- RCW 39.30.060 Bids on public works — Identification, substitution of contractors
- Chapter. 39.34 RCW Interlocal Cooperation Act
- 2 CFR Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2 CFR 200.67 Micro-purchase
- 2 CFR 200.88 Simplified Acquisition Threshold
- 2 CFR 200.318 – General Procurement Standards
- 2 CFR 200.320 Methods of Procurement to be Followed
- 2 CFR 3485 Nonprocurement Debarment and Suspension

Management Resources:

- 2018 - August Issue
- 2017 - July Issue
- 2016 - March Issue

2015 - October Policy Issue
2015 - June Policy Issue
2013 - June Issue
2012 - April Issue
2011 - February Issue
Policy News, October 2005 Competitive Bid Process
Changes
Policy News, June 2001 Legislation Further
Simplifies Bid Compliance

Adoption Date:

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10.15; 03.16; 07.17; 08.18**

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BID REQUIREMENTS

The Board of Directors of the Wenatchee School District recognizes the importance of

- Maximizing the use of district resources
- The need for sound business practices in spending public money
- The requirement of complying with state and federal laws governing purchasing and public works
- The importance of standardized purchasing regulations
- The need for clear documentation in meeting auditing requirements.

I. Procurement and Public Works Using State Funds

A. Furniture, Supplies, or Equipment

Whenever the estimated cost of furniture, supplies, or equipment (except books) will cost:

- Less than \$40,000, no competitive bidding process is required to make the purchase;
- Between \$40,000 and \$75,000, the Board will follow the informal competitive bidding process by requiring quotes from at least three different sources to be obtained in writing or by telephone and recorded for the public to review;
- Over \$75,000, the board will follow the formal competitive bidding process by:
 1. Providing formal bids called for by issuing public notice in at least one (1) newspaper of general circulation once each week for two (2) consecutive weeks;
 2. Preparing clear and definite plans and specifications for such purchases;
 3. Preparing the clear and definite plans and specifications made available to vendors interested in submitting a bid;
 4. Requiring that bids be in writing;
 5. Opening and reading bids in public on the date and place named in the notice
 6. Filing all bids for public inspection after opening and;
 7. Ensuring the district shall take steps to assure that when possible, the district will use small and minority businesses, women's business enterprises and labor surplus firms.

B. Exemptions

The Board may waive bid requirements for purchases:

- When purchases are clearly limited to a single source of supply;
- When the Board declares an emergency for purchases involving special facilities or market conditions;
- For purchases of insurance or bonds;
- Involving public works in the event of an emergency.

“Emergency” means unforeseen circumstances beyond the Districts control that present a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

Whenever the Board waives bid requirements, the Board will issue a document explaining the factual basis for the exception and record the contract for open public inspection.

C. Rejection of Bids

The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call.

D. Interlocal Cooperation Act

The board reserves the right to enter into inter-local cooperative agreements for purchases and public works with other governmental agencies pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.

E. Crimes Against Children

The board shall include in any contract for services with an entity or individual other than an employee of the District a provision requiring the contractor to prohibit any employee of the contractor from working at a public school who has had contact with children at a public school during the course of his or her employment and who has plead guilty to or been convicted of any felony crime under RCW 28A.400.322. The contract shall also contain a provision that any failure to comply with this section shall be grounds for the district immediately terminating the contract.

F. Use of State Funds for Improvements or Repairs

The Board may make improvements or repairs to District property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$100,000. If the board estimates that the total cost of a building, improvement, repair, or other public works project is \$100,000 or more, the board will follow the formal competitive bidding process outlined above, unless the contract is using the small works roster process authorized by RCW 39.04.155 or under any other provisions authorized for school districts.

II. Procurement using Federal Funds

A. Goods

When the district uses federal funds for the procurement of goods (furniture, supplies, equipment, and textbooks);

- Purchases of \$10,000 or less do not require quotes. However, the District must consider price to be reasonable, and to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$10,000 and \$250,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using sealed bids or requests for proposals.

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When the District uses federal funds for procurement of services:

- Purchases of \$10,000 or less do not require quotes. However, the district must consider price to be reasonable, and the the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$10,000 and \$250,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using sealed bids or

requests for proposals.

C. Noncompetitive Procurement

Non-competitive procurement may be used only when one of the following circumstances apply:

- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency authorizes noncompetitive procurement in response to a written request from the district;
- After solicitation of a number of sources, competition is determined inadequate.

The District shall maintain documentation supporting the applicable circumstance for noncompetitive procurement.

D. Suspension and Debarment

Before entering into federally funded contracts for goods and services that equal or exceed the cost threshold specified by law and any subcontract award, the district shall ensure the vendor is not suspended or debarred from participating in federal assistance programs.

E. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer, or agent of the district may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontractors. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal, or removal.

III. Procedures

The superintendent or designee shall establish bidding and contract awarding procedures for all purchases of furniture, equipment, supplies (except books) or public works projects consistent with state and federal law.

Legal References:	RCW 28A.335.190	Advertising for bids — Bid procedure- Telephone solicitation, limitations — Emergencies
	RCW 28A.400.330	Crimes Against Children — Contractor Employees — Termination of Contract
	RCW 39.04.155	Small Works roster — Contract award — Process
	RCW 39.04.280	Competitive Bidding Requirements — Exemptions
	RCW 39.30.060	Bids on public works — Subcontractors must be identified — When
	RCW 43.19.1911	Competitive Bids — Notice Of Modification Or Cancellation — Cancellation Requirements — Lowest Responsible Bidder — Preferential Purchase — Life Cycle Costing
	RCW 39.26.160	Bid Awards— Considerations__Requirements and Criteria to be Set Forth— Negotiations—Use of Enterprise Vendor Registration and Bid Notification System.
	RCW 49.46	Minimum Wage Requirements and Labor Standards.
	RCW 49.48	Wages—Payment—Collection
	RCW 49.52	Wages—Deductions—Rebates
	RCW 28A.400.322	Crimes Against Children—Crimes Specified
	RCW 39.34	Interlocal Cooperation Act
	2 CFR Part 200	Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
	2 CFR 200.67	Micro-purchase
	2 CFR 200.88	Simplified Acquisition Threshold
	2 CFR 200.318	General Procurement Standards
	2 CFR 200.320	Methods of Procurement to be Followed
	2 CFR 3485	Nonprocurement, Debarment and Suspension

Management Resources:

Policy News, October 2005
Policy News, June 2001

Policy No.
6220 Management
Competitive Bid Process Changes
Legislation Further Simplifies Bid
Compliance

Adoption Date: 08.23.11
Wenatchee School District
Revised: 10.00; 06.01; 10.05; 12.09; 02.11

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

3000 Policy Series Review

Policy	Title	Suggested Action	District Recommendation	Rationale
3122	Excused and Unexcused Absences	Essential	Approve	Added definitions and clarity as to what constitutes an excused absence.
3122P	Excused and Unexcused Absences Procedure	FYI		
3420	Anaphylaxis Prevention and Response	Essential	Approve	Grammatical changes.
3420P	Anaphylaxis Prevention and Response Procedure	FYI		
				1/2019

Excused and Unexcused Absences

Definition of Absence

WAC 392-401-015 states the definition of an absence:

- (1) A student is absent when they are:
 - (a) Not physically present on school grounds; and
 - (b) Not participating in the following activities at an approved location:
 - (i) Instruction;
 - (ii) Any instruction-related activity; or
 - (iii) Any other district or school approved activity that is regulated by an instructional/academic accountability system, such as participation in district-sponsored sports.
- (2) Students shall not be absent if:
 - (a) They have been suspended, expelled, or emergency expelled pursuant to chapter 392-400 WAC;
 - (b) Are receiving educational services as required by RCW 28A.600.015 and chapter 392-400 WAC; and
 - (c) The student is enrolled in qualifying "course of study" activities as defined in WAC 392-121-107.
- (3) A full day absence is when a student is absent for fifty percent or more of their scheduled day.
- (4) A school or district shall not convert or combine tardies into absences that contribute to a truancy petition.

A student shall be considered absent if they are on school grounds but not in their assigned setting.

Excused and Unexcused Absences

Students are expected to attend all assigned classes each day. Upon enrollment and at the beginning of each school year, the district shall inform students and their parents/guardians of this expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the district in regard to truancy, and resources available to assist the student and their parents and guardians in correcting truancy. The district will also make this information available online and will take reasonable steps to ensure parents can request and ~~receive be provided~~ such information in languages in which they are fluent. Parents will be required to date and acknowledge review of this information online or in writing.

Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be appropriately absent from class. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. The following principles will govern the development and administration of attendance procedures within the district:

A. The following are valid excuses for absences:

- (1) Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
- (2) Family emergency including, but not limited to, a death or illness in the family;

- (3) Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- (4) Court, judicial proceeding, court-ordered activity, or jury service;
- (5) Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- (6) State-recognized search and rescue activities consistent with RCW 28A.225.055;
- (7) Absence directly related to the student's homeless or foster care/dependency status;
- (8) Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
- (9) Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
- (10) Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
- (11) Absences due to a student's migrant status; and
- (12) An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.

A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence. Districts may define additional categories or criteria for excused absences.

- ~~1. Participation in a district or school approved activity or instructional program;~~
- ~~2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry);~~
- ~~3. Family emergency, including, but not limited to, a death or illness in the family;~~
- ~~4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;~~
- ~~5. Court, judicial proceeding or serving on a jury;~~
- ~~6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;~~
- ~~7. State-recognized search and rescue activities consistent with RCW 28A.225.055;~~
- ~~8. Absence directly related to the student's homeless status;~~
- ~~9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and~~
- ~~10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.~~

~~The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.~~

- ~~A. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher; where reasonable, if a student misses a participation-type class, they can request an alternative assignment that aligns with the learning goals of the activity missed. **except that in participation-type classes, a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.**~~

- B. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.
- C. Except as provided in subsection (2) of this section, in the event that a child in elementary school is required to attend school under RCW 28A.225.010 or 28A.225.015(1) and has five or more excused absences in a single month during the current school year, or ten or more excused absences in the current school year, the school district shall schedule a conference or conferences with the parent and child at a time reasonably convenient for all persons included for the purpose of identifying the barriers to the child's regular attendance, and the supports and resources that may be made available to the family so that the child is able to regularly attend school. To satisfy the requirements of this section, the conference must include at least one school district employee such as a nurse, counselor, social worker, teacher, or community human services provider, except in those instances regarding the attendance of a child who has an individualized education program or a plan developed under section 504 of the rehabilitation act of 1973, in which case the reconvening of the team that created the program or plan is required.

This conference is not required if the school has received prior notice or a doctor's note has been provided and an academic plan put in place so that the child does not fall behind.

Unexcused Absences

- A. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.
- B. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent
- C. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absences. The school will make reasonable efforts to provide this information in a language the parent understands.
- D. The school will hold a conference with the parent or guardian ~~will be held~~ after three unexcused absences within any month during the current school year. ~~A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences.~~ A The conference will analyze the causes of the student's absences and develop a plan that identifies student, school, and family commitments to reduce ~~be scheduled to determine what corrective measures should be taken to ameliorate the cause for~~ the student's

absences from school. If the parent does not attend the conference, the school official may still hold the conference ~~may be conducted~~ with the student ~~and a school official~~. However, the school will notify the parent ~~will be notified~~ of the steps the district has decided to take to eliminate or reduce the student's absences

- E. Between the student's second and fifth unexcused absence, the school must take the following data-informed steps:
- i. Middle and high school students will be administered the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment
 - ii. These steps must include, where appropriate, providing an available approved best practice or research-based intervention, or both, consistent with the WARNS profile or other assessment, if an assessment was applied, adjusting the child's school program or school or course assignment, providing more individualized or remedial instruction, providing appropriate vocational courses or work experience, referring the child to a community truancy board, requiring the child to attend an alternative school or program, or assisting the parent or child to obtain supplementary services that might eliminate or ameliorate the cause or causes for the absence from school.
 - iii. For any child with an existing individualized education plan or 504 plan, these steps must include the convening of the child's individualized education plan or 504 plan team, including a behavior specialist or mental health specialist where appropriate, to consider the reasons for the absences. If necessary, and if consent from the parent is given, a functional behavior assessment to explore the function of the absence behavior shall be conducted and a detailed behavior plan completed. Time should be allowed for the behavior plan to be initiated and data tracked to determine progress.

Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

- F. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.

- ~~G. All suspensions and/or expulsions will be reported in writing to the superintendent within 24 hours after imposition.~~

The superintendent will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents and students annually.

Students dependent pursuant to Chapter 13.34, RCW

A school district representative or certificated staff member will review unexpected or excessive absences of a student who has been found dependent under the Juvenile Court Act with that student and adults involved with that student. Adults includes the student’s caseworker, educational liaison, attorney if one is appointed, parent or guardians, foster parents and/or the person providing placement for the student. The review will take into consideration the cause of the absences, unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues, and the student’s unavoidable appointments that occur during the school day. The representative or staff member must proactively support the student’s management of their school work.

Migrant Students

The district, parent/guardian and student are encouraged to work to create an Extended Absence Agreement with the school to decrease the risk of an adverse effect on the student’s educational progress.

Legal References Chapter 28A.225 Compulsory school attendance and admission
RCW 13.34.300 Relevance of failure to cause juvenile to attend school
to neglect petition
WAC 392-4001-325 Statewide definition of excused and unexcused
daily absences.

Cross References 3120 - Enrollment
3230 - Student Privacy and Searches
3240 - Student Conduct Expectations and Reasonable Sanctions
3241 - Classroom Management, Discipline and Corrective Action
4218 - Language Access Plan

Management Resources 2018 – August Issue
2017 - July Policy Issue
2016 - July Issue
2015 - June Issue
2012 - December Issue
2011 - December Issue
Policy News, June 2001 More Tweaking of Becca Petitions

Prior Revised Dates
12.06; 06.11; 12.12; 06.15; 07.16, 9/17, ___/19

Excused and Unexcused Absences

Students are expected to attend all assigned classes each day. School staff will keep a record of absence and tardiness, including a call log and/or a record of excuse statements submitted by a parent/guardian or, in certain cases, students, to document a student's excused absences.

Excused Absences

The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher.

~~Participation in school-approved activity or instructional program. To be excused this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.~~

1. **Absence due to:** illness; health condition; medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible; Family emergency including, but not limited to, a death or illness in the family; ~~family emergency~~; religious purposes; court, judicial proceeding ~~court-ordered activity~~, or serving on a jury; post-secondary, technical school or apprenticeship program visitation, or scholarship interview; State-recognized search and rescue activities consistent with RCW 28A.225.055; ~~and~~ directly related to the student's homeless or foster care/dependency status absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010; Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107; Absences due to student safety concerns, including absences related to threats, assaults, or bullying; and Absences due to a student's migrant status.

When possible, the parent/guardian is expected to notify the school office on the morning of the absence by phone, e-mail or written note and to provide the excuse for the absence. If no excuse is provided with the notification, or no notification is provided, the parent/guardian will submit an excuse via phone, e-mail or written note upon the student's return to school. Adult students (those over eighteen) and emancipated students (those over sixteen who have been emancipated by court action) will notify the school office of their absences with a signed note of explanation. Students fourteen years old or older who are absent from school due to testing or treatment for a sexually transmitted disease will notify the school of their absence with a signed note of explanation, which will be kept confidential. Students thirteen years and older may do the same for mental health, drug or alcohol treatment; and all students have that right for family planning and abortion.

A parent/guardian may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. A student will be allowed one makeup day for each day of absence. Once 5 consecutive days of absence due to illness/medical issue have been reached,

note from a licensed physician will be required in order for the absences to continue to be considered excused.

2. Absence for parental-approved activities. This category of absence will be counted as excused for purposes agreed to by the principal and the parent/guardian. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. ~~In participation-type classes (e.g., certain music and physical education classes) †~~ The student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent or guardian approved absence would have an adverse effect on the student's educational progress ~~which would ultimately be reflected in the grade for such a course including the grade for the course.~~ A student, upon the request of his/her parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or otherwise involves the school to any degree.

3. Absence resulting from disciplinary actions — or short-term suspension. As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term ~~or long-term~~ suspension will have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments will be a substantial lowering of the course grade.

4. Extended illness or health condition. If a student is confined to home or hospital for an extended period, the school will arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class the student may be required to take an incomplete or withdraw from the class without penalty.

5. Excused absence for chronic health condition. Students with a chronic health condition ~~which~~ ~~that~~ interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent/guardian will apply to the principal or counselor, and a limited program will be written following the advice and recommendations of the student's medical advisor. The recommended limited program will be approved by the principal. Staff will be informed of the student's needs, though the confidentiality of medical information will be respected at the parent's request.

Required conference for elementary school students

If an elementary school student has **five or more excused absences in a single month** during the current school year or ten or more excused absences in the current school year, the district will schedule a conference with the student and their parent(s) at a reasonably convenient time. The conference is intended to identify barriers to the student's regular attendance and to identify supports and resources so the student may regularly attend school.

The conference must include at least one school district employee, preferably a nurse, counselor, social worker, teacher of community human service provider, and may occur on the same day as the scheduled parent-teacher conference, provided it takes place within thirty days of the absences. If the student has an Individualized Education Program or a Section 504 plan, the team that created that program must convene. A conference is not required if prior notice of the excused absences was provided to the district or if a doctor's note has been provided and a plan is in place to ensure the student will not fall behind in their coursework.

Unexcused Absences

An “unexcused absence” means that a student has failed to attend the majority of hours or periods in an average school day or has failed to comply with a more restrictive school district policy on absences, or has failed to comply with alternative learning experience program attendance requirements.

Unexcused absences occur when:

1. The parent, guardian or adult student submits an excuse that does not meet the definition of an excused absence as defined above, or
2. The parent, guardian or adult student fails to submit any type of excuse statement, whether by phone, e-mail, or in writing, for an absence.

Each unexcused absence within any month of the current school year, will be followed by a warning letter or phone call to the parent/guardian of the student informing them of the consequences of additional unexcused absences. The school will make reasonable efforts to provide this information in a language in which the parent is fluent. A student's grade will not be affected if no graded activity is missed during such an absence.

After three unexcused absences within any month of the current school year, **the school will hold** a conference ~~will be held between~~ with the parent, student and principal to analyze the causes of the student’s absenteeism. If a regularly scheduled parent-teacher conference is scheduled to take place within thirty days of the second excused absence, the district may schedule the attendance conference on the same day. **If the parent/guardian does not attend the scheduled conference, the school may hold the conference with the student and principal. However, the school will notify the parent of the steps to eliminate or reduce the student's absences.**

At some point after the second and before the fifth unexcused absence, the district will take data-informed steps to eliminate or reduce the student’s absences. In middle school and high school, these steps will include application of the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment by the district’s designated employee.

For any student with an existing Individualized Education Program (IEP) or Section 504 Plan, these steps will include convening the student’s IEP team or Section 504 team, including a behavior specialist or mental health specialist where appropriate, to consider the reasons for the student’s absences. If necessary, and if the student’s parent gives consent, the district will conduct a functional behavior assessment and will complete a detailed behavior plan to explore the function of the absence behavior.

For any student who does not have an IEP or Section 504 Plan, but who is reasonably believed to have a mental or physical disability or impairment, these steps will include informing the student’s parent/guardian of the right to obtain an appropriate evaluation at no cost to the parent to determine whether the student has a disability or impairment and needs accommodations, special education services, or related services. This includes students with suspected emotional or behavioral disabilities. If the school obtains consent to conduct an evaluation, time should be allowed for the evaluation to be completed, and if the student is found to be eligible for accommodations, special education services, or related services, a plan will be developed to address the student’s needs.

The district will designate a staff member to apply the Washington Assessment of the Risks and Needs of Students (WARNS) and, where appropriate, provide the student with best practice or research-based interventions consistent with WARNS. As appropriate, the district will also consider:

- a. adjusting the student's course assignments;
- b. providing more individualized instruction;
- c. providing appropriate vocational courses or work experience;
- d. requiring the student to attend an alternative school or program;
- e. Assisting the parent or student to obtain supplementary services; or,
- f. referring the student to a community truancy board.

Transfers

In the case of a student who transfers from one district to another during the school year, the sending district will provide to the receiving district, together with a copy of the WARNS assessment and any interventions previously provided to the student, the most recent truancy information for that student. The information will include the online or written acknowledgment by the parent and student. The sending district will use the standard choice transfer form for releasing a student to a nonresident school district for the purposes of accessing an alternative learning experience program.

Not later than the student’s fifth unexcused absence in a month the district will:

- a. enter into an agreement with the student and parents/guardians that establishes school attendance requirements,
- b. refer the student to a community truancy board or
- c. file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

Community Truancy Board

A “community truancy board” means a board established pursuant to a memorandum of understanding (MOU) between a juvenile court and the school district and composed of members of the local community in which the student attend school. The district will enter into an MOU with the juvenile court in Chelan County to establish a community truancy board prior to the 2017-18 school year.

The district will designate and identify to the juvenile court (and update as necessary) and to the Office of the Superintendent of Public Instruction a staff member to coordinate district efforts to address excessive absenteeism and truancy, including outreach and conferences, coordinating the MOU, establishing protocols and procedures with the court, coordinating trainings, sharing evidence-based and culturally appropriate promising practices. The district will also identify a person within each school to serve as a contact regarding excessive absenteeism and truancy and assisting in the recruitment of community truancy board members.

Not later than the seventh unexcused absence within any month during the current school year, or upon the tenth unexcused absence during the current school year, if the district’s attempts to substantially reduce a student’s absences have not been successful and if the student is under the age of seventeen, the district will file a petition and supporting affidavit for a civil action in juvenile court.

Petition to Juvenile Court

The petition will contain the following:

- a. A statement that the student has unexcused absences in the current school year. While petitions must be filed if the student has seven or more unexcused absences within any month during the current school year or ten or more unexcused absences in the current school year, a petition may be filed earlier. In addition, unexcused absences accumulated in another school or school district will be counted when preparing the petition.
- b. An attestation that actions taken by the school district have not been successful in

substantially reducing the student's absences from school; and

c. A statement that court intervention and supervision are necessary to assist the school district to reduce the student's absences from school;

d. A statement that RCW 28A.225.010 has been violated by the parent, student or parent and student;

e. The student's name, date of birth, school, address, gender, race and ethnicity; and the names and addresses of the student's parents/guardians, whether the student and parent are fluent in English, whether there is an existing individualized education program (IEP) and the student's current academic status in school.

f. A list of all interventions that have been attempted, a copy of any previous truancy assessment completed by the student's current school district, the history of approved best practices intervention or research-based intervention(s) previously provided to the student by the district, and a copy of the most recent truancy information document signed by the parent and student.

g. Facts that support the above allegations.

Petitions may be served by certified mail, return receipt requested, but if such service is unsuccessful, personal service is required. At the district's choice, it may be represented by a person who is not an attorney at hearings related to truancy petitions.

If the allegations in the petition are established by a preponderance of the evidence, the court shall grant the petition and enter an order assuming jurisdiction to intervene for a period of time determined by the court, after considering the facts alleged in the petition and the circumstances of the student, to most likely cause the student to return to and remain in school while the student is subject to the court's jurisdiction.

If the court assumes jurisdiction, the school district will periodically report to the court any additional unexcused absences by the student, actions taken by the school district, and an update on the student's academic status in school at a schedule specified by the court. The first report must be received no later than three (3) months from the date that the court assumes jurisdiction.

Discipline and corrective action

All sanctions imposed for failure to comply with the attendance policies and procedures will be implemented in conformance with state and district regulations regarding corrective action or punishment.

Date: 06.99; 06.01; 06.11; 3.12, 9/15, 3/17, 9/17, __/19

Anaphylaxis Prevention and Response

Anaphylaxis is a life-threatening allergic reaction that may involve systems of the entire body. Anaphylaxis is a medical emergency that requires immediate medical treatment and follow-up care by an allergist/immunologist.

The Wenatchee School District Board of Directors expects school administrators, teachers and support staff to be informed and aware of life threatening allergic reactions (anaphylaxis) and how to deal with the resulting medical emergencies. For students, some common life threatening allergens are peanuts, tree nuts, fish, bee or other insect stings, latex and some medications. Affected students require planned care and support during the school day and during school sponsored activities. [Additionally, any student could potentially have a life threatening allergic reaction even without a history of such.](#)

Parents/guardians are responsible for informing the school about their student’s potential risk for anaphylaxis and for ensuring the provision of ongoing health information and necessary medical supplies. The district will take reasonable measures to avoid allergens for affected students. The district will also train all staff in the awareness of anaphylaxis and prepare them to respond to emergencies. Additionally, student specific training will be provided for appropriate personnel.

Even with the district’s best efforts, staff and parents/guardians need to be aware that it is not possible to achieve a completely allergen-free environment. However, the district will take precautions to reduce the risk of a student [with a history of anaphylaxis coming into contact with the offending allergen in school](#) ~~having an anaphylactic reaction by developing strategies to minimize the presence of allergens in schools.~~

The superintendent will establish procedures to support this policy and to ensure:

- 1) Rescue protocol in cases of suspected anaphylaxis will follow OSPI’s Guidelines for the Care of Students with Anaphylaxis (2009);
- 2) A simple and standardized format for emergency care plans is utilized;
- 3) A protocol is in place to ensure emergency care plans are current and completed;
- 4) Medication orders are clear and unambiguous;
- 5) Training and documentation is a priority.

Cross References:	Model Policy 3419	Self-Administration of Asthma and Anaphylaxis Medications
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Legal References:	RCW 28A.210.380	Anaphylaxis – Policy Guidelines – Procedures – Report
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Management Resources:	2018 – August Issue
	2013 – December Issue
	2012 – August Issue
	2009 – February Issue
	OSPI, March 2009 - Guidelines for the Care of Students with Anaphylaxis

Adoption Date: 09.08.09 Wenatchee School District
Revised: 02.09: 2.11, 08.12, __/19

Anaphylaxis Prevention and Response

For students with a medically diagnosed life-threatening allergy (anaphylaxis), the district will take appropriate steps for the student's safety, including implementing a nursing care plan. The district will utilize the Guidelines for the Care of Students with Anaphylaxis published by the Office of the Superintendent for Public Instruction.

Parent/Guardian Responsibility

Prior to enrolling a student, the parent/guardian will inform the school in writing of the medically diagnosed allergy(ies) and risk of anaphylaxis. Upon receiving the diagnosis, school staff will contact the parent/guardian to develop a nursing care plan. A nursing care plan will be developed for each student with a medically diagnosed life-threatening allergy.

Nursing Care Plan

The **school nurse (registered nurse)** will develop a written plan ~~will that~~ identifies the student's allergies, symptoms of exposure, practical strategies to minimize the risks and how to respond in an emergency.

The principal or designee (school nurse) may arrange a meeting (*or telephone call*) with the parent/guardian prior to the first day of attendance to develop and discuss the nursing care plan. The plan will be developed by the **parent**, school nurse **in collaboration with parent/guardian, licensed health care provider (LHP)**, and appropriate school staff. If the treatment plan includes self-administration of medications, the **parents/guardian, students** and staff will comply with model policy and procedure 3419, *Self-Administration of Asthma and Anaphylaxis Medication*.

Annually and prior to the first day of attendance, the student health file will contain: 1) a completed nursing care plan; 2) a written description of the treatment order, signed by a **licensed health care provider LHP**; and 3) an adequate and current supply of auto-injectors (**and or** other medications **if needed**). The school will also recommend to the **parents/guardians** that **the student wear** a medical alert bracelet ~~be worn by the student at~~ all times. The parents/guardians are responsible for notifying the school if the student's condition changes and for providing the medical treatment order, the auto-injectors and **other** medications **as ordered by the LHP**.

The district will exclude from school those sStudents who have a medically diagnosed life-threatening allergy and no medication or treatment order presented to the school, ~~will be excluded from school~~ to the extent that the district can do so consistent with federal requirements for students with disabilities under the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, and pursuant to the following due process requirements:

- A. Written notice to the parents/guardians or persons in loco parentis is delivered in person or by certified mail;
- B. Notice of the applicable laws, including a copy of the laws and rules; and
- C. The order that the student will be excluded from school immediately and until a medications or a treatment order is presented.

Communications Plan and Responsibility of School Staff

After the nursing care plan is developed, the school principal or a designee will inform appropriate staff regarding the affected student. The school nurse (R.N.) will train appropriate staff regarding the affected student and the nursing care plan. The plan will be distributed to appropriate staff and placed in appropriate locations in the district (class room, office, school

bus, lunchroom etc.). With the permission of parents/guardian and the student, (if appropriate), other students and parents may be given information about the student's condition.

All School Staff In-service Training

Annually, each school principal will provide an in-service training on how to minimize exposure and how to respond to an anaphylaxis emergency. The training will include a review of avoidance strategies, recognition of symptoms, the emergency protocols to deal with an anaphylaxis episode and use of an auto injector.

Student specific training and additional information will be provided (by the school nurse) to teachers, teacher's assistants, clerical staff, food service workers and bus drivers who will have known contact with a **diagnosed** student **diagnosed with a known allergen**.

Controlling the Exposure to Allergens

Controlling the exposure to allergens requires the cooperation of parents, students, the health care community, school employees and the board. The district will inform parents of the presence of a student with life threatening allergies in their child's classroom and/or school and the measures being taken to protect the affected student. Parents will be asked to cooperate and avoid including the allergen in school lunches and snacks or other products. The district will discourage the sharing of food, utensils and containers. The district will take other precautions such as avoiding the use of party balloons or contact with latex gloves. Additionally, play areas will be specified that are lowest risk for the affected student.

The district will also identify high-risk events and areas for students with life-threatening allergies, such as foods and beverages brought to school for seasonal events, school equipment and curricular materials used by large numbers of students (play-dough, stuffed toys, science projects, etc.)

During school-sponsored activities, appropriate supervisors, staff and parents will be made aware of the identity of the student with life-threatening allergies, the allergens, symptoms and treatment. The lead teacher will ensure that the auto-injector is brought on field trips.

Date: 02.09

Revised; 09.08.09; 8.12; 10.12, [__/19](#)

**THIS GROUP OF POLICIES HAVE BEEN APPROVED BY
FOR REVISIONS BASED ON WSSDA RECOMMENDATIONS**

5000 Policy Series Review

“OK” or “YES” –(means): follow WSSDA’s recommendation

Policy	Title	Suggested Action	District Recommendation	Rationale
5050	Contracts	Revise	YES	Update to reflect current law for provisional status employees and required timelines.
5410	Holidays	Revise	YES	Update to reflect current holidays, discontinue listing Sunday as a holiday. Update to include current policy cross reference
5411	Vacation for Non-represented groups	Revise	Yes	Need a policy to reflect long standing current practices. This is based on WSSDA model policy.

PERSONNEL

CONTRACTS

The district shall contract annually with each applicable staff member. Such contract shall be in conformity with state law and the policies and negotiated agreements of the district. The contract shall be binding on the district and on the staff member and may not be abridged or abrogated during its term by either party except by mutual consent or as may be provided elsewhere in board policy or in negotiated agreements.

The contracts for certificated staff shall be written for a period not to exceed one year. Upon the recommendation of the superintendent contracts for selected classified staff may be in writing and/or for a specific period of time not to exceed one year. Otherwise the employment of classified staff shall be on a month-to-month basis commencing from the first day of work.

Supplemental contracts, which are not subject to the continuing contract statute, shall be issued for services to be rendered in addition to a staff member's normal "full-time" assignment.

A. Certificated Staff Contracts

The district, upon recommendation of the superintendent and approval by a majority of the board of directors, shall offer a certificated staff contract to the applicant so recommended and approved, such contract to state the salary to be paid based upon the applicable salary schedule, the number of days of service, effective date and term of the contract and to include the following statement:

Failure to return this contract within ~~fifteen (15)~~ten (10) days of the above date of issuance shall constitute a resignation or nonacceptance of employment or reemployment." The contract shall also include the following statement:

"This contract replaces the prior individual contract for the prior school year."

And when applicable:

"This contract shall be subject to the terms and conditions of any collective bargaining agreement between the district and the organization certified or recognized as the negotiating representative for the certificated staff employed by the board. In the event that any of the provisions of this individual staff member contract shall be inconsistent with the provisions of any such collective bargaining agreement, then the terms of the collective bargaining agreement shall prevail.

B. Provisional Employment

The district shall issue to certificated first, ~~and second-year,~~ and third year teaching or other non-supervisory certificated staff a "provisional contract" for "provisional employees" who are subject to non-renewal of employment as provided by law for such

PERSONNEL

staff members. Staff who have completed a two-year provisional term with another Washington State school district shall be provisional employees only during their first year with the district. Such "provisional contract" shall include the following rider: "It is understood and agreed that the staff member has not completed ~~two~~three years of employment in a Washington State public school district and at least one year of employment in the district in a teaching or other non-supervisory certificated position and that the provisions of RCW 28A.405.220 are applicable during the first ~~two~~three years of certificated employment of the staff member by the district or year of employment with the district if the staff member has completed at least two years of employment in another Washington State public school district."

C. Retire-Rehires and Persons Replacing Certificated Staff on Leave

The district shall issue one-year, non-continuing contracts to persons who have retired from a certificated position in the state of Washington and are returning to employment under the "retire-rehire" provisions of state law. The district shall issue "replacement employee" contracts upon the recommendation of the superintendent and action of the board, to certificated staff who replace certificated staff who have been granted leaves. Such contracts shall be for the duration of the leave only and are not subject to the terms of the Continuing Contract Law. Such contracts shall clearly state the terms and conditions of the contract. The "replacement employee" contract shall include the following rider:

"It is understood and agreed that the staff member is employed pursuant to the provisions of RCW 28A.405. In accordance with the provisions of RCW 28A.405.900, this contract shall expire automatically at the end of the contract terms set forth herein and is not subject to the provisions of RCW 28A.405.210."

D. Adjustments

The district shall provide for the review and adjustment of certificated staff contracts on the basis of credits or clock hours earned by October 1st and information filed with the ~~personnel~~Human Resource office by December 1st. The staff member shall provide the ~~personnel~~Human Resource office, according to schedule, with the required information, including official college or university transcripts, official records of degrees completed, official records of approval and completion of authorized work for equivalent credits and all other pertinent data for contract adjustment purposes.

E. Supplemental Employment Agreements

The district ~~shall~~may issue separate supplemental employment agreements to certificated staff for service to be rendered in excess of a normal "full-time" assignment or for service to be rendered beyond the scheduled staff day or for service to be performed beyond the scheduled staff year. Supplemental contracts ~~will~~may also be issued for co-curricular activities and special responsibility assignments. Separate agreements shall not exceed one year and if not renewed shall not constitute an adverse change in contract status. Salary for services performed under supplemental employment agreements shall be paid

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according to the current salary schedule for supervision of co-curricular activities or, in the case of extended time assignments, according to the applicable provisions for payment for the services rendered.

F. Consultants

Staff consultant services may be obtained when unique knowledge or technical skills are needed. A description of desired services and an estimate of time and costs shall be submitted to the superintendent or designee for action. Compensation shall be determined by the superintendent or designee, but normally may not exceed that paid to a regular staff member with comparable duties. The honorarium paid to a consultant shall be determined by the Superintendent or designee, taking into account cost incurred and benefits derived therefrom. Compensation classification of a consultant on a personal services contract or payroll shall be determined in compliance with the guidelines of the Internal Revenue Service.

G. Title 1 Employees

~~All teachers working in a program supported with Title 1 funds who were hired on or after the first day of the 2002-2003 school year, shall be highly qualified, as defined by federal law and regulations.~~

~~All paraprofessionals providing instructional support in a program supported by Title 1 funds hired after January 8, 2002, shall have a secondary school diploma or a recognized equivalent and one (1) of the following:~~

- ~~1.—Completed at least two (2) years of study at an institution of higher learning;~~
- ~~2.—Obtained an Associate’s or higher degree; or~~
- ~~3.—Met a rigorous standard of quality through a formal state or local assessment.~~

~~Paraprofessionals who are hired primarily as translators or solely to conduct family involvement activities do not need to meet the new requirements. However, they must have earned a secondary school diploma or its recognized equivalent.~~

Cross References: Board Policy 5280 ~~Termination of Employment~~ Separation of Employment

Legal References: RCW 28A.330.100 Additional powers of the board
 28A.400.300 Hiring and discharging of employees —
 Written leave policies — Seniority and
 leave benefits of employees transferring
 between school districts and other
 educational employers
 28A.400.315 Employment contracts [not retroactive]
 28A.405.210 Conditions and contracts of employment —
 Determination of probable cause for
 nonrenewal of contracts — Nonrenewal

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	due to enrollment decline or revenue loss
	— Notice — Opportunity for hearing
28A.405.220	Conditions and contracts of employment — Non-renewal of provisional employees — Procedure
28A.405.240	Conditions and contracts of employment Supplemental contracts, when — Continuing contract provisions, not applicable to
28A.405.900	Certain certificated employees exempt from chapter provisions
20 U.S.C. § 6319	Qualifications for teachers and paraprofessionals

Management Resources: <i>Policy News</i> , August 2001	Legislature Authorizes “Retire- Rehire”
<i>Policy News</i> , August 2003	No Child Left Behind Update
<i>Policy News</i> , October 2010	Employment Disclosures

Adoption Date: January 12, 2004
Wenatchee School District
Reviewed: 3.08.11, 12.18

HOLIDAYS

The district shall observe the following school holidays and shall not operate on these days:

1. ~~Sunday,~~
2. ~~New Years' Day (January 1);~~
3. ~~Martin Luther King, Jr. Day (third Monday in January);~~
4. ~~President's Day (third Monday in February);~~
5. ~~Memorial Day (last Monday in May);~~
6. ~~Independence Day (July 4);~~
7. ~~Labor Day (first Monday in September);~~
8. ~~Veteran's Day (November 11),~~
9. ~~Thanksgiving Day (fourth Thursday in November);~~
10. ~~the day after Thanksgiving and~~
11. ~~Christmas Day (December 25).~~

Whenever any legal holiday, ~~other than a Sunday~~, falls on Sunday, the following Monday shall be a legal holiday, and whenever any legal holiday falls on a Saturday, the preceding Friday shall be a legal holiday.

In addition to the above, the following shall also be considered to be holidays: the day before Christmas, the day before New Years Day (December 24, December 31).

Cross References: 2336 – Required Observances (Veterans Day, Constitution Day, Temperance and Good Citizenship Day, Disability History Month)

Legal References: RCW 1.16.050 Legal holidays
28A.150.050 School Holidays

Adoption Date: 01.27.03
School District Name: Wenatchee
Revised: 04.98, 6.11, 12.18

VACATION FOR UNREPRESENTED EMPLOYEES

Regular full-time (12 months/year, 260 days) unrepresented employees shall be eligible for annual vacation days in accordance with the benefit agreement for their position. Regular full-time employees covered under collective bargaining agreements shall be eligible for annual vacation as negotiated in the bargaining agreement.

Full time employees are defined as those working a 40-hour week on a 12-month contract. Those working less than a 40-hour workweek on a 12-month contract shall receive annual vacation in the amount prorated based on the fraction of the 40-hour week worked. Regular full-time employees may not use any vacation leave until employed for a minimum of ninety (90) days.

Employees eligible for earning and accruing vacation are expect to utilize that benefit each year. Occasionally, job responsibilities make utilization of the entire vacation entitlement for a given year difficult to exhaust. Earned but unused vacation time can be carried over to an ensuing year. The benefit statements will outline the maximum carryover available for each group of non-represented employees. If the benefit statement provides guidelines for vacation cash out, the employee's may cash out a specified amount of vacation on an annual basis. Annual maximums are subject to the benefit statements for each non-represented group. Vacation cash out will be processed through payroll and subject to mandatory taxes. (PERS 1 employees are limited to amounts prescribed by retirement excess compensation rules, regardless of the benefit statement limits.)

When employees separate from service by reason of resignation, layoff, dismissal, retirement, or death they are entitled to a lump sum payment of unused vacation leave. No contributions will be made to an employee's retirement system for accrued vacation leave in excess of 30 days. If an employee leaves their employment before the end of the year, vacation accrual will be prorated for actual days worked. In no event will accrued leave be paid at retirement / severance that would result in excess compensation cost (including penalties) to the district.

Employees must request advance approval from their supervisors for vacation leave. Vacation schedules must recognize the operational needs of the district and are subject to the approval of the supervisor.

When a situation arises while an employee is on paid vacation leave for which the employee is entitled to other leave (e.g. illness, injury, or death of a relative), the employee shall be granted such leave (in lieu of the approved vacation leave) provided that the employee submits a request within fourteen (14) days after returning to work indicating the type of leave requested and the circumstances requiring the change in leave status.

Cross Reference: Board Policy 5021

Applicability of Personnel Policies

Legal References: RCW 41.50.150

Retirement benefits based on excess compensation — Employer liable for extra retirement costs

WAC 415-108-510
415-112-415

(PERS) First-in-first-out
(TRS) accounting method for
determining when leave earned

AGO 1976 No. 10

Accumulation of sick leave while on
leave

Adoption Date: December, 2018
Wenatchee School District
Revised:

**Wenatchee School District
Superintendent Report
1-8-19**

**Wenatchee Valley Technical Skills Center
Administrative Council Meeting
December 12, 2018**

A meeting was held with the superintendents for the consortium school districts in the Wenatchee Valley Technical Skills Center to discuss declining enrollment and budget reductions. Information provided to the superintendents included:

- 1) Enrollment Report
- 2) Budget Status Report

Copies of the enrollment report and budget status report are included for your review.

The enrollment report provides enrollment trends from 2014-15 to 2017-18. With current and projected enrollment trends and budget projections for the 2018-19 school year. The current enrollment is 37.5 students below our enrollment and budget projections. We will push hard to increase enrollment for second semester and try to increase our summer school program offerings.

The budget status report shows a beginning revenue deficit of \$308,158 and a current revenue deficit of \$227,658. We have reduced the budget by \$80,500 by eliminating the Dean of Students position. The WVTSC Director and staff are currently working on internal program reductions in operating expenses at this time.

If the enrollment does not increase by second semester and there is not enough student interest to expand summer school programs then a conversation about program reduction will need to take place later this Spring.

Suggestions Provided by Participants

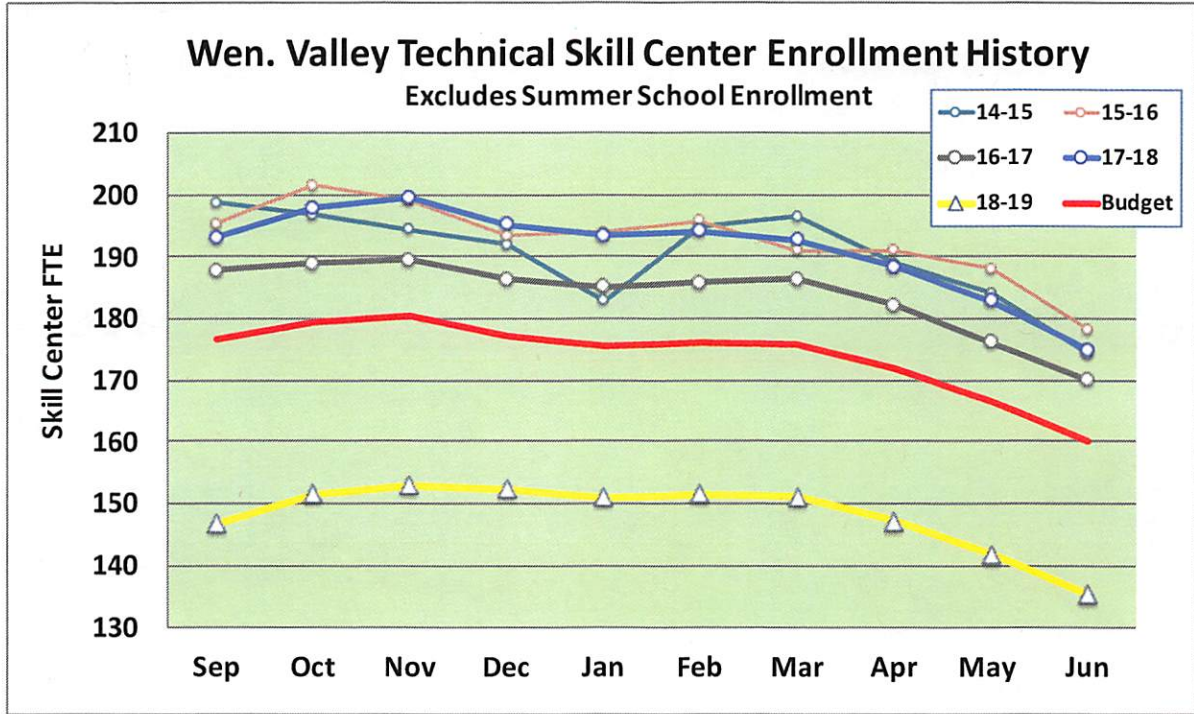
1. Get list of students from districts then meet with them at lunch and invite students to visit WVTSC. Establish visitation schedule with students and pick them up with a Van.
2. Target students not engaged and who may not graduate on time.
3. Rent out Space to provide revenue stream for unused space. Possibly partner with renters.
4. Partner with Organizations in need of Certified Nursing Assistants (CAN) to provide equipment and capital to start CAN Program. Community currently cannot find CNAs.
5. Continue to schedule Admin Council Meetings to follow ESD SAC Mtgs.
6. Provide Pathways to Certification
7. Increase summer school to include an afternoon and evening session.

Foothills Parent Request to provide additional compensation to VEX/Robotics Club Coaches

I have followed up on the parent request to provide additional compensation to the VEX/Robotic coaches at Foothills Middle School. I met with Larry Mayfield to discuss any legal implications and impacts on payroll processes. This process would require that additional compensation be given to the school district and an additional payroll process would be need to be developed to record the funds and take out income tax, social security tax and benefits. I also met with Lisa Turner and Kris Cameron regarding the request.

The stipends for VEX/Robotic advisors are a bargained agreement between the parties regarding wages, hours, and terms and conditions. To provide additional compensation to the Foothills advisors would be contrary and inconsistent with the terms of the agreement. It could also lead to a grievance and it would set an inconsistent precedent for how we provide compensation with our Co-Curricular Employees Association. The VEX/Robotics advisors at Foothills receive two stipends for advising two different teams during the season. The single stipend ranges from \$1,581 to \$2824 per team. The bargaining teams agreed that this would be fair and reasonable compensation for the duties assigned to the advisors.

Based on this information, I am not going to approve additional compensation for co-curricular stipends from outside groups for any of our programs.



	16-17	17-18	12/9/18 18-19	Break Even 18-19	To Get To Break Even
Regular Ave. Annual FTE	183.84	191.22	145.95	183.00	
Summer School Ave. Annual FTE	21.40	16.00	16.00	16.00	
Total Ave. Annual FTE	205.24	207.22	161.95	199.00	37.05

Salaries & Benefit Increases

17-18	18-19
\$(164,078)	\$(202,554)

Wenatchee Valley Technical Skills Center Budget Status

High Summary

	16-17	17-18	12/9/18 18-19	Breakeven 18-19	Enroll Increase To Get To Breakeven
Reg. AAFTE	183.84	191.22	145.95	183.00	
Summer School AAFTE	21.40	16.00	16.00	16.00	
AAFTE	205.24	207.22	161.95	199.00	37.05
Prog 4500 Allocated Apportionment	\$ 1,340,589	\$ 1,546,119	\$ 1,469,948	\$ 1,782,136	\$ 312,187
Total Other Prog 45 Revenues	56,333	67,677	69,500	69,500	
Prog 4600 Perkins Revenue	18,534	17,181	17,181	17,181	
Total Revenues	\$ 1,415,456	\$ 1,630,977	\$ 1,556,629	\$ 1,868,817	
ESD Instructors in MSOCs	673,967				
Cert Sal & Ben	175,477	1,033,744	1,201,695	1,201,695	
Class. Sal & Ben	188,509	168,287	202,890	202,890	
MSOCs	572,588	347,038	460,202	460,202	
Total Direct Expenditures	\$ 1,610,541	\$ 1,549,069	\$ 1,864,787	\$ 1,864,787	
Net Rev (Exp)	\$ (195,085)	\$ 81,908	\$ (308,158)	\$ 4,030	

Removed Donation Revenues since expenditure side is recorded in Prog 0110.

AAFTE Incr (Decr)	2	(45)
Revenue Incr (Decr)	215,521	(74,348)
Salaries & Benefit Decr (Incr)	(164,078)	(202,554)
MSOC Decr (Incr)	225,550	(113,164)

Relocate Assist Principal	\$ 80,500
Reduce Other Wages	
Reduce MSOCs	
Net Rev (Exp)	\$ (227,658)