



CONSENT AGENDA



Wenatchee School District Special Meeting

Minutes of March 11, 2019

WSD District Office

235 Sunset Ave, Wenatchee WA

Board Members

11:00 AM

Sunny Hemphill, President
Sarah Knox, DLT Board Representative
Michele Sandberg
Laura R. Jaecks, Vice President
Karina Vega-Villa

WSD Legal Counsel Danielle Marchant

OPENING & WELCOME:

PLEDGE OF ALLEGIANCE

President Hemphill: Opened the Special Board Meeting on March 11, 2019 at 11:05 am and welcomed all who were in attendance.

President Hemphill announced they would now go into a closed executive session and asked all present to please exit the meeting room after reading the following statement.

BOARD PRESIDENT’S STATEMENT for the executive session:

To discuss with legal counsel representing the district matters relating to district enforcement actions, or litigation or potential litigation to which the district, the board, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the district.

Action will not be taken.

At 11:45 am President Hemphill came into the open reception area and asked for an additional 10-15 minutes to be added on to the closed executive session.

EXECUTIVE SESSION ENDED INTO OPEN SESSION:

At 12:00 PM President Hemphill opened the closed executive session into an open meeting and announced there would be no action taken, she adjourned the meeting.

ADJOURNMENT at 12:00 PM

President

Date_____



Wenatchee School District Regular Board Meeting

Minutes of March 12, 2019
WSD District Office

Board Members	6:00 PM	Staff Present
Sunny Hemphill, President Laura R. Jaecks, Vice President Sarah Knox, DLT Board Representative Michele Sandberg Karina Vega-Villa		Brian Flones, Superintendent Cabinet

II. Regular Meeting 6:00 p.m.

Sunny Hemphill, President, opened the regular board meeting at 6:00 p.m. with the pledge of allegiance.

III. Consent Agenda

President Hemphill, asked if there were any changes on the agenda. None
MOTION MADE: Director Sandberg made the motion to approve the consent agenda as presented with contract removed.
SECONDED: Director Knox
 Discussion: Director Jaecks wanted to acknowledge that the Separation Agreement for Supt. Flones was in the consent agenda. Director Jaecks thanked Supt. Flones for his cooperation in working with the board to allow Dr. Paul Gordon to start his contract on July 1st 2019 as the new superintendent. The law prohibits two superintendents to be under contract at the same time. The board and legal counsel were able to work out an agreement with Supt. Flones that did not involve any additional payment. The whole board thanked Supt. Flones for being so considerate to the district and for his outstanding 19 years of service.
PASSED UNANIMOUSLY

1) Minutes

Consent Agenda included:
MINUTES: Reg. Bd. Mtg. 2/12/19 & 2/26/19, Special Mtgs. 2/19,20,21 & 22/2019

2) Personnel Report

PERSONNEL REPORT PREPARED BY:
 Lisa Turner, HR Executive Director: 3/12/2019 – On file

3) Vouchers/Payroll

PAYROLL PREPARED BY:
 Tami Hubensack, Director of Payroll: None

VOUCHERS & CONTRACTS PREPARED BY:
 Karen Walters, Director of Accounting 3/12/19
 2018-19

General Fund

Check numbers 604759 through 604993 totaling \$1,298,459.99

Capital Projects Fund

Check numbers 604994 totaling \$1,665.00

Associated Student Body Fund

Check numbers 604995 through 605042 totaling \$52,904.64

5) Surplus Report & Other Consent Items On File

Surplus Report On File

4) Contracts

New / Renewal / Revision	Federal Yes/No	Agency	Funded By	Purpose	Amount	Effective Dates	Contract Requested By	Reviewed By
New	N	MicroK12	Technology	Hardware for WHS security cameras, VOIP, expand wireless infrastructure, etc.	\$112,498	7/1/19	Dave Yancey	Larry Mayfield
New	N	LocalTel Communications	Technology/Phone	Fiber cabling upgrade	\$46,681	Date of Execution - Until Completed	Dave Yancey	Larry Mayfield

New	N	City University of Seattle	N/A	Social & Emotional Learning Program	N/A	Date of Execution - Until Terminated	Mike Lane	Mark Helm
Renewal	N	Washington State Health Care Authority	N/A	Core Provider Agreement	N/A	6/30/19 - 3/30/24	Trisha Craig	Mark Helm
Renewal	N	LocalTel Communications	Technology/Phone	5 year agreement for primary rate interface	\$125,570	3/1/19 - 3/1/24	Dave Yancey	Larry Mayfield
New	Y	Skillsource	N/A	Intern opportunity	N/A	3/1/19 - 5/10/19	Mike Lane	Mark Helm

Board Recognitions

Classified Employees Appreciation Week Recognition:

Lisa Turner, Executive Director thanked all the classified staff for their dedication and hard work and striving for excellence in education. She then read Governor Inslee's Proclamation and shared the number of classified employees in each department:

- Day Care: 141
- Secretaries: 104
- Para-educators: 205
- Technology Professions: 34
- Nutritional Services: 47
- Maintenance & Operations: 65
- Bus Drivers: 34

PSE President Heather Bertomeu, Nutrition Representative Thera Judd, and Bus Drivers Representative Andrew King were all present. The Board and Superintendent Flonos thanked and the received a certificate of appreciation for their staff from Lisa Turner Executive Director of HR.

Washington State School Retirees Appreciation Week:

Superintendent Flonos invited the representatives of WSSRA up to be thanked by WSD & the board and to give them certificates of appreciation. Superintendent Flonos read Governor Inslee's Proclamation and thanked each retiree present. Beverly Jagla, retired superintendent, thanked WSD and Supt. Flonos for their years of support and shared a brief history of their organization including almost 1000 members. Those members present were:

- Mary Perkins
- Denise Perkins
- Star Christman
- Beverly Jagla
- JoAnn Lewis
- Sharon Salley
- Nancy Valeson
- Gloria Waddell

Citizen Comments Summaries

Kris Cameron, WenEA President: President Cameron addressed concerns to the board for aboard comments made during the budget reduction discussions in reference to certified staff. She asked the board to please contact her or other WenEA executive board members before making statements that may not be accurate or misconstrued. She pointed out that there are areas that certified staff have been reduced this year and for the 2019-20 school year. She thanked them for the opportunity to share her thoughts.

ASB Reports

WSHS: Martin Talbot ASB Officer reported on:

- Spaghetti-feed dinner success & silent auction coming up, Event fundraiser to support a 5th grader with brain cancer. Steven Curtis will be entertaining.
- Robotics Team took the "Team-Work" trophy at the competition, for helping other teams
- Leadership partnership with Bomba they are donating 1000 socks for the homeless to distribute.

No other ASB reports.

Field Trip Requests

MARCH 12, 2019 TRAVEL TRACKER BOARD REPORT										
Trip #	Dates	Destination	Teacher Name	Group Making Trip	Educational Objective	# of Adults	# of Students	Estimated Cost	Funding Source	Comments
5698	05/15/2019 04:00:00 PM - 05/19/2019 04:00:00 PM	Grant County Fairgrounds, Moses Lake	Thera Judd	WAHSET team members who qualify for state. The current WAHSET members are: WHS - Amber Cook, Kady Didtel, Ryanna Layton, Chloe Johnson, Emily King, Denae MacKenzie, Fiona Tasarek, Kailey Yedinak, Camryn Pike. River Academy ~ Tia Ragan. Eastmont ~ Alexis Shoultz, Katelyn Schweitzer. Cashmere ~ Breisis Hefferman.	The WAHSET program provides a competitive experience for beginning and experienced equestrians. Points are awarded both for participation and excellence. Team members improve their riding skills in a variety of styles and events through scheduled practices and competitive meets.	10	13	\$0.00	ASB WHS - Equestrian Club	This is for the WAHSET state meet. Parents and coaches drive team members and horses to the meet. No school transportation is needed. Also, some team members leave at different times depending on when there event/s are. We won't know who qualified for State until mid-April. We usually have 1 or 2 students with health concerns, but I haven't haven't submitted names to the nurse. Since most parents attend it makes it a little easier.

After a brief overview and board questions, Mark Helm & Thera Judd asked for approval.

MOTION MADE: Director Knox made the motion to approve the field trips as presented.

SECONDED: Director Jaecks

DISCUSSION: NONE

PASSED UNANIMOUSLY

BD. Minutes 3/12/19

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Board Business

New Superintendent Contract: Dr. Paul Gordon

Danielle Marchant, WSD Legal Counsel, presented the new superintendent's, Dr. Paul Gordon, contract to the board for approval.

She pointed out that they used a wage study of similar sized districts, which was \$260,000 high end to \$164,00 low end. Dr. Gordon's contract landed in the middle. The compensation package also is similar to districts our size. A fair contract in comparison to districts of similar demographics across the state.

Director Jaecks noted that this was a very positive experience. She shared their experience in negotiations with Dr. Gordon and Legal Counsel Marchant. Director Jaecks wanted everyone to know she is "all-in" with Dr. Gordon. She was the lone "nay" vote but noted that he was chosen with the process our district used and she wants to work with him and joins the board as a whole and wants to move forward... "it is important for our district and our kids for all of us to be together", she concluded.

MOTION MADE: Director Jaecks made the motion to approve Dr. Gordon's contract as presented.

SECONDED: Director Vega-Villa

DISCUSSION: NONE

PASSED UNANIMOUSLY

The board thanked Legal Counsel Marchant for all her help and direction. President Hemphill reiterated Ms. Jaecks comments.

North Forty Contract/Agreement

CTE Director Dennis Conger, and Deputy Superintendent Jon DeJong presented the contract to the board. It had been removed from the consent agenda at the last board meeting.

Project Goal:

To create media that shares the value of the CTE program to students and the community. The audience for this project will be students, parents, educators and the community at large.

Approach:

For this project we propose to ask a set series of questions to a group of around 15 CTE students on a set location at the high school. From this we will edit a compelling and energetic 2- to 3-minute video that will help audiences understand the CTE program and share its importance to the school district and community. Appropriate b-roll imagery will be used to further share the story and engage the audience. An additional interview with you or other appropriate "expert" on the program may be needed to fill in important program content.

Production:

Production will be completed for this project in one full-day. We propose to create a set location at the high school and film approximately 15 students answering a set list of questions. This will take approximately half of a day. For the second half-of the day, we will film b-roll imagery of students participating in CTE program classwork. We will work with you to determine the schedule for these shoots to acquire the needed media.

Estimated Budget:

The following outlines an estimated budget based on our understanding of the project to date.

PRE - PRODUCTION		
Project development		\$650.00
Pre-production coordination and project management	\$250.00	
Script treatment and interview questions	\$400.00	
PRODUCTION		
Filming		\$3,000.00
On location filming - up to 1 full day	\$3,000.00	
Misc		\$250.00
Sound bed selection and license	\$250.00	
POST PRODUCTION		
Media acquisition and preparation		\$200.00
Digital transfer of media to server w mirror backup	\$50.00	
Footage logging	\$150.00	
Editing		\$3,850.00
Video editing	\$2,500.00	
Graphics for titles	\$250.00	
Sound editing	\$500.00	
Color editing	\$500.00	
Output	\$100.00	
PROJECT TOTAL		\$7,950.00

Deputy Supt. DeJong explained that this grant was already approved by the board earlier in the year on January 22nd. It is a computer science grant awarded to WSD by the ESD funded by Microsoft. WSD students were unable to finish this video in time for registration in February. This agreement is how the grant is being used. Mr. Conger answered all the board's questions. They asked for the board's approval. He invited the board to watch the video on the WSD CTE website.

MOTION MADE: Director Sandberg made the motion to approve the North 40 Contract for the video as presented.

SECONDED: Director Jaecks

DISCUSSION: NONE

PASSED UNANIMOUSLY

BD. Minutes 3/12/19

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WENATCHEE LEARNS STRATEGIES

Pipkin Construction Inc. demolition - 3405 Saturday Avenue, Malaga

Gregg Herkenrath, WSD Director of Facilities, presented the following for approval
 Pipkin Construction Inc. demolition - 3405 Saturday Avenue, Malaga:

DESCRIPTION

1. Mobilize and d-mobilize to jobsite.
2. Removal and disposal of existing mobile home.
3. Removal and disposal of existing septic tank.

LUMP SUM PRICE: \$ 8,268.00

If you have any questions or require additional information, please feel free to contact our office at any time.

Sincerely,
 Pipkin Construction

Nick Pipkin
 Project Manager

Conditions & Clarifications:

1. This proposal does not include engineering; permits; utility connection, relocation, or inspection fees; bonds; or Washington State Sales or Use Tax .
2. Surveying/layout to be provided by the owner.
3. Quality control testing to be provided by the owner.
4. Removal or replacement of unsuitable soils is excluded.
5. Testing, handling, or disposal of hazardous material is excluded.
6. **Rock excavation**, should any be encountered, is excluded. If required will be done under a separate pricing agreement.
7. Washington State Prevailing wages are included.
8. Asbestos survey and abatement is by others.
9. Pricing is valid for 30 days.

Article 4 - Contract Sum

The Owner shall pay the Contractor for the performance of the Work, subject to additions and deductions by Change Order as provided in the Conditions of the Contract, in current funds:

Price for Structure and Tank Demo	Base Bid:	<u>\$8,268</u>
Washington State Sales Tax @ 8.4%		<u>\$694.51</u>
TOTAL CONTRACT PRICE		<u>\$8,962.51</u>

Eight Thousand, Nine Hundred Sixty-Two and 51/100 Dollars

Discussion:

- Septic Tank removal included
- Soil Replacement included
- Legal Counsel reviewed the contract

After much discussion and all the board's questions were answered Mr. Herkenrath asked for approval.

MOTION MADE: Director Knox made the motion to approve the Pipkin Construction Demolition contract for 3405 Saturday Avenue, Malaga as presented,

SECONDED: Director Jaecks

DISCUSSION: NONE

PASSED UNANIMOUSLY

2019 Consultant Contract Amendment - WVTSC Security Upgrades –

Mr. Herkenrath introduced Paul Coppock, AIA, DOH Associates, P.S. They gave a summary of the details on safety upgrades and a brief history and an update of the projects.

Wenatchee School District No. 246				CONTRACT NO. / PO NO. 8421800005	
PROFESSIONAL SERVICES CONTRACT				MODIFICATION NO. 1	
PROFESSIONAL SERVICES CONTRACT MODIFICATION					
CONSULTANT NAME & ADDRESS The DOH Associates, P.S.			March 12, 2019 Date		
7 N Wenatchee Avenue, Suite 500, Wenatchee, WA 98801			Vendor No.		
(509) 662-4781			FEDERAL ID TAX NUMBER		
Telephone Number					
FISCAL YR.	ACCOUNT CODE	OBJECT CODE	LOCATION/SOURCE	MODIFICATION AMOUNT	
2018/2019	20 E 530 1900 22 7000 300			\$24,500	
<p>The following changes in your contract with the Wenatchee School District No 246 dated March 12, 2019 are hereby approved as indicated below:</p> <p>DESCRIPTION OF SERVICES CHANGE: - Except as specifically modified below, the Original contract remains in force.</p> <p>Amendment 1 of the 2019 Capital Projects Professional Services Contract between the Wenatchee School District and The DOH Associates is associated with security upgrades to Building A at the campus of the Wenatchee Valley Technical Skills Center. Remaining capital funds from the previous Major Works Capital Project at WVTSC will be utilized for this additional scope of work.</p>					
DATE EXTENSION CHANGE: (Indicate reason for extension of time in description of service change area)					
DOLLAR AMOUNT CHANGE:					
(Indicate reason for dollar change in description of service change area)					
Original Contract Sum:		\$ 231,732.00 (not to exceed)			
Net Change of Prev. Authorized Mods # 0 thru #0:		0.00			
Contract Sum Prior to this Modification:		\$ 231,732.00 (not to exceed)			
Contract Sum change by this Modification:		24,500.00			
Net Contract Sum including this Modification:		\$ 256,232.00			
This modification becomes a part of the original contract when signed by the consultant and the Wenatchee School District No 246:					
I hereby approve and authorize change to this contract:					

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Wenatchee School District #246
1001 Circle Street
Wenatchee, WA 98801

Subject: 1904 Security Improvements


Attention Mr. Gregg Herkenrath, Director of Facilities:

Attached is Amendment #1 to our Agreement. Our agreement includes upgrades to Wenatchee Valley Technology Center separate from the other 13 buildings. Our amendment addresses the vestibule at Building A, access controls, and the fire alarm panels. It does not address changes to program spaces, or reimbursable expenses such as building permits, etc.

We are proposing to complete this work under a separate Task, identified as Task 3, for a not to exceed fee of \$24,500, plus reimbursables. We will continue to work hourly and advise you of any changes that may impact our fee.

If the proposal is acceptable, please sign both copies of the attached amendment and return one copy for our records. Please call me at your convenience if you have any questions.

Sincerely,
THE DOH ASSOCIATES, PS


Paul R. Coppock, AIA
Principal

After much discussion President Hemphill asked for a motion.

MOTION MADE: Director Jaecks made the motion to approve the Consultant Contract Amendment - WVTSC Security Upgrades as presented,

SECONDED: Director Knox

DISCUSSION: NONE

PASSED UNANIMOUSLY

WSD Security Upgrades project summary update:

Mr. Herknerath handed out a large packet detailing the proposed safety improvements to the board. He informed the board that RCW 42 564 20 covers this packet as exempt from the public disclosure. The packet has security upgrades broken down for each school and each school estimated costs.

Mr. Herkenrath and Mr. Coppock shared details of their attempt to cut costs. They will continue to trim-down the scope of work until they can come within the estimated budgeted amount. WSD M&O staff will do some of the work to help cut costs, and other areas will be bid out. An established budget has not been determined as of this meeting.

A lot of details were discussed and it was determined they need a simplified approach to address the safety needs in 14 schools but focusing on entrances is the priority. Board members did not want to discuss any further the proposed safety details due to the need for confidentiality of safety measures being taken. It was agreed in order to not compromise safety the board will meet individually or by 2's to ask questions and get more clarification in the next couple weeks before the next board meeting.

Clarification of the draft contract was discussed. Mr. Herkenrath did not think this falls under the GCCM category for help. ADA entrances are included in the work.

Cost estimates were clarified for the board, including the balances of capital projects money left from the last bond. We have a 3.6 M dollars estimated costs, 3.8 M dollars to work with, we must bring it down, we had a rough estimate of 1 M dollars in the beginning. Currently shaved down to 2.2 M dollars approximately. Getting down to 1.1 M dollars will just address the entrances. They are focusing on bringing down the costs. Technology staff will install our updated PA systems. They do not think it will be as complex as it sounds, being optimistic about the projects.

WSD Security Upgrades project authorization to proceed with design.

SITUATION

The DOH Associates and District staff have been working on the Security Upgrades project including site visits, district staff discussions and preliminary design with an effort to upgrade building safety and security throughout the District and align with policy and plans currently utilized or in process of implementation at school facilities. The rough blueprint for this project has been the Proposed Security Upgrades report presented to the School Board last year by the Districts Safety and Security Department staff.

Based on the information previously presented on the security upgrades at each of the facilities within the District, we would like to finalize the project scope and proceed with design and incorporate any comments or special requests the School Board may have. The goal is to construct the security upgrades at school facilities during the summer of 2019, which at this point is an aggressive timeline and requires efficient school staff comment and approval as well as design progress.

RECOMMENDATION

The Board of Directors provide a Notice to Proceed with the Security Upgrades project at school facilities within the District incorporating any requests you may have.

This approval was postponed until the next meeting after the board's review of the proposed safety improvements.

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The board thanked Mr. Herkenrath for all the help in putting this together. The board will meet in twos with Mr. Herkenrath on all the confidential security packet items, if the security is not eligible for a closed board meeting.

Policy Updates First Reading: Mark Helm, Assistant Superintendent, presented the following policies and procedures for first reading to the board. They will go on the consent agenda for the next board meeting for approval. Mr. Helm explained changes and asked the board to contact him if they had questions. The board for an addition to Policy No. 3143. They suggested adding that staff be notified the name of the victim of a juvenile offender so they may help keep an eye out for “no-contact” by the offender. Mr. Helm will check into that suggestion and add it before the Second Reading. He will contact the board on his research results.

Policy	Title	Suggested Action	District Recommendation	Rationale
2030	Service Animals in School	Encouraged	Approve	Reflects the changes in law about what qualifies as a service animal.
2030P	Service Animals in School	FYI		
3143	District Notification of Juvenile Offenders		Approve	Clarifies district’s responsibilities when receiving notification of juvenile offenders present in district schools.
3231	Student Records		Approve	Minor changes and addition of web address.

Budget Report: Larry Mayfield, Executive Director of Finance reported on the following: (additional graphics were added and are on file).

March Enrollment Report

Re: Enrollment Reports for **March 2019**

The **March 2019** count of K-12 students is **7,656.79 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 51 FTE
- b. Middle School Schools greater than budget by 15 FTE
- c. Wenatchee High School less than budget by (69) FTE
- d. Westside High School less than budget by (12) FTE
- e. Valley Academy less than budget by (3) FTE
- f. Wenatchee Valley Tech Skills Center less than budget by (15) FTE
- g. **Subtotal (excluding Run Start & Open Doors) less than budget by (33) FTE**
- h. Running Start greater than budget by 24 FTE
- i. Open Doors/Reengagement greater than budget by (3) FTE
- j.

Reduction in apportionment revenues is estimated to be \$77,000 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.

Discussion on FTE’s, Running Start etc., Encouraging students to go to Running Start, right thing to do, although it hurts the district in funding, something to talk to the legislators about.

4-Year Enrollment Projection

Wenatchee School District 2019-20 Tentative Budget Timeline

- January 8 - Board Budget Reduction Discussion
- January 14 - First Day of Legislative Session
- January 17 - Board Work Session
- January 22 - Board Budget Reduction Discussion
- January 23 - Community Budget Presentation, WHS Commons, 6:30 pm
- January 24 - Community Budget Presentation, WHS Commons, 3:30 pp
- January 29 - Community Budget Presentation, WHS Commons, 6:30 pm
- February 12 - Board Review of Budget Scenarios
- February 26 - Board Review of Budget Scenarios and Selection Option
- March 11 - Districtwide Enrollment Projection
- March 11 - School by School Enrollment Projection
- Legislative Updates as Available
- April 28 - Last Day of Regular Session
- May 17 - Budget Workshop
- May 28 - Board Presentation - Overview of 19-20 Budget Status
- June 11 - Board Presentation - Misc. Preliminary Budgets
- June 23 - Board Presentation - General Fund Preliminary Budget
- July 10 - Published Budget to ESD and Available for Public View
- August 13 - First Reading
- August 27 - Final Adoption

Timeline discussion:

- Gap between March 11th and April 28th, waiting for legislature
- May 17th Budget Workshop, not a good idea to wait for Dr. Gordon
- On transition good practices is to have a solid budget when new Superintendent arrives
- June 23rd should have a good idea - general fund preliminary budget (**changed to June 25th**)

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- **NOTE:** June 11th board meeting is back on schedule, since the WSHS graduation has been changed to 13th.
- We will fine-tune the calendar and update it.

Wenatchee School District
4yr Enrollment Projection by Building

Total Average Annual Full Time Equivalent K-5 Enrollment						
		Estimated				
Elementary Schools K-5	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Columbia	419.84	389.20	382.00			
Lewis & Clark	482.72	469.50	470.00			
Lincoln	522.20	512.10	503.00			
Mission View	510.50	536.50	539.00			
Newbery	477.92	488.50	460.00			
Sunnyslope	304.60	323.29	324.00			
Washington	562.40	565.62	558.00			
Total	3,280.18	3,284.71	3,236.00	3,176.00	3,112.00	3,066.00
Decline		4.52	(48.71)	(60.00)	(64.00)	(46.00)
% Decline			(1.5%)	(1.9%)	(2.1%)	(1.5%)

Total Average Annual Full Time Equivalent 6-8 Enrollment						
		Estimated				
Middle Schools 6-8	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Foothills	607.57	588.70	583.00			
Orchard	491.17	489.70	514.00			
Pioneer	603.39	620.09	625.00			
Total	1,702.12	1,698.49	1,722.00	1,710.00	1,722.00	1,709.00
Decline		(3.63)	23.51	(12.00)	12.00	(13.00)
% Decline		(0.21%)	1.4%	(0.7%)	0.7%	(0.8%)

Total Average Annual Full Time Equivalent 9-12 Enrollment						
		Estimated				
High Schools 9-12	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Wenatchee H.S.	1,752.60	1,730.56	1,691.00	1,733.00	1,759.00	1,755.00
Westside H.S.	258.89	250.12	260.00	260.00	260.00	260.00
WV Skills Center	191.22	174.79	175.00	175.00	175.00	175.00
Total	2,202.71	2,155.47	2,126.00	2,168.00	2,194.00	2,190.00
Decline		(47.24)	(29.47)	42.00	26.00	(4.00)
% Decline		(2.1%)	(1.4%)	1.9%	1.2%	(0.2%)

Valley Academy K-10						
	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
	169.42	168.89	170.00	170.00	170.00	170.00
Total K-12	7,354.43	7,307.56	7,254.00	7,224.00	7,198.00	7,135.00

Running Start						
	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
	268.62	264.08	259.00	266.00	270.00	270.00
Total	94.34	87.34	90.00	90.00	90.00	90.00

Grand Total AAFTE						
	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
	7,717.39	7,658.98	7,603.00	7,580.00	7,558.00	7,495.00
Decline		(58.42)	(55.98)	(23.00)	(22.00)	(63.00)
% Decline		(0.76%)	(0.73%)	(0.30%)	(0.29%)	(0.83%)

Wenatchee School District
4yr Enrollment Projection by Grade

Im 3/6/19	March 2019	Total AAFTE Enrollment			
		19-20	20-21	21-22	22-23
K	506.98	528.00	513.00	510.00	510.00
1	537.02	528.75	551.54	536.00	532.90
2	582.17	532.47	528.31	550.67	535.42
3	588.67	572.96	526.69	522.54	544.79
4	591.57	586.66	569.60	523.27	519.12
5	595.92	594.06	593.72	576.71	530.55
Total	3,402.33	3,342.90	3,282.85	3,219.21	3,172.78
Decline		(62.55)	(30.40)	(26.63)	(63.18)
% Decline		(0.85%)	(0.42%)	(0.37%)	(0.88%)

Running Start					
	2019	2020	2021	2022	2023
	254.14	259.00	266.00	270.00	270.00
Total	85.14	90.00	90.00	90.00	90.00

Total					
	2019	2020	2021	2022	2023
Total	7,656.79	7,603.96	7,580.56	7,557.93	7,494.75
Decline		(52.83)	(23.40)	(22.63)	(63.18)
% Decline		(0.69%)	(0.31%)	(0.30%)	(0.84%)

wenatchee school district
4yr Enrollment Projection by Grade

Im 3/6/19	March 2019	Excludes ALE Enrollment			
		19-20	20-21	21-22	22-23
K	497.98	519.00	504.00	501.00	501.00
1	522.13	514.75	537.54	522.00	518.90
2	559.21	509.47	505.31	527.67	512.42
3	569.00	552.96	506.69	502.54	524.79
4	576.00	570.66	553.60	507.27	503.12
5	569.00	569.06	568.72	551.71	505.55
Total	3,293.32	3,235.90	3,175.85	3,112.21	3,065.78
Decline		(47.06)	(30.40)	(26.63)	(63.18)
% Decline		(0.67%)	(0.44%)	(0.38%)	(0.91%)

Running Start					
	2019	2020	2021	2022	2023
	254.14	259.00	266.00	270.00	270.00
Total	85.14	90.00	90.00	90.00	90.00

Total					
	2019	2020	2021	2022	2023
Total	7,351.30	7,313.96	7,290.56	7,267.93	7,204.75
Decline		(37.34)	(23.40)	(22.63)	(63.18)
% Decline		(0.51%)	(0.32%)	(0.31%)	(0.87%)

Valley Academy of Learning & Westside H.S.					
	March 2019	Total ALE AAFTE Enrollment			
		19-20	20-21	21-22	22-23
K	9.00	9.00	9.00	9.00	9.00
1	14.89	14.00	14.00	14.00	14.00
2	22.96	23.00	23.00	23.00	23.00
3	19.67	20.00	20.00	20.00	20.00
4	15.57	16.00	16.00	16.00	16.00
5	26.92	25.00	25.00	25.00	25.00
Total	109.01	107.00	107.00	107.00	107.00
Decline		(15.49)	0.00	0.00	0.00
% Decline		(5.07%)	0.00%	0.00%	0.00%

Discussion:

- Projected enrollment at each grade level
- Projected enrollment at each school
- Charter School impact in 2020
- Reach out to the public and let them know the Charter School impact to public schools
- Kindergarten impact pointed out in charts - discussion followed

Board thanked Mr. Mayfield for the update.

Superintendent's Report

- Supt. Flones reported to the board that he and the cabinet will be meeting with the leadership team and principals in the next few days to go over the reduction plans.

BD Minutes 3/12/19

(Minutes are summaries with Action Items for complete meeting details visit board meetings video at: <https://www.wenatcheeschools.org/board/archived-school-board-meetings>)

Board Communication

- Board Director Sandberg suggested having a workshop or meeting with staff on the District Dashboard. It was decided to have it on April 15th.
- President Hemphill read a letter from the Wenatchee Valley Plant Society to thank the WVTSC Culinary Arts for the excellent catering they received from them recently. President Hemphill is very proud of these kinds of programs and the students and staff who are involved in them.
- Reminder that there is a Learning and Listening Tour tomorrow.

Meeting Adjourned

President Hemphill adjourned the meeting at 7:45 P.M.

President

Date_____

WENATCHEE SCHOOL DISTRICT

March 26, 2019

TO: **BOARD OF EDUCATION**

FROM: Brian L. Fiones, 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:						
Clare, Justin	Elementary Lead	-	8.00	WA	4/9/2019	-
Hiatt, Kathy	Nutrition Service Associate II	-	4.00	WHS	3/18/2019	-
Pantaleon Vara, Cirenia	Elementary Secretary	-	7.00	LNC	2/27/2019	-

LEAVE OF ABSENCE

Employee Name	Job	FTE	Hours/day	Building	Effective Start Date	Effective End Date
Classified:						
Bertomeu, Heather	Sped Para Ed	-	6.00	WHS/WSHS	2/12/2019	03/01/2019
Harris, James	Elementary Lead Custodian	-	8.00	WSHS	2/19/2019	3/22/2019
Nuxoll, Matthew	Trades 1: Grounds Irrigation Tech	-	8.00	M&O	3/22/2019	4/22/2019
Pritchard, David	Utility Custodian	-	8.00	OMS	3/1/2019	3/15/2019
Rose, Lisa (Extend)	Bus Driver	-	5.75	Trans	3/1/2019	3/8/2019
Rose, Lisa (Extend)	Bus Driver	-	5.75	Trans	3/14/2019	3/28/2019
Certificated:						
Ogan, Theresa (Extend)	Elementary Specialist - Music	1.00	-	NBY	3/1/2019	6/14/2019
Parsons, Tovah	6th Grade Science Teacher	1.00	-	OMS	3/12/2019	6/12/2020

RETURN FROM LEAVE OF ABSENCE

Employee Name	Job	FTE	Hours/day	Building	Effective Start Date	Effective End Date
Classified:						
Crowley, Robin	Bus Driver	-	5.15	Trans	3/6/2019	-
Dietrich, Sara	Assistant Secretary	-	7.50	WHS	8/29/2019	-
Fraga, Fabioloa (Light Duty)	Sped Para Ed	-	6.00	NBY	2/25/2019	3/25/2019
Rose, Lisa	Bus Driver	-	5.75	Trans	3/11/2019	3/13/2019
Sblendorio, Susan	School Nurse Secretary	-	8.00	WVTSC	3/18/2019	-
Vidano, Craig	Para Ed	-	6.00	MV	8/27/2019	-
Certificated:						
Kramer, Jason	Sped Teacher	1.00	-	PIO	3/4/2019	-

DID NOT PASS PROBATION

Employee Name	Job	FTE	Hours/day	Building	Effective Start Date	Effective End Date
Classified:						
Ascencio, Alex	Utility Custodian	-	8.00	PIO/M&O	03/01/2019	-

RESIGNATIONS

Employee Name	Job	FTE	Hours/day	Building	Effective Start Date	Effective End Date
Classified:						
Baranek, Robyn	Childcare Assistant Para Ed	-	5.00	WSHS	3/20/2019	-

RETIREMENTS

Classified:						
Pitcher, Larry	Trades I: Grounds Irrigation Tech	-	8.00	M&O	03/31/2019	-
St. John, Constance	Para Ed	-	4.5	FMS	6/14/2019	-
Oliver, Regina	Office Manager	-	8	SPED	8/31/2019	

Certificated:						
Wendt, Donna	Elementary Specialist - Librarian	0.53	-	SS	6/30/2019	-
2018-2019 GRANT POSITIONS						
Employee Name	Job	FTE	Hours/	Building	Effective Start Date	Effective End Date
Rose, Espinoza	ASP Staff/Tutor	-	3.00	MV	-	-
2018-2019 RESIGNATIONS GRANT POSITIONS						
Employee Name	Job	FTE	Hours/	Building	Effective Start Date	Effective End Date
Pornprasit-Winger, Supattra	ASP Enrichment Activity Instructor	-	2.50	Multiple	-	-
2018-2019 RESIGNATIONS SUPPLEMENTAL CONTRACTS						
Employee Name	Job	FTE	Hours/	Building	Effective Start Date	Effective End Date
Sleeper, Tracie	Drill Team Advisor	1.00	-	FMS	-	-
2018-2019 SUPPLEMENTAL CONTRACTS						
Employee Name	Job	FTE	Hours/	Building	Effective Start Date	Effective End Date
Smart, Adria	Assistant Girls Swim	1.00	-	DIST	-	-
Vargas, Celine	Assistant Girls Swim	0.76	-	DIST	-	-
Hallberg, Alexxa	Head Boys Track & Field	1.00	-	FMS	-	-
Sellers, Kevin	Assistant Track & Field	1.00	-	FMS	-	-
Perez, Luis	Head Boys Soccer	1.00	-	OMS	-	-
Dotter, Carolyn	Assistant Boys Soccer	1.00	-	PIO	-	-
Harle, Karissa	Head Girls Track	1.00	-	PIO	-	-
Hurt, Brock	Head Boys Soccer	1.00	-	PIO	-	-
Vickery, Brian	Head Boys Track	1.00	-	PIO	-	-
Baumeister, Tom	Assistant Boys Golf	1.00	-	WHS	-	-
Baumeister, Tom	Assistant Girls Golf	1.00	-	WHS	-	-
Bullis, Robert	Head Track & Field	0.50	-	WHS	-	-
Bullis, Robert	Assistant Track	0.50	-	WHS	-	-

Ervin, Josh	Assistant Baseball	1.00	-	WHS	-	-
Hollibough, Chad	Assistant Track	1.00	-	WHS	-	-
Lewallen, Gary	Assistant Baseball	0.50	-	WHS	-	-
Noyd, Cynthia	Head Tennis	1.00	-	WHS	-	-
Reister, Kevin	Unified Soccer Coach	1.00	-	WHS	-	-
Roche, Steve	Head Track & Field	0.50	-	WHS	-	-
Roche, Steve	Assistant Track	0.50	-	WHS	-	-
Smith, Michelle	LIT Member	-	-	WHS	-	-
Tronson, Dennis	Head Boys Soccer	1.00	-	WHS	-	-

WENATCHEE SCHOOL DISTRICT

March, 26, 2019

TO: **BOARD OF EDUCATION**
 FROM: Brian L. Fiones, Superintendent
 PREPARED BY: Lisa N. Turner, Executive Director of Human Resources
 SUBJECT: **PERSONNEL REPORT - School District Response and Support for Non Matched Endorsements to Course Assignment of Teachers**

Individuals with initial, residency, endorsed continuing, or professional teacher certificates who are employed with a school district under RCW 28A.405.210 may be assigned to classes other than in their areas of endorsement. If teachers are so assigned, the following shall apply:

- (1) A designated representative of the district and any such teacher so assigned shall mutually develop a written plan which provides for necessary assistance to the teacher, and which provides for a reasonable amount of planning and study time associated specifically with the out-of endorsement assignment;
- (2) Such teachers shall not be subject to non-renewal or probation based on evaluations of their teaching effectiveness in the out-of-endorsement assignments;
- (3) Such teaching assignments shall be approved by a formal vote of the local school board for each teacher so assigned;
- (4) A teacher who has completed twenty-four quarter credit hours (sixteen semester credit hours) of coursework applicable to a special education endorsement shall be eligible for a pre-endorsement waiver from the special education office per chapter 392-172A WAC which will allow that person to be employed as a special education teacher. All remaining requirements for special education endorsement shall be completed within five years.

Districts may continue to employ individuals on conditional or emergency substitute certification. The district will consider these certificates as entry points and partner with preparation programs to enroll them in an alternative route or other form of state-approved preparation program leading of residency certification.

Out of Endorsement, Conditional and Emergency Certificates

Employee Name	Position	FTE	Qualifications	Current Certificate	Plan	Loc	Effective Start Date
Lasater, Michael	Science Teacher	1.00	Michael has a BA in Biology from EWU. He has taught Science for WSD since 2012.	Professional Teacher - Health/Fitness, Spanish, Science, Designated Science: Biology Endorsements	Out of Endorsement: Geology - plan to get correct endorsement to teach Geology.	WHS	8/29/2018
Lovercamp, Greg	Program Administrator	1.00	Greg has a Masters from CWU in Master Teacher	Continuing Teacher - Reading & Elementary Ed Endorsements	Out of Endorsement: Nutrition & Wellness (8), World Language General (6-8), Visual Arts - Comprehensive (6th). Will be reassigned for 19-20.	Valley	8/29/2018
Marshlain, Kirk	Special Education Teacher - Teaching 7th Grade Pacific Northwest History & 7th Grade Language Arts	1.00	Kirk has been a teacher with Wenatchee School District and has 4.57 FTE of teaching experience. He has a BA from Simpson University with a Major of English for Teachers.	Residency Teacher- Special Education Endorsement	Out of Endorsement: PNW History & Language Arts - 7th Grade (Gen Ed.). Teacher will be reassigned next year.	FMS	8/29/2018
Mendoza, Cesar	Science Teacher	1.00	Cesar has a BA in Chemistry from CWU. He has taught Science for WSD since 2013.	Residency Teacher - Designated Science: Chemistry Endorsement	Out of Endorsement: Algebra II - plan to get correct endorsement to teach Algebra II.	WHS	8/29/2018

Middleton Duran, Julie	Core Success Teacher	1.00	Julie has been a teacher since 1994. She has taught elementary, HS English, Bilingual Core, Language Arts, Social Studies and has been and Instructional Coach. Julie has taught with the district most recently since 2011. Prior to 18-19 she was a Middle School Core Teacher. She has a Masters in Curriculum and Instruction Specialized Study	Continuing Teacher - Elem Ed, Sociology, Middle Level - Humanities, ELA	Out of Endorsement: Contemporary World Issues - Bil/ESL (11-12), Contemporary World Issues - Gen Ed (11-12), Modern US History - Gen Ed (11-12), ESL - Bil/ESL (12), ESL - Gen Ed (10-12), WA State History & Government - Bil/ESL (11-12). Plan to get correct endorsement(s) to teach Social Studies.	WSHS	8/29/2018
Parker, Julie	6th Grade Core/Spanish/Intervention Specialist	1.00	Julie has a BA from UW with a Spanish major.	Professional Teacher - ELL & Elementary Ed. Endorsements	Out of Endorsement: Spanish I. Plan to get correct endorsement to teach Spanish.	PIO	8/29/2018
Permin, Jeffrey	Math Teacher - Teaching Geometry	1.00	Jeff has a Masters in Curriculum from City U and has taught for the district for 24 years. He has been a math teacher with us since 1993.	Continuing Teacher - Elementary Ed and Biology Endorsements	Out of Endorsement: Geometry. Plan to get correct endorsement to teach Geometry.	PIO	8/29/2018
Sagerser, Jessica	ALE Teacher	1.00	Has a BS from Union University with Chemistry Major and Biology Minor.	Residency Teacher (FI) - Elem Ed & Science Endorsements	Out of Endorsement: Nutrition & Wellness (6-8). Plan to get correct endorsement to teach Nutrition and Wellness.	Valley	8/29/2018
Sleeper, Tracie	Math & Science Teacher - Teaching Spanish 1	1.00	Tracie is a bilingual teacher who taught in Science in the Dual Language Program at L&C for 9 years. She has a BA from CWU with a Bilingual Education/TESL Minor.	Residency Teacher - Elementary Education Endorsement	Out of Endorsement: Spanish I. Plan to get correct endorsement to teach Spanish.	OMS	8/29/2018
Smothers, Kelly	ALE Teacher	1.00	Kelly has been an ALE teacher for 11 years. She is also a National Board teacher.	Professional Teacher - Elem Ed - Primary, ESL - Supporting Endorsements	Out of Endorsement: English/Literature (9-10), Nutrition & Wellness (7th), World Languages General (6-7), Visual Arts - Comprehensive (6-12). Plan to get correct endorsements to teach these courses. Next year Valley will be K-8 school.	Valley	8/29/2018
Rosenfield, Alexandra	Special Education Teacher	1.00	Alexandra has been teaching with the WSD since 8/30/2016.	Residency Teacher - ELA Endorsement	Alexandra will enroll in a program to obtain her Sped Endorsement.	WHS	8/27/2019

3-27-19



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 605044 through 605298 totaling \$451,150.08

Capital Projects Fund

Check numbers 605299 totaling \$1,821.00

Associated Student Body Fund

Check numbers 605300 through 605366 totaling \$103,962.95

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 March 26, 2019, the board, by a _____ vote, approves payments, totaling \$556,934.03. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP WARRANTS:
Warrant Numbers 605044 through 605366, totaling \$556,934.03

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

Check Nbr	Vendor Name	Check Date	Check Amount
605044	1ST CLASS OFFICE SOLUTIONS LLC	03/27/2019	184.93
605045	A & A MOTORCOACH	03/27/2019	4,010.00
605046	A AND C MECHANICAL INC	03/27/2019	155.82
605047	A CENTRAL LLC	03/27/2019	597.00
605048	ADAMY, SARA J V	03/27/2019	202.28
605049	ALBIN-BULLOCK, JANET M	03/27/2019	1,000.00
605050	ALL DOORS & HARDWARE CO	03/27/2019	277.50
605051	AMAZON CAPITAL SERVICES	03/27/2019	9,364.72
605052	AMERICAN PRODUCE EXPRESS, LLC	03/27/2019	1,598.85
605053	AMERIGAS	03/27/2019	1,048.42
605054	AMERIPRESS	03/27/2019	714.23
605055	APPLE COMPUTER INC	03/27/2019	1,132.86
605056	APPLE VALLEY GYMNASTICS LLC	03/27/2019	81.30
605057	ARAMARK UNIFORM & CAREER APPAR	03/27/2019	267.67
605058	ASUS COMPUTER INTERNATIONAL	03/27/2019	115.32
605059	AVANT ASSESSMENT, LLC	03/27/2019	315.00
605060	AW REHN & ASSOC INC	03/27/2019	601.00
605061	BAKKE, DEANNA M	03/27/2019	28.14
605062	BATTERY SYSTEMS	03/27/2019	760.30
605063	BEESON, ANGALENA MARIE	03/27/2019	248.28
605064	BIBBY, ANNIKA WINTER	03/27/2019	864.52
605065	BIRKS, RAY R	03/27/2019	929.40
605066	BRAULT, GREGORY THOMAS	03/27/2019	25.00
605067	BROWN, RONALD EDWARD	03/27/2019	506.68
605068	BRYSON SALES & SERVICE	03/27/2019	1,300.63
605069	BUSH, NADEZHDA A	03/27/2019	21.68
605070	BUZZELL, NIKKI ANN	03/27/2019	328.77
605071	CAEMMERER, ADELE L	03/27/2019	7.60
605072	CAFE COLUMBIA	03/27/2019	292.45
605073	CAROLINA BIOLOGICAL SUPPLY	03/27/2019	1,811.00
605074	CARVITTO, JUSTIN JOSEPH	03/27/2019	223.77
605075	CASCADE QUALITY WATER CENTER	03/27/2019	496.16
605076	CHILDREN'S HOME SOCIETY OF WA	03/27/2019	25,000.00

Check Nbr	Vendor Name	Check Date	Check Amount
605077	CHINOOK MUSIC SERVICE INC	03/27/2019	1,353.90
605078	CITY OF WENATCHEE	03/27/2019	8,737.03
605079	CLANCY'S FARM LLC	03/27/2019	1,232.52
605080	CLARIUS LANGUAGES	03/27/2019	1,229.00
605081	COLEMAN OIL	03/27/2019	9,481.67
605082	COMMERCIAL TIRE	03/27/2019	1,798.89
605083	COMMUNITY GLASS	03/27/2019	318.70
605084	CONE, PATRICIA SHEA	03/27/2019	535.00
605085	CONSOLIDATED ELECTRICAL DISTRI	03/27/2019	759.49
605086	COURTYARD BY MARRIOTT BELLEVUE	03/27/2019	338.62
605087	CTS CASH OFFICE	03/27/2019	7,437.21
605088	CUMMINS INC	03/27/2019	226.50
605089	DANIELSON, CHRISTOPHER	03/27/2019	127.00
605090	DAVIS, ARNEIL LAW FIRM LLP	03/27/2019	21,747.00
605091	DAVIS, MERRIE	03/27/2019	479.52
605092	DECA HOUSING	03/27/2019	420.00
605093	DEMARCO, KARI ORENE	03/27/2019	7.47
605094	DEMCO INC	03/27/2019	402.01
605095	DEPT OF LICENSING	03/27/2019	65.00
605096	DEVEREAUX, JENNIFER L	03/27/2019	81.92
605097	DILLEY, AMY M	03/27/2019	253.96
605098	DISCOUNT SCHOOL SUPPLY	03/27/2019	3,661.18
605099	DOOR TECH INC.	03/27/2019	203.25
605100	DOTSON, BENJAMIN J	03/27/2019	64.03
605101	DOUBLE TREE HOTEL	03/27/2019	639.94
605102	ECOLAB INC	03/27/2019	305.49
605103	ELWYN, JAMES F	03/27/2019	541.30
605104	EMBASSY SUITES SEA N LYNNWOOD	03/27/2019	384.03
605105	ENTRIKEN, WALTER RONALD	03/27/2019	76.56
605106	ERICKSON, DEANNE M	03/27/2019	14.01
605107	EVCO SOUND & ELECTRONICS	03/27/2019	975.60
605108	FADICH, MICHAEL J	03/27/2019	25.00
605109	FASTENAL COMPANY	03/27/2019	414.32
605110	FEIL, SCOTT R	03/27/2019	98.60
605111	FERGUSON ENTERPRISES INC #3007	03/27/2019	222.77
605112	FINEGOLD, LYNDA J	03/27/2019	35.00
605113	FOOD SERVICE OF AMERICA	03/27/2019	31,621.75
605114	FRED MEYER CUSTOMER CHARGES	03/27/2019	651.11
605115	GALE CONTRACTOR SERVICES INC	03/27/2019	1,355.00
605116	GASS, ELLEN LAURA	03/27/2019	190.00
605117	GET TRAVEL SPORTS & EVENTS	03/27/2019	4,758.12
605118	GODINA, TERESA	03/27/2019	22.58
605119	GOPHER SPORT	03/27/2019	177.10
605120	GRADUATION ALLIANCE INC	03/27/2019	4,197.72
605121	GUERRA, ADILENE	03/27/2019	25.52
605122	GUERRA, FELIX M	03/27/2019	110.00
605123	HAMMERBERG, BETH	03/27/2019	15.00
605124	HANCHEY, LISA M	03/27/2019	197.96
605125	HANSEN, AARON A	03/27/2019	758.10
605126	HARVEY, JENNIFER MARIE	03/27/2019	248.28

Check Nbr	Vendor Name	Check Date	Check Amount
605127	HARVEST VALLEY PEST CONTROL	03/27/2019	455.28
605128	HAYS, LARA GWEN	03/27/2019	45.12
605129	HAZARD YOUNG ATTEA & ASSOC	03/27/2019	15,404.75
605130	HEATH, MELINDA LEE	03/27/2019	65.13
605131	HELM, MARK A	03/27/2019	404.72
605132	HELMETS R US INC	03/27/2019	198.87
605133	HENDERSON, JENNIFER L	03/27/2019	48.00
605134	HERITAGE FOOD SERVICE GROUP	03/27/2019	414.57
605135	HILTON SEATTLE AIRPORT & CONF	03/27/2019	857.76
605136	HOFFMAN, AMBER MARIE	03/27/2019	30.00
605137	HOME DEPOT	03/27/2019	331.56
605138	HOUGHTON MIFFLIN GREAT SOURCE	03/27/2019	524.84
605139	HOWARD, JENNIFER L	03/27/2019	30.00
605140	HUBENSACK, TAMMY A	03/27/2019	48.00
605141	HYDE, MARY	03/27/2019	25.00
605142	ICICLE BROADCASTING INC	03/27/2019	150.00
605143	INIGUEZ, MARIA T	03/27/2019	202.28
605144	INLAND FIRE PROTECTION INC	03/27/2019	328.17
605145	INLAND PIPE AND SUPPLY	03/27/2019	494.94
605146	JAEGER, JEFF	03/27/2019	59.96
605147	JEFFERSON, BARBARA J	03/27/2019	118.00
605148	JELSING, SHELLY	03/27/2019	129.62
605149	JERRYS AUTO SUPPLY	03/27/2019	1,124.55
605150	JOHNSTON, ELISSA JO	03/27/2019	446.72
605151	JOSTENS	03/27/2019	8.92
605152	JW PEPPER & SON INC	03/27/2019	374.40
605153	KELLER SUPPLY COMPANY	03/27/2019	129.97
605154	KERKER, AMY LYNN	03/27/2019	690.00
605155	KING, ANDREW RAY	03/27/2019	12.00
605156	KING COUNTY DIRECTORS ASSN	03/27/2019	36,584.07
605157	KNUDTSON, ANGELA MICHELLE	03/27/2019	48.00
605158	LARKIN, SIERRA LYNN	03/27/2019	110.00
605159	LEWIN, DEBORAH J	03/27/2019	202.28
605160	LIFESKILLS/KELLY SIMS	03/27/2019	38.72
605161	LIGHTSPEED TECHNOLOGIES INC	03/27/2019	25.97
605162	LINK TRANSPORTATION	03/27/2019	495.00
605163	LOCAL TEL COMMUNICATIONS	03/27/2019	23,827.38
605164	LONG, MICHAEL RAY	03/27/2019	64.00
605165	LOPEZ, KELLY J	03/27/2019	151.96
605166	LOPEZ ACEVEDO, YURIDIA I	03/27/2019	18.39
605167	LOVERCAMP, GREGORY W	03/27/2019	57.14
605168	LOWES HOME IMPROVEMENT	03/27/2019	260.05
605169	LUEBBER, ERIN N	03/27/2019	845.00
605170	MACDONALD, ADAM J	03/27/2019	553.30
605171	MACKENZIE, AARON GRAHAM	03/27/2019	294.72
605172	MACKIN LIBRARY MEDIA	03/27/2019	40.62
605173	MADLAND, MARY	03/27/2019	208.33
605174	MAHONEY-HOLLAND, MICHELLE LOUI	03/27/2019	266.48
605175	MALM, ALLISON M	03/27/2019	153.00
605176	MARENEM INC	03/27/2019	891.00

Check Nbr	Vendor Name	Check Date	Check Amount
605177	MARIACHI CONNECTION	03/27/2019	707.00
605178	MARSON AND MARSON LUMBER INC	03/27/2019	336.04
605179	MASON, TAYLOR B	03/27/2019	15.00
605180	MCLESTER, DOUGLAS L	03/27/2019	30.00
605181	MCMANUS, MARGARET WEBSTER	03/27/2019	23.83
605182	MENDOZA, SILVIA	03/27/2019	202.28
605183	MERRIMAN, ERIC M	03/27/2019	66.15
605184	MICRO COMPUTER SYSTEMS	03/27/2019	9,586.53
605185	MITCHELL, KARLYN M	03/27/2019	6.38
605186	MONTGOMERY, CORI L	03/27/2019	110.00
605187	MOTOR MART	03/27/2019	257.99
605188	MUELLER, MICHAEL T	03/27/2019	38.57
605189	NASCO	03/27/2019	58.77
605190	NCW WRESTLING OFFICIALS	03/27/2019	670.59
605191	NEES, MELANIE J	03/27/2019	845.00
605192	NEOFUNDS BY NEOPOST	03/27/2019	1,000.00
605193	NEWELL, KENDALL K	03/27/2019	140.00
605194	NICPAN-BROWN, KRISTINA M	03/27/2019	33.58
605195	NORCO INC	03/27/2019	30.96
605196	NORDT, KEVIN M	03/27/2019	25.00
605197	NORTH CENTRAL ESD	03/27/2019	2,262.72
605198	NORTH CENTRAL EDUCATION FOUNDA	03/27/2019	300.00
605199	NORTH FORTY PRODUCTIONS LLC	03/27/2019	7,950.00
605200	NW BEARING-BDI	03/27/2019	188.41
605201	NW TEXTBOOK DEPOSITORY	03/27/2019	272.14
605202	O'REILLY AUTOMOTIVE STORES	03/27/2019	40.57
605203	OFFICE DEPOT	03/27/2019	6,834.21
605204	ON THE MEND MUSICAL INSTR REPA	03/27/2019	233.06
605205	ONEAL, CHRISTIAN J	03/27/2019	42.90
605206	OXARC	03/27/2019	649.46
605207	PARSONS PHOTOGRAPHY	03/27/2019	200.54
605208	PEARSON ASSESSMENT	03/27/2019	267.85
605209	PERMIN, DENISE	03/27/2019	25.00
605210	PFIEFLE JR, RONALD	03/27/2019	13.00
605211	PLATT ELECTRICAL SUPPLY	03/27/2019	1,362.52
605212	PORTER, LEANDRA K	03/27/2019	402.95
605213	PRECISION PEST SOLUTIONS LLC	03/27/2019	393.49
605214	PYBUS PUBLIC MARKET	03/27/2019	400.00
605215	RANDY'S AUTO PARTS & TOWING	03/27/2019	428.47
605216	REDI MEDI CLINIC PLLC	03/27/2019	125.00
605217	REHAB MART LLC	03/27/2019	102.80
605218	REHWALD, CHRISTINE ANN	03/27/2019	248.28
605219	RICOH USA, INC.	03/27/2019	18,575.06
605220	ROBINSON, JULIE A	03/27/2019	15.00
605221	ROBOSOURCE LLC	03/27/2019	39.19
605222	ROBOTICS EDUCAT & COMPETITION	03/27/2019	374.00
605223	ROCHESTER 100 INC	03/27/2019	810.00
605224	RODDA PAINT	03/27/2019	27.22
605225	ROGERS, KAMI	03/27/2019	1,540.28
605226	ROWES TRACTOR LLC	03/27/2019	116.63

Check Nbr	Vendor Name	Check Date	Check Amount
605227	ROYSTER, JANELL MARIA	03/27/2019	418.72
605228	RUIZ, VIRGINIA DIAZ	03/27/2019	32.02
605229	RWC INTERNATIONAL LTD	03/27/2019	608.72
605230	SAFETY KLEEN CORP	03/27/2019	114.90
605231	SBS FOODS, INC	03/27/2019	465.46
605232	SCHETKY NORTHWEST SALES	03/27/2019	944.41
605233	SCHOLASTIC BOOK FAIRS	03/27/2019	3,375.01
605234	SCHOOL NURSE SUPPLY	03/27/2019	569.00
605235	SCHOOL NUTRITION ASSOC	03/27/2019	176.00
605236	SETON, EDWINA M	03/27/2019	10.00
605237	SHEA, PENNY J	03/27/2019	48.00
605238	SHEPPARD, TIMOTHY H	03/27/2019	358.34
605239	SHIPOWICK-SMITH COUNSELING LLC	03/27/2019	208.33
605240	SHORT, CHERYL	03/27/2019	208.33
605241	SHULL, KRISTEN E	03/27/2019	48.47
605242	SIMS, KELLY R	03/27/2019	175.00
605243	SKILLS USA WA	03/27/2019	1,980.00
605244	SKILLSOURCE	03/27/2019	52,176.93
605245	SMITH, VERN L	03/27/2019	25.00
605246	SPRINGBROOK FARMS, INC	03/27/2019	7,693.47
605247	STAGE KIDS - WA	03/27/2019	1,300.00
605248	STANDARD PLUMBING AND HEATING	03/27/2019	1,226.14
605249	STANDARD PAINT	03/27/2019	109.05
605250	STANS MERRY MART	03/27/2019	268.88
605251	STATE AUDITORS OFFICE	03/27/2019	25,860.84
605252	STATE CHEMICAL MANUFACTURING	03/27/2019	748.29
605253	STOCKWELL, CINDY	03/27/2019	12.70
605254	STONEWAY ELECTRIC	03/27/2019	115.52
605255	SUCH, AMANDA	03/27/2019	25.00
605256	SUPPLYWORKS	03/27/2019	2,206.26
605257	TACONY CORPORATION	03/27/2019	209.19
605258	TAPEJUNGLE.COM	03/27/2019	42.12
605259	TCHITCHKAN, DMITRI	03/27/2019	25.00
605260	TEACHER CREATED RESOURCES	03/27/2019	102.13
605261	THIBAULT, STEVEN D	03/27/2019	35.00
605262	THYSSENKRUPP ELEVATOR INC	03/27/2019	2,788.69
605263	TOGETHER FOR DRUG FREE YOUTH	03/27/2019	2,000.00
605264	TOTAL CARE	03/27/2019	3,405.00
605265	TOTH, CONNIE	03/27/2019	25.00
605266	TRAN, JOSETTE B	03/27/2019	202.28
605267	TURNER, LISA NAOMI	03/27/2019	1,824.38
605268	TWO CHEFS CATERING	03/27/2019	962.59
605269	UNITED LABORATORIES	03/27/2019	338.80
605270	UPS	03/27/2019	91.80
605271	US POSTAL SERVICE	03/27/2019	235.00
605272	VELAZQUEZ, CAITILIN N	03/27/2019	333.13
605273	WA SCHOOL FOR THE BLIND	03/27/2019	333.28
605274	WALKER, BRIAN	03/27/2019	25.00
605275	WALTERS, KAREN	03/27/2019	48.00
605276	WCP SOLUTIONS	03/27/2019	4,442.55

Check Nbr	Vendor Name	Check Date	Check Amount
605277	WEAVER, RYAN C	03/27/2019	80.00
605278	WEINSTEIN BEVERAGE CO	03/27/2019	4,525.81
605279	WEN PETROLEUM CO	03/27/2019	151.76
605280	WEN SAND & GRAVEL	03/27/2019	410.85
605281	WEN VALLEY CHAMBER OF COMMERCE	03/27/2019	550.00
605282	WEN VALLEY HOSPITAL	03/27/2019	1,595.00
605283	WESCO PAINT & EQUIPMENT SUPPLY	03/27/2019	425.52
605284	WHS ASB	03/27/2019	144.00
605285	WICKEL, LISA M	03/27/2019	34.05
605286	WIEGAND, BRIGITTE M	03/27/2019	25.00
605287	WIERZBICKI, EDWARD JOSEPH	03/27/2019	25.00
605288	WILKENS, RENEE M	03/27/2019	194.28
605289	WINKELMAN, KEN	03/27/2019	542.50
605290	WINTERSTEIN, TIMOTHY J	03/27/2019	157.00
605291	WITEA SPRING CONFERENCE	03/27/2019	1,575.00
605292	WOMENS RESOURCE CNTR OF NCW	03/27/2019	9,124.58
605293	WOOLSEY, JON MARK	03/27/2019	911.85
605294	WORKLAND AUTO PARTS	03/27/2019	168.14
605295	WSD ADMIN IMPREST	03/27/2019	83.54
605296	WSD ADVANCE TRAVEL	03/27/2019	284.00
605297	YAKSUM ORCHARD	03/27/2019	88.00
605298	YMCA	03/27/2019	830.50
605299	WSD ADMIN IMPREST	03/27/2019	1,821.00
605300	ALLEN, MEGAN K	03/27/2019	60.64
605301	AMAZON CAPITAL SERVICES	03/27/2019	30.97
605302	AVALON MUSIC INC	03/27/2019	105.69
605303	BARBER, CHASSITY JEAN	03/27/2019	10.00
605304	BARBOZA, CRISTIAN F	03/27/2019	10.00
605305	BSN SPORTS	03/27/2019	291.13
605306	BULLIS, ROBERT W	03/27/2019	129.42
605307	CAFFE D'ARTE	03/27/2019	58.03
605308	CHERRY CREEK RADIO	03/27/2019	162.00
605309	CHINOOK MUSIC SERVICE INC	03/27/2019	99.73
605310	COMMERCIAL PRINTING INC	03/27/2019	255.90
605311	DECA HOUSING	03/27/2019	140.00
605312	DECA INC	03/27/2019	1,425.00
605313	DOMINOS PIZZA/KONA PIES LLC	03/27/2019	95.25
605314	DONKEY SPORTS INC	03/27/2019	1,489.50
605315	FLORAFINDER LLC	03/27/2019	2,462.48
605316	FLOWERS TO THE BRIM	03/27/2019	3,880.61
605317	GARCIA, JOSE	03/27/2019	20.00
605318	GPA EMBROIDERY INC	03/27/2019	875.24
605319	GUILLEN, FRANCISCO JAVIER	03/27/2019	147.38
605320	HAGLUNDS TROPHIES	03/27/2019	1,969.90
605321	HASKE, EVAN WAYNE	03/27/2019	83.96
605322	HOSPITALITY MINISTRIES	03/27/2019	2,712.59
605323	ICICLE RIVER COMPANY	03/27/2019	282.92
605324	IMAGE MARKET	03/27/2019	407.32
605325	JOSTENS	03/27/2019	390.24
605326	JW PEPPER & SON INC	03/27/2019	45.53

Check Nbr	Vendor Name	Check Date	Check Amount
605327	KENTRIDGE HIGH SCHOOL	03/27/2019	100.00
605328	KERR, THERESA	03/27/2019	15.00
605329	LINK TRANSPORTATION	03/27/2019	220.00
605330	LOFTUS, PATRICK JOSEPH	03/27/2019	129.90
605331	MELENDREZ, DIEGO	03/27/2019	20.00
605332	MUNIZ, PATRICIA	03/27/2019	20.00
605333	MUSIC THEATRE INTERNATIONAL	03/27/2019	3,912.10
605334	MUSICTRIP.COM	03/27/2019	60,641.60
605335	NANCYS PARTY RENTALS INC	03/27/2019	268.83
605336	NAVARRO, SERGIO	03/27/2019	20.00
605337	OMS ASB IMPREST	03/27/2019	94.43
605338	PACIFIC SECURITY	03/27/2019	35.00
605339	PALMA, ANDRES	03/27/2019	20.00
605340	PEREZ, LEOPOLDO	03/27/2019	20.00
605341	QUINCY JUNIOR HIGH	03/27/2019	70.00
605342	R & S VENDING	03/27/2019	765.00
605343	RAMIREZ, JAIME	03/27/2019	20.00
605344	RICHERSON, KRISSY D	03/27/2019	854.66
605345	ROGERS HIGH SCHOOL	03/27/2019	100.00
605346	SANCHEZ, ANA ROSA	03/27/2019	20.00
605347	SANDBERG, JEFFREY C	03/27/2019	15.11
605348	SCHAFFER-CLOKE, DANIELLE K	03/27/2019	144.19
605349	SHEARER, CHRISTINE	03/27/2019	78.61
605350	SMITH, MARANDA	03/27/2019	59.02
605351	SOCCER.COM	03/27/2019	460.84
605352	SPOELSTRA, ROBERT	03/27/2019	20.00
605353	ST CLAIR, SHAWN	03/27/2019	125.50
605354	STAHL'S TRANSFER EXPRESS	03/27/2019	825.58
605355	THACKERAY, ZANE	03/27/2019	30.00
605356	UNIVERSAL ATHLETIC SERV INC	03/27/2019	1,035.59
605357	VALDOVINOS, ENRIQUE	03/27/2019	20.00
605358	WA DECA	03/27/2019	9,339.71
605359	WA ST FFA ASSOC/MEMBERSHIP	03/27/2019	646.00
605360	WEINSTEIN BEVERAGE CO	03/27/2019	138.75
605361	WENATCHEE WORLD	03/27/2019	909.48
605362	WHS	03/27/2019	13.00
605363	WHS ASB IMPREST	03/27/2019	550.00
605364	WHS ASB ADVANCE TRAVEL	03/27/2019	1,356.00
605365	WSD	03/27/2019	1,407.62
605366	YMCA OF GREATER SEATTLE	03/27/2019	1,800.00

323 Computer Check(s) For a Total of 556,934.03

	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
	323	Computer	Checks For a Total of	556,934.03
Total For	323	Manual, Wire Tran, ACH & Computer	Checks	556,934.03
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	556,934.03

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-212.73	0.00	451,362.81	451,150.08
20	Capital Projects	0.00	0.00	1,821.00	1,821.00
40	Associated Stude	-93.45	0.00	104,056.40	103,962.95



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 number 605367 totaling \$6664.00

Capital Projects Fund

Check numbers

Associated Student Body Fund

Check numbers

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 March 26, 2019, the board, by a _____ vote, approves payments, totaling \$6,664.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP WARRANTS:
Warrant Numbers 605367 through 605367, totaling \$6,664.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
605367	PUD NO 1 OF CHELAN COUNTY	03/27/2019	6,664.00
1	Computer	Check(s) For a Total of	6,664.00

	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
	1	Computer	Checks For a Total of	6,664.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	6,664.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	6,664.00

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	6,664.00	6,664.00



March 26, 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	Wenatchee River Institute	N/A	STEM Activities for 4th grade classrooms	N/A	9/1/19 - 6/15/20	Jeff Jaeger	Mark Helm
New	N	Recruiting Realities	Extra Curricular	Speaker on Realities of College Recruiting	\$495	4/17/19	Jim Beeson	Jon Dejong
Renewal	N	WVC	N/A	Facility use for Guys & Guts	N/A	5/7/19	Diana Haglund	Larry Mayfield
Revision	N	Sanford Harmony	N/A	Social & Emotional Learning Program	N/A	3/26/19 - 6/14/19	Mike Lane	Mark Helm
Renewal	N	WVC	N/A	Facility Use for Pizza, Pop and PowerTools	N/A	5/7/19	Diana Haglund	Larry Mayfield
New	N	NCESD	OSSI Grant	Math Support	\$4,500	3/20/19 - 8/31/19	Tim Sheppard	Mark Helm
New	N	Hampton Hide Away	Adult Workforce Grant	Facility Use - Appreciation Luncheon	\$500	5/30/19	Diana Haglund	Larry Mayfield



Contract for participation in grant

Carolyn Griffin-Bugert <executive_director@wenatcheeriverinstitute.org>

Mon, Mar 18, 2019 at 2:23 PM

To: "watson.d@wenatcheeschools.org" <watson.d@wenatcheeschools.org>

Cc: "jaeger.j@wenatcheeschools.org" <jaeger.j@wenatcheeschools.org>, "Stuber, Si"

<stuber.si@wenatcheeschools.org>, "sheppard.i@wenatcheeschools.org" <sheppard.t@wenatcheeschools.org>,"

"collins.k@wenatcheeschools.org" <collins.k@wenatcheeschools.org>, "perkins.d@wenatcheeschools.org"

<perkins.d@wenatcheeschools.org>

Denise:

I understand that one of the Wenatchee School District requirements is that forms that obligate the district in any way need to go through the school board. As you know, I have been working with NCW elementary schools on a grant that requires a signature. (As a way of keeping everyone in the loop, I am cc'ing the building principals of the 5 Wenatchee elementary schools that have expressed an interest in participating in this grant so they also know what is going on at the district level).

I am attaching the form "Certification of Applicant Match" that I need completed by any schools that are interested in participating in the grant I am writing.

Some background on the grant:

The grant is to bring outdoor STEM activities to fourth-grade classrooms in North Central Washington. Our activities are aligned with the Next Generation Science Standards. We are applying for funding for 20 classrooms. I have reached out to school districts throughout North Central Washington. So far these Wenatchee schools have expressed an interest: Mission View, Washington, Sunnyslope, Columbia and Lincoln.

As part of the grant application, interested schools need to sign a commitment. This commits the school to allow their classroom teachers to spend 26 hours of classroom time (all during their regular contract day) supporting this grant. The 26 hours of time would be spent in the following way:

- 7 hours of classroom time when WRI comes to their class to teach STEM activities (45 minutes per month of classroom instruction, plus 15 minutes start/stop time x 7 months)
- 16 hours on two separate field trips (100% of the cost of the field trip is paid for by the grant)
- 3 hours of teacher time spent on field trip preparation (getting field trip permission forms from parents, scheduling busses, arranging sack lunches, etc.)

There is NO COST to the school or the district to participate in this grant. The commitment form merely demonstrates to the funding source (Washington State) that WRI has schools that want to participate and will commit school time to the activity.

And, if the grant is funded, and a school decides next fall they DON'T want to participate, I will find another NCW school as a replacement. Right now I have 35 classrooms that have expressed an interest, so it should be relatively easy to find replacement classrooms if a school changes its mind after the grant is funded.

Thank you (and Jeff!) for helping me get this inserted into the board packet for what I assume is the March 26th meeting. As a community organization trying to bring free STEM programming to schools, the process of working with the variety of districts and district processes throughout NCW can be a bit daunting.

Let me know if you need any additional information or need me to be present at the March 26th meeting.

And, if you need similar forms from Washington, Columbia, Lincoln and Sunnyslope, those principals might want to send their forms both to me (so I know they are interested) and to you (for submission to the school board for approval).

Thanks again!

Carolyn

.....
Carolyn Griffin-Bugert

Interim Executive Director

Wenatchee River Institute

(509) 548-0181 ext. 1

executive_director@wenatcheeriverinstitute.org

www.wenatcheeriverinstitute.org



Outdoor Learning Center

Connecting People, Communities,

and the Natural World

 Certification of Applicant Match - MV.pdf
74K


Certification of Applicant Match

Organization Name Mission View Elementary
 Project Name Wenatchee River Institute Traveling Naturalist
 Project Number 19-1305

The sources and amounts of our matching share will be:

Source of Match	Amount
4th gr. teacher (Avila) 26 hrs x \$37.50/hr	\$975
4th gr. teacher (Downey) 26 hrs x \$37.50/hr	\$975
4th gr. teacher (Lewis) 26 hrs x \$37.50/hr	\$975
4th gr. teacher (Moon) 26 hrs x \$37.50/hr	\$975
Total	\$ 3,900

As the authorized **financial** representative for the above identified organization, I hereby certify that the sponsor matching resources are available for the project referenced above. I further acknowledge that our organization is responsible for supporting all non-cash commitments and donations should they not materialize.

Signature 
 Printed Name Jeff Naeger
 Title Principal, Mission View Elementary School
 Date March 14, 2019

Brian Flores
Superintendent

Certification of Applicant Match

Organization Name School Name Washington Elementary
 Project Name Wenatchee River Institute Traveling Naturalist
 Project Number 19-1305

The sources and amounts of our matching share will be:

Source of Match	Amount
4th gr. teacher (Parr) 26 hrs x \$18/hr	\$468
4th gr. teacher (Smith) 26 hrs x \$18/hr	\$468
4th gr. teacher (Gillespie) 26 hrs x \$18/hr	\$468
4th gr. teacher (Smeller) 26 hrs x \$18/hr	\$468
Total	\$ 1,872

As the authorized **financial** representative for the above identified organization, I hereby certify that the sponsor matching resources are available for the project referenced above. I further acknowledge that our organization is responsible for supporting all non-cash commitments and donations should they not materialize.

Signature _____

Printed Name Brian Flores - Superintendent

Title Washington Elementary, Keith Collins

Date March 14, 2019

Certification of Applicant Match

Organization Name Columbia Elementary School

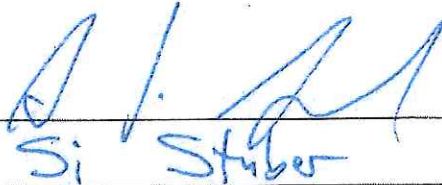
Project Name Wenatchee River Institute Traveling Naturalist

Project Number 19-1305

The sources and amounts of our matching share will be:

Source of Match	Amount
4th gr. teacher (Hetterle) 26 hrs x \$37.50/hr	\$975
4th gr. teacher (Haug) 26 hrs x \$37.50/hr	\$975
4th gr. teacher (Avila) 26 hrs x \$37.50/hr	\$975
Total	\$2925

As the authorized **financial** representative for the above identified organization, I hereby certify that the sponsor matching resources are available for the project referenced above. I further acknowledge that our organization is responsible for supporting all non-cash commitments and donations should they not materialize.

Signature 
 Printed Name Si Stuber Brian Flores - Superintendent
 Title Principal, Columbia Elementary School
 Date March 20, 2019

Certification of Applicant Match

Organization Name Sunnyslope Elementary School

Project Name Wenatchee River Institute Traveling Naturalist

Project Number 19-1305

The sources and amounts of our matching share will be:

Source of Match	Amount
4th gr. teacher (Baier) 26 hrs x \$37.50/hr	\$975
4th gr. teacher (Weber) 26 hrs x \$37.50/hr	\$975
Total	\$1,950

As the authorized **financial** representative for the above identified organization, I hereby certify that the sponsor matching resources are available for the project referenced above. I further acknowledge that our organization is responsible for supporting all non-cash commitments and donations should they not materialize.

Signature _____

Printed Name David Perkins Brian Flores - Superintendent

Title Principal, Sunnyslope Elementary School

Date March 19, 2019

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 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: \$495.00 Or Revenue: N/A Budget code: 0106-28-7000-000

Contract is scheduled to begin: Date of Execution <input type="checkbox"/> or Specific Date: <u>4/17/19</u>	Contract is scheduled to end: Active until terminated <input type="checkbox"/> or Specific Date: <u>4/17/19</u>
---	---

Contract Details:

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

Jack Renkens is recruiting speaker. He will be speaking to the audience about "The Realities of College Recruiting."

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

Agency Name Recruiting Realities, Inc.
 Attention: Lucy Cohen
 Street address or PO Box 8562 E. Krail St.
 City, State, Zip Code Scottsdale, AZ 8250
 Email Address lucy@recruitingrealities.com
 Phone Number 800-252-0165

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

Contract Requested By: <u>Jim Beeson</u> Print/Type Name	Signature: <u>[Signature]</u>
---	-------------------------------

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

Reviewed by: (District Office) <u>[Signature]</u> Print/Type Name	Signature: <u>[Signature]</u>
---	-------------------------------



Contract Agreement

1. Service of Recruiting Realities, Inc.

Recruiting Realities agrees to present a 55 minute motivational and educational presentation on "The Realities of College Recruiting."

**Thursday, April 17, 2019 at 7:00 p.m.
Wenatchee High School - Auditorium**

2. Client Expectations

The client agrees to promote the event to all counselors, coaches, local newspapers, parents and student-athletes under their direction with the material we will provide to them 30 days before the event. The client also agrees to conduct a coaches meeting so all coaches will be aware of this important upcoming presentation.

3. Fees

The fee for the *Recruiting Realities* seminar is \$495. Please return your deposit of \$250 along with the signed contract in the enclosed envelope. The balance is due 30 days following the scheduled event.

Name Brian Flores

Title Superintendent

Date & Signature

Please make checks payable to: Recruiting Realities, Inc.
(Return Envelope Enclosed)



INVOICE

Recruiting Realities
 8562 E. Krail St.
 Scottsdale, AZ 85250
 800-242-0165

Date	Invoice #
02-27-2019	W17A

Recruiting Realities Seminar

Bill To:
 Wenatchee High School
 Jim Beeson, Athletic Director
 1101 Millerdale Ave.
 Wenatchee, WA 98801

Terms		Event Date
Due upon Receipt		04-17-2019
Description	Deposit Due	Total
Recruiting Realities Presentation with Jack Renkens	\$250.00	\$495.00

Please use envelope provided to send payment.

Thank you,

Lucy Cohen - Vice President
 ☎ office: 1(800) 242-0165 | Arizona USA
 ✉ lucy@recruitingrealities.com
It's a Game Know the Rules™



(<https://www.recruitingrealities.com/>)

About Us

OUR MISSION

Recruiting Realities was founded to provide student-athletes and their families with an educational resource about the collegiate athletic recruiting process (/seminars/).

In order to participate in college athletics at any level, all student-athletes have to be evaluated by coaches and/or recruiters. If you (student-athlete) are not rated as one of the top 300-500 players in your sport, position or event in the world, you need to realize the competition for athletic-related aid has become so intense that student-athletes now need to educate themselves on how to play this game.

It is difficult for both student-athletes (/student-athlete-evaluation-form/) and their families to completely understand a coach's evaluation process. It seems that some student-athletes receive scholarships, while others who appear to have equal ability do not. This occurs simply because some student-athletes ("blue chip") receive more exposure and are listed in hundreds of college recruiting pools. The reality is that there are thousands of scholarships and various forms of need and merit-based financial aid available.

To begin with, choosing a college is difficult enough without the pressure of recruiters. Whether you are highly recruited, moderately recruited or not being recruited at all, Recruiting Realities will provide you with information pertinent to your situation and to an eventual college choice.

To participate in college athletics at any level, keep these in mind:

There are thousands of scholarships and various forms of financial aid available.

The competition is so intense for athletic-related aid that student-athletes must market themselves.

Maximum exposure for a student-athlete means being listed in as many recruiting pools as possible.

The most valuable result of all education is the ability to make yourself do the thing you have to do, when it has to be done, whether you like it or not.

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 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 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: \$0.00 Or Revenue: N/A Budget code: N/A
or PO# N/A

Contract is scheduled to begin:	Date of Execution <input type="checkbox"/> or Specific Date: <u> 5/7/19 </u>	Contract is scheduled to end:	Active until terminated <input type="checkbox"/> or Specific Date: <u> 5/7/19 </u>
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Contract Details:


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


WVC facilities use agreement for Guys & Guts 8th-grade career connected learning event. This event will be held on the WVC campus using classroom and outdoor space.

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

Agency Name Wenatchee Valley College
 Attention: Heather Maddy
 Street address or PO Box 1300 Fifth Street
 City, State, Zip Code Wenatchee, WA 98801
 Email Address hmaddy@wvc.edu
 Phone Number 509-682-6514

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

Contract Requested By: <u> Diana Haglund </u> Print/Type Name	Signature: 
--	--

I have read this contract and recommend it for board approval	
Requesters Administrator: <u> Brian Flones </u> Print/Type Name	Signature: 

Reviewed by: <u> Larry Mayfield </u> (District Office) Print/Type Name	Signature: 
Attorney Review Needed: Yes / <u> No </u>	Date Completed: <u> / / </u>

8/21/18 DW



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

FACILITY USE AGREEMENT

The undersigned hereby makes application to Wenatchee Valley College for the use of college facilities described below and certifies the information provided is correct. Regulations of the Wenatchee Valley College facilities use policy may be obtained upon request and are hereby embodied by reference. Wenatchee Valley College does not in any way certify or approve the purpose for which the facility is used. Please be advised that inaccurate or incomplete information will delay processing your request. This form must be completed in full, signed by the applicant, and returned to administrative services to be considered confirmed. Procedures for the execution and/or cancellation of this agreement are on page two of this form. No publicity should be released until a signed copy of the contract is completed. Publicity for all non-college sponsored events must include the name of the sponsoring organization and must not be structured so as to imply Wenatchee Valley College sponsorship. All published material must be approved by the public information office or designee prior to the event. All WVC facility use is subject to compliance with Policy 000.330.

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

APPLICANT

Organization name: Wenatchee School District

Contact person: Diana Haglund

Signature Authority (If different from Contact): Brian Flones

Address: 235 Sunset Ave.

City, State, Zip: Wenatchee, WA 98801

Phone: 509.888.2828

Cell:

Fax:

E-mail: haglund.d@wenatcheeschools.org

Is this a nonprofit or fund raising organization? Yes No

Are food and/or refreshments being served at this event? Yes No

Alley Café can be reached by calling 509.682.6518, by email at tennant@wvc.edu or at <https://www.wvc.edu/students/resources/alleycafe/>

EVENT NAME/SPONSOR

Name/type of event: Pizza, Pop & Power Tools

Does this event have a Wenatchee Valley College sponsor? Yes No

If yes, name and department: Joey Walter, WorkForce

DATE - TIME - ROOM ASSIGNMENT

Reservation date: May 7, 2019

Time: 7:00 a.m. - 2:00 p.m.

Building assignment: Batjer Hall, Industrial Tech

Building room #: 8001, 8011, 8014, 6023 Industrial Tech Lab; 7509, Fountain, Grassy area next to Patio, Grassy area WTI? fountain

EVENT DESCRIPTION AND DETAILS

Career-connected learning experience for Wenatchee School District 8th-grade girls. Girls will rotate through interactive stations (Welding, Construction, Machining, Power Pole Climbing, Fire, and Heavy Equipment Operation) in Batjer Hall, Welding Lab and around the campus fountain area. Event #505.

FEEES

All fees waived. Sponsored by WVC WorkForce.

Budget Code:

TOTAL DUE: \$0

LIABILITY INSURANCE AND PARKING

A copy of the liability insurance showing Wenatchee Valley College as an additional insured is required prior to the event. Daily parking passes are available in all campus lots for \$2.00 Monday through Friday. Parking is free Saturday and Sunday.

HOLD HARMLESS

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

SIGNATURE AUTHORITY


Brett Riley
Vice President Administrative Services
Date: 3/13/19

Organization/Applicant Authorized Signature
Date: _____
Brian Flones
Printed Name

WENATCHEE VALLEY COLLEGE - FACILITY USE/RENTAL CONDITIONS

1. SCHEDULING: Requests for use of college facilities are made by submitting an online request to the event coordinator. Facilities are rented to qualified individuals and organizations on a time and space available basis. Requests for facility use will be based on availability depending on the academic calendar. If the desired facility is available and the event approved, an agreement for the use of the facility is prepared by the office of the vice president for administration and must be completed and returned by the user group representative prior to final approval. All applications shall be presented in time to allow consideration by the College Board if needed. Wenatchee Valley College may cancel this agreement at any time due to class needs or in the event that unforeseen circumstances render the facility unusable. A full refund of the usage fee shall constitute the whole of the obligation by Wenatchee Valley College in this event. **Once approved, any changes to the scheduling and/or set up are subject to a \$25.00 fee.**

2. WVC FACILITIES RENTAL SCHEDULE: Rental amounts are charged to entities requesting use of college facilities. The receipts are used for expenses such as routine custodial services, maintenance, and utilities. Rental charges were approved under the WVC Use of Facilities policy (600.520) and procedures (1600.520). **Rental fees must be received prior to the date of the event.**

<u>Facilities Use Fees</u>	<u>1-4 Hours</u>	<u>Full Day</u>
Cafeteria	\$75.00	\$150.00
Cafeteria Conference Room (5015A)	\$75.00	\$150.00
Campus Theater	\$75.00	\$150.00
Classrooms	\$25.00	\$50.00
Eller-Fox Lecture Room (3015)	\$75.00	\$150.00
Gymnasium	\$75.00	\$150.00
Lyceum	\$75.00	\$150.00
MAC	Rates Vary	Rates Vary
Media use (including logon and Wi-Fi)	\$25.00	\$25.00
Set-Up Fee (If a room's furniture configuration must be changed by college custodial staff from the standard configuration)	\$25.00	\$25.00
SIM Lab (requires WVC staff supervision & prior approval from Allied Health Dir.)	\$100.00/hour	\$500.00 maximum
Student Center (Van Tassell Center)	\$75.00	\$150.00
Tech Set-Up Fee (If a tech is needed to set up the media/equipment)	\$25.00	\$25.00
Wenatchi Hall Lecture Rooms	\$75.00	\$150.00

Athletic Fields / Tennis Courts

Use of any athletic facilities requires a negotiated Facility Use Agreement or contract. Please contact the Athletic Director at 509.682.6771 for scheduling events, as well as facility use fees.

Computer Labs..... \$100.00/hour.....\$500.00 per day

Computer Lab rental fee includes technical support during normal business hours. Technical support outside normal business hours will be provided at the actual cost for the support provided, including any overtime expenses incurred by the college.

MAC (Music and Art Center)

The MAC has a separate fee schedule and additional charges may be included in the use of this facility. Please call the event coordinator at 509.682.6418 for a fee schedule.

Custodial Fee

This fee is required per building used for each day outside of normal business hours of Monday through Friday 8:00 a.m. – 5:00 p.m. Additional fees may be imposed for weekend events. The use of confetti, glitter or other hard to clean substances must be pre-approved and additional charges for clean-up will apply. Fog machines are not allowed at any event.

Fee Waivers

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

3. FOOD SERVICES: By contract all food and beverage service on WVC campus must be arranged through Food Service at 509-682-6518. WVC is an alcohol free campus. The possession or consumption of alcoholic beverages on WVC premises is prohibited unless prior written permission from the college president and the necessary liquor permit has been obtained.

4. MEDIA SERVICES: Media/audiovisual equipment may be used on campus by any group using college facilities for a fee in addition to the rental of the facility. Media services must be arranged at the time of booking the facility. Technical support fees may be imposed outside of normal business hours of Monday through Friday 8:00 a.m. – 5:00 p.m. Additional fees may be imposed for weekend events.

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

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

7. CANCELLATIONS: Cancellations should be made at least 7 days in advance to avoid forfeiture of rental fees and/or reimbursement to the college for preparation and personnel expenses. Notice of cancellation for facility rentals must be directed to the event coordinator at 509.682.6418 and the college food services manager at 509.682.6518 or by email at info@thealleycafe.com if food services have been arranged.

Contract Request Form
 Non-Federal

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---	--

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: N/A Budget code: N/A or PO# N/A

Contract is scheduled to begin: Date of Execution <input type="checkbox"/> or Specific Date: <u> 3/26/2019 </u>	Contract is scheduled to end: Active until terminated <input type="checkbox"/> or Specific Date: <u> 6/14/2019 </u>
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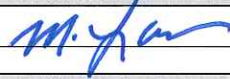


Contract Details:
 Brief Description/Purpose
 (If this is a revision what changed:)

Sanford programs, operated by National University System and City University of Seattle has a new MOU. Intellectual Property, Cooperation and Implementation, Miscellaneous, Confidential Information and Compliance with Laws have all been added to the new MOU.

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

Agency Name: SANFORD HARMONY previous contract City University of
 Attention: Robert Cavness
 Street address or PO Box: 11355 North Torrey Pines Road
 City, State, Zip Code: La Jolla, CA 92037
 Email Address: rcavness@city.edu
 Phone Number: 206-239-4813

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

Contract Requested By: <u> Mike Lane </u> <small>Print/Type Name</small>	Signature: <u></u>
I have read this contract and recommend it for board approval.	
Requesters Administrator: <u> Mark Helm </u> <small>Print/Type Name</small>	Signature: <u></u>
Reviewed by: <u> Larry Mayfield </u> <small>(District Office) Print/Type Name</small>	Signature: <u></u>
Attorney Review Needed: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Date Completed: <u> / / </u>

8/21/18 DW

SANFORD HARMONY™

MEMORANDUM OF
UNDERSTANDING

SANFORD
HARMONY™
AT
NATIONAL UNIVERSITY

MEMORANDUM OF UNDERSTANDING BY AND BETWEEN SYSTEM MANAGEMENT GROUP AND INSTITUTION

This Memorandum of Understanding ("MOU") is made and entered into between System Management Group, also known as National University System, a California Organization corporation operating Sanford Programs ("NUS"), and Institution ("Institution") collectively, the "Parties", with reference to the following facts:

WHEREAS, NUS has established the Sanford Harmony Program ("SHP"), a social and emotional learning program designed to build healthy relationships among Pre-K-6th grade students and provide professional development training. The goal of Sanford Programs is to build awareness of commonalities and celebrate differences among diverse students. The Sanford Harmony Program was developed by researchers at Arizona State University and is implemented by Sanford Programs in La Jolla, California;

WHEREAS, Institution, as defined in paragraph 5.a., recognizes the importance of promoting collaboration between universities and the larger education community and shares the goal of implementing a social and emotional learning program and professional development training among their staff; and

NOW, THEREFORE, in consideration of the mutual covenants herein set forth and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. SCOPE OF SERVICES AND COSTS

- a. **Scope.** NUS, through SHP, will provide Institution charitable In-Kind services and goods listed on the attached Exhibit A in consideration for Institution's implementation of SHP's materials and online resources into its youth education/development strategy.
- b. **Goals.** The Parties expressly agree that Institution will use the In-Kind services and goods to incorporate the SHP materials into its curriculum for purposes of measurable implementation in accordance with the "Expectations and Deliverables" outlined in the attached Exhibit A.

2. TERM AND TERMINATION

- a. Term. Unless otherwise agreed upon, the Agreement begins on the date in the first paragraph of this Agreement and will continue for one (1) year or until either party – for any reason – decides to terminate this Agreement in accordance with Provision 2.c. below.
- b. Terms. NUS, through SHP, will provide Institution with In-Kind services and goods as specified in Exhibit A, the Statement of Work (“Exhibit A”). These charitable In-Kind services and goods will constitute the entire amount of goods and services provided for the duration of the Term. (Exhibit A)
- c. Early Termination. Either party may terminate this Agreement upon 30 days’ written notice.

3. INTELLECTUAL PROPERTY

- a. Trademark, Copyrights and Inventions. All trademarks, copyrights, and inventions (collectively “Intellectual Property”), if any, developed in connection with this Agreement will be the sole property of NUS. Institution expressly agrees that either NUS or the Sanford Foundation is the owner of all intellectual property related to the Sanford Harmony Program, and Institution’s use and payment of fees related to use does not in any way transfer ownership of any material, concept, or other form of intellectual property to Institution.

4. COOPERATION AND IMPLEMENTATION

- a. Cooperation. The Parties will cooperate in good faith in discharging the obligations and responsibilities in this Agreement. The Parties further agree to sign any other documents and to perform such other acts, as reasonably as may be required or desirable to implement its terms. NUS may request a review of the Institution’s seminar or course records during normal business hours, and Institution will provide same within 3 business days.
- b. Non-Solicitation. Both Parties agree that, during the term of this Agreement, they will not knowingly solicit the employees or staff employed by the other party or its affiliates and will not do so for one year after termination of this Agreement.
- c. Support. NUS, through the SHP, will continuously provide current versions of the curriculum, PowerPoints and training material. Both Parties will work cooperatively to determine an efficient and timely transfer of these materials and information.

5. MISCELLANEOUS

- a. **Institution.** Institution is defined in this paragraph as follows: any school, district, or educational institution from grades Pre-Kindergarten and up that provide teaching and learning opportunities to people of all ages.
- b. **Limitation of Liability.** To the extent permitted by law, in no event will either party be liable for loss of profits, loss of use or interruption of business, or any special, incidental, or consequential damages, however caused (whether by breach of contract or warranty, tort, or strict liability), even if either party has been advised of the possibility of damage.
- c. **Relations of the Parties.** The Parties agree that the terms of this Agreement do not constitute the formation of a business relationship, (e.g. legal partnership or joint venture). Neither party shall have authority to bind or obligate the other party in any manner whatsoever.
- d. **Severability.** In the event that any provision of this Agreement is found illegal or otherwise unenforceable, the remaining provisions will remain in effect and enforceable, it being the intention of the Parties that any invalid provisions are severable.
- e. **Arbitration.** Parties agree to deal with one another other with good faith and resolve any issues informally before escalating to other legal remedies. If an informal remedy cannot be reached, Parties agree that any controversy, claim or dispute, whether based on contract, tort or statute under either California, or federal law, arising out of or relating in any way to this Agreement or any alleged breach shall be resolved through arbitration pursuant to the Federal Arbitration Act and its precedent. The arbitration shall be conducted in San Diego, California, in accordance with the *Commercial Arbitration Rules of the American Arbitration Association*, and a judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction. The prevailing party in the arbitration proceeding will be entitled to recover its reasonable and documented attorney's fees and costs expended or incurred relating to or arising out of the arbitration matter.
- f. **Non-Discrimination.** Parties agree not to discriminate against any student or employee related to the performance of work under this Agreement or the services because of race, color, religion, sex, ancestry, age, national origin or disability (as defined in The Americans with Disabilities Act of 1990, 42 USC 12101, et seq. and any regulation promulgated thereunder) or any other unlawful basis.
- g. **Indemnification.** To the extent permitted by law, each Party shall defend and hold each other harmless, including any affiliate, director, officer, trustee and employee against claims, actions, suits or proceedings regarding or relating to the performance of the services or the licensing or use of the materials of Sanford Harmony under this Agreement

- h. **Entire Agreement.** This Agreement contains the entire Agreement between the Parties about the subject matter. Any previous understanding, agreement, representation or warranty relating to the subject matter of this Agreement is superseded by this Agreement and has no further effect.
- i. **Notice.** All notices and statements to be given hereunder shall be sent to the respective Parties as set forth below for NUS and in Exhibit A for Institution, unless notification of a change of address is given in writing. Any notice shall be sent by U.S. mail or equivalent method, with signature upon receipt to the extent possible.

**Sanford Programs, operated by
National University System:**
Dave C. Lawrence, Ed.D.
Vice Chancellor, Finance
System Management Group
11355 North Torrey Pines Road
La Jolla, CA 92037

- j. **Modification.** No amendment or modification to this MOU shall take effect unless signed by authorized representatives of each party. Each of the signatories below certifies authority to enter into this MOU.
- k. **Binding.** This MOU does not itself establish any legally binding obligations.
- l. **Miscellaneous Provisions.** This Agreement: (a) shall be binding upon and inure to the benefit of and be enforceable by the Parties and their respective legal representatives, successors, or assigns; (b) headings are for reference only; (c) may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument; (d) electronic signatures may suffice; (e) will be construed and enforced in accordance with the laws of the State of California to the extent permitted by law and without the State of California waiving its sovereign immunity.

6. CONFIDENTIAL INFORMATION

The Parties agree that in the execution of this Agreement, Institution and NUS will disclose confidential information, as defined below, to the other party. Each shall hold confidential information of the other party in strict confidence and shall not disclose any confidential information to any third party without the express prior written authorization of the disclosing party subject to public records law. Each shall use the same degree of care that it uses to protect

its own confidential and proprietary information of similar nature and importance.

"Confidential information" means information and material, disclosed to the receiving party by the disclosing party that is designated clearly as confidential or proprietary in nature by the disclosing party in connection with a project or this MOU. Confidential information can include, but is not limited to, any information obtained through questionnaires, interviews, and/or observation.

The obligation of the party receiving confidential information shall not apply to information that:

- a. Is already in the recipient party's possession at the time of the disclosure thereof;
- b. Is or later becomes publicly known or part of the public domain through no fault of the recipient party, its agents or employees;
- c. Is received from a third party having no obligations of confidentiality to the disclosure party;
- d. Is independently developed by the recipient party without access to the information; or
- e. Is required by law or regulations to be disclosed.

7. COMPLIANCE WITH LAWS

Both Parties shall comply with all federal, state, and local laws, regulations, and ordinances applicable to this project, including but not limited to the requirements of the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g, and its implementing regulations (34 C.F.R. part 99), the Children's Online Privacy Protection Act ("COPPA"), 15 U.S.C. § 6501-6505, and its implementing regulations (16 C.F.R. § 312, et seq.), the Protection of Pupil Rights Amendment, ("PPRA") 20 U.S.C. § 1232(h) and its implementing regulations (34 C.F.R. § 98.1 et seq.).

[The rest of this page is intentionally left blank]

IN WITNESS WHEREOF, The Parties have executed this MOU as of the dates set forth below and effective as of the dates specified in the attached Exhibit A,

Institution:

Wenatchee School District

BY: Brian Flores

Date: 3/26/19

Sanford Harmony Representative:

**Rob Cavness-Harmony Ambassador
City University of Seattle
206.239.4813
rcavness@cityu.edu**

BY: Robert Cavness

Rob Cavness-Harmony Ambassador

Date: 3/8/2019

NUS:

**Sanford Programs, operated by
System Management Group, aka
National University System**

BY: Robert Cavness

Dave C. Lawrence, Ed.D.
Vice Chancellor
Finance

Date: 3/8/2019

EXHIBIT A STATEMENT OF WORK

INSTITUTION INFORMATION

Wenatchee School District

School/District Name

Brian Flones

School/District Signatory

Superintendent

Title

235 Sunset Ave.

Street Address

Wenatchee, WA. 98801

City, State, Zip Code

TERM

START DATE: 3/26/2019

END DATE: 06 / 2019 months following the effective date unless terminated sooner.

*last day of school
6/14/19*

EXPECTATIONS AND DELIVERABLES

Institution and SHP will support schools to encourage healthy relationships in Pre-K-6th grade students and address social emotional learning. The following expectations and deliverables are the conditions for which the charitable In-Kind services and goods will be provided.

a. SHP agrees to the following at no charge:

1. Provide one full Sanford Harmony kit per grade level per site (Valued at \$150 per kit).
2. Provide one Sanford Harmony Essentials kit for every two program facilitators, which contains the Quick Connection Cards and the Meet Up and Buddy Up Guide (Valued at \$50 per kit).
3. Provide access to digital resources/mobile application (Valued at \$35 per student).
4. Provide one Harmony training session that will be offered to Institution's employees (valued at \$2,500 per training). Training options such as on-site, online, and/or train-the-

trainer will be recommended by an SHP representative and mutually agreed upon by both Parties.

5. Provide ongoing support to Partner's employees, either in-person, via telephone, or via digital correspondence, to implement SHP materials.
 6. Prior to collecting any feedback, conducting observations, or collecting any other data in any Institution school or office, NUS will follow the Institution's research review process set forth in their guidelines, if any, and obtain any necessary approvals from an Institutional Review Board in accordance with applicable laws or regulations pertaining to human subjects. Prior to conducting any evaluation or study in Institution's school or office, NUS will obtain review and approval by the Institution for such evaluation or study.
 7. Comply with all applicable Institution regulations regarding research activities and the use of student information. NUS understands that a separate data sharing and security agreement will be required between the Parties prior to the initiation of any evaluation or study.
- b. Partner agrees to the following:
1. Implement the Sanford Harmony program.
 2. That an implementation plan shall be mutually drafted and agreed upon by both Parties.
 3. Institution's implementation guidelines are to include:
 - utilizing SHP components and resources;
 - implementing [Harmony Meetup and/or Buddy Up] approximately 15 minutes per day; and
 - integrating Harmony Units throughout the daily schedule as appropriate for at least 30 minutes per week.(The amount of dedicated time will be dependent on grade level and/or a developmentally appropriate amount of time needed for activities.)
 4. Retain authority to determine the design and implementation of its curriculum.
 5. Provide NUS with feedback on program materials and their effectiveness via questionnaires and/or interviews. Information obtained through questionnaires, interviews, and/or observation shall be considered confidential information as defined in this MOU in paragraph 6 ("Confidential Information").
 6. Allow access to classrooms at mutually agreed upon times for the purpose of observing the effectiveness of its program materials.

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 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"/>
--	--

Original - New man was sent before this was completed by City U of Seattle under the name Sanford Harmony

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: N/A Budget code: N/A
or PO#

Contract is scheduled to begin: Date of Execution <input checked="" type="checkbox"/> or Specific Date: _____	Contract is scheduled to end: Active until terminated <input type="checkbox"/> or 30 days after written notice Specific Date: <u>for termination</u>
---	---

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

Social & Emotional Learning program designed to build healthy relationships among Pre-K-6th grade students. Harmony strategies promotion connection, communication, collaboration and problem solving. The goal is to build awareness of commonalities and to celebrate differences among diverse students.

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

Agency Name: City University of Seattle
 Attention: Rob Carrness
 Street address or PO Box: 521 Wall Street Suite 100
 City, State, Zip Code: Seattle, WA 98121
 Email Address: rcarrness@city.edu
 Phone Number: 206-239-4500

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

Contract Requested By: <u>Mike Lane</u> <small>Print/Type Name</small>	Signature: <u><i>Mike Lane</i></u>
I have read this contract and recommend it for board approval.	
Requesters Administrator: <u>Mark Helm</u> <small>Print/Type Name</small>	Signature: <u><i>Mark Helm</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 checked="" type="checkbox"/> No <input type="checkbox"/>	Date Completed: <u> / / </u>

8/21/18 DW

**Memorandum of Understanding
Between**

Wenatchee Public Schools
(School/District Name)

**and
CITY UNIVERSITY OF SEATTLE**

Recognizing the importance of promoting collaboration between universities and the larger education community, the purpose of this Memorandum of Understanding (MOU) is to serve as an agreement between the school/district/organization and City University of Seattle Sanford Harmony.

Sanford Harmony is a Social & Emotional Learning program designed to build healthy relationships among Pre-K-6th grade students. Harmony strategies promotion connection, communication, collaboration and problem solving. The goal is to build awareness of commonalities and to celebrate differences among diverse students. Sanford Harmony was developed by researchers at Arizona State University and is disseminated by City University of Seattle/Sanford Education.

This MOU includes the following provisions:

Expectations

City University of Seattle/Sanford Harmony:

1. Provides Teacher Toolkits at no charge to participating schools/districts/organizations (value \$150 per kit).
2. Provides Harmony Training at no charge (value \$2,500 per training). Training options (on-site, online, and/or trainer-of-trainers) will be recommended by City University of Seattle Sanford Harmony representatives and mutually agreed upon by both parties.
3. Provides access to digital resources/app at no charge (value \$35 per student).

List Grade Level Kits Here for **Wenatchee Public Schools.**
(School/District Name)

TOTAL: 12 Teachers

Total # of students to benefit from Harmony: 300

Of Kits:

2 PreK/Kinder Kits

4 1/2 Kits

1 3 Kits

2 4 Kits

3 5/6 Kits

Total: 12 Kits

District/School/Organization: **Wenatchee Public Schools.**
(School/District Name)

1. Agrees to implement the Sanford Harmony program.
2. Provides representatives of the Sanford Harmony Program with feedback on materials and program effectiveness via brief surveys and/or interviews.

Sanford Harmony Implementation and Training Plan

DISTRICT/ORGANIZATION: Wenatchee Public Schools

235 Sunset Avenue Wenatchee, WA 98801

P.O. Box 1767

Wenatchee, WA 98807-1767

509.663.8161

ORGANIZATION ADMINISTRATION INFORMATION	
<p>Michael Lane Director of State and Federal Programs lane.michael@wenatcheeschools.org 509-663-8161 x33350</p>	<p>Mark Helm Assistant Superintendent of Student Services and Elementary Education helm.m@wenatcheeschools.org 509-663-8161</p>

DATE/PURPOSE: 2/8/19- Evaluation of Sanford Harmony Implementation in elementary schools within Wenatchee Public Schools.

PARTICIPANTS: Michael Lane and Mark Helm

IMPLEMENTATION AND TRAINING PLANNING		
TASK	NOTES	RESPONSIBLE PERSON
MOU Complete?	MOU forwarded, 2/8/19	Rob
Harmony Program Goals & Implementation Expectations	Wenatchee Public Schools is evaluating the implementation of Sanford Harmony into all classes of 6 elementary schools beginning August, 2019. Toward the evaluation, the initial plan is to pilot Sanford Harmony in one class in each of the 6 elementary schools as soon as feasibly possible.	Mark, Mike, and Rob.
Kit Order Process	The requested demo kits will be ordered as soon as a Memorandum of Understanding (MOU) for the pilot is signed and returned. Note the MOU serves as a kit order form. Six kits are requested. Please indicate the grade levels?	Mark, Mike, and Rob.
Training Date(s)	Training for administrators and teachers implementing for the pilot program is to be determined for a future date. Training modes are outlined in the "Roadmap to Implementation" accompanying this document.	Mark, Mike, and Rob.
Training Participants	Administrators and teachers involved in the pilot.	Mark, Mike and Rob
Pre-training Links	The Professional Learning Library (PLL) link is forwarded prior to the training.	Rob
Location/Parking	To be determined.	Mark, Mike, and Rob.

Training Set Up & Materials	Overhead projector for PowerPoint, link for ThinkPad (PC) laptop or other computer for thumbdrive. Posterpaper with markers, supply of post it notes with pens/pencils.	Mark, Mike, and Rob.
Trainer(s) Contact	Rob Cavness. 206.239.4813, rcavness@cityu.edu	
Harmony Kit Orders	Kit order will be completed upon MOU return, indicating number of kits and grade levels wanted.	Mark, Mike and Rob
Notes Elementary and Preschools Schools:	<p>PLL link will be forward two weeks prior to training. In turn, please forward link to attendees and have them set up their Sanford Harmony accounts then complete just a few of the on-line modules prior to the training. This helps build enthusiasm for Sanford Harmony SEL going into the training and significantly improves implementation and outcomes.</p> <ul style="list-style-type: none"> • <u>Columbia</u> • <u>Castle Rock Early Childhood Learning Center</u> • <u>John Newbery</u> • <u>Lewis & Clark</u> • <u>Lincoln</u> • <u>Mission View</u> • <u>Sunnyslope</u> • <u>Washington</u> 	

General Terms of the MOU

1. This MOU takes effect on the signature of both parties, and it is considered valid until either party – for any reason – decides to terminate this Agreement by giving at least thirty (30) days’ prior written notice to the Representative.
2. In the event of any dispute, claim, question, or disagreement arising from or relating to this MOU, the parties shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties.
3. This MOU does not itself establish any legally binding obligations.
4. No amendment or modification to this MOU shall take effect unless signed by authorized representatives of each party. Each of the signatories below certifies authority to enter into this MOU.

Organization/School/District Representatives – Wenatchee Public Schools.
(School/District Name)

1. Printed Name: Mike Lane

Signature: M. Lane Date: 2/25/19

2. Printed Name: Brian Flores

Signature: B. Flores Date: 3/12/19

Representative – City University of Seattle

Signature: _____ Date: _____

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 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: \$0.00 Or Revenue: N/A Budget code: N/A
 or PO# N/A

Contract is scheduled to begin: Date of Execution <input type="checkbox"/> or Specific Date: <u> 5/7/19 </u>	Contract is scheduled to end: Active until terminated <input type="checkbox"/> or Specific Date: <u> 5/7/19 </u>
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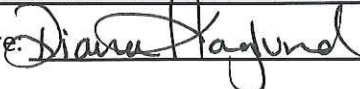
Contract Details:
 Brief Description/Purpose
 (If this is a revision what changed?)

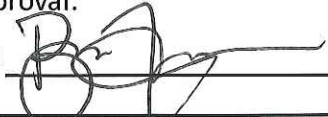
WVC facilities use agreement for Pizza, Pop and Power Tools 8th-grade career connected learning event. This event will be held on the WVC campus using classroom and outdoor space.


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

Agency Name Wenatchee Valley College
 Attention: Heather Maddy
 Street address or PO Box 1300 Fifth Street
 City, State, Zip Code Wenatchee, WA 98801
 Email Address hmaddy@wvc.edu
 Phone Number 509-682-6514

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

Contract Requested By: <u> Diana Haglund </u> <small>Print/Type Name</small>	Signature: 
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I have read this contract and recommend it for board approval.	
Requesters Administrator: <u> Brian Flonex </u> <small>Print/Type Name</small>	Signature: 

Reviewed by: <u> Larry Mayfield </u> <small>(District Office) Print/Type Name</small>	Signature: 
Attorney Review Needed: Yes / <u> No </u>	Date Completed: <u> / / </u>

8/21/18 DW

FACILITY USE AGREEMENT

The undersigned hereby makes application to Wenatchee Valley College for the use of college facilities described below and certifies the information provided is correct. Regulations of the Wenatchee Valley College facilities use policy may be obtained upon request and are hereby embodied by reference. Wenatchee Valley College does not in any way certify or approve the purpose for which the facility is used. Please be advised that inaccurate or incomplete information will delay processing your request. This form must be completed in full, signed by the applicant, and returned to administrative services to be considered confirmed. Procedures for the execution and/or cancellation of this agreement are on page two of this form. No publicity should be released until a signed copy of the contract is completed. Publicity for all non-college sponsored events must include the name of the sponsoring organization and must not be structured so as to imply Wenatchee Valley College sponsorship. All published material must be approved by the public information office or designee prior to the event. All WVC facility use is subject to compliance with Policy 000.330.

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

APPLICANT

Organization name: Wenatchee School District

Contact person: Tami Findley McBride

Signature Authority (If different from Contact): Diana Haglund

Address: 235 Sunset Ave.

City, State, Zip: Wenatchee, WA 98801

Phone: 509.888.2828

Cell:

Fax:

E-mail: findley.tami@wenatcheeschools.org

Is this a nonprofit or fund raising organization? X Yes No

Are food and/or refreshments being served at this event? X Yes No

Alley Café can be reached by calling 509.682.6518, by email at tcennant@wvc.edu or at <https://www.wvc.edu/students/resources/alleycafe/>

EVENT NAME/SPONSOR

Name/type of event: Guys & Guts

Does this event have a Wenatchee Valley College sponsor? X Yes No

If yes, name and department: Joey Walter, Riva Morgan & Jenny Capelo: WorkForce, Allied Health

DATE - TIME - ROOM ASSIGNMENT

Reservation date: May 7, 2019

Time: 7:00 a.m. - 2:00 p.m.

Building assignment: Wenatchi Hall

Building room #: 2305, 2309, 2206, 2209, 2111, 2145, 2146

EVENT DESCRIPTION AND DETAILS

Nontraditional career path event in healthcare for 8th grade boys in the Wenatchee School District. Event #531.

FEES

All fees waived. Sponsored by WVC WorkForce and Allied Health. Budget Code:

TOTAL DUE: \$0

LIABILITY INSURANCE AND PARKING

A copy of the liability insurance showing Wenatchee Valley College as an additional insured is required prior to the event. Daily parking passes are available in all campus lots for \$2.00 Monday through Friday. Parking is free Saturday and Sunday.

HOLD HARMLESS

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

SIGNATURE AUTHORITY

Brett Riley Vice President Administrative Services

Date

Organization/Applicant Authorized Signature

Date

Brian Flores Printed Name

1. SCHEDULING: Requests for use of college facilities are made by submitting an online request to the event coordinator. Facilities are rented to qualified individuals and organizations on a time and space available basis. Requests for facility use will be based on availability depending on the academic calendar. If the desired facility is available and the event approved, an agreement for the use of the facility is prepared by the office of the vice president for administration and must be completed and returned by the user group representative prior to final approval. All applications shall be presented in time to allow consideration by the College Board if needed. Wenatchee Valley College may cancel this agreement at any time due to class needs or in the event that unforeseen circumstances render the facility unusable. A full refund of the usage fee shall constitute the whole of the obligation by Wenatchee Valley College in this event. Once approved, any changes to the scheduling and/or set up are subject to a \$25.00 fee.

2. WVC FACILITIES RENTAL SCHEDULE: Rental amounts are charged to entities requesting use of college facilities. The receipts are used for expenses such as routine custodial services, maintenance, and utilities. Rental charges were approved under the WVC Use of Facilities policy (600.520) and procedures (1600.520). Rental fees must be received prior to the date of the event.

<u>Facilities Use Fees</u>	<u>1-4 Hours</u>	<u>Full Day</u>
Cafeteria	\$75.00	\$150.00
Cafeteria Conference Room (5015A)	\$75.00	\$150.00
Campus Theater	\$75.00	\$150.00
Classrooms	\$25.00	\$50.00
Eller-Fox Lecture Room (3015)	\$75.00	\$150.00
Gymnasium	\$75.00	\$150.00
Lyccum	\$75.00	\$150.00
MAC	Rates Vary	Rates Vary
Media use (Including logon and Wi-Fi)	\$25.00	\$25.00
Set-Up Fee (If a room's furniture configuration must be changed by college custodial staff from the standard configuration)	\$25.00	\$25.00
SIM Lab (requires WVC staff supervision & prior approval from Allied Health Dir.)	\$100.00/hour	\$500.00 maximum
Student Center (Van Tassell Center)	\$75.00	\$150.00
Tech Set-Up Fee (If a tech is needed to set up the media/equipment)	\$25.00	\$25.00
Wenatchi Hall Lecture Rooms	\$75.00	\$150.00

Athletic Fields / Tennis Courts

Use of any athletic facilities requires a negotiated Facility Use Agreement or contract. Please contact the Athletic Director at 509.682.6771 for scheduling events, as well as facility use fees.

Computer Labs..... \$100.00/hour.....\$500.00 per day

Computer Lab rental fee includes technical support during normal business hours. Technical support outside normal business hours will be provided at the actual cost for the support provided, including any overtime expenses incurred by the college.

MAC (Music and Art Center)

The MAC has a separate fee schedule and additional charges may be included in the use of this facility. Please call the event coordinator at 509.682.6418 for a fee schedule.

Custodial Fee

This fee is required per building used for each day outside of normal business hours of Monday through Friday 8:00 a.m. – 5:00 p.m. Additional fees may be imposed for weekend events. The use of confetti, glitter or other hard to clean substances must be pre-approved and additional charges for clean-up will apply. Fog machines are not allowed at any event.

Fee Waivers

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

3. FOOD SERVICES: By contract all food and beverage service on WVC campus must be arranged through Food Service at 509-682-6518. WVC is an alcohol free campus. The possession or consumption of alcoholic beverages on WVC premises is prohibited unless prior written permission from the college president and the necessary liquor permit has been obtained.

4. MEDIA SERVICES: Media/audiovisual equipment may be used on campus by any group using college facilities for a fee in addition to the rental of the facility. Media services must be arranged at the time of booking the facility. Technical support fees may be imposed outside of normal business hours of Monday through Friday 8:00 a.m. – 5:00 p.m. Additional fees may be imposed for weekend events.

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

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

7. CANCELLATIONS: Cancellations should be made at least 7 days in advance to avoid forfeiture of rental fees and/or reimbursement to the college for preparation and personnel expenses. Notice of cancellation for facility rentals must be directed to the event coordinator at 509.682.6418 and the college food services manager at 509.682.6518 or by email at info@thealleycafe.com if food services have been arranged.



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.

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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: \$4,500.00 Or Revenue: N/A Budget code: 5127-31-7100-106
or PO#

Contract is scheduled to begin: Date of Execution: <u>or</u> Specific Date: <u>3/20/19</u>	Contract is scheduled to end: Active until terminated: <u>or</u> Specific Date: <u>8/31/19</u>
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Contract Details: Brief Description/Purpose <small>(If this is a revision, what changed?)</small>	NCESD (Andy Boyd) to provide up to 5 days of Math support to Lincoln Elem staff which will include an introduction and implementation of Number Talks; student discourse facilitation; and/or modeling Ready Math lessons. Dates in consideration: 3/20/19, 4/16/19; 5/21/19 and other dates TBD.
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Agency Contact Information (to whom & where contract needs to be mailed)

Agency Name: NCESD
 Attention: Barbara Nuxoll, Andy Boyd
 Street address or PO Box: 430 Olds Station Road
 City, State, Zip Code: Wenatchee, WA. 98801
 Email Address: barbaran@ncesd.org
 Phone Number: 509-665-2610

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

Contract Requested By: <u>Tim Sheppard</u> <small>Print/Type Name</small>	Signature:
--	------------

I have read this contract and recommend it for board approval.	
Requesters Administrator: <u>Mark Heim</u> <small>Print/Type Name</small>	Signature:

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

8/21/18 DW

Contract # 2018-250

Prepared by: Barb Nuxoll

AGREEMENT FOR INTERAGENCY SERVICES

Wenatchee School District
 PO Box 1767
 Wenatchee WA 98807-1767
 509-663-8161

BETWEEN

North Central Educational Service District 171
 (Hereinafter referred to as North Central ESD)
 430 Olds Station Road, Wenatchee, WA 98801

(509) 665-2610 FAX (509) 662-9027

(Hereinafter referred to as Contracting Agency)

In consideration of the promises and conditions contained herein, North Central ESD and Contracting Agency do mutually agree as follows:

DUTIES OF THE North Central ESD, EFFECTIVE DATE, AND DURATION

North Central ESD shall perform the following duties to the satisfaction of Contracting Agency or its designee:

- A. General objective(s) of this contract shall be:
 NCESD to provide up to 5 days math support to Lincoln Elementary School staff which will include Intro to Number Talks; Student Discourse Foundation - Model dot pattern - Numeric NT - Which one doesn't belong; Box of Facts and Games for Number Sense; Establishing a safe classroom climate; etc. Will follow the school's goal of having Number Talks augment the newly adopted Ready Math.
 3/20/19; 4/16/19; 4/29/19; 5/21/19 - other(s) to TBD. Travel to be billed separately (if applicable).
- B. North Central ESD will complete any additional documents required by this contract.
- C. Following its approval by the authorized signatory for the Contracting Agency this agreement shall commence and be effective for the period beginning 3/20/19 and ending 8/31/19, with the exception of Sections III and V on page 2, which will continue to bind the parties, their heirs, and successors.

DUTIES OF THE CONTRACTING AGENCY

In consideration of the North Central ESD's satisfactory performance of the duties set forth herein and submission of a properly completed claim form, the Contracting Agency shall compensate the North Central ESD as shown below.

Contract Fees	Description of Service	Total
\$ 900./day x 5 days	Up to 5 days math support to Lincoln Elementary Staff. Travel to be billed separately (if applicable)	\$4500.00

1606

North Central ESD Budget Account Code

In witness whereof, the Contracting Agency and the North Central ESD have read, understand, and executed this entire agreement.

North Central ESD's Signature and Certification

Jinda McLean

Assistant Superintendent 03/01/2019 | 3:17 PM PST

Jinda McLean

North Central ESD Superintendent 03/01/2019 | 4:03 PM PST

Contracting Agency's Signature and Certification

Authorized Signatory for Contractor

Original copy to be signed and returned to North Central ESD Business Office prior to the commencement of services.

Federal Tax ID No. 91-0923400
 Business License No. UBI 600-087-495, State of Washington

(See Sections XII and XIII on reverse for information on backup withholding certification and explanation of option to void.)

I. PAYMENTS

- A. All payments to the NCESD shall be conditioned upon:
 - 1. Submission of a properly prepared claim form which supports that performance has been rendered for which payment is requested and
 - 2. Performance is to the satisfaction of the Contracting Agency or its designee, provided that approval shall not be unreasonably withheld.
- B. Interim payments during the contract are allowed as specified.

II. PROHIBITION AGAINST ASSIGNMENT

Neither this contract nor any interest therein may be assigned by either party without first obtaining the consent of the other party.

III. OWNERSHIP OF WORK PRODUCTS AND RESTRICTION AGAINST DISSEMINATION

This section is intentionally left blank.

IV. COPYRIGHT

The NCESD shall be responsible for the acquisition of any necessary copyright releases for materials used in the performance of services under this Contract. This shall not include materials originated under this Contract to which ownership belongs to the NCESD.

V. INDEMNIFICATION

Any and all claims which hereafter arise on the part of any and all persons as a direct or indirect result of NCESD or its employee's(s') or agent's(s') performance or failure to perform duties pursuant to the agreement, shall be the NCESD's sole obligation and the NCESD shall indemnify and hold harmless the Contracting Agency in full for any and all such acts or failures to act on the part of the NCESD or its employee(s) or agent(s).

VI. MALPRACTICE INSURANCE

All individuals providing services to minors must have valid malpractice insurance coverage. Upon request by North Central ESD, individuals must be able to show evidence of such coverage.

VII. TERMINATION

Either the NCESD or the Contracting Agency can initiate termination of this contract with or without reason upon 30 days written notice to the other party. The notice shall specify the date of termination. In the event of termination by Contracting Agency, NCESD shall be entitled to an equitable proration of the total compensation provided herein for uncompensated services which have been performed as of termination and to the reimbursement of expenses incurred as of termination, but solely to the extent such expenses are reimbursable pursuant to the provision of the agreement.

VIII. VERBAL AGREEMENTS

This written agreement constitutes the mutual agreement of NCESD and the Contracting Agency in whole. No alteration or variation of the terms of this agreement and no oral understandings or agreements not incorporated herein, unless made in writing between the parties hereto, shall be binding.

IX. APPLICABLE LAW

This agreement shall be governed by the laws of the State of Washington. Venue for this contract will be Chelan County of the State of Washington.

X. NONDISCRIMINATION

No person shall on the ground of race, creed, color, national origin, marital status, handicapping condition, or sex be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any activity performed pursuant to this agreement.

XI. BACKGROUND CHECKS

Employees of the NCESD who may during the activities of this contract, work with persons under the age of 16 years shall, as part of this contract, complete background check forms submitted by NCESD.

XII. CONFLICT OF INTEREST

This section is intentionally left blank.

XIII. FEDERAL BACKUP WITHHOLDING INFORMATION/OPTION TO VOID

This section is intentionally left blank.

XIV. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND INELIGIBILITY

If federal funds are the basis for this contract, the Contractor certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any federal department or agency.

XV. SIGNATURES

Contracting Agency and/or Contracting Agency's employee(s) or agent(s) signing this document certifies that he/she is the person duly qualified and authorized to bind the Contracting Agency so identified to the foregoing agreement.

Initial _____



AAAAACP2UECX

AAAAACP2UECX

Cover Page for Faxing Documents to your DocuSign Envelope

1. Write the number of pages on the line below.
2. Fax the document and cover page to the appropriate number below:
 - U.S. and Canada: +1 888 258 1788, +1 206 734 3204
 - London: +44 330 822 0103
 - Singapore: +65 3158 6507
 - Australia: +61 284 172 358

From:	Denise Watson
Envelope Subject:	1606 - 2018 250 - Wenatchee SD (Lincoln Ele)
Attachments to Fax:	
Envelope ID:	97d1e5ce-9eb5-475e-ba04-dcecf2d6df9
Sender Account Name:	North Central ESD
Number of Pages: (Including cover page)	_____

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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 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: \$500.00 Or Revenue: N/A Budget code: 530-6963-21-7000
 or PO# _____

Contract is scheduled to begin: Date of Execution <input type="checkbox"/> or Specific Date: <u>5/30/19</u>	Contract is scheduled to end: Active until terminated <input type="checkbox"/> or Specific Date: <u>5/30/19</u>
---	---

Contract Details: Brief Description/Purpose (If this is a revision what changed:)	Annual Partner Appreciation Luncheon & Awards venue. During this event we honor over 200 mentors and business partners that support career connected learning.
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Agency Contact Information (to whom & where contract needs to be mailed)

Agency Name Hampton Hide Away
 Attention: _____
 Street address or PO Box 2503 Hampton Rd.
 City, State, Zip Code Wenatchee, WA 98801
 Email Address reservations@hamptonhideaway.net
 Phone Number 509-668-1122

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

Contract Requested By: <u>Diana Haglund</u> Print/Type Name	Signature: <u>Diana Haglund</u>
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I have read this contract and recommend it for board approval.	
Requesters Administrator: <u>Brian Flones</u> Print/Type Name	Signature: <u>Brian Flones</u>

Reviewed by: <u>Brian Flones</u> (District Office) Print/Type Name	Signature: <u>Brian Flones</u>
---	--------------------------------

Attorney Review Needed: Yes / <u>No</u>	Date Completed: <u>3/19/2019</u>
<u>Henry Mayfield</u>	<u>[Signature]</u>

2503 Hampton Road
Wenatchee, WA 98801

(509) 668-1122
reservations@hamptonhideaway.net

INVOICE

Hampton Hideaway

Bill To Partner Appreciation Luncheon

Invoice No. 9
Date Jan 16, 2019
Due Date May 30, 2019
Terms 133 days

Description	Quantity	Rate	Amount
venue payment	1	\$500.00	\$500.00

Thank you for your business.

Subtotal \$500.00
Total \$500.00
Paid \$0.00

Balance Due \$500.00



Venue Rental Agreement

This AGREEMENT is made by and between HAMPTON HIDEAWAY, LLC, a Washington limited liability company ("Hampton Hideaway") and the undersigned individual(s) ("Renter") for rental of the Hampton Hideaway event site located at 2503 Hampton Road, Wenatchee, WA 98801 (the "Venue").

1. General. Renter wishes to rent the Venue from Hampton Hideaway for purposes of a Partner Appreciation Luncheon to be held on the 30th day of May 2019. Renter shall have no more than 150 guests attend the wedding.

2. Fee. Renter shall pay Hampton Hideaway a total rental fee of Five Hundred Dollars (\$500.00) as a site fee for the rental of the Venue (the "Site Fee").

3. Included Items. Hampton Hideaway shall provide to Renter access to the Venue, 150 chairs, 19 round tables, 4 rectangular tables, 2 portable toilets and parking for Renter and Renter's guest and vendors. All included items shall be set-up by Hampton Hideaway on or before the 30th day of May 2019.

4. Consultation. Included in the Rental Fee for your wedding is a consultation with a Hampton Hideaway coordinator. The day and time of this meeting shall be mutually agreed upon by the parties. This meeting will cover decisions regarding event timeline, layout and parking as well as any other questions or concerns which may arise.

5. Rental Times.

Full Access to Venue. Renter will have use of the Venue spaces known as the Barn, Barnyard and the Parking Area. Such Venue spaces will be available on Thursday, the 30th day of May, 2019 from 10:30 A.M. until 3:30 P.M.

6. Set-Up. Renter and Renter's vendors may have access to the Venue for set-up beginning at 10:30A.M. on the 30th day of May, 2019.

7. Clean-Up. Renter shall complete clean-up by 3:30 PM. Renter is responsible for clean-up of all personal property and belongings of Renter and Renter's vendors and to leave venue as they found it. Renter is responsible for properly disposing of all garbage in the provided dumpster. Any additional garbage must be taken away by renter. Hampton Hideaway is responsible for all items provided by Hampton Hideaway.

8. Decorations. All flowers and other decorations will be kept in the good taste with Hampton Hideaway's ambiance and landscaping. Renter shall not nail, tack, staple, glue, tape or otherwise attach in a semi-permanent manner any decorations without the prior approval of Hampton

Hideaway. No decorating materials which may leave a residue shall be used for decorating. Ladders or other set-up supplies are the responsibility of the Renter and/or Renter's vendor. No open flames, including candles, may be used by Renter.

9. Food and Beverages. Renter is responsible for hiring a licensed caterer to prepare all food and beverage items. Renter is also responsible for obtaining all necessary food and beverage permits for the event. Hard alcohol is not permitted. If beer and/or wine is served, such alcohol must be served by a Washington State licensed alcohol server. Such server license shall be presented to Hampton Hideaway upon the vendor's arrival to the Venue. Beverages are not allowed on the dance floor. Alcohol service must conclude fifteen (15) minutes prior to the conclusion of the event. Guests are not permitted to bring their own alcohol.

10. Other Vendors. Renter is responsible for the set-up and take-down of all vendor items, including without limitation decorations, additional tables and chairs and electrical plug-ins. All vendors, including the caterer, shall provide to Hampton Hideaway within two (2) weeks of the event their name(s), description of the services being provided and contact information.

11. Property Loss/Damage. Renter shall be solely liable for any property loss and/or damage caused by their guests and/or vendors which occurs during the Rental Term. Renter shall fully reimburse Hampton Hideaway for any such loss and/or damage within a reasonable time following expiration of the Rental Term.

12. Personal Property. Hampton Hideaway shall not be responsible for any lost or stolen items of Renter, Renter's guests and/or Renter's vendors.

13. Smoking. Smoking is allowed only in the designated area. Please respect Hampton Hideaway and obey Washington State Smoking in Public Places law which prohibits smoking within twenty-five (25) feet of entrances, exits, windows that open and ventilation intakes that serve enclosed areas where smoking is prohibited. Cigarette butts left on the property anywhere other than at the designated smoking area will result in loss of damage deposit.

14. Weather. Hampton Hideaway cannot be held responsible for inclement weather. Please plan accordingly.

15. Cancellation. If Renter cancels this Agreement before the entire Site Fee has been paid to Hampton Hideaway, Renter shall forfeit his or her deposit. If Renter cancels this Agreement after the entire Site Fee has been paid to Hampton Hideaway, Renter shall forfeit his or her entire Site Fee, including the deposit. Upon cancellation, any out-of-pocket expenses incurred by Hampton Hideaway at the request of Renter shall be reimbursed to Hampton Hideaway by Renter within a reasonable time after such cancellation.

16. Miscellaneous. Renter agrees at all times to keep areas of the floor of the barn clean and the passageways clear and accessible to persons with wheelchairs. Renter agrees to properly dispose of all food, trash, garbage and any other such items at the close of each night during the Rental Term. Restrooms will be cleaned and re-stock by Hampton Hideaway in regular intervals determined by the number of persons present.

17. Counterparts/Electronic Signatures. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which shall constitute one and the same instrument. The parties agree that this Agreement may be transmitted electronically, and such electronic copy shall be deemed an original.

“HAMPTON HIDEAWAY”

HAMPTON HIDEAWAY, LLC
A Washington Limited Liability Company

By: _____
Timothy J. Libby, Member

Date: _____

By: _____
Katherine M. Libby, Member

Date: _____

“RENTER”

Wenatchee School District - Brian Flores

Name: _____

Date: _____

Address: 235 Sunset Ave
Wenatchee, WA 98801

Phone: _____

Email: _____

Name: _____

Date: _____

Address: _____

Phone: _____

Email: _____



***WSD POLICY SERIES
CONSENT AGENDA
NO CHANGES***

Service Animals in Schools

The Wenatchee School Board of Directors acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a "service animal" as required by federal laws and Washington State's law against discrimination. This policy governs the presence of service animals in the schools, on school property, including school buses and at school activities.

A "service animal" means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by the service animal must be directly related to the individual's disability.

Examples of work or tasks include, but are not limited to the following:

- Assisting individuals who are blind or have low vision with navigation and other tasks,
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds,
- Providing nonviolent protection or rescue work,
- Pulling a wheelchair,
- Assisting an individual during a seizure,
- Alerting an individual to the presence of allergens,
- Retrieving items, such as medicine or the telephone,
- Providing physical support and assistance with balance and stability to individuals with mobility disabilities, and
- Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks.

It is a civil infraction to misrepresent an animal as a service animal. A student's parent/guardian who believes their student needs to bring a service animal to school or an employee who wishes to bring a service animal to school, must submit a written request to the building principal. The building principal, in consultation with the Section 504 coordinator or director of special services, as appropriate, will determine whether to permit the service animal in school. The principal shall not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal. The principal may ask if the animal is required because of a disability and what work or task the animal has been trained to perform. The principal shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal, or require that the service animal demonstrate its task. The principal may not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for a person with a disability.

The superintendent will develop procedures to implement the policy.

Cross References:

- 5010 - Nondiscrimination and Affirmative Action
- 3210 - Nondiscrimination
- 2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973
- 2161 - Special Education and Related Services for Eligible Students
- 2029 - Animals as Part of the Instructional Program

Legal References: American Disabilities Act (ADA), Revised Title II Regulations,
35 Service animals
Section 504 of the Rehabilitation Act of 1973
RCW 28A.642 Discrimination Prohibition
RCW 49.60.040 Definitions
WAC 162-26 Public accommodations, disability discrimination
WAC 392-145-021(3) General operating requirements
WAC 392-172A-01035 Child with a disability or student
eligible for special education
WAC 392-172A-01155 (3) Related services
WAC 392-190 Equal education opportunity - Unlawful
discrimination prohibited

Adoption Date: 6/26/12

Revised Dates: 06.11, 3/15, 2/16, 3/19

DISTRICT NOTIFICATION OF JUVENILE OFFENDERS

A court will notify the principal of a school in which a student is enrolled if the student has been convicted, adjudicated, or entered into a diversion agreement for any of the following offenses: a violent offense, a sex offense, a firearms offense, inhaling toxic fumes, a drug offense, liquor offense, assault, kidnapping, harassment, stalking or arson. If the district receives this information instead of the principal, the district will provide it to the building principal.

The Department of Social and Health Services (DSHS) will notify the board of directors in writing at least thirty days before a juvenile convicted of a violent offense, a sex offense, or stalking is discharged, paroled, given authorized leave, or otherwise released to reside in the district. The district will ensure that this written information is provided to the pertinent building principal. The DSHS Sex Offender School Attendance Program assists with ensuring that juvenile sex offenders, committed to Juvenile Rehabilitation Administration (JRA), do not enroll in the same school as their victim or their victims' siblings. If there is a conflict in schools, DSHS program staff will work with JRA to have the offender moved to another school.

A community residential facility to which an adjudicated juvenile is transferred will provide written notice of the offender's criminal history to the district if the juvenile is attending school in the district while residing at the community residential facility. The district will ensure that such written notice is provided to the pertinent building principal.

When the principal receives notification of juvenile offenders as described above, he or she must provide the information received about the offender student to every teacher of the student and to any other personnel who, in the judgment of the principal, supervises the offender student or for security purposes should be aware of the offender student's record. The information that the principal must provide is based on any written records that the principal maintains or receives from a juvenile court administrator or a law enforcement agency regarding the offender student. If the victim of the offender student is another student enrolled in the District or an employee of the District, then the principal will notify the offender student's teachers and other personnel as stated herein of the victim's name if the disclosure of the victim's name is allowed by law.

Any information received by a principal or school personnel under this policy is confidential and may not be further disseminated except as allowed by the statute for transfer of records (RCW 28A.225.330), other statutes and case law, or the Family and Educational and Privacy Rights Act, 20 U.S.C. Sec. 1232g et seq.

If student convicted, adjudicated, or entering into a diversion agreement for an assault, kidnapping, harassment, stalking, or arson against a teacher, then that student will never be assigned to that teacher's classroom. Additionally, if a student is convicted of, adjudicated for, or has entered into a diversion agreement for assault, kidnapping, harassment, stalking, or arson against another student, the offending student will never be assigned to the same class as the other student.

Convicted juvenile sex offenders will not attend a school attended by their victims or their victims' siblings. Offenders and their parents or guardians will be responsible for providing transportation or covering other costs related to the offenders' attendance at another school.

Cross References: Board Policy 2161 - Special Education and Related Services for Eligible Students
Board Policy 3140 - Release of Resident Students
Board Policy 3144 –Release of Information Concerning Student Sexual and Kidnapping Offenders
Board Policy 3231 – Student Records
Board Policy 4020 – Confidential Communications

Legal References: RCW 13.04.155 Notification to school principal of conviction, adjudication, or diversion agreement-provision of information to teachers and other personnel — Confidentiality
RCW 13.40.215 Juveniles found to have committed violent or sex offense or stalking — Notification of discharge, parole, leave release, transfer, or escape — To whom given — School Attendance – Definitions
RCW 28A.600.460 Classroom discipline — policies — classroom placement of student offenders — data on disciplinary actions

Management Resources:

2018 - December Issue

2018 – August Issue

2010 – October Issue

Policy News, June 1999

Policy News, August 1997

School Safety Bills Impact Policy

Legislature addresses student discipline

Adoption Date: 11.28.95

Revised: 2/22/11; 3/19

Student Records

The district will maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools, and as required by law. All information related to individual students will be treated in a confidential and professional manner. The district will use reasonable methods to ensure that teachers and other school officials obtain access to only those education records for which they have legitimate educational interests. When information is released in compliance with state and federal law, the district and district employees are immune from civil liability unless they acted with gross negligence or in bad faith.

The district will retain records in compliance with the current, approved versions of the Local Government General Records Retention Schedule (CORE) and the School Districts and Educational Service Districts Records Retention Schedule, both of which are published on the Secretary of State's website at: www.sos.wa.gov/archives/recordsretentionschedules.aspx.

Student records are the property of the district but shall be available in an orderly and timely manner to students and parents. "Parent" includes the state Department of Social and Health Services when a minor student has been found dependent and placed in state custody. A parent or adult student may challenge any information in a student record believed inaccurate, misleading, or in violation of the privacy or other rights of the student.

Student records will be forwarded to other school agencies upon request. A high school student may grant authority to the district, permitting prospective employers to review the student's transcript. Parental or adult student consent will be required before the district may release student records other than to a school agency or organization, except as otherwise provided by law.

A grades report, transcript, or diploma will not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment. If a student has transferred to another school district that has requested the student's records, but the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history, discipline actions, official juvenile court records, and history of violence will be sent to the enrolling school. The content of those records will be communicated to the enrolling district within two school days and copies of the records will be sent as soon as possible. The official transcript will not be released until the outstanding fee or fine is discharged. The enrolling school will be notified that the official transcript is being withheld due to an unpaid fee or fine.

The superintendent will establish procedures governing the content, management, and control of student records.

Cross References: 2100 - Educational Opportunities for Military Children
 3143 - District Notification of Juvenile Offenders
 3211 - Transgender Students
 3520 - Student Fees, Fines, or Charges
 4020 - Confidential Communications
 4040 - Public Access to District Records

Legal References:

20 U.S.C. 1232g Family Education Rights and Privacy Act
CFR 34 , Part 99 Family Education Rights and Privacy Act
Regulations
RCW 13.04.155 Notification to school principal of conviction,
adjudication, or diversion agreement – provision of
information to teachers and other personnel – Confidentiality.
RCW 28A.150.510 Transmittal of education records to DSHS—
Disclosure of educational records—Data sharing agreements—
Comprehensive needs requirement document—Report.
RCW 28A.195.070 Official transcript withholding – Transmittal
of information
RCW 28A.225.151 Reports.
RCW 28A.225.330 Enrolling students from other districts –
Requests for information and permanent records – Withheld
transcripts – Immunity from liability – Notification to
teachers and security personnel – Rules
RCW 28A.230.120 High school diplomas – Issuance – Option
to receive final transcripts –Notice
RCW 28A.230.180 Educational and career opportunities in the
military, student access to information on, when
RCW 28A.320.128 Notice and disclosure policies – Threats of
violence - Student Conduct – Immunity for good faith notice –
Penalty
RCW 28A.600.475 Exchange of information with law
enforcement and juvenile court officials – Notification of
parents and students.
RCW 28A.605.030 Student education records – Parental
review—release of records—Procedure.
RCW 28A.635.060 Defacing or injuring school property –
Liability of pupil, parent or guardian – Withholding grades,
diploma, or transcripts – Suspension and restitution –
Voluntary work program as alternative – Rights protected
RCW 40.24.030 Address Confidentiality Program –
Application – Certification
Chapter 246-105 WAC Immunization of child care and school
children against certain vaccine-preventable diseases
Chapter 392-172A WAC Rules for the provision of special
education
Chapter 392-182 WAC Student Health Records
Chapter 392-415-WAC Secondary Education- standardized
high school transcript
WAC 181-87-093 Failure to assure the transfer of student
record information or student records
WAC 392-121-182 Alternative learning experience
requirements
WAC 392-122-228 Alternative learning experiences for
juvenile students incarcerated in adult jail facilities
WAC 392-500-025 Pupil tests and records – Tests— School

district policy in writing

Management Resources: Records Retention Schedule for School Districts and ESDs
(updated 2014)
2018 - December Issue
2014 - December Issue
2013 - February Issue
2010 - February Issue
2003 - December Issue
2001 - April Issue

Adoption Date: 9/05
Revised Dates: 2/11, 9/16, 3/19